Please note

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January

1 New Year’s Day
3 Swinburne re-opens
26 Australia Day
31 H.Ed. and TAFE enrolment period begins for Round 1 offers through VTAC

February

6 TAFE Apprenticeship classes commence
13 H.Ed. teaching begins: Engineering (alternate entry and final year) and Arts (Honours)
TAFE non-VTAC classes commence
14 H.Ed. and TAFE enrolment period begins for Round 2 offers through VTAC
27 H.Ed. teaching begins: Applied Science, Arts (other than honours), Business, Design and Engineering (Year i-iv)
TAFE VTAC entry courses commence

March

13 Labour Day
31 H.Ed. 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
TAFE last day for variation to enrolments for semester 1 without penalty

April

12 H.Ed. classes end for Easter break
13 TAFE classes end for semester break
14 Easter Friday
17 Easter Monday
20 H.Ed. classes resume after Easter break
25 Anzac Day

May

10 H.Ed. Graduation ceremony
24 H.Ed. Graduation ceremony
30 H.Ed. last day for application for awards for students completing courses in semester 1, 1995

June

8 TAFE award ceremony
H.Ed. semester 1 examination period begins
12 Queen’s Birthday
15 TAFE award ceremony
20 TAFE semester 1 examination period begins
23 H.Ed. and TAFE examination period ends
30 TAFE last day for applications for awards for students completing courses in semester 1, 1995
TAFE semester 1 ends

July

3 H.Ed. inter-semester break begins
H.Ed. Engineering (alternate entry) semester 2 classes begin
17 H.Ed. classes resume for semester 2

August

31 TAFE last day for subject variations to enrolments for semester 2 without penalty
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

15 H.Ed. and TAFE classes end for mid-semester break

October

2 H.Ed. classes resume after mid-semester break
11 H.Ed. Graduation ceremony
20 H.Ed. last day for application for awards for students completing courses in December 1995

November

3 H.Ed. semester 2 examination period begins
7 Melbourne Cup Day
16 TAFE award ceremony
17 H.Ed. semester 2 examination period ends
20 TAFE semester 2 examination period begins
30 TAFE last day for application for awards for students completing courses in semester 2, 1995

December

1 TAFE semester 2 examination period ends
22 Swinburne closes for Christmas break

* Students should be aware that some schools have an earlier deadline for addition of new subjects. Students should consult their Divisional 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 Sector 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 Academic Registrar.

Equality of educational opportunity is Swinburne policy.

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

**Phone numbers**

From mid-1995 a new digit (9) will be added on to the beginning of all Swinburne phone numbers. (e.g. the Swinburne general enquiry number will become 9214 8911). Callers will still be able to access the old phone numbers until mid-1996.

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Coat of Arms

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

At a period during the 12th-13th 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 division 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 division or school
- specific information about each course including a course structure that lists all required subjects/units.

All subjects or units 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 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 being 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, by George Swinburne and the first students were enrolled in 1909, when classes began in carpentry, plumbing and blacksmithing. 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. Noted Australian businessman, Mr. Richard Pratt AO was installed as Swinburne’s Foundation Chancellor on the 15 March 1993.

In 1994 the Higher Education Sector of Swinburne underwent a major restructure when the four faculties (Arts, Business, Applied Science and Engineering) and one school (The School of Design) were amalgamated into two divisions — The Division of Business, Humanities and Social Science and the Division of Science, Engineering and Design.

Swinburne today

Swinburne has a strong reputation in Australia and overseas as a provider of career orientated education and as a University with a commitment to research. The University maintains a strong technology base and important links with industry, 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, a program which places 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.

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. While focusing on its regional responsibilities, Swinburne is heavily involved in international initiatives and plays a significant part in the internationalisation of Australia’s tertiary education system.
Teaching Sectors
Swinburne has two teaching sectors under the control of one Council: the Higher Education Sector and the Technical and Further Education Division (TAFE).

Higher Education Sector
The Higher Education Sector offers professional qualifications ranging from degrees of Bachelor to graduate qualifications (certificates, diplomas and degrees of Master and PhD).

The Higher Education Sector comprises two divisions: The Division of Business, Humanities and Social Science (which incorporates the previous faculties of Business and Arts) and the Division of Science, Engineering and Design (incorporating the previous faculties of Applied Science and Engineering and the School of Design).

A total of 9019 students were enrolled in the Higher Education Sector in 1994, made up of 5065 full-time students and 3954 part-time students.

Technical and Further Education Division (TAFE)
TAFE 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.

The TAFE Division is made up of three schools: The School of Business and Information Systems, the School of Engineering and Industrial Science and the School of Social Sciences and Arts.

A total of 12,217 trainees and 4256 students were enrolled in TAFE courses in 1994. Made up of 2532 full-time and 9685 part-time students (excluding short courses).

Hawthorn Campus
General enquiries: 214 8911

Hawthorn is Swinburne’s original campus, offering a broad range of undergraduate higher education and TAFE courses in applied science, business, humanities and engineering. Most of Swinburne’s postgraduate courses are offered on this campus. The Hawthorn campus is also the site of many of Swinburne’s research and training centres.

Situated in the heart of Hawthorn, the campus has expanded from its original single building of 1908 to cover a sizeable area from Burwood Road to Park Street in the north, and across to Henry Street in the east. The second stage of Swinburne’s TAFE Division was officially opened on May 12, 1994, a state-of-the-art building which complements the two TAFE buildings opened in 1991.

The Hawthorn campus offers a wide variety of short courses through the Centre for Business Development and Training, and also through the various schools, departments and centres of the Higher Education Sector and TAFE Division.

Students enjoy a full range of services and facilities including a library, bookshop, sports centre, cafeterias, health centre, childcare, counselling and careers advice centre. The Hawthorn Campus is located seven kilometres east of 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.

Mooroolbark Campus
General enquiries: 728 7111

Mooroolbark campus is located in the leafy outer eastern suburbs of Melbourne, and was established to increase tertiary education options for students in these outlying areas. Students enjoy an intimate atmosphere in an attractive landscaped native setting, with all the amenities of a modern university.

The campus offers bachelor degree programs in the areas of business, applied science and social science. The Bachelor of Business offers majors in accounting, economics and marketing, while the Bachelor of Applied Science offers Management, Science and Computing and Computing and Psychology as two courses exclusive to Mooroolbark campus. The Bachelor of Arts offers major studies in media, psychology and sociology.

Bachelor of Arts students can also study subjects from business or applied science programs at the Mooroolbark Campus.

The campus has a fully equipped undergraduate library with access to Hawthorn campus holdings, a cafeteria, student lounge, computer aided laboratories, and excellent social and recreational facilities including tennis courts and a swimming pool.

The campus is easily accessible by train with a connecting bus operating from Lilydale Station. There is also ample carparking on the campus.

Prahran Campus
General enquiries: 214 6700

Prahran campus (formerly Prahran College of TAFE) joined Swinburne University of Technology in 1992. It offers TAFE courses in business, social sciences and arts and higher education degrees in graphic and industrial design.

The School of Business and Information Systems, and the School of Social Science and Arts offer associate diploma, advanced certificate and certificate courses via full-time or part-time enrolment. In 1994 the Swinburne School of Design was permanently relocated to Prahran campus, expanding the range of graphic and industrial design courses to incorporate higher education degrees.

A large number of fee-for-service short courses are also offered in the areas of entertainment, arts, language, fitness leader, business, computing and information technology. External study options are also available through the Off-Campus Centre.

The campus is ideally situated in cosmopolitan Prahran close to the market, shops and cafes. It is small and friendly with a mixture of modern and historical buildings. Only five kilometres south of Melbourne, Prahran campus is easily accessible by train, tram and bus.
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  - 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(st)
  - Manager, Centre for Business Development and Training: J. Torbiner, BEd(Melb), GradDipBus(HRD)(Deakin), AIMM
- **Prahran campus**
  - Head, Finance and Administrative Studies: D. Tonkin, BBusStud(Acc), DipEd
  - Head, Real Estate and Law: D. Sedgwick, BA, LLB, TSIC
  - Head, Industry Training: G. Romuld, BEc, DipEd
  - Head, Traineeships and Labour Market Programs: S. Henderson, BA, DipEd, BEd
  - Head, Library and Information Studies: M. Hoffman, BA, BEd, HDT, ARMIT, AALIA, BEd

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**School of Social Sciences and Arts**

- **Head**: J. Bissland, BA(Hons), GradDipChDev, GradDipEd, MA, MEd
  - Deputy Head (Acting): G. Arnott, BEc, BEd(Mon), GradDipBusAdmin(SIT)
- **Hawthorn campus**
  - Head, General and Community Studies: K. Wiltshire, BA, BEd
  - Head, Access Education Department (Acting): R. Thomas, BA, MEd55(Mon)
  - Director, English Language Centre: A. Redpath, BA, DipEd, GradDipTESL
  - Prahran campus
    - Head, Adult Education: B. Brosnan, BA(Hons), MEd(Monash), DipTEFL(ILC Edinburgh)
    - Head, Child Care Studies (Acting): C. Forbes, TPTC, BA, BSc(Hons)(Mon)
  - Head, Family and Community Studies: M. Juchnowski, BA, DipEd, MACE
  - Head, Language and Community Programs: K. Hellyer, BA, DipEd, DipEng(Monash)
  - Head, Arts (Acting): P. Creed, BA(Hons), DipTeaching
**Administration and services**

**Access Education Department**

*Acting Head*
R Thomas, BA, MEd(Mon), 2148816

*Secretary*
C. Boykett, 214 8634

**Compensatory Education**

Individual assistance in English and mathematics is available to students enrolled in 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.

**Swinburne University of Technology Alumni Association**

*Who are the Alumni?*

The alumni are comprised of former students, former and current staff, and other friends of the Swinburne University of Technology.

*What is the Alumni Association?*

The Swinburne University of Technology Alumni Association enables you to stay in touch with the friends you made during your period of study or employment. The Alumni Office organises reunions and other functions and three times a year all alumni receive Swinburne News free of charge. In addition, you are given the opportunity to remain involved with your University. As the University's reputation grows both in Australia and overseas, the value of your own qualification also increases.

The aims of the Alumni Association are as follows:

- to offer services and activities which meet the needs of alumni members;
- to provide forums for alumni to network with their peers;
- to encourage alumni to become involved in policy making and education issues within the University;
- to raise funds to support current educational programs, thus enhancing the University's status and maintaining the continuing value of Swinburne qualifications.

Alumni wishing to have access to Swinburne's many excellent facilities may, upon payment of a fee, become contributing members of the Association. Depending on the membership option chosen, contributing members are entitled to use the library, sports association, tool library and bookshop, and obtain discounts on training facilities at Swinburne's Information Technology Institute.

For further information about the Swinburne Alumni Association, contact:

Jennifer Cookson, External Relations
Telephone: 214 8705

(For information about chapter groups, consult divisional entries.)

**Bookshops (Student Bookshop Co-operative Limited)**

*Manager*
R. Wilkens, 214 8225

*General enquiries*
819 4266

*Location*

**Hawthorn**

The **bookshop** will be temporarily located in the old Graphic Design Building until the end of June 1995. It will then be relocated to the new Bookshop/Cafeteria building from the 1st July, 1995.

**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 9.00am-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 noticeboard.

*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. Members who buy shares and patronise the bookshop are in turn ensuring the bookshop has an inflow of share capital for growth and 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 co-operative 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, secondhand books and general interest 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, 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 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), LTh(JBTS), BA(Cantab)

Location
473 Burwood Rd., Room 201 (alongside Student Health Cent) Telephone: 214 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.

Mooreoolbark campus:
Hawthorn campus:
Mr. Chris Gibson; Sister Cathy Skehan; available Monday, Wednesday, Friday. Enquire at 473 Burwood Rd., Room 201 Phone: 214 8489.

Chaplains are responsible for spiritual and religious affairs on all campuses. They are recognised and authorised by their respective Christian churches. They are available to all students and staff regardless of their religious affiliation or lack of it.

Chaplains are able to arrange weddings, funerals, christenings and other rites and ceremonies as requested, especially for those who find the traditional church setting difficult. Phone the campus number for details.

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 214 8489.

Child-care Centre
Coordinator
S Somerville, 214 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 214 8519 or the Equity Unit on 214 8804 for further information.
Computer Services and Information Technology (CSIT)

Acting Manager
A. Young, BEng, MEng, MIREE
E-mail: Allan.Young@swin.edu.au
General enquiries: 214 8509
E-mail: enquiries@swin.edu.au

Computer Services and Information Technology (CSIT) is the section of Information Services responsible for providing computing and communications services to the entire University community to support teaching, research and community objectives.

CSIT is customer focused and provides a range of direct customer services as well as supporting the underlying computing and communications infrastructure. A Network Access and Code of Practice document is available from the Help Desk to explain the services provided to users and the conditions governing their use.

Facilities
The facilities group, which includes a team of student cadets, is responsible for managing and maintaining the Computer Access Laboratories in the Engineering Building. Over 100 PCs are provided in the West Wing laboratory running a range of software packages for all University students and staff. Books, disks and mice are available for loan in the West Wing.

Facilities is responsible for all aspects of managing the West Wing such as evaluating and purchasing hardware and software and managing and maintaining printing facilities, backup and recovery and stock control. There is a student help desk located in the West Wing to provide software and hardware support to users of the laboratory. The West Wing help desk is operated by the cadets and is open whenever the West Wing laboratory is open.

Facilities also operate a small laboratory located in EN402 which is provided specifically for supervised teaching applications and must be pre-booked. For bookings contact Ken Tan. Telephone: 214 8382 or E-mail: Ken@stan.xx.swin.oz.au

Opening hours for the West Wing during teaching periods are:
Monday-Friday 8.00am-9.30pm
Saturday 12.00pm-5.00pm
Sunday 1.00pm-5.00pm
The West Wing is not open every weekend so please phone 215 8574 to check before coming in.

PC Support Services
CSIT manages a central PC support service. This service provides first level hardware maintenance and software support for Macs and PCs in the Higher Education Sector TAFE Division and Corporate Services.

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.

For PC support contact the Help Desk on 214 5222,
E-mail: Helpdesk@buster.c.c.swin.edu.au

System Support Services
The System Support Group manages the IBM AS1400 which supports Swinburne’s Management Information System (MIS). The centrally controlled mainframe IBM 3090 was decommissioned in 1994. All administrative work which used to operate on this machine has been converted, as part of the MIS, to run on the AS1400 thus putting the University’s whole administrative workload onto this system. This involves the management of applications which support student records, finance, human resources and physical resources. The group also provides performance monitoring and capacity planning for these systems with access provided to all teaching departments and corporate divisions.

The group also supports two UNIX based Multimax systems. One of these systems is dedicated to providing the electronic cataloguing and borrowing system (DYNIX) from the Central Library, the other is a teaching machine which supports undergraduate programs in UNIX languages such as Pascal and C, and applications such as ORACLE.

System Support is also responsible for a group of RISC 6000s for the CIM centre. These power PCs support engineering packages such as CATIA and Lusas.

Network Services
Managing the University’s data network infrastructure is one of CSIT’s major responsibilities. Network Services is responsible for installing, managing and maintaining most of the University’s local and wide area network (LAN and WAN) connections.

The WAN currently consists of a high capacity microwave link between the Hawthorn and Prahran campuses of the University and ISDN (Integrated Digital Services Network) connections to Mooroolbark and from Mooroolbark to Glenfern Study Centre.

The network integrates over 2000 PCs, including Macs, between each of these sites to University resources such as host computing systems (AS400, CRAY and many other UNIX hosts), library, file servers and electronic mail (e-mail).

The network also provides all campuses with access to the Australian Academic and Research Network (AARNet) and the worldwide INTERNET system, which offers extensive services.

The LANs are based on the IEEE 802.3 network standard and operating on fibre optic backbones and unshielded twisted pair cable to the workstation interface. Most hub and routers on the network are managed by UNIX workstations using SNMP (Simple Network Management Protocol).

Customer Liaison
Customer Liaison provides the all important interface between the computer service provider and the consumer with responsibility for the promotion of CSIT and the marketing and support of services provided by CSIT to the Swinburne community. This includes support for the interface between the DYNIX Library System and other administrative systems and responsibility for the library database as well as consulting to all sectors of the University which relate to the services provided by CSIT.

The Technical Publications Officer is responsible for the design and production of a comprehensive user guide and other supporting documentation. The Technical Publications Officer also provides information to improve the usability of CSIT facilities and services and produces a quarterly information technology newsletter, Access.
The HelpDesk provides a single point of contact to the user community at Swinburne and maintains a centralised call registration system which logs all problems associated with computer hardware and software, local and wide area networks, communications, e-mail, telephones and Voice Mail. Help Desk staff attempt to solve problems over the phone if possible, otherwise calls are assigned to the appropriate specialist group for resolution.

The HelpDesk is open between 8.30am and 5.00pm Monday to Friday and has two full-time staff. It is located in Room EN308.

Call the central HelpDesk number 214 5222 or e-mail to Helpdesk@buster.cc.swin.edu.au if assistance is required for services provided by CSIT.

Voice Services
Voice Services are responsible for all telecommunications and VoiceMail services at each of the Swinburne campuses, operate the switchboard and produce the internal telephone directory.

During 1994 all equipment and facilities at all three campuses were upgraded. Advanced features are available and will function between all campuses. The network is centrally operated allowing the switchboard operators to accept incoming calls from anywhere and redistribute them to any campus. Microwave links are used between Hawthorn and Prahran and Hawthorn and Mooroolbark.

As part of the upgrade, ISDN indials have replaced the PSTN indials to provide Swinburne University as a whole with a more integrated and streamlined numbering system. Depending on the growth of Swinburne in the next five to ten years we may see further numbers in use. These upgrades are designed to meet Swinburne’s expanding telecommunications needs into the year 2000.

English Language for Migrants

Migrant Education Coordination
L. Cutting (Prahran), 2146957
V. Reddaway (Hawthorn), 214 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 and Hawthorn campus.

Part-time, evening courses
Preparation for further study and work and personal development — Hawthorn campus only.

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

Language support within a mainstream course
At both campuses, when circumstances allow, ESL students can have access to English as a second language (ESL) trained teachers and extra tuition time if they are enrolled in VCE, advanced certificate or 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, 2148151.

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

Administrative Officer
J. Ng

Administrative Officer (Integration)
N. Crozier

Disability Project Officer
L. Adams

Affirmative Action/Women in Non-traditional Areas
Project Officer
J. Della

Project Officer (Special Projects)
L. Shave

Aboriginal Project Officer
S. Atkinson

Location
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 gender, ethnicity, marital or family status, impairment, religious or political beliefs, or sexual preference 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 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 214 8855.
The School exists to provide a University-wide point of contact and communication for all postgraduate research students, to coordinate research services, and to ensure quality in research training.

The School runs regular seminars and workshops to assist staff and students to develop their research skills. It also offers induction programs for new researchers, postgraduates, offers advice on resources and provides a focus for interaction and development.

Office of Research

The Office provides advice on University policies for the conduct of research and the implementation of Swinburne's Research Management Plan. It also publishes 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.

The Office administers research grants and contracts across the University, ethics committee approvals and intellectual property issues.

External organisations seeking advice on Swinburne's research capabilities should contact the Office on 214 5223.

PhD study and Scholarships

The School is responsible for the administration of PhD degrees and coordination of students' degree studies. It provides prospective PhD students with a variety of information on PhD study including: details about admissions to candidature; expected duration of candidature; progress report requirements; HECS exemptions; scholarship; guidelines for thesis presentation; guidelines for supervision; and University policies on research. The School also provides information, HECS 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 School 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 distributed widely around the University.

For further information on research at Swinburne, phone Jeanette Baird on 214 5211.

For further information about PhD study and scholarships, phone Margaret Tar on 214 5223.

Hire of Swinburne Facilities

Swinburne lecture theatres and classrooms may be booked for use by outside organisations. Please contact the Information Office for further information on booking procedures — 214 8444.

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 Council Secretariat on 214 8485.

International Student Unit

Director
I.A. McCormick, BComm(Melb), MAdmin(Mon)

Deputy Manager
C. Chu, BA(Mon)

Overseas Student Advisors
T. Bourekas, BA(Mon), GradDipIT(SUT)
Louise Dunn, BA(Hons)Melb, GradCertIntBus(RMIT)
B. Hammond, AssocDipTravel&Tourism(BHT)
S. Lock
G. Hennequin, BEd(Melb)
M. Lui, AssocDipOffSec(PIT)
M. Magaldi
D. Pun, DipMassComm(HKBC)
I. Tjahjono

Secretary
F. Benison, BA(FuJEN)

Location
473 Burwood Road, Hawthorn, 214 8151, 214 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)
R. Philp, ABCTechCert

Administration
G. Peters

Learning Resources Production Unit

Head
R. Philp, ABCTechCert
N. Alwis, City & Guilds, FullTechCert(Lond)
M. Clarke, Cert.Acct(WCOT)
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)
J. Mansfield
N. Vargas
T. Weisz, CertTech(RMIT)
M. Young

Technology Instructional and Curriculum Advisory Unit

P. Jeffrey, BA(UNeWEng), Med(Mon)

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:

- 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 courseware, 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.

Computer and Network Student Disciplinary Code

A Student Disciplinary Code has been introduced to protect the integrity and maximise the academic utility to the Swinburne community of the university’s electronic information systems. The Code is printed in full in the Procedures and Regulations Section of the Handbook on page 210.

Library

Swinburne Librarian
F. Hegarty, BA(UNeWEng), DipLib(QIT), BEd(LaT), AALIA

Deputy Librarian
PC. Simmenauer, BA(Melb), DipLib(NSW), AALIA

Collection Management
C.L. Ellson, BSocSc(Lib'ship)(RMIT), GradDipAppSc(Town Planning)(RMIT), AALIA

Staff Development
B.J. Donkin, DipArts(SIT), GradDipEd(Hawthorn), AALIA

Administration
E. Turner, CertAppSc(LibTech), CompBusAppICert

Secretary
A. Jenkin

Systems and Research

LA. Douglas, BA(’N’cle), MSc(Strath)
S. Chapman, BSocSc(Lib’ship)(RMIT), GradDipBus(Comp)(VicCAE)

Technical Services

D. Doherty, BA(Qld), AALIA
K. Apituley, BEd(InstTT&EdSci, Jakarta), GradDip(PAdm)(GdScHlPAdm, Jakarta), GradDipLib(R’incaCAE)
J. Balhande, BA(Lib’ship)(BCAE)
J. Butera, BA(UrbanStud)(FTT), GradDipLib(BCAE)
M. Delahey, CertReg(RMIT)
A. Jankowska-Janiak, MLib&ScInfo(U.B.Bierut, Poland), GradDipInfoServ(RMIT)
J. Saul, BA(Lib’ship)(BCAE)
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 may be borrowed. Access to all collections is facilitated by an online catalogue and an inter-campus loan service. The range of resources available is extended through reciprocal borrowing arrangements with most other university and TAFE libraries, and a number of networked access arrangements to electronic databases.

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

Opening hours
Opening hours during teaching periods are:

Hawthorn Campus
Tel.: 2148330
Monday-Thursday: 8.15am-10pm
Friday: 8.15am-8.30pm
Most Saturdays, some Sundays, Labour Day, ANZAC Day, Queen's Birthday, Show Day, Melbourne Cup Day.

Mooroolbark Campus
Tel.: 728 7115
Monday-Friday: 8.1am-5pm
Some Saturdays, Queen's Birthday, Melbourne Cup Day.

Prahran Campus
Tel.: 2146998
Monday-Thursday: 8.30am-8.30pm
Friday: 8.30am-5pm
Queen's Birthday, Melbourne Cup Day.

Check library guides and noticeboards 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 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 renewed 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 renewed 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 renewed 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. If the item cannot be found after a reasonable search the borrower is responsible for the replacement cost plus an administrative charge. Borrowers are responsible for the cost of replacement or repair of damaged items.

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 the libraries.
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 a request 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 several 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 of Technology is committed to conversion of courses to multi-modal delivery and its provision is continuing to be implemented in 1995.

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 a 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. Nevertheless, the Centre continues to offer a free service to enrolled students. 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) 214 8633, fax (03) 214 8643.

Parking

Enquiries, Facilities and Services Group
Hawthorn campus
2148760
Mooroolbark campus
7287111
Prahran campus
2146748

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 driver's observance of parking signs or directions given by any of Swinburne Parking or Security Officers.

Parking permits

Available from Facilities 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.

Hours of access

The main car parks 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 Facilities and Services, Hawthorn 214 8760 and Prahran 214 6748.

Motorcycles and bicycles
Campus motorcycle parking and bicycle rack locations can be obtained from Facilities 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, GradCertBusAdmin(SUT), PRIA, AIM, 214 8847
Handbook and course brochures
M. Trudgeon, BA(Melb), BA(FineArt)(PIT), 21 4 8548
Information office
2148444

The role of the Publicity and Information Unit is to publicise, both internally and externally, the activities of Swinburne University of Technology. 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 coordination and organisation of exhibitions which includes Swinburne's annual Open Day.

Student and Educational Services
Manager
Z. Burgess, BA(Mon), MEd(LaT), GradDipEdPsych(Mon), MAPsS, AIM
Administrative Officer
E. Jolley
Coordinator, Projects
R. MacDonald, BA(Melb), DipEdPsych(Mon), MAPsS

Learning and Educational Development
Acting Coordinator
J. Hastings, BA(SIT), GradDipEdPsych(Mon), TPTC, MAPsS
Learning Skills Counsellor
Vacant

Counselling Services (Hawthorn)
Coordinator
F. Oberklaid, MA, MEd(BU), MAPsS, AIMM
International Student Counsellor
H. Kalaboukas, BA(Melb), BEd(Couns)(LaT), MAPsS
Counsellor
B. Jenkins, BEd(MCAE), GradDipPsych(Couns)(SIT)
Administrative Officer
M. Pelosi

Housing, Part-time Employment and Financial Advice (Hawthorn)
Coordinator
B. Graham, BA(Pharmac)(TCAE)
Administrative Assistant
M. Jolley

Careers Services (Hawthorn)
Coordinator
R. Ware, BA(LaT), DipEd(MSC), GradDipCareers(VicColl)
Careers Advisor
Vacant
Schools Liaison Officer
L. E. Baron, BA(RMIT), DipEd(LaT)
Careers Information Officer
K. Bevis
Employment Program Officer
S. Davis

Swinburne Health Service (Hawthorn)
Coordinator/Registered Nurse
J. Fischer, RN, RM(Vic)(UK), RN(USA)
Medical Officers
S. Clarke, MB, BS(Lond)
Y. Kronouer, MD(Uraguay)
Registered Nurse
A. Hart, RN(Vic)
Administrative Officer
J. Wright

Mooroolbark campus
Coordinator
E. Wallis, BA(Hons), MEd, GradDipCouns
Administrative Officer/Housing Part-time
Kerryn Morey, BA

Prahran campus
Coordinator
D. Balgovind, BA(Hons)(Qld), DipEd(Melb), MAPsS, AIMM
Student Counsellor
M. Galante, BA(Mon), BScWork(Mon), AASW
Nurse
W. Avery, RN, RPN(Vic), GradDipCommHealth(Deakin)
Medical Officers
M. Sargeant, MBBS
D. Yap, MBBS, FRACGP, DipRACOG
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 Careers 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 Services**

The Counselling service is available to current students and their families, staff and students who graduated twelve months ago. Most services are free and confidential. The services offered to the University community include individual counselling which operates on both a fixed appointment and drop-in basis, group programs, consultancy, professional supervision and continuing education programs.

The Counsellors, who are registered psychologists, help in areas such as adjustment to life at Swinburne, loneliness, personal problems, academic difficulties and procedures, relationship difficulties, family concerns and sexuality issues. A specialist international student counsellor is also on staff to assist international and NESB students at the University.

The Counselling Service endeavours to develop and support procedures which will improve the general welfare of students and enhance their education at Swinburne.

The opening hours of the Service are:
- Monday, Tuesday and Friday
  - 9.00am-5.00pm
- Wednesday and Thursday
  - 9.00am-6.00pm

Services to students:
- personal development
- interpersonal skills development programs
- individual counselling for Australian and overseas students
- professional supervision and training

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

**Housing, Part-time Employment and Finance**

The Housing Service provides information and independent advice on all aspects of housing including tenant rights. Listings of Hostels, private board, shared and self-contained rental accommodation are also available.

Notices for part-time employment are advertised for students as well as information on all aspects of employee rights and responsibilities.

The service also provides a tutor register for students requiring tutoring or who are interested in becoming tutors.

Financial Advice and Student Loans
(See Student Assistance Schemes).

**Health**

This is a confidential nursing and medical service covering:
- emergencies
- clinical care
- health promotion

It is available to all Swinburne students and staff. We offer:
- immunisation/general, overseas
- hearing/vision testing
- asthma management
- full clinical assessment
- health counselling
  - nutrition
  - contraception
  - sexually transmitted diseases
- information programs

**Contact details**

The majority of services listed below at the Hawthorn campus are also available at the Mooroolbark campus and the Prahran campus. 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: 214 8622/214 8500

- **Career Planning and Industry Liaison (Hawthorn)**
  - 465 Burwood Road, Hawthorn
  - Hours: 9.00am-5.00pm (Monday-Friday)
  - Phone: 214 8521

- **Counselling (Hawthorn)**
  - Room BA206, Ground Floor, Business and Arts Building
  - Hours: 9.00am-5.00pm (Monday, Tuesday and Friday)
  - Hours: 9.00am-6.00pm (Wednesday and Thursday)
  - Phone: 214 8025

- **Housing, Employment and Finance Office**
  - 465 Burwood Road, Hawthorn
  - 2nd level, access via laneway behind library
  - Hours: 9.00am-5.00pm (Monday-Friday)
  - Phone: 214 8882

- **Health (Hawthorn)**
  - Contact details: Student Health Service — laneway behind library
  - Hours: 8.45am-5.00pm (Monday-Friday)
  - Phone: 214 8483/214 8703
  - Medical Practitioners by appointment
  - Nursing staff available on a ‘drop-in’ basis

- **Moorabbin Administrative Building (A)**
  - Room MA4
  - Hours: 9.00am-5.00pm (Monday-Friday)
  - Phone: 728 7105/728 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: 214 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 Housing, Part-time Employment and Finance Office.
    - Read the information booklet carefully.
    - If having read the booklet you still have questions, then seek help from the Financial Adviser on campus.
    - If your friends, family or family accountant say you are not eligible, don’t assume they are correct — the eligibility criteria are complex and students’ circumstances vary.
    - Don’t assume that you are not eligible, if in doubt put in an application anyway.
    - Fill in your application form carefully — mistakes or omissions will mean delays in receiving your first payment.
    - Supply all the documentation requested, otherwise delays will occur.
    - Get your application in early — it always takes AUSTUDY some weeks to process your application.
    - If applying for first semester get your application in by March 31, 1995, if you want to receive backpay to the first of January.
    - Don’t accept a decision from AUSTUDY if you think it is inaccurate or unfair. Ask your Financial 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 the campus Finance Adviser 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. Application forms are available at Student Health or Housing, Part-time Employment and Finance Office on campus.

#### 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.
For more information regarding student loans and other financial advice contact the Finance Adviser on campus.

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. Concessions are 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 students 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 students within the framework of effectiveness, convenience and need.

The Union in representing the students operates within the realms of the policy initiator, 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 current and future students. Incorporation has breathed life in perpetuity into this organisation, which has become increasingly effective by the year in servicing the students.

Organisational aims
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 coordinate 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.

Management
At the time of writing, the representative structure of the student body is undergoing a thorough review with the expectation that it will reflect more the decision making flow of the University.

The Union is currently managed by an executive comprised of the President, Vice President, Finance Director, Education Director, Activities Director and Media Director.

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

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 as chairperson, two to three students from the Union executive, two to four students 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 students 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 it provides.

Union Office/Reception

This is situated on the fourth level of the Union Building. Various services are provided here including room bookings, Legal Adviser bookings, insurance claims, facsimile and general information. Union personnel located in the Union Office include the President, Administrative Officer, Manager and Accountant.

Telephone numbers: 214 2156, 214 2656, 214 2966, 214 8520, 214 8553.

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 that it relates to activity associated with Swinburne. For further details, please contact the Accountant in the Union Office.

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.

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 214 8520.

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.
Contact/Activities Department

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 programs 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 clubs 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 the risk of harm to the majority of women students who utilise this service.

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.

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 214 8291. As the library is a non-profit operation, its hire rates are very reasonable (1/4 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, FA system, tents and rucksacks.

Radio station
3SSR — Swinburne Student Radio.
Location: fourth level of the Union Building.

The Radio Station is run by a committee which consists of:
• Program 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, management 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 an 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.

Catering Department

The Greenhouse Coffee Lounge
Situated on the third level of the Union Building, this is a comfortable and popular lounge specialising in cappuccinos, hot chocolates and herbal teas. The Greenhouse serves quality cakes and pastries and lunchtime 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: 214 8530.

The Ethel Caf
The largest cafeteria on campus, the Ethel is located on the third level of the Union Building adjacent to the Coffee Lounge. This cafeteria provides a large variety of hot and cold meals, a variety of vegetarian dishes and a chef who will cheerfully cater for an individual’s special diet needs.

The Ethel has the table space for large groups of students to chat over coffee or lunch. Seats 300.

Opening hours: Monday–Thursday 8.00am–3.30pm, Friday 8.00am–2.30pm. Telephone: 214 8172, 214 8174, 214 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 Cafe has a clean and pleasant environment and is convenient to both University and TAFE students and staff. Seats 70.
Opening hours: Monday-Thursday 8.00am-9.00pm, Friday 8.00am-3.30pm. Telephone: 214 8380.

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, who is available for consultation on any facet of student education or welfare, is available on the fourth level of the Union Building. There are three sections within this department:

Student Appeals and Counselling
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, division etc. of Swinburne itself. Unfair treatment can arise in assessment, enrolment, 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 Counselling 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 the 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, whether they are from TAFE or Higher Education. The Student Appeals and Counselling Officer is located in the Education Unit, on the fourth level of the Union Building. Phone: 214 8553. Fax 819 2256. E-mail: malcolm@union_2.su.swin.adu.au.

Research Unit
This unit 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.

Communications and Information Systems Department

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 ‘Tabular Rasa’ once or twice a semester. ‘Tabular Rasa’ 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. Students are welcome to contribute graphics, cartoons and articles. 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.

Campus Computers — Student Union Computer Centre
Campus Computers offers access to a range of computers including some with CD-ROM installed. A number of popular packages including Word for Windows, MsWord for DOS, Wordperfect 5, spreadsheets and others are available.
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 a reasonable cost.

  Binding service
A thermal glue binding service that provides excellent presentation is also available at minimum 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 rates per page.

For further information contact Campus Computers, 4th level, Student Union Building or telephone 214 2966 or 214 8553.

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 in the Union Building adjacent to the Contact Centre. Here, students and staff are tempted with the aroma of homemade treats such as soup, hot takeaway food including vegetarian, sandwiches, salads, cakes, pastries, hot and cold drinks 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 people. The cafe is open 8.00am - 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 a pleasant alternative to the other areas on the Prahran campus. Daily papers are available so students can keep up with life outside the campus.

There are regular activities for students to participate in, either by turning up on the day, or more actively by helping with organisation. 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 contribute.

For more information visit the Contact Desk at the top of the stairs off High Street, level 2 Building U, or phone 214 6729.

Sports Association

Executive Officer
A. Tingate, BAppSc(FIT)

Recreation Coordinator
D. Shanahan, BAppSc(FIT)

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

Clubs Development Coordinator
Vacant

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

Campus Resource Officers
R. Chambers, BBus(Swin)
T. Jillibert, AssDipSportAdmin(Griff)
T. Rehak, BA(LaT), DipEd(Melb)

Receptionist
P. Kennedy
V. Carlin

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, circotron 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 the 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 1994 the number of clubs continued to grow, especially at Mooroolbark and Prahran where the club system began in 1993. 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 Mooroolbark campus in the new Sports Centre planned for completion in late 1994. 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.

**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: 214 8018

**Mooroolbark**
Monday-Friday 9.00am-5.00pm
Room MC3
Phone: 728 7171

**Prahran**
Monday-Friday 9.00am-5.00pm
Room G107
Phone: 214 6745
Swinburne TAFE Division

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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 October 1994:

**Ex-officio**
- Vice-Chancellor
- Director, TAFE Division

**Appointed**
Four members drawn from the wider community who are closely associated with industries served by at least one TAFE School
- Two external Council members
- TAFE Academic staff
- TAFE General staff
- One member
- Elected Student

**Board of Technical Studies**

**Members ex-officio**
- Vice-Chancellor
- Director, TAFE Division
- Deputy Director, TAFE Division
- Assistant Director, Educational Planning and Services
- Heads of School
- Pro Vice-Chancellor (Research) or nominee
- Pro Vice-Chancellor (Information Services) or nominee
- Pro Vice-Chancellor (Internationalisation) or nominee
- Pro Vice-Chancellor (Industry and Business Liaison) or nominee
- Chair, Academic Board*
- President, Student Union

* In the expectation that the Chair of the Board of Technical Studies should be a member of the Academic Board.

**Elected Academic Staff**
Three from each School
- Heads of Department
  - One elected by and from each School
- Elected General Staff
  - Two members, one at least to be elected by and from the general staff employed within the TAFE Division
- Elected Students
  - Two enrolled TAFE students: one from Hawthorn campus and one from Prahran campus.

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 another institution students must indicate this at time of admission — it is not necessary to apply for an exemption. The subject(s) may 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 may be granted on the basis of evidence of the successful completion of studies (at an equal or higher standard) at another place. The head of the relevant department should be consulted by the student if advice is required.

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 the relevant School or department office (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 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.

Formal recognition of previous studies, by transfer of defined credit units, allows students to enter new courses at the right levels.

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 in order to gain maximum credit.

Swinburne TAFE students who have completed, or are completing, 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 TAFE Schools or Student Administration Office.

Students interested in making use of Pathway: 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 the University Credit Transfer Guide.

For further information on any of the above issues, contact the appropriate head of department noted in the staff lists at the beginning of the chapter on each School.

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 or the VTAC Guide to University and TAFE courses (for full-time courses).

Special entry

It should be noted that there are two categories of applicants who may be given special consideration. They 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 most 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 relevant School office.

Closing dates for applications

Full-time study through VTAC

- VTAC applications close: 16 September 1994
- Late VTAC applications close: 16 December 1994 ($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 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: 214 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.

Students are also advised to seek course information from their School Administrator.
Prahran campus
Enquiries: 214 6744
The Student Administration Office is located in Room F107, Building F, 142 High Street, Prahran (see map - inside back cover).
Office hours are as follows:
9.00am — 5.00pm Monday to Friday
Note: The Office is closed on public holidays.

Enrolment procedures

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 Academic Registrar's Department; the singular includes the plural.
Awarding department means the department or School 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 subjects 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 Academic 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 a tuition fee and a general services and amenities fee. The actual amounts will be available prior to enrolment or by contacting Swinburne. Some fee exemptions and concessions exist.
The general service fee is based on student contact hours:
0-79 hours $40.00
80-539 hours $75.00
540+ hours $124.00

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).

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 1995 for subjects with a mid-year final examination result, and
(b) by 31 August 1995 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 1995 (for subjects concluding at the end of the first semester) or 31 August 1995 (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 to their enrolment fees. In such circumstances the amendment will only be recorded when the additional fees have 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.

Changing to a different course

Students who enrol for a course and then later decide to change to a different course should complete a new enrolment form.

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 form. A Leave of Absence 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 1995 for semester one and 31 August 1995 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/validaton 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

1. Students receive automatically record their academic progress. Result certificates are posted to each student at the end of each semester.

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

   These statements are normally produced five working days after request.

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.

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 30.
TAFE Centres and Units

Centre for Business Development and Training

Enquiries: 214 8164

Manager
J. Torbiner

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

- A variety of short courses and workshops specialising in:
  - business establishment and management
  - secretarial and word processing
  - computer business applications
  - sales and marketing
  - management
  - human resource development

- A reference and consulting service in:
  - business management and financial control
  - management practices
  - human resource development and training policy

* Novell Authorised Education Centre
  - full range of networking training
  - comprehensive Novell authorised courses
  - consulting service in network technology.

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/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.

Centre for Engineering Technology

Enquiries: 214 8079
Manager
L.J. McLaughlan
Course Coordinator
H. Ramaekers
Coordinator, Communications Systems
P. Stroude
Technical Officer
R. Smillie

Authorised Autodesk Training Centre
AutoCAD

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 84.

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.
English Language Centre

Programs for International Students

English Language Intensive Courses (ELICOS) for Overseas Students

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) 214 8151 or (03) 214 8647 or the English Language Centre on (03) 214 8595.

Department of Industry Training

Head of Department
G. Romuld, 214 6835

Administrative Assistant
A. Thorburn, 214 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 organisations. 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 organisations in a wide range of areas including communication, management, supervision and computing. These programs can be delivered in-house or on campus.

Department of Language and Community Programs

Enquiries: 214 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

Marketing and Admin. Manager
A. Brinsbn, 214 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 — particularly real estate, marketing and accounting — and electronics.

The Centre provides personal 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 214 6798, for further information and the provision of brochures and application forms for the above listed courses.
PC Support Services

General enquiries: 214 8232
Section Leader
D. Williamson (Acting)
Technical Support
S. Catton
A. Zammit
R. Lewis
C. Nguyen
A. Elliot
J. Smith
J. Cusmano

Administration
A. Quail
M. McKenzie

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 students to 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 — Student access room
Hours: Monday—Thursday 8.30am—8.00pm
          Friday 8.30am—7.00pm
          Saturday 10.00am—3.00pm

Prahran campus
Location: H601 C — Student access room
Also four PCs are available for students use in Prahran Library.

Workplace Skills Unit

The Workplace Skills Unit designs and delivers basic education and skill training to industry. Its team of specialist consultants offers:
- programs customised to company needs
- flexible modes of training delivery including computer assisted learning
- language, literacy and numeracy curriculum, integrated with accredited and general workplace skills training
- professional development programs in workplace delivery for teachers.

Further information: Telephone: 214 8492. Fax: 818 0004.
School of Business and Information Systems

Staff

Courses offered chart

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

Associate Diplomas
- Accounting
- Banking and Finance
- Computer Programming
- Credit Management
- International Trade
- Library and Information Studies
- Marketing
- Microcomputing
- Office Administration
- Operations Management
  - Occupational Health and Safety
  - Purchasing and Planning
  - Work Study

Advanced Certificates
- Accounting
- Credit Procedures and Practices
- Estate Agency
- General Insurance
- Hospitality Operations
- Human Resource Operations
- Information Technology
- Management
- Office Administration
- Operations Management
  - Occupational Health and Safety
  - Purchasing and Planning
  - Work Study
- Sales Management

Certificates
- Computer Business Applications
- General Insurance
- Occupational Studies (Business, Business Services and Retailing)
- Vocational Studies (Traineeships) (Career Start, Finance, Insurance, Office, Real Estate, Retail, Sports Administration)
- Office and Secretarial Studies
- Records Management

Other courses
- Foundation Year
- Sub-agency Practice
- VCE Evening Classes

* No text exists in this Handbook. Please contact appropriate department. See chart page 40.

Subject Details

General University Information

TAFE Division Information
Staff — School of Business and Information Systems

Head of School
G. Ryan, BEd, Grad DipBus, DipEd, AACS

Secretary
M. Broukoumis, COSS

School Administrator
PE. Cosham

School Administration Unit — Hawthorn
M. Goddard
R. Rousell, AdvCertBus

School Administration Unit — Prahran
T. Trinh, AdvCertAccting, BEng(Hons)(RMIT), GradDipCompStuds(Melb)
V. Watson, COSS

Hawthorn campus

Finance and Information Technology Department

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

Academic Staff
M. Abi Raad, T.E.B.C., GradDipMgtSys, MACS
A. Allen, DipBus, GradDipEd(IEEE), ASCPA
M. Aronfeld, DipBusStuds(SIT), DipEd(SCVH), ASA
R. Ballantyne, DipT(Primary), GradDipPersonnelAdmin(Deakin)
S. Bouse, BCom(StHamp), BBus(RMIT), GradDipB&T(SIT), DipEd(Melb), ACIS, ACIM, ASCPA
P. Brewster, BBus(WIAE), DipEd(Melb)
I. Chong, BEd(LaT), DipEd(HIE), GradDipInfoTech(SUT)
C. Davy, BBus(SIT), DipEd(SCVH), ASCPA
G. Dickman, BEng(SIT), DipEd(HIE)
M.G. Doig, BBus(RMIT), DipEd, CPA
D. Frost, GradDipInfoTech(SUT)
B. Halloran, BEd(Mon), DipEd(HIE)
R. Hughes, DipAcc(PTC), GradDipBusStuds(CISA), DipT(WAU)
F.M. Lawlor, DipBusStuds(SIT), BA(Mon), DipEd(Melb), GradDipAcc(FIT), ASA
D. Livingston, GradDipBus(Melb), ACA
P. Lundberg, CertCh(UK), BA(SIT), GradDipCompEd, GradDipCurricStuds(Melb), GradDipEdAdmin
B. McDonnell, BEd(Mon), DipEd(Rusden)
E. McLennan, BSc, BA, DipEd(Melb), GradDipInfoTech(SUT)
M. Reeder, BEd(VicColl)
J. Rudolph, BEd(Mon), DipEd(Melb)
R. Ryan, BBus(SIT), ASA
G. Senaratne, FCMA(UK), DipEd(HIE), MSc(Melb), GradDipBusTech(Mon), ASA, MACS
D. Smith
G. Steinfurt, BEd(VicColl)
D.R. Tanier, GradDipCompSci, MasterInfoTech(SUT)
P. Whiteman, BSc(Hons), DipNAAC(Syd)

Secretary
Vacant

Marketing and Administration Department

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

Academic Staff
M. Baker, DipCH(AAHs), AFAIM, CMAHRI
S. Beaumont, BBus(SIT)
B. Cheevers, AssocDipSecPrac(CIT), TTTC, GradDipAppSciBT(Mon)
L. Cimino, AssDipBus(LegalPrac)(RMIT), AssDipSecAdminStuds(NMCO), GradDipBusMgmt(Mon), DipTT(HIE)
M. Colley, BA(Fl)
B. Crawford
G. Gissing, GradDipCommEd, DipTT
S.E. Quail, BA, DipEd(Mon)
M. Reardon, BEd, GradDipEdAdmin(HIE), GradDipITCE(Melb), MACS
J. Ryan, AssDipBusStuds(PSP)(RMIT), TTTC(SCVH), GradDipITCE(Melb), BEd(Melb)
G.I. Scott, DipCommPrac, BA(SIT), TTTC(TTCT)
M. Taale, BComm(Hons)Melb, MBA(Melb)
S. Tomkinson, DipT(HIE)
J. Tulk, BEd(Melb), GradDipAppSc(BusTech)(Mon)
R. Turnbull, BA(Hons) West Ontario
J. Wills, BSc(Hons)(VicUniNZ), DipEd(Melb), FAIM, FMRS
N. Zubeckis, OSSC(RMIT), BA(ANU), DipEd(LaT)

Secretary
Vacant

Centre for Business Development and Training

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

Administrator
J. Hassett

Receptionist
L. Chatfield
Prahran campus

Department of Financial and Administrative Studies

Head
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Administration
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S. Zeibell, COSS

Academic staff
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R. Denmead-Lewis, ADipSS, DIT, FSS, BEd, GradDipEdAdmin, GradDipInfoTech
D. Dobbie, BA, DipEd, GradDipBusStud, APA
A. Hewitt, BA, DipEd, Further CBS(Manag)
G. Kirby, DipTch, GradDipACC, BEd, ASCPA
D. Lilburne, BBus, ASA
C. Meerkin-Hartman, BComm, TTTC, MEstdud
D. Phillips, CBS(Sec), DipIT, BEd, GradDipInfoTech
P. Power, BBus, DipEd, MgtC, CertBusStud, AIMM, CPA, ACM
A. Rogers, DipIT
R. Thoars, DipBus(Acc), DipBus(EDP), DipEd, ACA

Department of Industry Training

Head
G. Romuld, BEc, DipEd

Research Officer
L. Crowe, BA
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M. Handesye, BEd
C. Wragg, BA

Administrator
A. Thorburn

Administrative Assistant
V. Panagiotidis

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, CertEd, BSc, DipLib, MA
J. Lechmus, BSc, DipEd
D. Leslie, AssDipSocSci
S. Nicholson, BBus, BEd, GradDipComputing
P. Ryan, AssDipDataProcessing, DipTechT
C. Taylor, BA, DipEd, GradDipLib, AALIA
G. Valoppi, BEc, BEd

Department of Real Estate, Law and Off-Campus Studies

Head
D. Sedgwick, BA, LLB, TSTC

Administration
J. Kalaitzidis, CROP
A. War, OSSC

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

Department of Traineeships and Labour Market Programs

Head
S. Henderson, BA, DipEd, BEd

Administration
T. Karallis

Academic staff
J. Bott, DipBus(Acc), GradDipComputing, CPA
K. Birtles, CBS
V. Church, TCert(UK), BA, GradDipBusTech, MA
R. Eastgate, BA, DipEd, GradDipInterEthnicStudies and Education
J. Elms, DipSecStudies, BA
C. Foard, ADTD, BEd
M. Neilson, DipBusStuds, AssDipTran&Dev(HIE)
Courses offered

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Duration</th>
<th>Part-time</th>
<th>Entry Requirements</th>
<th>How to Apply</th>
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<tbody>
<tr>
<td>3500DBB</td>
<td>Accounting</td>
<td>H, P</td>
<td>2 years</td>
<td>5 years</td>
<td>1 VTAC</td>
<td>Direct</td>
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<tr>
<td>3500DBC</td>
<td>Banking and Finance</td>
<td>P</td>
<td>NA</td>
<td>5 years</td>
<td>1* NA</td>
<td>Direct</td>
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<td>3500DYB</td>
<td>Computer programming*</td>
<td>H</td>
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<td>NA</td>
<td>1 VTAC</td>
<td>N A</td>
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<td>3500DBA</td>
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<td>4 years</td>
<td>1* NA</td>
<td>Direct</td>
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<td>3500DCA</td>
<td>International Trade</td>
<td>H</td>
<td>2 years</td>
<td>NA</td>
<td>1* Direct</td>
<td>N A</td>
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<tr>
<td>3500DKA</td>
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<td>1* NA</td>
<td>Direct</td>
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<tr>
<td>3500DCB</td>
<td>Marketing</td>
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<td>2 years</td>
<td>4-5 years</td>
<td>1 VTAC</td>
<td>Direct</td>
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<tr>
<td>3500DYA</td>
<td>Microcomputing</td>
<td>H</td>
<td>2 years</td>
<td>5 years</td>
<td>1 VTAC</td>
<td>Direct</td>
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<td>3500DGA</td>
<td>Office Administration</td>
<td>H</td>
<td>2 years</td>
<td>NA</td>
<td>1 VTAC</td>
<td>Direct</td>
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<td>3500DGB</td>
<td>Operations Management:</td>
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<tr>
<td></td>
<td>Occupational Health and Safety</td>
<td>H</td>
<td>NA</td>
<td>4-5 years</td>
<td>1 NA</td>
<td>Direct</td>
</tr>
<tr>
<td></td>
<td>Purchasing and Planning</td>
<td>H</td>
<td>NA</td>
<td>4-5 years</td>
<td>1 NA</td>
<td>Direct</td>
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<td></td>
<td>Work Study</td>
<td>H</td>
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<td>4-5 years</td>
<td>1 NA</td>
<td>Direct</td>
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<td>Accounting</td>
<td>H, P</td>
<td>1 year</td>
<td>2-3 years</td>
<td>1 VTAC</td>
<td>Direct</td>
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<tr>
<td>3300DBG</td>
<td>Credit Procedures and Practice</td>
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<td>NA</td>
<td>2 years</td>
<td>2 NA</td>
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<td>1 NA</td>
<td>Direct</td>
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<tr>
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<td>P</td>
<td>NA</td>
<td>4 years</td>
<td>2* NA</td>
<td>Direct</td>
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<td>3300KAC</td>
<td>Hospitality Operations*</td>
<td>P</td>
<td>2% years</td>
<td>NA</td>
<td>2* Direct</td>
<td>N A</td>
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<tr>
<td>3300DGO</td>
<td>Human Resource Operations</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td>2 NA</td>
<td>Direct</td>
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<tr>
<td>3300DVC</td>
<td>Information Technology</td>
<td>H, P</td>
<td>1 year</td>
<td>2-3 years</td>
<td>1 VTAC</td>
<td>Direct</td>
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<tr>
<td>3300GK</td>
<td>Management</td>
<td>P</td>
<td>NA</td>
<td>2 years</td>
<td>1* NA</td>
<td>Direct</td>
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<tr>
<td>3300GA</td>
<td>Office Administration</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>1 VTAC</td>
<td>NA</td>
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<tr>
<td>3300GN</td>
<td>Operations Management:</td>
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<tr>
<td></td>
<td>Occupational Health and Safety</td>
<td>H</td>
<td>NA</td>
<td>2-3 years</td>
<td>1 NA</td>
<td>Direct</td>
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<tr>
<td></td>
<td>Purchasing and Planning</td>
<td>H</td>
<td>NA</td>
<td>2-3 years</td>
<td>1 NA</td>
<td>Direct</td>
</tr>
<tr>
<td></td>
<td>Work Study</td>
<td>H</td>
<td>NA</td>
<td>2-3 years</td>
<td>1 NA</td>
<td>Direct</td>
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<tr>
<td>3300DCO</td>
<td>Sales Management</td>
<td>H</td>
<td>1 year</td>
<td>2 years</td>
<td>1 VTAC</td>
<td>Direct</td>
</tr>
<tr>
<td>3222DHY</td>
<td>Business</td>
<td>H, P</td>
<td>½ year</td>
<td>1 year</td>
<td>2 Direct</td>
<td>Direct</td>
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<tr>
<td>3222DAH</td>
<td>General Insurance</td>
<td>P</td>
<td>NA</td>
<td>2 years</td>
<td>2* NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3221DAB</td>
<td>Business</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
</tr>
<tr>
<td>3221DAA</td>
<td>Business Services</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
</tr>
<tr>
<td>3221DCA</td>
<td>Retailing</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
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<tr>
<td>3222DHA</td>
<td>Australian Public Service</td>
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<tr>
<td>3222DBG</td>
<td>Credit Control</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
</tr>
<tr>
<td>3222DBH</td>
<td>Financial Services</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
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<tr>
<td>3222DBD</td>
<td>Insurance</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
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<tr>
<td>3222DZE</td>
<td>Office</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
</tr>
<tr>
<td>3222DDA</td>
<td>Office and Secretarial Studies</td>
<td>H, P</td>
<td>1 year</td>
<td>NA</td>
<td>2 Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>3222DCD</td>
<td>Real Estate</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
</tr>
<tr>
<td>3222DGA</td>
<td>Records Management</td>
<td>P</td>
<td>NA</td>
<td>2 years</td>
<td>2* NA</td>
<td>Direct</td>
</tr>
<tr>
<td>3222DZF</td>
<td>Sports Administration</td>
<td>P</td>
<td>1 year</td>
<td>NA</td>
<td>3 Via CES</td>
<td>NA</td>
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<tr>
<td>2200DZO</td>
<td>Foundation Year</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>4 Direct</td>
<td>NA</td>
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<tr>
<td>3100DCA</td>
<td>Sub-Agency Practice</td>
<td>P</td>
<td>2 weeks</td>
<td>6 weeks</td>
<td>2 Direct</td>
<td>Direct</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.

* No entry exists in this Handbook. For information on this course please contact the School of Business and Information Systems on 214 6832.

** No entry exists in this Handbook. More information is available from the Department of Traineeships and Labour Market Programs at the Prahran campus on 214 6765 or the Hawthorn campus on 214 8165 or 214 8720.

* 3500DYB Computer Programming — please note, this course may not be available in 1995.
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 214 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 earlier in this section.

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 214 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 subjects available for RPL assessment in the current year is available from the School.

School Administration

In 1995, the School Administration Office hours during teaching periods will be Monday-Thursday 8.30am-8.00pm, Friday 8.30am-5.00pm.

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 1995

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 16 September 1994. Late applications will be accepted until the 16 December 1994, 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 1995 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 (P) 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 and Information Systems
Hawthorn campus: 36 Wakefield St., Hawthorn 3122
Phone: 214 8165 or 214 8720
Prahran campus:
144 High St., Prahran 3181
Phone: 214 6832 or 214 6828 or 214 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

**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 stages one to four. The structure of the Advanced Certificate in Accounting requires the successful completion of stages one and two.

**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 availability and duration**
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.

**Course structure**

**First year — full-time**

Recommended structure:

<table>
<thead>
<tr>
<th>Module</th>
<th>Stage one modules</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>NAP750</td>
<td>Commercial Law Principles*</td>
<td>30</td>
</tr>
<tr>
<td>NAP753</td>
<td>Consumer Law*</td>
<td>30</td>
</tr>
<tr>
<td>NAP756</td>
<td>Office Tax Procedures</td>
<td>30</td>
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<tr>
<td>NOS119</td>
<td>Work Environment</td>
<td>30</td>
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<td>NOS124</td>
<td>Accounting — to Trial Balance</td>
<td>50</td>
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<tr>
<td>NOS213</td>
<td>Computer Operations</td>
<td>15</td>
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<tr>
<td>NOS216</td>
<td>Spreadsheet Fundamentals</td>
<td>20</td>
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<tr>
<td>NOS219</td>
<td>Accounting — Basic Reports</td>
<td>30</td>
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<tr>
<td>Communications modules</td>
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<td>60</td>
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<tr>
<td>NC5006</td>
<td>one other from framework</td>
<td></td>
</tr>
<tr>
<td>NC5009</td>
<td>Negotiation Skills</td>
<td></td>
</tr>
<tr>
<td>NC5015</td>
<td>Presenting Reports</td>
<td></td>
</tr>
</tbody>
</table>

**Introduction computing modules**

| Code | Keyboarding | 20 |
| NOS118 | Computer Organisations — Data Retrieval | 10 |
| NOS215 | Database Fundamentals | 20 |
| NOS222 | Word Processing Introduction | 20 |

**Stage two modules**

| Code | Financial Accounting Applications 1 | 20 |
| NAP711 | Financial Accounting Applications 2 | 50 |
| NAP720 | Business Mathematics | 30 |
| NAP721 | Business Statistics* | 30 |
| NAP730 | Budgeting | 25 |
| NAP751 | Partnership and Bankruptcy Law* | 30 |
| NAP752 | Contract Law* | 30 |

**Computing accounting modules**

| Code | Inventory — Computerised | 15 |
| NAP701 | Fixed Assets — Computerised | 15 |
| NAP703 | Integrated Computer Accounting | 15 |
| NOS225 | General Ledger — Computerised | 10 |
| NOS226 | Accounts Receivable — Computerised | 20 |
| NOS227 | Accounts Payable — Computerised | 20 |
| NOS234 | Payroll — Computerised | 20 |

**Elective modules**
The 100 hours of electives may be selected from the Associate Diploma of Business (Accounting) modules provided the prerequisites have been met.

* Recommended modules for 100 hours electives.

**Second year — full-time**

<table>
<thead>
<tr>
<th>Code</th>
<th>Stage three modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP712</td>
<td>Company Accounting and Financial Statements</td>
<td>60</td>
</tr>
<tr>
<td>NAP717</td>
<td>Internal Control Principles</td>
<td>60</td>
</tr>
<tr>
<td>NAP722</td>
<td>Economics</td>
<td>60</td>
</tr>
<tr>
<td>NAP731</td>
<td>Management Accounting Principles</td>
<td>60</td>
</tr>
<tr>
<td>NAP735</td>
<td>Financial Management Principles</td>
<td>60</td>
</tr>
<tr>
<td>NAP757</td>
<td>Income Tax Law for Accountants</td>
<td>60</td>
</tr>
</tbody>
</table>

**Stage four modules**

| Code | Managing Effective Work Relations plus a Management elective | 40 |
| NGMP106 | Accounting Spreadsheet and Other Applications | 60 |
| NAP704 | Elective (NAP723 or NAP732 or NAP733) | 60 |
| NAP754 | Electives (from the list below) | 100 |

**Elective modules**

| Code | Company and Incorporated Associations Law | 60 |
| NAP713 | Company Accounting Advanced | 45 |
| NAP714 | Accounting Applications Advanced | 20 |
| NAP715 | Public Sector Accounting | 60 |
| NAP716 | Issues in Accounting | 60 |
| NAP718 | External Audit Procedures | 60 |
| NAP723 | Marketing and Planning a Small Business | 60 |
| NAP724 | Credit Management | 30 |
| NAP732 | Management Accounting Applications | 60 |
| NAP733 | Business Planning and Control | 60 |
| NAP736 | Financial Management Applications | 30 |
| NAP737 | Investment Analysis | 30 |
| NAP755 | Australian Administrative Law | 60 |
| NAP758 | Income Tax Law for Tax Agents | 60 |
| NAP759 | Electronic Lodgement of Tax Returns | 20 |
Subject sequence — part-time students

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

**Semester 1**
- NOS124 Accounting to Trial Balance
- NOS118 Computer Operations Data Retrieval
- NOS213 Computer Operations
- NOS116 Keyboard
- NOS222 Word Processing — Introduction

**Semester 2**
- NAP756 Office Tax Procedures
- NOS21 DBase Fundamentals
- NOS216 Spreadsheets
- NOS219 Accounting Basic Reports

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 (214 8165) at the Hawthorn campus or the Department of Financial and Administrative Studies at the Prahran campus (214 6828).

3500DBC Associate Diploma of Business (Banking and Finance)

This course is offered at the Prahran campus.

Course aims

This course aims to train people to:
- be able to prepare, analyse and interpret the accounts of a range of enterprises from those of a sole trader to a company;
- be technically proficient in their knowledge of the Australian legal system, and the law applicable to contract, agency, banking, sale of goods, consumer credit and consumer protection;
- be able to understand the law applicable to partnerships, companies, securities, debt collection and trade practices;
- have an understanding of broad economic principles and the economic environment as it impacts on the banking and finance industry;
- develop personal behaviour skills that are appropriate for use within the banking and finance industry;
- be competent in the theory and application of the hardware and software operations of computers;
- have gained an understanding of the major institutional, conceptual and analytical information required in the Australian banking and finance industry.

Course description

The Associate Diploma comprises seventeen subjects and is normally undertaken on a part-time basis over four or five years. The academic year is divided into two semesters each of approximately seventeen weeks. Attendance between five and 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 banking and finance industry up to the level of branch manager or for people engaged in specialised functions in a large branch or head office.

Professional recognition

Completion of the Associate Diploma of Business (Banking and Finance) is recognised by the Australian Institute of Bankers 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 banking and finance 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 banking and finance industry experience.

Course structure

Students must complete sixteen compulsory subjects and one elective to obtain the Associate Diploma.

**Stage 1**
- TH433 Applied Business Communications
- TS247 Business Law 1
- TS301 Introduction to Accounting
- TS421 Business Computer Applications 1
- TS436 Applied Business Economics 1

**Stage 2**
- CA986 Company Law
- TH434 Management Skills 1
- TS302 Accounting Reports
- TS304 Partnership and Introductory Company Accounting
- TS437 Applied Business Economics 2

**Stage 3**
- CA772 Commercial Banking and Finance
- CA781 Financial Institutions and Markets
- CA782 Financial Institutions Law
- TS305 Financial Management
- 1 Elective

**Stage 4**
- CA780 International Banking and Finance
- CA783 Banking and Lending Practice
- Electives (offered at the discretion of the University)
- TH435 Management Skills 2
- TS308 Auditing
- TS311 Taxation Fundamentals
- TS314 Company Financial Reporting
- TS360 Selling
- TS366 Marketing
- TS422 Business Computer Applications 2
- TS445 Applied Business Mathematics

Further information

Further information may be obtained from the Department of Financial and Administrative Studies on 214 6828.
**Course structure**

**Compulsory subjects**

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>CD224</td>
<td>Introduction to Word Processing (P)</td>
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<tr>
<td>CD225</td>
<td>Introduction to Spreadsheets (P)</td>
</tr>
<tr>
<td>CD226</td>
<td>Introduction to Database Software (P)</td>
</tr>
<tr>
<td>CD228</td>
<td>Introduction to Accounting Software (P)</td>
</tr>
<tr>
<td>TS711</td>
<td>Introduction to Microcomputer Applications A (H)</td>
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<tr>
<td>TS712</td>
<td>Intro to Microcomputer Applications B (H)</td>
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<tr>
<td>TS713</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>TS714</td>
<td>Accounting Concepts</td>
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<tr>
<td>TS715</td>
<td>Programming Concepts A</td>
</tr>
<tr>
<td>TS716</td>
<td>Programming Concepts B</td>
</tr>
<tr>
<td>TS717</td>
<td>Programming Techniques A</td>
</tr>
<tr>
<td>TS718</td>
<td>Programming Techniques B</td>
</tr>
<tr>
<td>TS719</td>
<td>Cobol Programming A</td>
</tr>
<tr>
<td>TS720</td>
<td>Cobol Programming B</td>
</tr>
<tr>
<td>TS721</td>
<td>Communication Skills A</td>
</tr>
<tr>
<td>TS722</td>
<td>Communication Skills B</td>
</tr>
<tr>
<td>TS723</td>
<td>Communication Skills C</td>
</tr>
<tr>
<td>TS724</td>
<td>Communication Skills D</td>
</tr>
<tr>
<td>TS725</td>
<td>Introduction to Sales and Marketing</td>
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<tr>
<td>TS726</td>
<td>Computer Sales and Marketing</td>
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<tr>
<td>TS727</td>
<td>Computer Architecture</td>
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<tr>
<td>TS728</td>
<td>Introduction to Peripheral Devices</td>
</tr>
<tr>
<td>TS729</td>
<td>Using a Microcomputer</td>
</tr>
<tr>
<td>TS730</td>
<td>Using a Minicomputer</td>
</tr>
<tr>
<td>TS731</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>TS732</td>
<td>Intro to Data Communications and Networks</td>
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<tr>
<td>TS734</td>
<td>Microcomputer Hardware and Software Selection</td>
</tr>
<tr>
<td>TS739</td>
<td>Business Organisations</td>
</tr>
<tr>
<td>TS740</td>
<td>Business Information Processing</td>
</tr>
<tr>
<td>TS741</td>
<td>Data Processing System Documentation Techniques</td>
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</tbody>
</table>

**Plus two electives**

**Elective subjects**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>TS742</td>
<td>Document Processing Software Packages</td>
</tr>
<tr>
<td>TS743</td>
<td>Spreadsheet and Business Graphics</td>
</tr>
<tr>
<td>TS744</td>
<td>Database Software Packages</td>
</tr>
<tr>
<td>TS745</td>
<td>Accounting Software Packages</td>
</tr>
<tr>
<td>TS767</td>
<td>Drafting and Display Graphics</td>
</tr>
</tbody>
</table>

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

**Semester 1**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>TS732</td>
<td>Intro to Systems Analysis and Design</td>
</tr>
<tr>
<td>TS735</td>
<td>Advanced Systems Analysis and Design</td>
</tr>
<tr>
<td>TS737</td>
<td>Project Management Techniques</td>
</tr>
<tr>
<td>TS746</td>
<td>Application Project A</td>
</tr>
<tr>
<td>TS748</td>
<td>Cobol Programming C</td>
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<tr>
<td>TS749</td>
<td>Advanced Cobol Programming A</td>
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<tr>
<td>TS751</td>
<td>Database Design</td>
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<td>TS752</td>
<td>Database Programming A</td>
</tr>
<tr>
<td>TS753</td>
<td>Database Programming B</td>
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<tr>
<td>TS755</td>
<td>3GL Programming Option A</td>
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<tr>
<td>TS757</td>
<td>4GL Programming Option</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS736</td>
<td>Applied Systems Analysis and Design</td>
</tr>
<tr>
<td>TS738</td>
<td>System and Software Development Tools</td>
</tr>
<tr>
<td>TS747</td>
<td>Application Project B</td>
</tr>
<tr>
<td>TS750</td>
<td>Advanced Cobol Programming B</td>
</tr>
<tr>
<td>TS754</td>
<td>Data Communications</td>
</tr>
<tr>
<td>TS756</td>
<td>3GL Programming Option B</td>
</tr>
<tr>
<td>TS758</td>
<td>Local Area Networks</td>
</tr>
</tbody>
</table>
The above sequences of subjects for both the Advanced Financial and Administrative Studies at the Prahran campus are conducted on campus, with full-time concurrent work in the credit industry an essential element of the course.

Further information
The Advanced Certificate is available at both campuses. Contact the Finance and Information Department at the Hawthorn campus on 214 6828 or 214 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 subjects and is normally undertaken on a part-time basis over two years.

The Associate Diploma
The Associate Diploma comprises twenty subjects 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.

Further information
Further information may be obtained from the Department of Financial and Administrative Studies on 214 6828.

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 subjects marked with an * to obtain the Advanced Certificate 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
CX123 Credit Department Management*
TH433 Applied Business Communications
TS247 Business Law 1*
TS301 Introduction to Accounting*
TS422 Business Computer Applications 2*
TS436 Applied Business Economics 1

Second stage
CX121 Introduction to Credit Law 1*
CX124 Credit Control Practice and Procedures*
TH434 Management Skills 1
TS302 Accounting Reports*
TS415 Computer Based Accounting 1*

Third stage
CX122 Introduction to Credit Law 2
CX125 Consumer Credit Finance*
CX127 Commercial Credit Assessment*
TS409 Budgeting 1
1 Elective

Fourth stage
CF026 Office and Computer Systems Management
CX120 Credit Management Project
CX126 Commercial Credit Finance
1 Elective

Electives
TH435 Management Skills 2
TS303 Accounting Systems
TS305 Financial Management
TS445 Applied Business Mathematics
TS958 The Marketing Concept
3500DCA **Associate Diploma of Business** (International Trade)

This course is offered at the Hawthorn campus.

**Course aims**

This course aims to provide the knowledge and skills required for middle management staff seeking a career in international trade and in related occupations in other areas of industry.

**Course description**

This is a two year full-time course. There are nineteen core subjects and students are required to choose two additional related subjects from the elective streams.

**Entry requirements**

Students are eligible to enter this course of study if they have satisfactorily completed Year 12, VCE or an approved equivalent. Mature-age entry is granted if the student is considered to have sufficient maturity and experience to undertake the course successfully.

**Subject exemption applications**

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

**Course structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH433</td>
<td>Applied Business Communication  CR</td>
</tr>
<tr>
<td>TH434</td>
<td>Management Skills 1</td>
</tr>
<tr>
<td>TQ001</td>
<td>Applied International Finance and Insurance</td>
</tr>
<tr>
<td>TQ002</td>
<td>Customs Practice</td>
</tr>
<tr>
<td>TQ003</td>
<td>Introduction to Transport Systems</td>
</tr>
<tr>
<td>TQ004</td>
<td>International Data and Documentation</td>
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<tr>
<td>TQ005</td>
<td>International Commercial Law</td>
</tr>
<tr>
<td>TQ006</td>
<td>International Business</td>
</tr>
<tr>
<td>TQ007</td>
<td>International Economic Geography</td>
</tr>
<tr>
<td>TQ008</td>
<td>Marketing Analysis</td>
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<tr>
<td>TQ009</td>
<td>International Marketing Analysis</td>
</tr>
<tr>
<td>TQ015</td>
<td>Cultural Differences in International Trade 1</td>
</tr>
<tr>
<td>TQ016</td>
<td>Cultural Differences in International Trade 2</td>
</tr>
<tr>
<td>TQ017</td>
<td>Marketing Fundamentals</td>
</tr>
<tr>
<td>TS247</td>
<td>Business Law 1</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2</td>
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<tr>
<td>TS436</td>
<td>Applied Business Economics 1</td>
</tr>
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<td>TS967</td>
<td>International Marketing</td>
</tr>
<tr>
<td>TS970</td>
<td>Organisations and Management</td>
</tr>
<tr>
<td>TS971</td>
<td>Accounting for Non-Accountants</td>
</tr>
</tbody>
</table>

**Elective streams**

Students are required to choose two related subjects (i.e. Transport, Language or Business).

**Transport**

- TQ010 Introduction to Logistics
- TQ011 Logistics Applications

**Language**

- Japanese 1A
- Japanese 1B

Please note that other language options may be available.

**Business**

Establish and Run Your Own Import/Export Business

Applied Management Techniques

**Further information**

For further information contact the Marketing and Administration Department at the Hawthorn campus on 214 8720.

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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 subject 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 subjects to complete in any one year.

Students choose the number of subjects they wish to study. Completion of twenty-three subjects (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 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 may study the non-library subjects while seeking employment.

**Course structure**

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

**Compulsory subjects**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS101</td>
<td>History of Books, Libraries, Communication</td>
</tr>
<tr>
<td>LS102</td>
<td>Library Services</td>
</tr>
<tr>
<td>LS103</td>
<td>Organising Resources 1A</td>
</tr>
<tr>
<td>LS104</td>
<td>Organising Resources 1B</td>
</tr>
<tr>
<td>LS105</td>
<td>Acquiring Resources 1A</td>
</tr>
<tr>
<td>LS106</td>
<td>Acquiring Resources 1B</td>
</tr>
<tr>
<td>LS107</td>
<td>Communication Skills A</td>
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<tr>
<td>LS108</td>
<td>Communication Skills B</td>
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<tr>
<td>LS111</td>
<td>Keyboard Skills for Library Technicians A</td>
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<td>LS129</td>
<td>Reference Services A</td>
</tr>
<tr>
<td>LS130</td>
<td>Reference Services B</td>
</tr>
<tr>
<td>LS155</td>
<td>Computer and Information Systems A</td>
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<tr>
<td>LS203</td>
<td>Organising Resources 2A</td>
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<td>LS204</td>
<td>Organising Resources 2B</td>
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<td>LS205</td>
<td>Acquiring Resources C</td>
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<tr>
<td>LS223</td>
<td>Organising Resources 2C</td>
</tr>
<tr>
<td>LS227</td>
<td>Introductory Unit</td>
</tr>
</tbody>
</table>
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.

**Further information**

For further information please contact the Department of Library and Information Studies, Prahran campus on 214 6773.

**3500DCB  Associate Diploma of Business (Marketing)**

This course is offered at the Hawthorn campus.

**Course aims**

The aims of this course are to introduce and provide detailed study in the field of marketing. From basic introductory subjects, the student is taken through to the more detailed and complex areas of marketing. The course also includes areas of law, statistics, communications, economics and management and their relationship to marketing.

**Course description**

The course consists of twenty-three subjects, twenty-one of which are compulsory, with two electives. The following course is closely related to the Associate Diploma of Business (Marketing):

**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-age entry is granted if the student is considered to have sufficient maturity and experience to undertake the course successfully.

**Course availability and duration**

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**

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<tr>
<th>Course</th>
<th>Code</th>
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<tbody>
<tr>
<td>TH433</td>
<td>Applied Business Communication</td>
</tr>
<tr>
<td>TH434</td>
<td>Management Skills 1 or TS970 Organisations and Management</td>
</tr>
<tr>
<td>TS247</td>
<td>Business Law 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>TS952</td>
<td>Business Statistics</td>
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<tr>
<td>TS954</td>
<td>Selling</td>
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<td>TS955</td>
<td>Buyer Behaviour</td>
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<td>TS956</td>
<td>Sales Management</td>
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<tr>
<td>TS958</td>
<td>The Marketing Concept</td>
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<tr>
<td>TS960</td>
<td>The Law of Marketing</td>
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<tr>
<td>TS970</td>
<td>Organisations and Management</td>
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**Second year**

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<tr>
<td>TS971</td>
<td>Accounting for Non-Accountants</td>
</tr>
<tr>
<td>TS957</td>
<td>Marketing Communication</td>
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<tr>
<td>TS959</td>
<td>Marketing Research</td>
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<td>TS961</td>
<td>Strategic Marketing</td>
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<td>TS962</td>
<td>Product Innovation</td>
</tr>
<tr>
<td>TS963</td>
<td>Marketing Distribution</td>
</tr>
<tr>
<td>TS964</td>
<td>Direct Marketing</td>
</tr>
<tr>
<td>TS966</td>
<td>Services Marketing</td>
</tr>
</tbody>
</table>

Plus two electives from the following subjects:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH435</td>
<td>Management Skills 2</td>
</tr>
<tr>
<td>TS437</td>
<td>Applied Business Economics 2</td>
</tr>
<tr>
<td>TS965</td>
<td>Retail Marketing</td>
</tr>
<tr>
<td>TS967</td>
<td>International Marketing</td>
</tr>
<tr>
<td>TS968</td>
<td>Small Business Marketing</td>
</tr>
<tr>
<td>TS969</td>
<td>Industrial Marketing</td>
</tr>
</tbody>
</table>

Any other Associate Diploma of Business subject.

**Further information**

Contact the Marketing and Administration Department on 214 8720.

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

See Associate Diploma of Business (Computer Programming).

**3500DGA  Associate Diploma of Business (Office Administration)**

This course is offered at the Hawthorn and Prahran campuses.

**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 availability and duration**

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
- TS500 Practical Placement
- TS572 Document Production 1
- TS573 Document Production 2
- TS574 Office Administration 1
- TS575 Office Administration 2

Plus two electives from the following subjects:

- 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 subjects:

- TS115 Applied Business Statistics
- TS248 Business Law 2
- TS303 Accounting Systems
- TS315 Computer Based Accounting 1
- TS436 Applied Business Economics 1 (H)
- TS722 Communication Skills B
- TS724 Communication Skills D
- TS906 Electronic Publishing 2
- TS907 Electronic Publishing 3
- TS955 Buyer Behaviour
- TS958 The Marketing Concept

* 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 214 8720 or the Department of Financial and Administrative Studies at the Prahran campus on 214 6828 or 214 6832.

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**3500DG8 Associate Diploma of Business (Operations Management)**

This course is offered at the Hawthorn campus only. The scheduling of classes for specific subjects is conditional on there being sufficient enrolments.

**Course aims**

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 perform the duties and tasks of one or more of the following operations management functions:

- Occupational Health and Safety
- Purchasing and Planning
- Work Study

**Course description**

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

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

No. of subjects

<table>
<thead>
<tr>
<th>Group A</th>
<th>Six compulsory subjects</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group B</td>
<td>Eight specified or elective subjects</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

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

Students must complete a further fourteen subjects from the following:

<table>
<thead>
<tr>
<th>Group B</th>
<th>Four elective subjects</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group C</td>
<td>Ten compulsory subjects</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>

**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 (IPS M)
- Australian Institute of Materials Management (AIMM)
- Logistics Management Association of Australia (LMA)
- 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;

b. mature-age and have sufficient work experience to successfully undertake the course.

Course availability and duration

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>P/T</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Advanced Certificate in Operations Management</td>
<td>510</td>
<td>2 evenings</td>
</tr>
<tr>
<td>b. Associate Diploma of Business (Operations Management)</td>
<td>1,030</td>
<td>2 evenings</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 6 subjects in Group A are compulsory for the Advanced Certificate in Operations Management.

TH433 Applied Business Communication
TS222 Accounting for Operations Management
TS445 Applied Business Mathematics
TS525 Productivity and Work Methods Improvement
TS526 Implementation of Changes
TS534 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, are required as electives for Associate Diploma of Business (Operations Management).

TS527 Predetermined Motion Time Standard Systems
TS528 Statistical and Estimating Techniques
TS529 Labour Cost Control
TS530 Facility Layout and Workplace Design
TS531 Productivity in Service Industries
TS532 Productivity in Office and Administration Systems
TS533 Maintenance Management
TS603 Time Study
TS621 Occupational Health and Safety 1
TS622 Occupational Health and Safety 2
TS623 Occupational Health and Safety 3
TS624 Occupational Health and Safety 4
TS627 Materials Handling and Packaging
TS628 Transport and Distribution Systems
TS651 Resource Requirement Planning
TS652 Production Planning and Control
TS653 Inventory Management
TS654 Warehouse Management
TS671 Purchasing 1
TS672 Purchasing 2
TS673 Purchasing 3
TS674 Purchasing 4

Group C

The following ten subjects are compulsory for Associate Diploma of Business (Operations Management).

TS426 Introduction to Management
TS535 Operations Research
TS536 Total Quality Management
TS538 Computer Applications in Operations Management
TS615 Human Management
TS616 Financial Analysis
TS617 Industrial Relations Management
TS618 Operations Management Project
TS619 Project Management
TS632 Marketing Management

Note: Not all subjects may be offered.

Further information

Contact the Finance and Information Technology Department, Hawthorn campus on 214 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:

- educate staff who will be responsible for evaluating the need for and nature of accident prevention.
- apply the techniques of accident reporting, accident investigation, accident loss statistical systems and a safety measurement program.
- develop and implement occupational health and safety training programs for all levels of management and employees.

Profession 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 availability and duration

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:

Group A

Six compulsory subjects.

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

**Purchasing and Planning**

**Course aims**
The aims of the course are to educate participants in the modern techniques of purchasing and planning and to promote awareness of the need for purchasing and planning to be a profit centre.

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

**Career potential**
The course is designed to educate 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., production managers, purchasing and supply officers.

**Profession 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 availability and duration**
Please refer to details under Associate Diploma of Business (Operations Management).

**Course structure**
Students electing to specialise in Purchasing and Planning need to complete the following subjects:

**Group A**

<table>
<thead>
<tr>
<th>No. of subjects</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Facility Layout and Workplace Design</td>
</tr>
<tr>
<td>1</td>
<td>Occupational Health and Safety 1</td>
</tr>
<tr>
<td>1</td>
<td>Occupational Health and Safety 2</td>
</tr>
<tr>
<td>1</td>
<td>Occupational Health and Safety 3</td>
</tr>
<tr>
<td>1</td>
<td>Occupational Health and Safety 4</td>
</tr>
<tr>
<td>1</td>
<td>Materials Handling and Packaging</td>
</tr>
<tr>
<td>2</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 explanation under Associate Diploma of Business (Operations Management).

**Career potential**
The course is designed to educate:
- 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.
- smaller operators who need to be proficient in a variety of technical or business tasks as well as management decision-making.

**Profession 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 availability and duration**
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:

**Group A**

<table>
<thead>
<tr>
<th>No. of subjects</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to details under Associate Diploma of Business (Operations Management).
Eight specified subjects, as listed below:

<table>
<thead>
<tr>
<th>Subject</th>
<th>No. of subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS527 Predetermined Motion Time</td>
<td>1</td>
</tr>
<tr>
<td>TS528 Statistical and Estimating Techniques</td>
<td>1</td>
</tr>
<tr>
<td>TS529 Labour Cost Control</td>
<td>1</td>
</tr>
<tr>
<td>TS530 Facility Layout and Workplace Design</td>
<td>1</td>
</tr>
<tr>
<td>TS531 Productivity in Service Industries</td>
<td>1</td>
</tr>
<tr>
<td>TS532 Productivity in Office and</td>
<td>1</td>
</tr>
<tr>
<td>Administration Systems</td>
<td></td>
</tr>
<tr>
<td>TS603 Time Study</td>
<td></td>
</tr>
<tr>
<td>TS627 Materials Handling and Packaging</td>
<td></td>
</tr>
</tbody>
</table>

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 Credit Procedures and Practices

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).

Recommended structure:

Stage one modules

<table>
<thead>
<tr>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP750 Commercial Law Principles*</td>
<td></td>
</tr>
<tr>
<td>NAP753 Consumer Law*</td>
<td></td>
</tr>
<tr>
<td>NAP756 Office Tax Procedures</td>
<td></td>
</tr>
<tr>
<td>NOS119 Keyboarding</td>
<td></td>
</tr>
<tr>
<td>NOS118 Computer Operations — Data Retrieval</td>
<td></td>
</tr>
<tr>
<td>NOS119 Work Environment</td>
<td></td>
</tr>
<tr>
<td>NOS124 Accounting — To Trial Balance</td>
<td></td>
</tr>
<tr>
<td>NOS123 Computer-operations</td>
<td></td>
</tr>
<tr>
<td>NOS215 Database Fundamentals</td>
<td></td>
</tr>
<tr>
<td>NOS216 Spreadsheet Fundamentals</td>
<td></td>
</tr>
<tr>
<td>NOS219 Accounting — Basic Reports</td>
<td></td>
</tr>
<tr>
<td>NOS220 Word Processing Introduction</td>
<td></td>
</tr>
</tbody>
</table>

Stage two modules

<table>
<thead>
<tr>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP701 Inventory — Computerised</td>
<td></td>
</tr>
<tr>
<td>NAP702 Fixed Assets — Computerised</td>
<td></td>
</tr>
<tr>
<td>NAP703 Integrated Computer Accounting</td>
<td></td>
</tr>
<tr>
<td>NAP710 Financial Accounting Applications 1</td>
<td></td>
</tr>
<tr>
<td>NAP711 Financial Accounting Applications 2</td>
<td></td>
</tr>
<tr>
<td>NAP720 Business Mathematics*</td>
<td></td>
</tr>
<tr>
<td>NAP721 Business Statistics*</td>
<td></td>
</tr>
<tr>
<td>NAP730 Budgeting</td>
<td></td>
</tr>
<tr>
<td>NAP751 Partnership and Bankruptcy Law*</td>
<td></td>
</tr>
<tr>
<td>NAP752 Contract Law*</td>
<td></td>
</tr>
<tr>
<td>NOS225 General Ledger — Computerised</td>
<td></td>
</tr>
<tr>
<td>NOS226 Accounts Receivable — Computerised</td>
<td></td>
</tr>
<tr>
<td>NOS227 Accounts Payable — Computerised</td>
<td></td>
</tr>
<tr>
<td>NOS234 Payroll — Computerised</td>
<td></td>
</tr>
</tbody>
</table>

Elective modules

The 100 hours of electives may be selected from the Associate Diploma of Business (Accounting) modules provided the prerequisites have been met.

* Recommended modules for 100 hours electives.

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 the real estate profession. The course is suitable for those working in positions requiring licensed real estate agents. It is also suitable for people employed in related fields, such as property development or valuations, who wish to satisfy the academic requirements to be licensed as estate agents.

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-age persons with sufficient relevant industrial experience to undertake the course successfully will be admitted.

Course availability and duration

This course is normally undertaken by three years of part-time study. This course will also be offered on a full-time basis in 1995. 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 subjects to obtain the Advanced Certificate in Estate Agency.

First stage

Comprises the Course in Sub-Agency Practice

Subjects 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  
CE415  Introduction to Valuations  
CE416  Valuation Methods and Concepts  
CE418  Trust Accounting and Legislative Requirements  
CE419  Trust and General Accounting Reports  
**Third stage**  
Subjects 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 E.D.P. Applications  
CE423  Industry Project  
**Further information**  
Further information may be obtained from the Department of Real Estate, Law and Off-Campus Studies on 214 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 subjects comprising the Certificate entitles students to apply for affiliate membership of the Australian Insurance Institute. Completion of the seventeen subjects comprising the Advanced Certificate academically qualifies students for admission as an associate member of the Australian Insurance Institute. Completion of the seventeen subjects 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  
TH433  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 School of Business and Information Systems on 214 6828.  

3300KAC  **Advanced Certificate in Hospitality Operations**  
Course and subject details are not available in this Handbook. For information please contact the Secretary, Business and Information Systems on 214 6832.  

3300DGO  **Advanced Certificate in Human Resource Operations**  
This course is offered at the Hawthorn campus.  
**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 twenty-four modules offered on a part-time basis only and covers all the major areas relating to the human resource function, eg, law, occupational health and safety, staffing, training and development, industrial relations etc. Students are expected to study four modules 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 human resource 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.
Industry and commerce report a shortage of management forces and governments. It is anticipated that this shortage will continue throughout the 1990s as industry attempts to cope with structural changes being imposed by competitive pressures. It is anticipated that this shortage will continue throughout the 1990s as industry attempts to cope with structural changes being imposed by competitive forces and governments.

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

Course structure
Core modules
- NCS009 Presenting Reports
- NCS010 Team Building Communication
- NCS012 Meetings
- NCS015 Negotiation Skills
- TS976 Industrial Law
- TS977 Staffing
- TS978 Implementing Change
- TS979 Applying Training
- TS981 Human Resource Information
- TS982 Workplace Industrial Relations
- TS983 Organisation Behaviour
- TS984 Consulting Skills
- TS985 HR Planning
- TS986 HR Statistics
- TS987 Costing HR Activities
- TS988 Enterprise Agreements
- TS989 Employee Participation
- TS990 Analysis of a Dispute
- TS991 Training Design
- TS992 Training Delivery
- TS993 Managing Training
- TS994 Quality Management
- TS995 Performance Management
- TS996 OHS Management

All core modules are compulsory. Specialist modules are offered in four groups. Participants must complete six modules from two groups.

Further information
For further information contact the Marketing and Administration Department on 214 8720.

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

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 1990s 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.

Students 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
- CF024 Marketing Management
- CF025 Industrial Relations Management
- CF026 Office and Computer Systems
- CF027 Management Project

Further information
For further information contact the School of Business and Information Systems on 214 6828.

Advanced Certificate in Office Administration
This course is available 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

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

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 1990s as industry attempts to cope with structural changes being imposed by competitive forces and governments.
Certificate courses

3222DVC 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 compulsoty 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 availability and duration
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. This will require two nights per week, or Saturday morning attendance. 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 subjects are compulsory
T5791 Introduction to Computers
T5792 Keyboarding
T5793 Using Systems Software
T5796 Business Information Systems
T5797 Business Software Applications

Further information
For further information contact the Finance and Information Technology Department at the Hawthorn campus on 214 8165 or the School of Business and Information Systems at the Prahran campus on 214 6828 or 214 6832.

3222DAM Certificate in General Insurance
This course is offered at the Prahran campus.
See Advanced Certificate in General Insurance.
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 availability and duration
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
TS865 Administrative Procedures 1
TS866 Administrative Procedures 2
TS880 Typing Production 1
TS881 Typing Production 2
TS883 Word Processing 1
TS884 Word Processing 2
TS895 Introduction to Computing 1
TS896 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 School of Business and Information Systems at the Prahran campus on 214 6828 or 214 6832 or the Marketing and Administration Department at the Hawthorn campus, on 214 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 entitled graduates to professional membership of the RMAA.

Please note that a new course is being developed for introduction in 1995. It is expected that this course will offer programs at the associate diploma, advanced certificate and certificate level.

Further studies pathways
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 subjects. 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. Subjects 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
TH433 Applied Business Communications
TS421 Business Computer Applications 1

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 Department of Library and Information Studies, Prahran campus on 214 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) 214 8647, International (613) 214 8647.

Tuition fees

Tuition fees for 1995 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 fulfils 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

All are compulsory

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 214 6754.

Victorian Certificate of Education

Evening Classes

The following VCE subjects are taught by the School of Business and Information Systems:

- Accounting
- Economics
- Legal Studies

For a complete description of all VCE subjects, see the School of Social Sciences and the Arts page 156.
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 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-sewn hours per week.

CA772 Commercial Banking and Finance
Prerequisites: TS247 Business Law 1, CA986
Company Law

Subject description
The purpose of this module is to provide training in the broad range of issues relevant to the management of commercial banking and finance institutions as well as the skills required for effective policy and decision making within these organisations.

CA780 International Banking and Finance
Prerequisites: TS247 Business Law 1, CA986
Company Law, CA772 Commercial Banking and Finance

Subject description
The purpose of this module is to provide training in the major institutional, conceptual and analytical information required for an understanding of the place of Australian commercial banking and finance.

CA781 Financial Institutions and Markets
(1992)
Prerequisites: TS436 Applied Business Economics 1, TS437 Applied Business Economics 2

Subject description
The purpose of this module is to provide training in the nature and role of financial institutions and markets within the Australian economy.

CA782 Financial Institutions Law
Prerequisites: TS247 Business Law 1, CA986
Company Law

Subject description
The purpose of this module is to provide training in the more advanced legal aspects of the relationship between financial institutions, government and customers.

CA783 Banking and Lending Practice
Prerequisites: TS304 Partnership and Introductory Company Accounting, TS305 Financial Management, TS247 Business Law 1

Subject description
The purpose of this module is to provide training in the development of banker-customer relationships, the application of lending principles, and the appropriate lending facilities for individuals, small businesses and corporations.

CA986 Company Law
Prerequisites: TS247 Business Law 1 or Legal Method (Off-Campus)

Subject description
The purpose of the module is to provide training in the concepts of company law, the methods of forming and financing corporations, the principle of company management, and the legal principles applicable when companies are in financial difficulties.

CD224 Introduction to Word Processing
Use the basic features of commercial word processing packages.

CD225 Introduction to Spreadsheets
Use the basic features of a commercial spreadsheet package.

CD226 Introduction to Database Software
Students learn to use the basic features of a commercial database package.

CD228 Introduction to Accounting Software
Students learn to use some commercial accounting software packages.

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, S24 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 a Real 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: nil
Subject description
This subject deals with the characteristics of the various types of business ownership and enables the student 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 application of 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 and General Accounting 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:
- database (applications for Sales and Lease Register)
- spreadsheet (applications for financial reports and analysis and interpretation)
- word processing/graphics (for file, marketing, advertising presentations).

CE423  Industry Project
Prerequisites: prior or concurrent, all other subjects

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 subject defines the management operations and describes the management process.

CF021  Human Management

Subject description
This subject examines the break up of the organisation and examines specific departments and groups in the organisation.

CF022  Information for Managers

Subject description
This subject explains the information requirements for managers.

CF023  Finance for Managers

Subject description
This subject 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 subject 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 subject describes the Australian industrial relations systems and analyses the causes of industrial conflict.

CF026  Office and Computer Systems Management

Subject description
This subject 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.

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.

CI203  Introduction to Insurance Classes

Subject description
The major categories of insurance are covered including property, liability, casualty and marine.

CI204  Insurance Law

Subject description
This subject 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 subject 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 subject 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 subject 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 subject explains legal liabilities, public liability, product liability, product recall and guarantee, professional indemnity, director's liability and employer's liability.

CI209  Insurance Broking and Risk Management

Subject description
This subject explains the function and role of an insurance broker, the law regulating the insurance broker.
**Insurance Operations**

Subject description
This subject covers the financial elements in insurance such as insurance accounting, financial statements, investment and insurance statistics.

**Insurance Sales and Customer Service**

Subject description
The subject covers the insurance sales process, customer service, the insurance distribution network and the legislation impacting on insurance sales.

**Credit Management Project**

Subject description
The subject requires students to conduct a group research project relating to an area of credit management.

**Introduction to Credit Law 1**

Subject description
The subject covers the basic principles and concepts of law relating to credit management.

**Introduction to Credit Law 2**

Subject description
The subject covers detailed training in legal principles relating to credit management.

**Credit Department Management**

Subject description
The subject provides an overview of the credit department operations. It covers credit management procedures, reporting to management and staffing.

**Credit Control Practices and Procedures**

Subject description
The subject covers the development and monitoring of a credit accounting system and deals with the legal and non-legal methods for account collection.

**Consumer Credit Finance**

Subject description
The subject covers the workings of the Credit Act in relation to consumer lending and recovery.

**Commercial Credit Finance**

Subject description
The subject covers the guidelines and technical aspects of commercial lending.

**Commercial Credit Assessment**

Subject description
The subject covers credit application forms, obtaining client data, assessing credit worthiness, establishing terms of credit and reviewing client accounts.

**Principles of Records Management**

Prerequisites: nil

Subject description
An introductory subject 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.

**Disposal and Archives**

Prerequisite: CY090

Subject description
Principles and practices for the protection, retention and/or disposal of records. The role of archival authorities and the value of archival records.

**Manual Control Systems**

Prerequisite: CY090

Subject description
To understand the operation of control systems and record procedures within a registry.

**Training and Management**

Prerequisite: TH433

Subject description
The issues of managing a records section. The supervisory responsibilities of the records supervisor. Preparation of training programs for records personnel.

**Mechanical and Computerised Control Systems**

Prerequisites: CY090, CY092, TS421

Subject description
The subject assumes knowledge of manual control systems. This knowledge is transposed to computerised systems. The operation and functioning of computerised records systems.

**Reviewing Records Programs**

Prerequisites: CY090, CY092, TS421, CY094

Subject description
The subject 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.

**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.

**Library Services**

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

**Organising Resources 1A**

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

**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
1061205
Prerequisites: A and B are prerequisites for C

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 subjects cover oral and written communication skills needed in the workplace. These may include writing workshop, assertiveness training and stress management.

LS109/110 Literature and the Arts A and B

Subject description
An overview of literature and selected arts forms. Subject 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 subject; display, tabulation, centering, business letters with forty words per minute for the elective subject.

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
Prerequisite: 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 A-V equipment.

LS124 The Sciences

Subject description
A subject 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 subject 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.

LS150 Conservation of Library Materials
Prerequisites: no prerequisites are required, however successful completion of LS217 (Introductory Subject) and LS101 (History of Books and Libraries) is recommended

Subject description
An elective subject 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 subject is to teach students to use a single lens reflex camera, to develop film and to mount prints.

LS155 Computers and Information Systems

A (Compulsory) B (Elective)
Prerequisites: A is a prerequisite for B

Subject description
The compulsory subject is designed to introduce students to computer hardware and some of the most common types of computer applications. The elective subject 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 subjects 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 subject aims to provide the knowledge and skills necessary for the operation, maintenance, organisation and management of audio hardware and software.
Organising Resources 2C
Prerequisite: Organising Resources 1A
Subject description

Introductory Subject
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 subject.

Computer Accounting Modules

Prerequisites: nil
Subject description
The seven modules offered provide students with the knowledge and skills to operate computerised software in a wide range of accounting applications.

Accounting Spreadsheets and Other Applications
Prerequisites: NAP703, NAP735, NAP731
Subject description
A module which covers the features of a well designed spreadsheet, advanced spreadsheets and the input of data from other spreadsheets and applications.

Financial Accounting Applications 1
Prerequisite: NOS219
Subject description
A module which introduces students to basic management reports and analysis, incomplete single entry recording systems, one-write systems and accounting for not-for-profit organisations.

Financial Accounting Applications 2
Prerequisite: NAP710
Subject description
A module which introduces students to the accounting procedures applicable to inventories, partnership, primary producers, leases, consignments and investments.

Company Accounting and Financial Statements
Prerequisite: NAP711
Subject description
A module concentrating on types of companies, formation, documentation and statutory records.

Company Accounting Advanced
Prerequisite: NAP712
Subject description
This module covers alterations to share capital, goodwill valuations, amalgamations, takeovers, absorptions, liquidations, receivership and consolidated accounts.

Accounting Applications Advanced
Prerequisite: NAP712
Subject description
This module covers foreign currency transactions, joint ventures, extractive industries and construction accounting.

Public Sector Accounting and Finance
Prerequisites: nil
Subject description
This module covers the statutory regulations and accounting for government departments, statutory authorities and government business enterprises.

Issues to Accounting
Prerequisite: NAP712
Subject description
This module provides the participant with the knowledge and skills to analyse topical accounting issues.

Internal Control Principles
Prerequisite: NAP711
Subject description
A module covering internal control of various accounting systems, Electronic Data Processing (EDP) internal control issues and the role of the external auditor.

External Audit Procedure
Prerequisites: NAP717, NAP754, NAP712
Subject description
This module covers the skills to plan external audits, draw up audit programs and undertake external audit procedures.

Business Mathematics
Prerequisites: nil
Subject description
A module which provides the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.

Business Statistics
Prerequisites: nil
Subject description
This module follows on from Business Mathematics. It provides the knowledge and skills to interpret and use statistical techniques in a variety of business activities.

Economics for Business
Prerequisites: nil
Subject description
This module provides participants with a knowledge of the economic environment within which a business operates. The focus is with macro economics covering supply and demand, the money market, international trade etc.

Marketing and Planning for Small Business
Prerequisites: nil
Subject description
A module looking at the principles and preparation of business plans and marketing plans as they apply to small business.
NAP724  Credit Management  
Prerequisite: NAP753  
Subject description  
This module covers the features of a credit policy and the 
principles of credit control; including assessing credit risks, 
redemption of credit, recovery and insolvency.

NAP730  Budgeting  
Prerequisite: NOS124  
Subject description  
This module provides a knowledge of financial management 
principles as they apply to various types of budgets.

NAP731  Management Accounting Principles  
Prerequisite: NOS219  
Subject description  
This module will provide the knowledge and skills to 
undertake costing procedures in a range of enterprises.

NAP732  Management Accounting Applications  
Prerequisite: NAP731  
Subject description  
This module investigates job costing, process costing, activity 
based costing, operations costing, joint and by-product 
costing and standard costing.

NAP733  Business Planning and Control  
Prerequisites: NAP730, NAP731  
Subject description  
Major areas of content in this module are differential cost 
analysis, conventional gross profit analysis, linear 
programming, transfer pricing and divisional performance.

NAP734  Financial Management Applications  
Prerequisites: NAP735, NAP720, NAP721  
Subject description  
This module looks at assessing alternative financial 
management models in relation to investment and dividend 
decisions and to advise senior management on financial 
management decisions.

NAP735  Financial Management Principles  
Prerequisite: NAP711  
Subject description  
A module that looks at sources of financing, working capital 
management, analysis and interpretation of financial 
statements and capital budgeting decisions.

NAP737  Investment Analysis  
Prerequisite: NAP735  
Subject description  
This module encompasses the value of shares, investment 
analysis and strategies for investment.

NAP750  Commercial Law Principles  
Prerequisites: nil  
Subject description  
This module provides the participant with a knowledge of 
basic commercial law principles and application within a 
business environment.

NAP751  Partnership and Bankruptcy Law  
Prerequisite: NAP750  
Subject description  
A module which introduces the law relating to principal and 
agent, partnership and joint ventures, and bankruptcy.

NAP752  Contract Law  
Prerequisite: NAP750  
Subject description  
This module provides the participant with a knowledge of 
basic contract law and a selection of specialty contracts 
applicable within a business environment.

NAP753  Consumer Law  
Prerequisite: NAP750  
Subject description  
A module which provides a knowledge of the law relating to 
sale of goods, consumer protection, restrictive trade 
practices, debt collection and intellectual property.

NAP754  Company and Incorporated Associations Law  
Prerequisite: NAP751  
Subject description  
This module provides the detailed outlines of the Australian 
Securities Commissions Act, the corporate law and their 
attendant regulations and the law relating to associations.

NAP755  Australian Administrative Law  
Prerequisite: NAP752  
Subject description  
This module covers the history and current principles of 
Australian administrative law generally and in particular 
noting the differences between judicial and non judicial 
review.

NAP756  Office Tax Procedures  
Prerequisites: nil  
Subject description  
This module introduces the practical components of taxation 
with an emphasis on the compliance requirements of day-to-
day clerical procedures.

NAP757  Income Tax Law for Accountants  
Prerequisite: NAP711  
Subject description  
This module covers in detail income tax law as it applies to 
individuals and commercial enterprises.

NAP758  Income Tax Law for Tax Agents  
Prerequisites: NAP757, NAP712  
Subject description  
This module covers in detail income tax legislation as it 
 applies to tax agents.

NAP759  Electronic Lodgement of Tax Returns  
Prerequisite: NAP758  
Subject description  
A module that provides the participant with the knowledge 
and skills to be able to lodge income tax returns under the 
electronic lodgement system.

NCS009  Presenting Reports  
Subject description  
Designed to develop communication skills to write and 
present a document which investigates a specified issue.

NCS010  Team Building Communication  
Subject description  
Provides training in the communication skills needed to 
manage a work team to carry out specified tasks.
NCS012 Meetings
Subject description
Provides training in the communication skills required to organise and conduct structured meetings and record the outcomes of meetings in the workplace.

NCS015 Negotiation Skills
Subject description
Provides training for effective communication in negotiating.

NOS116 Introduction Computing Modules
NOS118
NOS213
NOS215
NOS216
NOS222
Prerequisites: nil
Subject description
The six modules offered aim to develop an understanding of computer operations and of the various applications of a computer in the business environment.

NOS119 Work Environment
Prerequisites: nil
Subject description
This module introduces students to important elements of the work environment. Topics covered include rights and responsibilities of employers and employees, equal opportunity and industrial relations.

NOS124 Accounting — To Trial Balance
Prerequisites: nil
Subject description
An elementary module covering the preparation of accounting records to trial balance stage.

NOS215 See NOS116
NOS216 See NOS222

NOS219 Accounting — Basic Reports
Prerequisite: NOS124
Subject description
This module follows on from Accounting To Trial Balance. It covers the preparation of final accounting reports and the manual processing of payroll.

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
Prerequisites: nil
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.

TQ001 Applied International Finance and Insurance
Subject description
This subject will provide training in all financial components of international trade transactions on short, medium or long payment terms. This subject examines these payment methods and their financing and includes methods of protection against foreign exchange movements, non-payment, product loss, damage or liability plus counter-trade and contract guarantees (bid performance bonds).

TQ002 Customs Practice
Subject description
Prospective international traders will be provided with training in the nature, purpose and usage of Australian and international customs practice, procedures and regulations.

TQ003 Introduction to Transport Systems
Subject description
The student will be provided with a sound introduction to various and differing types of transport systems that are used as part of the trading processes.

TQ004 International Data and Documentation Production
Subject description
The student will be provided with the training to recognise the data needed for international trade, the parties who require it, the purpose for which it is used, plus the sources and methods for its production. It also seeks to introduce students to the increasingly important role of Electronic Data Interchange (EDI).
TQ005  International Commercial law  
**Subject description**  
This subject will provide training in the field of local laws, legal considerations and international conventions as might be desirable knowledge for a person engaged in international trade.

TQ006  International Business  
**Subject description**  
This subject will provide an integrated treatment of theory of actual patterns and policies in international businesses in three areas — international trade, foreign direct investment and international finance.

TQ007  International Economic Geography  
**Subject description**  
The purpose of this module is to enable the student to understand the spatial variation of the earth's surface of major economic activities such as production, exchange, and consumption of goods and services, as well as the factors and processes affecting their spatial occurrence.

TQ008  Marketing Analysis  
**Subject description**  
This subject will provide students with the knowledge of how basic marketing analysis is undertaken and how marketing research can be used in marketing strategy development.

TQ009  International Marketing Analysis  
**Subject description**  
Students will be provided with the opportunity to participate in the practical application of market research as it is applied to specific marketing problems.

TQ014  International Transport Systems  
**Subject description**  
This subject will provide students with the knowledge to compare and contrast all modes and types of transport. They will be able to determine the costing principles that apply to each mode and clearly understand the role of transport in the total transport system.

TQ015  Cultural Differences in International Trade I and II  
**Subject description**  
The purpose of this module is to enable the student to show how and why offshore cultural and social environments of our trading partners affect trading relationships and how an understanding and awareness of these cultural and social differences in comparative business cultures can substantially enhance market export penetration. We examine the importance of being aware of culturally distinct negotiating styles and how an understanding and awareness of the intricacies of international negotiating can assist in achieving desirable outcomes.

TQ017  Marketing Fundamentals  
**Subject description**  
The student will be provided with a broad knowledge of marketing principles and an understanding of the external environment and its impact on business. The student will also develop an appreciation of marketing decision making and the development of marketing strategies.

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  
**Prerequisites:** nil  
**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 II  
**Prerequisites:** 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  
**Prerequisites:** nil  
**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  
**Prerequisites:** 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 reversed 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 TS409 and TS314

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: TS445, TS301, TS302, TS304, TS314

Subject description
Equity accounting, current cost accounting and accounting for leases by lessors. 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, 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

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.

TS360 Selling (elective)

Subject description
Upon completion of this subject, the student should be able to:
- identify the role and importance of a salesperson within a business organisation;
- develop an awareness of significant factors contributing to success in selling;
- acquire and apply the necessary knowledge, skills and techniques for success in selling;
- complete the documentation which will enable a salesperson to be effective in the role.
**TS366  Marketing (elective)**
Prerequisites: nil

**Subject description**
At the conclusion of this subject students should be able to:
- understand the components of a marketing strategy, their relationships and the procedures used in strategy development;
- analyse the implementation of a marketing strategy and comment on its probable effectiveness.

**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**
Prerequisites: nil

**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 complete 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.

**TS436  Applied Business Economics 1**
Prerequisites: nil

**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 macroeconomic theory within the framework of an open economy.

**TS445  Applied Business Mathematics**
Prerequisites: nil

**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.
**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), master standard data (MSD) or modular arrangement of predetermined time standards (MODAPTS), alpha-mnemonic coding system.

**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.

**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.

**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.

**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.

**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 layouts, records management and forms design, office work simplification and measurement.

**Maintenance Management**

**Subject description**

This subject aims to maintain system and machine reliability by implementing repair and preventative maintenance strategies.
TS616 **Financial Analysis of Capital Investment**  
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.

TS617 **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.

TS618 **Operations Management Project**  
Prerequisite: A pass in TS538  
**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.

TS619 **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.

TS620 **Occupational Health and Safety 1**  
Prerequisite: TS621  
**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.

TS621 **Occupational Health and Safety 2**  
Prerequisite: TS621  
**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.

TS622 **Occupational Health and Safety 3**  
Prerequisite: TS622  
**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.

TS623 **Occupational Health and Safety 4**  
Prerequisite: TS623  
**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.

TS624 **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.

TS625 **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.

TS626 **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.

TS627 **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 Systems
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
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

TS712  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.

TS713  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).

TS714  Accounting Concepts
Subject description

TS715  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.

TS716  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.

TS717  Programming Techniques A
Prerequisite: TS716
Subject description
Program tools and techniques. N5 diagrams and IPO charts. Program documentation. Program debugging and test data design/documentation. Programming in structured 3GL (e.g. Pascal).
**TS718 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.

**TS719 Cobol Programming A**  
Prerequisite: TS716  
*Subject description*  

**TS720 Cobol Programming B**  
Prerequisite: TS719  
*Subject description*  

**TS721 Communication Skills A, B, C and D**  
21314  
*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 cooperatively within groups of various sizes, structures and purposes.

**TS725 Introduction to Sales and Marketing**  
*Subject description*  

**TS726 Computer Sales and Marketing**  
*Subject description*  

**TS727 Computer Architecture**  
*Subject description*  

**TS728 Introduction to Peripheral Devices**  
Prerequisite: TS727  
*Subject description*  

**TS729 Using a Microcomputer**  
*Subject description*  
System commands, batch files, editors, back-up and restoration of disks.

**TS730 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 SDLCs; system implementation; system modelling tools; design specifications/documentation. Feasibility studies.
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TS736 Applied Systems Analysis and Design
Prerequisites: TS735, TS737
Corequisite: TS738, TS737
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 flow charts, 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

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.

TS747 Application Project B
Prerequisites: TS735, TS749
Corequisites: TS736, TS738
Subject description
Analyse, design, code and document a computer business system of medium complexity. Maintain a professional working relationship with team members and a supervisor.

TS748 Cobol Programming C
Prerequisite: TS720
Subject description
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.

TS749/50 Advanced Cobol Programming A and B
Prerequisite: TS748
Subject description
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.

TS751 Database Design
Prerequisites: TS720, TS718
Corequisite: TS732
Subject description
Computer files; the database approach; database management systems; hierarchical database model. Network database model; relational database model. Database design; data administration. Distributed databases.

TS752 Database Programming A
Prerequisite: TS718
Subject description
Use and explain the basic commands of a database language, and use the relevant editor. Create and modify database. Query databases. Managing databases.
TS753 Database Programming B
Prerequisites: TS732, TS751, TS752

Subject description
Design and construction of a database system. Interfacing with an application language.

TS754 Data Communications
Prerequisite: TS733

Subject description
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.

TS755 3GL Programming Option A and B
Prerequisite: TS718

Subject description
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'.

TS756 4GL Programming Option
Prerequisite: TS718

Subject description

TS757 Local Area Networks
Prerequisite: TS733

Subject description
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 LANs. 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 LANs such as 3COM ethernet, IBM token ring, Novell and Wangnet.

TS759 Production Control
Prerequisite: TS731

Subject description
Batch processing systems; job assembly and scheduling; offline strategies; output verification; error correcting methods; job/procedure documentation.

TS760 Console Operations A
Prerequisites: TS730, TS731

Subject description
Overview of operating systems. Job scheduling and algorithms. Monitoring and controlling job execution; system monitoring and controlling procedures; operator/user communications; command procedures.

TS761 Console Operations B
Prerequisite: TS760

Subject description

TS762 Operation of Peripheral Devices
Prerequisites: TS728, TS730

Subject description

TS763 Computer Room Layout and Procedures

Subject description
Computer operations, computer room equipment, computer room environment, ergonomic considerations, computer room supplies, computer room operations documentation, physical security; emergency procedures contingency plan; site visits and site visit reviews.

TS765 User Needs Analysis

Subject description
Factors involved in specifying and evaluating the requirements for a system. Defining the requirements of the required system in a Request for Proposal. Defining the criteria for evaluating supplier response to a RFP.

TS766 Application Project C
Prerequisites: TS732, TS753, TS737, TS765
Corequisite: TS773

Subject description
During this project students will: work within a framework administered by a managersupervisor. Meet all formal obligations to a manager/supervisor. Prvide regular progress reports to or attend regular meetings with a manager/supervisor. Consult with a managel supervisor when a manager/supervisor comes to meetings. Enter into and adhere to agreements with users/clients, and communicate with users/clients, in a manner befitting a professional analyst/microsystems consultant. Work effectively within the 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.

TS767 Drafting and Display Graphics
Prerequisites: TS712, TS729

Subject description
Fundamentals of CAD drafting and graphics packages. Using CAD and graphics packages. Software installation and configuration.
Subject description
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.

Subject description
Features on multiuser microcomputer operating systems. Installation of multiuser operating systems. Multiluser microcomputer system management.

Subject description
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 on 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.

Subject description

Subject description

Subject description

Subject description
Concepts of electricity, electrical quantities, series and parallel circuits, AC and DC voltage, analog and digital circuits.

Subject description
Definition and characteristics of LAN, types of LAN topologies and media, networking operations, use of IEEE standards, practical applications, management issues, troubleshooting strategies.

Subject description
Integrated circuit technology. Intel Bus Architecture and Memory Map. Motherboard functions, interrupts hard disk drives and controllers, microcomputer hardware and software diagnostics tools.

Subject description
Topics include: the changing computer environment, computer personnel, hardware and software components of a computer system, data coding systems, file and processing concepts, care and security of hardware and storage media, effects of computers on society, microcomputer concepts and word processing programs for business.

Subject description
Topics include: parts and functions of a keyboard and monitor, ergonomics, touch typing techniques, accuracy and correction, keyboard practice. This subject is included to ensure that students understand the function of all the keys and can touch type to at least twenty words/minute, 90% accuracy.

Subject description
Topics include: using a personal computer, data communications and networks, using multi-user computer systems, documentation practices for systems management.

Subject description
Topics include: business systems and their environment, business information, business sub-systems, transaction processing, concepts and advantages of data base systems, distributed data processing, selecting a microcomputer system.

Subject description
Topics include: introduction to spreadsheet software, introduction to data base software, transfer of files, software applications options (options include — accounting software, integrated package, desktop publishing, graphics, advanced use of a spreadsheet or data base).
TS800  Practical Placement
TS801  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 subject 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 subjects 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
Subject description
These subjects 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.

TS925  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.
<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Prerequisites</th>
<th>Subject Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS955</td>
<td>Buyer Behaviour</td>
<td>TS958</td>
<td>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.</td>
</tr>
<tr>
<td>TS956</td>
<td>Sales Management</td>
<td>TS954, TH433, TH434 (concurrently)</td>
<td>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.</td>
</tr>
<tr>
<td>TS957</td>
<td>Marketing Communication</td>
<td>TS954, TS955, TS956, TS958</td>
<td>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.</td>
</tr>
<tr>
<td>TS958</td>
<td>The Marketing Concept</td>
<td>nil</td>
<td>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.</td>
</tr>
<tr>
<td>TS960</td>
<td>The Law of Marketing</td>
<td>nil</td>
<td>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.</td>
</tr>
<tr>
<td>TS961</td>
<td>Strategic Marketing</td>
<td>TS958</td>
<td>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.</td>
</tr>
<tr>
<td>TS963</td>
<td>Marketing Distribution</td>
<td>TS958, TS961</td>
<td>Marketing channel and physical distribution strategy. Channel management decisions. Physical distribution decisions. Retail and wholesale strategy.</td>
</tr>
<tr>
<td>TS964</td>
<td>Direct Marketing</td>
<td>TH433, TS955, TS954, TS957, TS956, TS959, TS421</td>
<td>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.</td>
</tr>
<tr>
<td>TS965</td>
<td>Retail Marketing</td>
<td>TS954, TS955, TS956, TS958, TS963</td>
<td>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.</td>
</tr>
<tr>
<td>TS966</td>
<td>Services Marketing</td>
<td>TS955, TS958, TS959</td>
<td>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.</td>
</tr>
<tr>
<td>TS967</td>
<td>International Marketing</td>
<td>TS955, TS957, TS958, TS959</td>
<td>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.</td>
</tr>
</tbody>
</table>
**Small Business Marketing**
Prerequisites: TS955, TS958

**Subject description**
Analysis of the 'best practices' of marketing and management of small business.

**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.

**Organisations and Management**

**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

**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.

**Industrial Law**

**Subject description**
Gives participants the knowledge and skills to analyse the impact of relevant case law and legislation on human resource policies and procedures.

**Staffing**

**Subject description**
Provides the knowledge and skills required to recruit, select and induct staff.

**Implementing Change**

**Subject description**
Gives participants the knowledge and skills to contribute to the design and implementation of a change process in the workplace.

**Applying Training**

**Subject description**
Enables participants to develop the skills to help trainees transfer and apply their learning back on the job.

**Human Resource Information Systems**

**Subject description**
Provides training in the use of an HRIS to coordinate a compensation and benefits system.

**Workplace IR**

**Subject description**
Enables participants to develop the skills to effectively deal with industrial relations issues in the workplace.

**Organisation Behaviour**

**Subject description**
Gives participants a framework with which to analyse the behaviour of individuals, groups and organisations.

**Skills**

**Subject description**
Enables participants to develop consulting skills as members of a project team.

**Specialist Modules**

**Subject description**
Enables participants to prepare human resource plans and analyse and interpret budgets.

**HR Statistics**

**Subject description**
Provides training in the collection, analysis and application of human resource statistics.

**Costing HR Activities**

**Subject description**
Provides the training required to determine the cost of various human resource activities.

**Enterprise Agreements**

**Subject description**
Enables participants to effectively contribute to the development of enterprise agreements.

**Employee Participation**

**Subject description**
Enables participants to use the principles of participative management in the workplace.

**Analysis of a Dispute**

**Subject description**
Participants research and analyse a serious industrial dispute.

**Training Design**

**Subject description**
Participants learn to identify training needs and design appropriate training programs.

**Training Delivery**

**Subject description**
Participants learn to deliver and evaluate training programs.

**Managing Training**

**Subject description**
Participants learn how to coordinate and manage training activities.
TS994  Quality Management
Subject description
Provides training to enable participants to effectively contribute to a total quality management program within the workplace.

TS995  Performance Management
Subject description
Provides the knowledge and skills to coordinate a performance management program and develop performance improvement plans.

TS996  OHS Management
Subject description
Provides the knowledge and skills to coordinate an organisation's OHS program.
School of Engineering and Industrial Science

Staff
Centre for Engineering Technology
National Scientific Instrumentation Training Centre
Training and Development Support Unit

Courses offered chart

Electrical and Electronics Technology Department
Associate Diploma courses
  Associate Diploma of Engineering — Electronics
  Associate Diploma of Engineering — Computer Systems
Advanced Certificate courses
  Advanced Certificate in Industrial Electronics
Certificate courses
  Basic Electronics
Apprenticeship courses
  Electrical and Electronics
  Engineering Electrical and Electronics
Other courses
  Pre-Apprenticeship Program

Industrial Sciences Department
Associate Diploma courses
  Laboratory Technology
  Fire Technology
  Computing and Applied Physics
Advanced Certificate courses
  Laboratory Technology
  Fire Technology
Bridging and Preparatory courses
  Foundation Year
  Bridging Technology
  New Opportunities for Women

Mechanical and Manufacturing Technology Department
Diploma courses
  Diploma of Engineering
  Associate Diploma courses
    Mechanical Engineering
    Manufacturing Engineering
    Materials Technology
Advanced Certificate courses
  Mechanical Engineering
  Manufacturing Engineering
  Materials Technology
Certificate courses
  Swinburne Certificate of Quality Technology
  Basic Certificate in Engineering
  Fabrication
Apprenticeship courses
  Mechanical (Fitting and Machining)
Post-apprenticeship courses
  CNC Machining
  Maintenance/Fluidpower
  Press Toolmaking
Welding courses
  Basic Welding Certificate
  Hobby courses
    Engineering Workshop Practice
    Hobby Welding

Subject Details
General University Information
TAFE Division Information
Staff — School of Engineering and Industrial Science

Head
R. Fallu, BSc, DipEd(Monash), ComplEAust

Secretary
A. Rosman, 214 8159

School Administrator
A. Brinson, AssDipAppliedChem(RMIT), CertHort(Burnley), 214 8689

Administrative Officer
J. Bailey, FN, 214 8916

Electrical and Electronics Technology Department

Head
A.G. Hampton, TechCert(Electronics)(H1), 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), DipServ(Moorb.), f&MCert(Preston), DipIT
P. Brewin, HNCert(Electrical & Electronics)(Leicester Polytechnic), CertEd(Leeds)
M. Cadlilhac, COT(Electronics)(SIT), DipTT(H1)
M.J. Clarke, ElecCrt, CertTeachelec(SIT), BEng(Elec)(SIT)
G. Cisby, SEC A Grade Licence, HighTechCert(CivilEng), TechCert(Motor Control), RECV
R.M. Edwards, SEC A Grade Licence, DipTT(H1), TechCert(Electronics)(RMIT)
V. George, MTech(IITBombay)
A. Hackett, BE(Elec)(Melb), DipEd(Melb)
B. Johnston, SEC A Grade Licence, DipTT(H1), RECV
T. McLean, SEC A Grade Licence, DipTT(H1), TechCert(Elec. Motor Control), RECV
D.V. McMahon, SEC A Grade Licence, DipTT(H1), SEC
I. Simmonds, SEC A Grade Licence, TechCert(Electronics), AssDipSciWrel, RECV
G.H. Sutherland, DipEE(SIT), DipEd
T. Woolcock, BE(Elec)(SIT), DipEd(HI)
Z. Zablocki, BEng(Elec)(Warsaw), CompSysDip(Warsaw)

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J. Rothacker, 214 8875

Industrial Sciences Department

Head (Acting)
J. Cashion, BSc(Melb), DipEd, DipCompSc, GradAIP

Academic staff
L. Aalo, MEng(VUT), GradDip(Digital Control)(VUT), BAppSci(AppPhysics)(RMIT)
P. Atkins, BScDipEd(Melb), GradDip(MathsSci)(Melb)
P. Defelice, BSc, DipEd
P. Dunne, BSc(Hons), DipEd(Melb)
G. Farrell, BAppSci, DipEd(SUT)
V. Farrell, BAppSci, DipEd, GradDipCompStuds
G. Fitzsimmons, BA(Melb), MED(Deakin)
J. Gibson, BSc, DipEd
A. Haennirniterle, BEng(Chem), DipEd
E. Herschell, BAppSci(MLS)(RMIT)
C. Iser, BA, DipEd(Melb)
N. Jackson, BSc(Hons)(Leeds), PhD(Leeds)
J. Johnston, BSc(Ed)(Melb)
E. J. Lade, BSc, DipEd(Melb)
G. Lewison, BA, TStC

B. Lin, BAppSc, BEd
J. Lindley, BAppSci(MLCS)(RMIT), BA(CanbCAE), GradDipEd(Post Primary)(Melb)
G.A. Lisowski, PhD, DipEd
K. McDonald, BSc, MBioTech(Mon)
N. Na Ranong, BSc(Hons), DipEd
S. Ng, BSc(Hons), CertEd, PhD, MinstP, CPhys
Y. Ng, BSc(Hons), DipEd
A. Pearce, BSc, TStC
H. Pilk-Wakeling
J. Schulte, BAppSci, DipEd
N. Speak, BAppSci, DipEd, GradDipRobotics
S. Sullivan, TStC(Deakin)
G. Tonkin, ARMIT, TStC
B. Tyre, BSc, DipEd, GradDipCompStuds(SUT)
G. Uleha, BSc(Ed)(Melb), GradDipCompSci(LaT)

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R. Passlow
S. Pearce

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I. Masary, BAppSci(Biotech)(RMIT)
J. Opit, BSc(Hons)
J. Papp, CAppSci(SIT)
R. Ramay, BSc(QUT)
J. Wiegard, DipBiochem, GradDipAppSci(SIT)

Mechanical and Manufacturing Technology Department

Acting Head
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Academic staff
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D. Angourly, BSc(Eng)(London)
L. Banner, DipMechEng, MA, DipEd
M. Baum, TTrlC
G. Barvanowski, MEng(Mech)(Gliwice), DipEd
I. Black, Cert(Toolmaking), CertMechDes, AssDipMechEng
J. Brennan, DipEng(NavalArch)(RMIT), BEng(Mech)
K. Deed, Jig&ToolTechCert, TTrlC, DipIT, BEd(RMIT), DipEd, MEngSc
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W. Houlistan, TTrlC, DipIT
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S.D. Scott-Branagan, TTrlC
R.S. Somerville, TTrlC, DipIT
B. Stevens, DipMechEng, DipEd
P. Tomat, CertPressToolmaking, Cert(Toolmaking), DipIT, BEd
R. Wong, HighDipProdEng(HKP)
G. Zouev, COMechEng, DipTT&FE

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B. Malone, 214 8504
Centre for Engineering Technology:
Authorised AutoCAD Training Centre

Manager
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DipTT(Haw), TTrlC

Academic staff
S. Meaker, TechCertProdEng, AssDipManEng
H. Ramaekers, BEd, DipTT, Cert(MechDraft),
Cert(Fit and Mech)
P. Stroud, DipTT, TechCert(Radio)

Technical staff
R. Stroude, AssDip(MechDesDraft), F&M Trade

Secretary
Vacant

National Scientific Instrumentation Training Centre

Manager
G. Jordan, MPharm(VicCollPharm)

Chemist
L. Jordan, BSc(Melb)

Receptionist
K. Marriott, 214 8379

Training and Development Support Unit

Manager
C. De Martinis, MSc, BEd(LaT), GradDipOccHyg(Deakin)

Administrative Officer
Vacant

Project Officers
P. De Felice, BSc(Mon), DipEd(Rusden)
W. Glover, BSc(Melb), DipEd
C. Grayson, BSc(Hons)(Mon), DipEd(Mon), BArch(Hons)(RMIT)
## Courses offered

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Campus</th>
<th>Mode</th>
<th>Length</th>
<th>Part-time</th>
<th>Prerequisites</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomas</td>
<td></td>
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<tr>
<td>3500AYD</td>
<td>Diplomas - Computing and Applied Physics</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE, or equiv. — passes in maths, and physics</td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500EYA</td>
<td>Engineering — Computer Systems</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE, or equiv. — level 314 passes in 2 maths and physics</td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500ECF</td>
<td>Engineering — Electronics</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE, or equiv. — level 314 passes in 2 maths and physics</td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500AHB</td>
<td>Fire Technology</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE, or equiv. — passes in chem. and maths. Pass in physics is an advantage</td>
<td>Direct Direct</td>
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<tr>
<td>Associate</td>
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</tr>
<tr>
<td>3500ABB</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>FT + 4 years</td>
<td>VCE, or equiv. — passes in maths, biology, chemistry and physics</td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500ACB</td>
<td>Materials Technology</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE, or equiv. preferably with passes in science and technology</td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>3500EZR</td>
<td>Engineering — Mechanical Manufacturing</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE, or equiv. — level 314 passes in maths and physics</td>
<td>VTAC Direct</td>
</tr>
<tr>
<td>Advanced</td>
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</tr>
<tr>
<td>3300ACG</td>
<td>Fire Technology</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE, or equiv., at least level 112. Mature age with Ind. Exp.</td>
<td>Direct Direct</td>
</tr>
<tr>
<td>3300ECW</td>
<td>Industrial Electronics</td>
<td>H</td>
<td></td>
<td>2 years</td>
<td>4 years</td>
<td>VCE level 112 passes in maths, English and technology subjects</td>
<td>Direct Direct</td>
</tr>
<tr>
<td>3300ABB</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td>FT + 2 years</td>
<td>VCE, level 112 — passes in maths and science subjects. Mature age considered</td>
<td>Direct Direct</td>
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<td></td>
</tr>
<tr>
<td>Certificates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222ECE</td>
<td>Basic Electronics</td>
<td>H</td>
<td></td>
<td>6 months</td>
<td>1 year</td>
<td>VCE level 112 with passes in English, maths and science. Mature age considered</td>
<td>Direct Direct</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No formal prerequisites</td>
<td></td>
</tr>
<tr>
<td>3222EPA</td>
<td>Basic Welding</td>
<td>H</td>
<td></td>
<td></td>
<td>1 year</td>
<td>Must be over 15 and have basic numeracy and literacy</td>
<td>NA Direct</td>
</tr>
<tr>
<td>3290EZA</td>
<td>Certificate in Engineering</td>
<td>H</td>
<td></td>
<td></td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course code</td>
<td>Course title</td>
<td>Campus</td>
<td>Mode</td>
<td>Length</td>
<td>Part time</td>
<td>Prerequisites</td>
<td>How to Apply</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>--------</td>
<td>------</td>
<td>--------</td>
<td>-----------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>3212ECY</td>
<td>Apprenticeship Electrical and Electronics</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td></td>
<td>Employed in electrical trade industry and have a contract of training with employer</td>
<td>NA Direct</td>
</tr>
<tr>
<td>3212ERA/E</td>
<td>Engineering (Electrical and Electronics)</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td></td>
<td>Employed in electrical trade industry and have a contract of training with employer</td>
<td>NA Direct</td>
</tr>
<tr>
<td>3212ERA/F</td>
<td>Engineering Fabrication</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td></td>
<td>Employed in industry and have a contract of training with employer</td>
<td>NA Direct</td>
</tr>
<tr>
<td>3212ERAM</td>
<td>Engineering Mechanical</td>
<td>H</td>
<td>NA</td>
<td>3 years</td>
<td></td>
<td>Employed in industry and have a contract of training with employer</td>
<td>NA Direct</td>
</tr>
<tr>
<td>2200AZY</td>
<td>Bridging Technology</td>
<td>H</td>
<td>NA</td>
<td>1 year</td>
<td>2 years</td>
<td>No formal prerequisites</td>
<td>Direct Direct</td>
</tr>
<tr>
<td>4200ERB</td>
<td>CNC Machining</td>
<td>H</td>
<td>NA</td>
<td>2 years</td>
<td></td>
<td>Completed an apprenticeship in Fitting and Machining</td>
<td>Direct NA</td>
</tr>
<tr>
<td>3211ECY</td>
<td>Computer Aided Drafting</td>
<td>H</td>
<td>Various</td>
<td>NA</td>
<td></td>
<td>Short course. No formal prerequisites</td>
<td>Direct Direct</td>
</tr>
<tr>
<td></td>
<td>Electrical Pre-Apprenticeship Program</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td></td>
<td>No previous experience necessary</td>
<td>Direct NA</td>
</tr>
<tr>
<td>2200AZO</td>
<td>Foundation Year Science</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td></td>
<td>Year 11, for overseas students to improve English</td>
<td>Direct Direct</td>
</tr>
<tr>
<td>4200ERB</td>
<td>Maintenance/Fluid Power</td>
<td>H</td>
<td>NA</td>
<td>2 years</td>
<td></td>
<td>Completed an app. course in Fitting and Machining</td>
<td>Direct Direct</td>
</tr>
<tr>
<td>2200NOW</td>
<td>New Opportunities for Women</td>
<td>H</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
<td>No formal prerequisites</td>
<td>Direct Direct</td>
</tr>
<tr>
<td>4200ERB</td>
<td>Presstoolmaking</td>
<td>H</td>
<td>NA</td>
<td>2 years</td>
<td></td>
<td>Completed an apprenticeship course in NA Fitting and Machining</td>
<td>Direct Direct</td>
</tr>
<tr>
<td></td>
<td>Swinburne Certificate</td>
<td>H</td>
<td>NA</td>
<td>2 years min.</td>
<td></td>
<td>Some relevant industrial exp., pref. in quality control</td>
<td>NA Direct</td>
</tr>
<tr>
<td></td>
<td>Quality Control Dept. of Labour Welding</td>
<td>H</td>
<td>NA</td>
<td>1 year</td>
<td></td>
<td>Min. of 3 years in industry or 300 hours practice or completed approved welding course</td>
<td>NA Direct</td>
</tr>
<tr>
<td>Hobby courses</td>
<td>Engineering Workshop</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td>See course information</td>
<td>Direct Direct</td>
</tr>
<tr>
<td></td>
<td>Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See course information</td>
<td>Direct Direct</td>
</tr>
<tr>
<td></td>
<td>Engineering Hobby Welding</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td>See course information</td>
<td>Direct Direct</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 (NSIK)**

The National Scientific Instrumentation Training Centre (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, GCIM, ICP, AA areas. Contact on 214 8379.

**Training and Development Support Unit (TDSU)**

The TDSU supports the operation of the School of Engineering and Industrial Science in the context of its mission statement by:
- providing direct support to departments and centres on existing programs and new initiatives;
- identifying new areas of operation in local and international contexts and the development of these initiatives to increase the profile of the school;
- providing professional development opportunities to school members by their involvement in these initiatives.
Electrical and Electronics Technology Department
Associate Diploma Courses

3500 ECF

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/higher 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.

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.

Course structure

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE-1-2-3</td>
<td>CBE ECCS and Analoge</td>
<td>13</td>
<td>234</td>
</tr>
<tr>
<td>CBE-4</td>
<td>Digital Electronics</td>
<td>5</td>
<td>90</td>
</tr>
<tr>
<td>CBE5.1</td>
<td>Electronic Assembly Techniques</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>CBE5.2</td>
<td>Wiring and Soldering Techniques</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE145</td>
<td>Mathematics 1E</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>26</td>
<td>468</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE245</td>
<td>Mathematics 2E</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE700</td>
<td>Microprocessor Systems</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE701</td>
<td>Electronic Software Tools</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE702</td>
<td>Linear Electronics 1</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE703</td>
<td>Circuit Analysis 1</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE704</td>
<td>Digital Design 1</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE720</td>
<td>High Level Languages (articulation)</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>24</td>
<td>432</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE705</td>
<td>Microprocessor Interfacing</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE706</td>
<td>Electronics 3L</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE707</td>
<td>Communications 1</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE708</td>
<td>Design Projects</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE710</td>
<td>Quality Control and Management</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>20124</td>
<td>360</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE709</td>
<td>Electronics Instrumentation</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE711</td>
<td>Microprocessor Control</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE712</td>
<td>Electronics 4L</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>20124</td>
<td>432</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (two of)</th>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE716</td>
<td>*Data Communications</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE717</td>
<td>*Electronics Systems</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE445</td>
<td>*Mathematics 4E</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>20124</td>
<td>432</td>
</tr>
</tbody>
</table>

Recommended bridging supplemented 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.

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE345</td>
<td>Mathematics 3E</td>
<td>4</td>
</tr>
<tr>
<td>TE715</td>
<td>*Circuit Analysis 2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>20124</td>
</tr>
</tbody>
</table>

* articulation only
subject of seventy-two hours equivalent from any other Associate Diploma may be substituted for those above.

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places 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 (214 8916) for an Engineering and Industrial Science part-time application forms.

3500EVA Associate Diploma of Engineering (Computer Systems)

Course aims
This course provides initial vocational training for persons seeking a career in the electronics and allied industries at the para-professional/higher 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.

To complete the Associate Diploma course successfully the candidate must complete all core subjects.

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 and computer industry.

Career potential
The course provides initial vocational training for persons seeking a career in the computer and allied industries at the para-professional/higher technical level. Graduates are qualified to be employed in positions such as technical officer or senior computer technician.

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 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. Information is available on request.

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 availability and duration

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.

Semester 1

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE-1-2-3</td>
<td>13</td>
<td>234</td>
</tr>
<tr>
<td>CBE-4</td>
<td>5</td>
<td>90</td>
</tr>
<tr>
<td>CBE5.1</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>CBE5.2</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE145</td>
<td>4</td>
<td>72</td>
</tr>
</tbody>
</table>

Total: 26 468

Semester 2

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE245</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE700</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE701</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE702</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE703</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE704</td>
<td>4</td>
<td>72</td>
</tr>
</tbody>
</table>

Total: 22 396

Semester 3

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE705</td>
<td>4</td>
<td>72</td>
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<tr>
<td>TE708</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE710</td>
<td>2</td>
<td>36</td>
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<tr>
<td>TE716</td>
<td>4</td>
<td>72</td>
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<tr>
<td>TE720</td>
<td>2</td>
<td>36</td>
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<tr>
<td>TE721</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td>TE722</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE715</td>
<td>4</td>
<td>72</td>
</tr>
</tbody>
</table>

Total: 20124 432
The aim of this course is to provide vocational training for industries and to provide the required studies to enable participants to articulate into and from other courses. To complete the Advanced Certificate in Industrial Electronics, all core subjects plus 288 hours of elective subjects are required. A total of approximately 1200 hours of study is required to complete the Advanced Certificate in Industrial Electronics. 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 CBE can be virtually completed in one year.

Prospective students should contact the School of Engineering and Industrial Science (214 8916) for an Engineering and Industrial Science part-time application form.

### Advanced Certificate Courses

**3300ECW Advanced Certificate in Industrial Electronics**

**Course aims**
The aim of this course is to provide vocational training for persons seeking a career in the electrical and allied industries and to provide the required studies to enable participants to articulate into and from other courses.

**Entry requirements**
Completion of VCE Year 11, or equivalent studies with passes in Mathematics, English and at least one subject in Technology Studies. Advanced entry for completion of Electrical Trade or Technician Studies.

**Course structure**
An Advanced Certificate in Industrial Electronics will be issued to any student who successfully completes an approved program of not less than the following:

All core subjects plus 288 hours of elective subjects. A total of approximately 1200 hours of study is required to complete the Advanced Certificate in Industrial Electronics.

**Compulsory core subjects (all students)**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE-1 Electrical Fundamentals</td>
<td>90</td>
</tr>
<tr>
<td>CBE-2 Analogue Fundamentals</td>
<td>72</td>
</tr>
<tr>
<td>CBE-3 Analogue Applications</td>
<td>72</td>
</tr>
<tr>
<td>CBE-4 Digital Electronics</td>
<td>90</td>
</tr>
<tr>
<td>CBE5.1 Electronic Assembly Techniques</td>
<td>36</td>
</tr>
<tr>
<td>CBE5.2 Wiring and Soldering Techniques</td>
<td>36</td>
</tr>
<tr>
<td>TE701 Electronics Software Tools</td>
<td>72</td>
</tr>
<tr>
<td>TE730 Electrical Industrial Control 1A</td>
<td>72</td>
</tr>
<tr>
<td>TE735 Electrical and Electronics Drafting Principles</td>
<td>72</td>
</tr>
</tbody>
</table>

**Compulsory core subject (Non-Electrical/Electronics Trade students)**

| TE729 Electrical Circuits and Components | 36 |
| TE734 Static and Relating Electrical Machines | 72 |

**Elective subjects (minimum 288 hours)**

| TE145 Mathematics 1E | 72 |
| TE663 Programmable Logic Controllers 1 | 36 |
| TE664 Programmable Logic Controllers 2 | 36 |
| TE700 Microprocessor Systems | 72 |
| TE705 Microprocessor Interfacing | 72 |
| TE711 Microprocessor Control | 72 |
| TE731 Systems and Applications Software | 72 |
| TE732 Single User DOS | 76 |
| TE733 Electrical Industrial Control 1B | 72 |
| TH133 Communication Skills 1 | 54 |

Total hours dependent upon course program chosen.

### Course availability and duration

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 CBE can be virtually completed in one year.

### Application procedure
Prospective students should contact the School of Engineering and Industrial Science (214 8916).
Further studies pathways

The CBE 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 (RPL)

Application for RPL may be made at the time of enrolment. However, considering the structure of and teaching methods employed in CBE 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 CBE 1.1 DC Fundamentals, CBE 1.2 A.C. Fundamentals, CBE 1.3 Test Equipment and CBE 5.1 Electronic Assembly Techniques.
- An applicant whose maturity and experience indicates an ability to successfully undertake the course will be considered.

Selection procedures

Applicants are interviewed by the enrolling officer and will be accepted, subject to vacancies, if they meet the entry requirements.

Course availability and duration

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. The full-time course may be completed in six months.

Course structure

The Certificate in Basic Electronics consists of fourteen modules. A Certificate in Basic Electronics (CBE) will be awarded, upon application, to any student who successfully completes all the CBE 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;
- 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>CBE-1</td>
<td></td>
</tr>
<tr>
<td>CBE1.1</td>
<td>36</td>
</tr>
<tr>
<td>CBE1.2</td>
<td>36</td>
</tr>
<tr>
<td>CBE1.3</td>
<td>18</td>
</tr>
<tr>
<td>CBE2</td>
<td></td>
</tr>
<tr>
<td>CBE2.1</td>
<td>36</td>
</tr>
<tr>
<td>CBE2.2</td>
<td>36</td>
</tr>
<tr>
<td>CBE3</td>
<td></td>
</tr>
<tr>
<td>CBE3.1</td>
<td>18</td>
</tr>
<tr>
<td>CBE3.2</td>
<td>18</td>
</tr>
<tr>
<td>CBE3.3</td>
<td>18</td>
</tr>
<tr>
<td>CBE3.4</td>
<td>18</td>
</tr>
</tbody>
</table>

CBE-4 Digital Electronics
CBE4.1 Digital Fundamentals 36
CBE4.2 Digital Integrated Electronics 18
CBE4.3 Introduction to Microprocessors 36
CBE5 Electronic Workshop Practices
CBE5.1 Electronic Assembly Techniques 36
CBE5.2 Wiring and Soldering Techniques 36

Additional studies are required in addition to the CBE for entry into the Advanced Certificate or Associate Diplomas of Engineering (Electronics or Computer Systems). These are TE145 Mathematics 1E, TE235 Computer Studies 1H and TE245 Mathematics 2E.

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 CBE 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 214 8916 or alternatively, directed to the Electrical and Electronics Technology Department on 214 8875.

Apprenticeship Courses

3212ECY Certificate in Electrical and Electronics
3212ERA/E Certificate in Engineering Electrical and Electronics Stream

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 then attains an 'A' Class unrestricted licence is qualified to engage in any electrical installation work throughout Australia.
Further studies pathways
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.

Course availability and duration
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 — 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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBB08</td>
<td>Electrical Fundamentals 1</td>
</tr>
<tr>
<td>NEC02</td>
<td>Workplace Safety 0.5</td>
</tr>
<tr>
<td>NE014</td>
<td>Cords, Cables and Applications 1</td>
</tr>
<tr>
<td>NE020</td>
<td>Test Equipment 0.5</td>
</tr>
<tr>
<td>NE031</td>
<td>Electrical Drawing Interpretation and Connection 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEC01</td>
</tr>
<tr>
<td>NE001</td>
</tr>
<tr>
<td>NE125</td>
</tr>
<tr>
<td>NE128</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE003</td>
</tr>
<tr>
<td>NE009</td>
</tr>
<tr>
<td>NE022</td>
</tr>
<tr>
<td>NE023</td>
</tr>
<tr>
<td>NE032</td>
</tr>
</tbody>
</table>

Stage 2

<table>
<thead>
<tr>
<th>Semester 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE010</td>
</tr>
<tr>
<td>NE011</td>
</tr>
<tr>
<td>NE030</td>
</tr>
<tr>
<td>NE052</td>
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<tr>
<td>NE129</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE004</td>
</tr>
<tr>
<td>NE106</td>
</tr>
<tr>
<td>NE127</td>
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<tr>
<td>NE130</td>
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</tbody>
</table>

Plus 1 full-module elective or equivalent

Stage 3

<table>
<thead>
<tr>
<th>Semester 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE012</td>
</tr>
<tr>
<td>NE019</td>
</tr>
<tr>
<td>NE024</td>
</tr>
<tr>
<td>NE033</td>
</tr>
<tr>
<td>NE049</td>
</tr>
<tr>
<td>NE053</td>
</tr>
</tbody>
</table>

One module equals forty hours.

External examinations (State Training Board)
Licensing exam: theory and practical components

Name
Licensing Exam Theory (LET)
Licensing Exam Practical (LEP)
These exams are not stand alone and together form the licensing exam.

Exemptions
NO exemptions are possible for either component of the licensing examination.

Marking and grades of licences
The grade of licence issued to the candidate will depend on the mark obtained:
Below 75% Eligible for restricted licence class 'B'
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 1994/15.

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.

Course availability and duration
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>Module no.</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>AATM01</td>
<td>Functional Mathematics 20</td>
<td>nil</td>
</tr>
<tr>
<td>EPTM01</td>
<td>Soldering 40</td>
<td>nil</td>
</tr>
<tr>
<td>EPTM04</td>
<td>Electrical Engineering 40</td>
<td>nil</td>
</tr>
<tr>
<td>EPTM05</td>
<td>Component Testing 40</td>
<td>nil</td>
</tr>
<tr>
<td>NBB04</td>
<td>Computing in Engineering 40</td>
<td>nil</td>
</tr>
<tr>
<td>NBB08</td>
<td>Electrical Fundamentals 40</td>
<td>nil</td>
</tr>
<tr>
<td>NCS001</td>
<td>Workplace Communication 40</td>
<td>Year 10 English</td>
</tr>
<tr>
<td>NCS002</td>
<td>Writing Skills for Work 20</td>
<td>Year 10 English</td>
</tr>
</tbody>
</table>
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 workplace.

**Industrial Sciences Department**

**Associate Diploma Courses**

3500ABB **Associate Diploma of Applied Science** (Laboratory Technology)

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 workplace.

**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.

**Course availability and duration**

The course may be completed by two years of full-time study. (Students requiring bridging programs may take longer.) Currently two years relevant industrial experience is required prior to graduation.

The course may also be completed by four years of part-time study.

**Course structure**

**Stage 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH133</td>
<td>Communication Skills 1</td>
</tr>
<tr>
<td>TH134</td>
<td>Communication Skills 2</td>
</tr>
<tr>
<td>TL001</td>
<td>Biology Laboratory Techniques</td>
</tr>
<tr>
<td>TL002</td>
<td>Chemistry Laboratory Techniques</td>
</tr>
<tr>
<td>TL003</td>
<td>Physics Laboratory Techniques</td>
</tr>
<tr>
<td>TL144</td>
<td>Quality Control Statistics</td>
</tr>
<tr>
<td>TL180*</td>
<td>Practical Placement</td>
</tr>
<tr>
<td>TL312</td>
<td>Laboratory Management</td>
</tr>
<tr>
<td>TL327</td>
<td>Laboratory Computing</td>
</tr>
<tr>
<td>TL347</td>
<td>Occupational Hygiene</td>
</tr>
<tr>
<td>TL470</td>
<td>Work Project</td>
</tr>
</tbody>
</table>

* There are no details of this subject in this Handbook.

**Stage 2**

Following Stage 1, all students must complete eight Stage 2 subjects 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL201</td>
<td>Chemistry Practices 3</td>
</tr>
<tr>
<td>TL202</td>
<td>Chemistry Practices 4</td>
</tr>
<tr>
<td>PLUS at least 2 by two-subject sequences from:</td>
<td></td>
</tr>
<tr>
<td>TL309</td>
<td>Electron Microscopy 1</td>
</tr>
<tr>
<td>TL310</td>
<td>Electron Microscopy 2</td>
</tr>
<tr>
<td>TL390</td>
<td>Chromatographic Analysis 1</td>
</tr>
<tr>
<td>TL391</td>
<td>Chromatographic Analysis 2</td>
</tr>
<tr>
<td>TL465</td>
<td>Electrochemical Analysis 1</td>
</tr>
<tr>
<td>TL466</td>
<td>Electrochemical Analysis 2</td>
</tr>
<tr>
<td>TL490</td>
<td>Spectrophotometric Analysis 1</td>
</tr>
<tr>
<td>TL491</td>
<td>Spectrophotometric Analysis 2</td>
</tr>
</tbody>
</table>

PLUS two elective subjects.

**Stream 2**

Appropriate for educational institutions and museum laboratories.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL201</td>
<td>Chemistry Practices 3</td>
</tr>
<tr>
<td>TL202</td>
<td>Chemistry Practices 4</td>
</tr>
<tr>
<td>PLUS at least one by two-subject sequence from:</td>
<td></td>
</tr>
<tr>
<td>TL210</td>
<td>Laboratory Workshop Practices 1</td>
</tr>
<tr>
<td>TL211</td>
<td>Laboratory Workshop Practices 2</td>
</tr>
<tr>
<td>TL203</td>
<td>Physics Practices 3; and</td>
</tr>
<tr>
<td>TL411</td>
<td>Computer Programming</td>
</tr>
</tbody>
</table>

PLUS at least one by two-subject sequence from those listed under stream 1 or 3 requirements.

PLUS two elective subjects.

**Stream 3**

Appropriate for biological laboratories.

At least one by two-subject sequence from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL256</td>
<td>Mammalian Anatomy and Physiology 1</td>
</tr>
<tr>
<td>TL257</td>
<td>Mammalian Anatomy and Physiology 2</td>
</tr>
<tr>
<td>TL301</td>
<td>Biochemistry 1</td>
</tr>
<tr>
<td>TL302</td>
<td>Biochemistry 2</td>
</tr>
<tr>
<td>TL320</td>
<td>Invertebrate Zoology</td>
</tr>
<tr>
<td>TL448</td>
<td>Vertebrate Zoology</td>
</tr>
</tbody>
</table>
TL460 Microbiology 1
TL461 Microbiology 2

PLUS at least one by four-subject 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
TL471 Molecular Genetics
TL472 Genetic Engineering

TL460 Microbiology 1
TL461 Microbiology 2
TL462 Microbiology 3
TL463 Microbiology 4

(The four-subject sequence may not include subjects from the two-subject sequence;)
PLUS two elective subjects.

Electives
Electives may be selected from:
(i) the approved list of elective subjects 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 subjects from other approved Associate Diplomas may be credited for the award.

Elective subjects
TL245 Botany
TL329 Tissue Culture
TL331 Organic Chemistry
TL333 Polymer Science 1
TL334 Polymer Science 2
TL413 Ecology 1
TL414 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 Imaging Techniques
TL501 Articulation Mathematics
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 (214 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 subjects 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.

Course availability and duration
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.

Subjects may be available in one or more of the three modes outlined below:
- Classes scheduled weekly — either two or three hours per week (depending upon the subject);
- Block-mode — classes held one day per weekend over five weeks;
- Flexi-mode — off-campus study with occasional seminars on weekends.

Please note: The subject details assume Mode 1 only Enquiries concerning subjects available in Modes 2 and 3 should be made to the course coordinator on telephone 214 8378.

Course structure
Students are required to complete a total of twenty-six semester subjects, consisting of fourteen core (compulsory) subjects, and twelve elective subjects selected from the twenty-eight specialist subjects available. The specialist units have been grouped into packages of four subjects (refer below) and students are required to select two packages of four subjects and four other subjects from the remaining subjects available.
Core subjects
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 Management Practices 1

Specialist subjects
Design
TT301 Detection Systems Design
TT302 Suppression Systems Design 1
TT304 Suppression Systems Design 2
TT305 Suppression Systems Design 3
Communication systems
TT310 Introduction to Communications Technology
TT410 Radio Systems
TT411 Fire Alarm Systems
TT412 Communication Centres
Risk management
TT320 Fire Investigation
TT321 Fire Safety Management 2
TT322 Hazard Management
TT323 Material Science 1
Buildings
TT330 Building Structures 3
TT331 Material Science 2
TT332 Building Services 1
TT432 Building Services 2
Management
TH134 Communication Skills (Management)
TS326 Management Practices 2
TT351 Fire Law 1
TT451 Fire Law 2
Rural
TT360 Rural Fire Behaviour
TT361 Agricultural and Forestry Practices in Fire Management
TT460 Rural Fire Prevention
TT461 Rural Fire Suppression
Environmental safety
TT370 Environmental Safety 1
TT371 Special Hazards
TT372 Occupational Hygiene Measurement
TT470 Environmental Safety 2

Application procedure
Prospective students should complete the Swinburne TAFE application form for full-time study.
Applications for part-time study should be made on the Engineering and Industrial Science part-time application form.
Information sessions covering all aspects of the course will be conducted twice a year prior to enrolment days.

3500AYD 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.

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 unit 314 passes in Mathematics and Physics subjects.
Mature-age applicants without VCE will also be considered.

Course availability and duration
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
Semester 1
TC101 Physics 1
TC111 Mathematics 1
TC112 Mathematics 2
TC121 Electronics 1
TC151 Professional Communication 1
TC161 Laboratory Technology 1
TC181 Introduction to Computing 1
TC183 Computer Applications
TC210 Laboratory Workshop Practices 1

Semester 2
TC102 Physics 2
TC113 Mathematics 3
TC114 Mathematics 4
TC122 Electronics 2
TC123 Electronics 3
TC152 Professional Communication 2
TC162 Laboratory Technology 2
TC180 Introduction to Programming 1
TC182 Introduction to Programming 2

Semester 3
TC103 Physics 3
TC211 Mathematics 5
TC212 Mathematics 6
TC261 Laboratory Technology 3
TC271 Computer Technology 1
TC272 Computer Technology 2
TC275 Networking 1
TC281 Structured Programming 1
TT160 Personnel Emergency Treatment
Advanced Certificate Courses

3300ABB Advanced Certificate in Laboratory Technology

Course aims and description
Laboratory technology courses provide 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 subjects.

Mature-age applicants will also be considered.

Course availability and duration
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
Elective 1
Elective 2
Elective 3
Electives
In order to provide the most flexible and vocationally specific programs, the Advanced Certificate in Laboratory Technology includes a number of elective subjects. These should be chosen to ensure greatest relevance to the intended vocation of the student.

Electives may be chosen in the following ways:
(i) Subjects from the list of electives set out below;
(ii) Subjects from other advanced certificates or associate diplomas;
(iii) Subjects from the specialist streams in the Associate Diploma of Applied Science in Laboratory Technology.

Elective subjects
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.

3300ACG Advanced Certificate 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.
Career potential
The Advanced Certificate in Fire Technology is designed to provide a basic study in technology of fire prevention, suppression and related areas.

Professional recognition
The course was designed in collaboration with industry and is recognised by both the Metropolitan Fire Brigade and the Country Fire Authority.

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.

Entry requirements
Normal entry is satisfactory completion of VCE Level 112 or its equivalent.

Mature-age students, particularly if they have experience in the industry, will be considered.

Students with VCE Level 314, or higher studies in mathematics and science can gain exemption from some units.

Course availability and duration
The course can be completed in the following ways:
- two years full-time
- four years part-time
- a combination of full-time and part-time study
- a combination of on-campus and off-campus studies (Fleximode)

Students will undertake stream studies with instruction provided by employers in the industry.

All full-time students will undertake field placement (ten days per semester).

Graduates of the Advanced Certificate in Fire Technology will be credited with approximately one year of full-time study toward their Associate Diploma in Fire Technology.

Course structure
Core subjects
Stage 1
TH133 Communication Skills 1
TS346 Instructional Techniques
'TO10 Mathematics 1
'TO20 Chemistry 1
'TO30 Fire Physics
TT110 Building Structures 1
TT140 Information Technology
TT160 Personnel Emergency Treatment
TT221 Fire Fighting Equipment and Its Application

Stage 2
TS229 Management Practices 1
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

Specialist subjects
Stream 1 Portable Fire Equipment Stream
Stage 1
TT340 Fire Equipment Servicing 1A
TT341 Fire Equipment Servicing 1B

Stage 2
TS327 Sales and Marketing
TT210 Building Structures 2
TT342 Fire Equipment Servicing 2

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 institutions.

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) 214 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 fulfill 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 subjects, 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.

**Course availability and duration**
The course is offered both part-time and full-time. Day classes and some evening classes are offered. Evening classes are conducted from 5.30pm to 8.30pm. 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.

**Course structure**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM188</td>
<td>English Language Skills</td>
</tr>
<tr>
<td>TM190</td>
<td>Bridging Mathematics 1</td>
</tr>
<tr>
<td>TM192</td>
<td>Bridging Biology</td>
</tr>
<tr>
<td>TM193</td>
<td>Basic Chemistry</td>
</tr>
<tr>
<td>TM197</td>
<td>Basic Physics</td>
</tr>
<tr>
<td>TM198</td>
<td>Microcomputing</td>
</tr>
<tr>
<td>TM200</td>
<td>Skills For Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM188</td>
<td>English Language Skills</td>
</tr>
<tr>
<td>TM191</td>
<td>Bridging Mathematics 2</td>
</tr>
<tr>
<td>TM192</td>
<td>Bridging Biology</td>
</tr>
<tr>
<td>TM194</td>
<td>Bridging Physics</td>
</tr>
<tr>
<td>TM196</td>
<td>Bridging Chemistry</td>
</tr>
<tr>
<td>TM198</td>
<td>Microcomputing</td>
</tr>
<tr>
<td>TM200</td>
<td>Skills For Science</td>
</tr>
</tbody>
</table>

**Application procedure**
Prospective students should contact the School of Engineering and Industrial Science on 2148916 for an application form.

2200NOW New Opportunities for Women

**Course aims and description**
The course is designed to provide women who have little background in mathematics, science or engineering, with the necessary skills and concepts to enable them to compete for and gain employment and/or training in non-traditional science or engineering fields. It also provides immediate rewards such as self-enrichment.

Following the successful completion of appropriate subjects, students may wish to progress to mature-age VCE or apply for a mature-age entry into a related TAFE course such as nursing or naturopathy.

**Career potential**
This course will improve students’ access to many career fields, such as paramedical, environmental science, applied science, engineering and trade.

**Entry requirements**
There are no formal prerequisites for the courses.

**Course availability and duration**
The course is available as 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.

There is a mid-year intake for women who wish to undertake semester 1 subjects during semester 2.

**Course structure**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM882</td>
<td>Mathematics</td>
</tr>
<tr>
<td>TM884</td>
<td>Chemistry in Everyday Life</td>
</tr>
<tr>
<td>TM886</td>
<td>The Physical Universe</td>
</tr>
<tr>
<td>TM888</td>
<td>Introduction to Microcomputing</td>
</tr>
<tr>
<td>TM890</td>
<td>Skills for Science</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM883</td>
<td>Mathematics for Engineering and Science</td>
</tr>
<tr>
<td>TM885</td>
<td>Chemistry for Engineering and Science</td>
</tr>
<tr>
<td>TM887</td>
<td>Physics for Engineering and Science</td>
</tr>
</tbody>
</table>

**Electives**
Students must select one of the following:

<table>
<thead>
<tr>
<th>Hours/week</th>
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<tbody>
<tr>
<td>Autocad</td>
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<tr>
<td>CBE1.1*</td>
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<tr>
<td>MT131</td>
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<tr>
<td>TL245</td>
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<tr>
<td>TL256</td>
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<tr>
<td>TL411</td>
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<tr>
<td>TM192</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.

2350EAA Diploma of Engineering

**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.

**Mechanical and Manufacturing Technology Department**

Diploma courses
Career potential
The Diploma of Engineering provides the skill and training necessary for persons aspiring to undertaking 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.

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.

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.

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.

Course availability and duration
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 module of an associate diploma course.

The flexible nature of the course allows students to structure a 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 COT, and not previously used for certification.

Diploma technical modules
Select a minimum of three

Diploma non-technical (management) modules
Select a minimum of three

Diploma technical modules
Select a maximum of six.

Mechanical manufacturing stream

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Module Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD005</td>
<td>Introduction to Fluid Power</td>
<td></td>
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<tr>
<td>TD006</td>
<td>Introduction to Numerical Control</td>
<td></td>
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<tr>
<td>TD023</td>
<td>Statics</td>
<td></td>
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<tr>
<td>TD024</td>
<td>Applied Mechanics 1A</td>
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<tr>
<td>TD025</td>
<td>Applied Mechanics 1B</td>
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<tr>
<td>TD026</td>
<td>Applied Mechanics 2A</td>
<td></td>
</tr>
<tr>
<td>TD027</td>
<td>Applied Mechanics 2B</td>
<td></td>
</tr>
<tr>
<td>TD031</td>
<td>Mechanical Design and Drafting 1A</td>
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<tr>
<td>TD032</td>
<td>Mechanical Design and Drafting 1B</td>
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<tr>
<td>TD034</td>
<td>Mechanical Design 2A</td>
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<td>TD035</td>
<td>Mechanical Design 2B</td>
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<tr>
<td>TD039</td>
<td>CAD/CAM Basic</td>
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<td>TD041</td>
<td>Robotics</td>
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<tr>
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<td>TD047</td>
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<tr>
<td>TD048</td>
<td>Metrology 1A</td>
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<tr>
<td>TD049</td>
<td>Metrology 1B</td>
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<tr>
<td>TD052</td>
<td>Jig and Tool Drafting A</td>
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<tr>
<td>TD053</td>
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<td></td>
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<tr>
<td>TD055</td>
<td>Numerical Control I</td>
<td></td>
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<tr>
<td>TD056</td>
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<td></td>
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<tr>
<td>TD058</td>
<td>Thermodynamics A</td>
<td></td>
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<tr>
<td>TD063</td>
<td>Programmable Logic Controllers</td>
<td></td>
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<tr>
<td>TD065</td>
<td>Electrical Machine Applications</td>
<td></td>
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<tr>
<td>TD066</td>
<td>Costing and Estimating</td>
<td></td>
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<tr>
<td>TD067</td>
<td>Engineering Computations 2A</td>
<td></td>
</tr>
<tr>
<td>TD068</td>
<td>Engineering Computations 2B</td>
<td></td>
</tr>
<tr>
<td>TD102*</td>
<td>Maintenance Management 1A</td>
<td></td>
</tr>
<tr>
<td>TD103*</td>
<td>Maintenance Management 1B</td>
<td></td>
</tr>
<tr>
<td>TD104*</td>
<td>Installation and Commissioning</td>
<td></td>
</tr>
<tr>
<td>TF297</td>
<td>Statistical Quality Control II</td>
<td></td>
</tr>
<tr>
<td>TF317</td>
<td>Dimensional Metrology</td>
<td></td>
</tr>
<tr>
<td>TF462</td>
<td>Reliability and Prototype Testing</td>
<td></td>
</tr>
<tr>
<td>TF465</td>
<td>Quality Control Systems</td>
<td></td>
</tr>
</tbody>
</table>

Civil/survey/mapping stream
(Not offered at Swinburne)

Electrical/electronics stream

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Module Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE708</td>
<td>Design Projects (Electronics)</td>
<td></td>
</tr>
<tr>
<td>TE710</td>
<td>Quality Control and Management (Electronics)</td>
<td></td>
</tr>
<tr>
<td>TE711</td>
<td>Microprocessor Control</td>
<td></td>
</tr>
<tr>
<td>TE712</td>
<td>Electronics 4L</td>
<td></td>
</tr>
<tr>
<td>TE713</td>
<td>Digital Design 2</td>
<td></td>
</tr>
<tr>
<td>TE714</td>
<td>Communications 2</td>
<td></td>
</tr>
<tr>
<td>TE715</td>
<td>Circuit Analysis 2</td>
<td></td>
</tr>
<tr>
<td>TE716</td>
<td>Data Communications</td>
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</tr>
</tbody>
</table>

Diploma non-technical (management) modules
(Select a maximum of six.)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Module Size</th>
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</thead>
<tbody>
<tr>
<td>TD278*</td>
<td>Customer/Client Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>TD279*</td>
<td>Introduction to Marketing</td>
<td>1.5</td>
</tr>
<tr>
<td>TD285*</td>
<td>Managing OH&amp;S in the Workplace</td>
<td>1</td>
</tr>
<tr>
<td>TD286*</td>
<td>Developing Instructional Materials</td>
<td>1</td>
</tr>
<tr>
<td>TD287*</td>
<td>Improving Workplace Performance</td>
<td>1.5</td>
</tr>
<tr>
<td>TD288*</td>
<td>Managing Training</td>
<td>1</td>
</tr>
<tr>
<td>TD289*</td>
<td>Employment Practices</td>
<td>1</td>
</tr>
<tr>
<td>TD293*</td>
<td>Managing and Implementing Change</td>
<td>1</td>
</tr>
<tr>
<td>TD294*</td>
<td>Report Writing and Presentation Skills for Managers</td>
<td>1</td>
</tr>
<tr>
<td>TD295*</td>
<td>Intro to Environmental Management</td>
<td>1.5</td>
</tr>
<tr>
<td>TD296*</td>
<td>Total Quality Management</td>
<td>1.5</td>
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<tr>
<td>TD297*</td>
<td>Project Management</td>
<td>2</td>
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<tr>
<td>TD298*</td>
<td>Introduction to Financial Management</td>
<td>1.5</td>
</tr>
<tr>
<td>TD299*</td>
<td>Participative Management</td>
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</tbody>
</table>

Associate Diploma modules
(Select a maximum of six.)

Mechanical/manufacturing stream

<table>
<thead>
<tr>
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<tr>
<td>TD068</td>
<td>Engineering Computations 2B</td>
<td></td>
</tr>
<tr>
<td>TD037*</td>
<td>Design 3B—Products and Mechanical Plant</td>
<td></td>
</tr>
<tr>
<td>TD040</td>
<td>Production Planning and Control 1A</td>
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<tr>
<td>TD043</td>
<td>Production Planning and Control 1B</td>
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<td>TD044</td>
<td>Production Planning and Control 2A</td>
<td></td>
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<tr>
<td>TD045</td>
<td>Production Planning and Control 2B</td>
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<tr>
<td>TD082*</td>
<td>Computer Assisted Numerical Control A</td>
<td></td>
</tr>
<tr>
<td>TD083*</td>
<td>Computer Assisted Numerical Control B</td>
<td></td>
</tr>
</tbody>
</table>
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 units 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 may be undertaken.

Course availability and duration
The associate diploma is two years full-time or four years part-time study.

Course structure
Year One
The required 15 modules will be offered from the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS006</td>
<td>Writing Workplace Documents 0.5</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports 0.5</td>
</tr>
<tr>
<td>TEA001</td>
<td>Calculus 1</td>
</tr>
<tr>
<td>TEA002</td>
<td>Engineering Mathematics A 1</td>
</tr>
<tr>
<td>TEA003</td>
<td>Engineering Mathematics B 1</td>
</tr>
<tr>
<td>TEA011</td>
<td>Science 1</td>
</tr>
<tr>
<td>TEA040</td>
<td>Occupational Health and Safety 0.5</td>
</tr>
<tr>
<td>TEA050</td>
<td>Engineering Computing 1</td>
</tr>
<tr>
<td>TEA060</td>
<td>Engineering Design Concepts 0.5</td>
</tr>
<tr>
<td>TEA061</td>
<td>Engineering Graphics 1</td>
</tr>
<tr>
<td>TEA070</td>
<td>Engineering Drawing 1 1</td>
</tr>
<tr>
<td>TEA075</td>
<td>Materials Testing and Heat Treatment 1.5</td>
</tr>
<tr>
<td>TEA772</td>
<td>Introductory Dynamics 1</td>
</tr>
<tr>
<td>TEA790</td>
<td>Manufacturing Process 1</td>
</tr>
<tr>
<td>TEA804</td>
<td>Introductory Strength of Materials 1</td>
</tr>
<tr>
<td>TEA859</td>
<td>Statics 1.5</td>
</tr>
<tr>
<td>TEB030</td>
<td>Advanced Quality Concepts 0.5</td>
</tr>
</tbody>
</table>

This list will be added to as modules become available.

Year Two
The following 15 modules will be offered from the following:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA064</td>
<td>Computer Aided Drafting A 1</td>
</tr>
<tr>
<td>TEA065</td>
<td>Computer Aided Drafting B 1</td>
</tr>
<tr>
<td>TEA703</td>
<td>Engineering Drawing 3 1</td>
</tr>
<tr>
<td>TEA706</td>
<td>Fluid Mechanics 1 1</td>
</tr>
<tr>
<td>TEA714</td>
<td>Thermodynamics 1</td>
</tr>
<tr>
<td>TEA780</td>
<td>Design for Manufacturing 1</td>
</tr>
<tr>
<td>TEA800</td>
<td>Advanced Strength of Materials 1</td>
</tr>
<tr>
<td>TEB071</td>
<td>Project Management 1</td>
</tr>
<tr>
<td>TEB071</td>
<td>Advanced Machine Design 1</td>
</tr>
<tr>
<td>TEB702</td>
<td>Dynamics of Industrial Machines 1</td>
</tr>
<tr>
<td>TEB703</td>
<td>Machine Design 1</td>
</tr>
<tr>
<td>TEB704</td>
<td>Mechanical Design 1</td>
</tr>
<tr>
<td>TEB705</td>
<td>Project Mechanical Design Synthesis 2</td>
</tr>
<tr>
<td>TEB711</td>
<td>Thermodynamics 1</td>
</tr>
<tr>
<td>TEB712</td>
<td>Plant Layout 1</td>
</tr>
<tr>
<td>TEB720</td>
<td>Fluid Mechanics 2 1</td>
</tr>
<tr>
<td>TEB771</td>
<td>Advanced Dynamics 1</td>
</tr>
</tbody>
</table>

This list will be added to as modules become available. One module equals forty hours, a half-module equals twenty hours.

Civil/survey/mapping stream
Not offered at Swinburne.

Electrical/electronics stream
CBE-1 Electrical Fundamentals
CBE-2 Analog Fundamentals
CBE-3 Analog Fundamentals
CBE-4 Digital Electronics
CBE-52 Wiring and Soldering Techniques
NE049 Programmable Controllers 1
TE345 Mathematics 3E
TE700 Microprocessor Systems
TE701 Electronic Software Tools
TE702 Linear Electronics 1
TE703 Circuit Analysis 1
TE704 Digital Design 1
TE705 Microprocessor Interfacing
TE706 Electronics 3L
TE707 Communications 1
TE709 Electronics Instrumentation

Application procedure
Prospective students should contact the School of Engineering and Industrial Science (214 8916) for a part-time application form.
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 (214 8916).

3500EB Associate Diploma of Engineering (Manufacturing)

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 requisite skills and knowledge for such positions as production assistant, production planner, production coordinator, tool design draftsman, estimator, or plant and equipment sales person.

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 units 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 may be undertaken.

Course availability and duration
Associate Diploma: two years full-time or four years part-time study.

Course structure

Year One
The required 15 modules will be offered from the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS006</td>
<td>Writing Workplace Documents 0.5</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports 0.5</td>
</tr>
<tr>
<td>TEA001</td>
<td>Calculus 1</td>
</tr>
<tr>
<td>TEA002</td>
<td>Engineering Mathematics A 1</td>
</tr>
<tr>
<td>TEA003</td>
<td>Engineering Mathematics B 1</td>
</tr>
<tr>
<td>TEA111</td>
<td>Science 1</td>
</tr>
<tr>
<td>TEA040</td>
<td>Occupational and Safety 0.5</td>
</tr>
<tr>
<td>TEA050</td>
<td>Engineering Computing 1</td>
</tr>
<tr>
<td>TEA060</td>
<td>Engineering Design Concepts 0.5</td>
</tr>
<tr>
<td>TEA061</td>
<td>Engineering Graphics 1</td>
</tr>
<tr>
<td>TEA701</td>
<td>Engineering Drawing 1</td>
</tr>
<tr>
<td>TEA750</td>
<td>Materials Testing and Heat Treatment 1.5</td>
</tr>
<tr>
<td>TEA772</td>
<td>Introductory Dynamics 1</td>
</tr>
<tr>
<td>TEA790</td>
<td>Manufacturing Process 1</td>
</tr>
<tr>
<td>TEA804</td>
<td>Introductory Strength of Materials 1</td>
</tr>
<tr>
<td>TEA859</td>
<td>Statics 1.5</td>
</tr>
<tr>
<td>TEB030</td>
<td>Advanced Quality Concepts 0.5</td>
</tr>
</tbody>
</table>

This list will be added to as modules become available.

Year Two

<table>
<thead>
<tr>
<th>Subject</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA064</td>
<td>Computer Aided Drafting A 1</td>
</tr>
<tr>
<td>TEA065</td>
<td>Computer Aided Drafting B 1</td>
</tr>
<tr>
<td>TEA066</td>
<td>Introduction to PLC 1</td>
</tr>
<tr>
<td>TEA501</td>
<td>Production Planning and Control Main Functions 0.5</td>
</tr>
<tr>
<td>TEA502</td>
<td>Jig and Tool Drafting Jigs and Fixtures 1</td>
</tr>
<tr>
<td>TEA503</td>
<td>Jig and Tool Drafting Milling and Turning Fixtures 1</td>
</tr>
<tr>
<td>TEA700</td>
<td>Computer Aided Manufacturing Systems 1</td>
</tr>
<tr>
<td>TEB</td>
<td>Numerical Control 1 1.5</td>
</tr>
<tr>
<td>TEB</td>
<td>Numerical Control 2 2</td>
</tr>
<tr>
<td>TEB504</td>
<td>Materials Handling System Design 1</td>
</tr>
<tr>
<td>TEB507</td>
<td>Prod. Planning and Control Charting 0.5</td>
</tr>
<tr>
<td>TEB508</td>
<td>Prod. Planning and Control Est. and Planning Techniques 1</td>
</tr>
<tr>
<td>TEB509</td>
<td>Prod. Planning and Control Forecasting 1</td>
</tr>
<tr>
<td>TEB712</td>
<td>Plant Layout 1</td>
</tr>
<tr>
<td>TEB770</td>
<td>Robotics 0.5</td>
</tr>
</tbody>
</table>

This list will be added to as modules become available.

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 (214 8916).

3500AC 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 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 Associate Diploma is designed for middle level technical officers who are required to undertake some planning and problem solving responsibilities.

Further studies pathways
On successful completion of the Associate Diploma students are eligible for advanced entry into degree courses available at RMIT (Bachelor of Engineering — Metallurgy), Swinburne University, Monash University — Caulfield (Bachelor of Technology), Ballarat University College.
Entry requirements
The preferred entry requirement for the course is the successful completion of VCE or equivalent, preferably with a science or technology background.
Alternative or mature-age entry will be considered.

Course availability and duration
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 per 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 Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>MT111 Computer Applications 1</td>
<td>3</td>
</tr>
<tr>
<td>MT121 Engineering Principles 1</td>
<td>4</td>
</tr>
<tr>
<td>MT131 Materials Technology 1</td>
<td>4</td>
</tr>
<tr>
<td>MT141 Mathematics 1</td>
<td>4</td>
</tr>
<tr>
<td>TH133 Communication Skills 1</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT102 Chemistry 2</td>
<td>4</td>
</tr>
<tr>
<td>MT112 Computer Applications 2</td>
<td>3</td>
</tr>
<tr>
<td>MT122 Engineering Principles 2</td>
<td>4</td>
</tr>
<tr>
<td>MT132 Materials Technology 2</td>
<td>4</td>
</tr>
<tr>
<td>MT142 Mathematics 2</td>
<td>4</td>
</tr>
<tr>
<td>TH134 Communication Skills 2</td>
<td>3</td>
</tr>
</tbody>
</table>

Second year

<table>
<thead>
<tr>
<th>Common subjects</th>
<th>Semester 3</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT201 Principles of Instrumental Analysis</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MT231 Materials Technology 3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MT241 Quality Management</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MT251 Polymer Materials 1</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

In addition, second year students are required to complete the requirements of one of the following three specialist streams in the fourth semester. Students may be required to attend Dandenong College of TAFE or Holmesglen College of TAFE for some studies in specialist subjects.

Specialist stream subjects

<table>
<thead>
<tr>
<th>Metals Science stream</th>
<th>Semester 3</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT261 Joining Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MT282 Design and Materials Selection</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semesters 4</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT272 Work Project</td>
<td>4</td>
</tr>
<tr>
<td>MT301 Principles of Metals Science</td>
<td>4</td>
</tr>
<tr>
<td>MT302 Steels: Structure and Properties</td>
<td>4</td>
</tr>
<tr>
<td>MT303 Modern Processes for Materials</td>
<td>4</td>
</tr>
<tr>
<td>MT304 Smart Manufacturing with Materials</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Advanced Certificate Courses
3300E2D Advanced Certificate in Mechanical Engineering

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, technical officer, or detail drafter.

Further studies pathways
Students who have undertaken an appropriate study program within the Advanced Certificate course may progress to the relevant Associate Diploma course.

Industrial Materials stream

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT261 Joining Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT202 Organic Surface Coatings</td>
<td>3</td>
</tr>
<tr>
<td>MT232 Ceramic Technology</td>
<td>4</td>
</tr>
<tr>
<td>MT262 Composite Materials</td>
<td>4</td>
</tr>
<tr>
<td>Elective 2</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Elective subjects
The elective subjects may be chosen from:
MT401 Timber and Forest Products
MT402 Wood Fibre Technology
MT501 Quarried Materials 1 and 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 institution 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 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 (214 8916) for the relevant application form.
Entry requirements
Successful completion of VCE or equivalent with passes in units 3 and 4 Mathematics and Physics.

Note: For students who do not have the prerequisite academic qualifications, a bridging program may be undertaken.

Course availability and duration
The Advanced Certificate is one year full-time or two years part-time study.

Course structure
The required fifteen modules will be offered from the following:

<table>
<thead>
<tr>
<th>Subject Module</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS006 Writing Workplace Documents</td>
<td>0.5</td>
</tr>
<tr>
<td>NCS015 Presenting Reports</td>
<td>0.5</td>
</tr>
<tr>
<td>TEA001 Calculus</td>
<td>1</td>
</tr>
<tr>
<td>TEA002 Engineering Mathematics A</td>
<td>1</td>
</tr>
<tr>
<td>TEA003 Engineering Mathematics B</td>
<td>1</td>
</tr>
<tr>
<td>TEA011 Science</td>
<td>1</td>
</tr>
<tr>
<td>TEA040 Occupational Health and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>TEA050 Engineering Computing</td>
<td>1</td>
</tr>
<tr>
<td>TEA060 Engineering Design Concepts</td>
<td>0.5</td>
</tr>
<tr>
<td>TEA061 Engineering Graphics</td>
<td>1</td>
</tr>
<tr>
<td>TEA071 Engineering Drawing 1</td>
<td>1</td>
</tr>
<tr>
<td>TEA075 Materials Testing and Heat Treatment</td>
<td>1.5</td>
</tr>
<tr>
<td>TEA772 Introductory Dynamics</td>
<td>1</td>
</tr>
<tr>
<td>TEA790 Manufacturing Process</td>
<td>1</td>
</tr>
<tr>
<td>TEA804 Introductory Strength of Materials</td>
<td>1</td>
</tr>
<tr>
<td>TEA859 Statics</td>
<td>1.5</td>
</tr>
<tr>
<td>TEB030 Advanced Quality Concepts</td>
<td>0.5</td>
</tr>
</tbody>
</table>

This list will be added to as modules become available.

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 (214 8916).

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
On successful completion of the Advanced Certificate students are eligible for advanced entry into degree courses available at RMIT (Bachelor of Engineering — Metallurgy), Swinburne University, Monash University — Caulfield (Bachelor of Technology), Ballarat University College.
Entry requirements
The preferred entry requirement for the course is the successful completion of VCE or equivalent, preferably with a science or technology background. Alternative or mature-age entry will be considered.

Course availability and duration
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 three hours per week subject dependent upon their work experience.

Course structure

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT101 Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>MT111 Computer Applications 1</td>
<td>3</td>
</tr>
<tr>
<td>MT121 Engineering Principles 1</td>
<td>4</td>
</tr>
<tr>
<td>MT131 Materials Technology 1</td>
<td>4</td>
</tr>
<tr>
<td>MT141 Mathematics 1</td>
<td>4</td>
</tr>
<tr>
<td>TH133 Communication Skills 1</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT102 Chemistry 2</td>
<td>4</td>
</tr>
<tr>
<td>MT112 Computer Applications 2</td>
<td>3</td>
</tr>
<tr>
<td>MT122 Engineering Principles 2</td>
<td>3</td>
</tr>
<tr>
<td>MT132 Materials Technology 2</td>
<td>4</td>
</tr>
<tr>
<td>MT142 Mathematics 2</td>
<td>4</td>
</tr>
<tr>
<td>TH134 Communication Skills 2</td>
<td>3</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 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 (214 8916) for an Engineering and Industrial Science part-time application form.

Certificate courses

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 and improve this level of quality 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.

Course availability and duration
One year full-time and two years part-time.

Course structure
Students who have successfully completed the following subjects will be eligible for a Certificate in Quality Control awarded by Swinburne University of Technology (TAFE Division).

Compulsory subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Module size</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF195</td>
<td>Organisation and Management for Quality A</td>
<td>2</td>
</tr>
<tr>
<td>TF196</td>
<td>Organisation and Management for Quality B</td>
<td>2</td>
</tr>
<tr>
<td>TF197A</td>
<td>Statistical Quality Control A</td>
<td>2</td>
</tr>
<tr>
<td>TF197B</td>
<td>Statistical Quality Control B</td>
<td>2</td>
</tr>
<tr>
<td>TM127</td>
<td>Statistics</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives
Three electives are to be selected from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Module size</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF253</td>
<td>Computer Appreciation and Application to Quality Control</td>
<td>2</td>
</tr>
<tr>
<td>TF297</td>
<td>Statistical Quality Control 2</td>
<td>2</td>
</tr>
<tr>
<td>TF317</td>
<td>Dimensional Metrology</td>
<td>2</td>
</tr>
<tr>
<td>TF340</td>
<td>Principles of Measurement</td>
<td>2</td>
</tr>
<tr>
<td>TF462</td>
<td>Reliability and Prototype Testing</td>
<td>2</td>
</tr>
<tr>
<td>TF464</td>
<td>Product Liability and Recall Management</td>
<td>2</td>
</tr>
<tr>
<td>TF465</td>
<td>Quality Control Systems and their Assessment</td>
<td>2</td>
</tr>
<tr>
<td>TF467</td>
<td>Human Factors</td>
<td>2</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
The Basic Certificate in Engineering has been developed by the industry as a pre-employment program to assist school leavers and unemployed people to reach an advanced level of preparation to enter employment in the metal and engineering industry.

Entry requirements
Participants to be not less than 15 years of age and have the basic literacy and numeracy skills to undertake the course.

Course availability and duration
The Basic Certificate in Engineering is a one year, full-time course that involves 700 to 800 hours of provider based training.

Course structure
Students must complete the equivalent sixteen forty-hour modules consisting of nine compulsory core modules and the equivalent of seven elective modules.

Compulsory core modules

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Module size</th>
</tr>
</thead>
<tbody>
<tr>
<td>AATM01*</td>
<td>Functional Maths</td>
<td>0.5</td>
</tr>
<tr>
<td>AATM02*</td>
<td>Inventory Procedures</td>
<td>0.5</td>
</tr>
<tr>
<td>EP08*</td>
<td>Production Training 1</td>
<td>1</td>
</tr>
<tr>
<td>NB01</td>
<td>Communications and Industrial Relations</td>
<td>1</td>
</tr>
<tr>
<td>NB02</td>
<td>Occupational Health and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>NB04</td>
<td>Computing in Engineering</td>
<td>1</td>
</tr>
<tr>
<td>NB05</td>
<td>Quality Concepts</td>
<td>0.5</td>
</tr>
<tr>
<td>NB08</td>
<td>Electrical Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>NB09</td>
<td>Welding and Thermal Cutting</td>
<td>1</td>
</tr>
<tr>
<td>NB12</td>
<td>Engineering Drawing Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>NB13</td>
<td>Engineering Science</td>
<td>1</td>
</tr>
</tbody>
</table>
### Course structure

The complete course consists of three years of schooling. 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 forty-hour modules consisting of:

(i) **Core — compulsory**
- 4% modules
- 1½ modules

(ii) **Core electives**
- 10 modules

(iii) **Free electives**
- 8 modules

Modules may be completed in any order provided prerequisites are observed.

### Core compulsory modules:

- **NBB01** Communication and Industrial Relations
- **NBB02** Occupational Health and Safety (½ module)
- **NBB06** Machining
- **NBB08** Electrical Fundamentals
- **NBB09** Welding and Thermal Cutting

### Core elective modules may be selected from:

- **NBB03** Materials Handling
- **NBB04** Computing in Engineering
- **NBB05** Quality Concepts
- **NBB07** Hand and Power Tools
- **NBB10** Fabrication Techniques
- **NBB11** Mechanical Components
- **NBB12** Engineering Drawing Interpretation
- **NBB13** Engineering Science

* 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.

### 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**

Students must be at least fifteen years of age, be employed in the industry and have a Contract of Training with an employer.

**Course availability and duration**

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.

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**Elective modules (equivalent seven full modules)**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCTO1*</td>
<td>Surface Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BCTO2*</td>
<td>Surface Coatings</td>
<td>1</td>
</tr>
<tr>
<td>EPC01*</td>
<td>Production Technology/Systems</td>
<td>1</td>
</tr>
<tr>
<td>EPC07*</td>
<td>Measurement Introduction</td>
<td>1</td>
</tr>
<tr>
<td>EPC135*</td>
<td>Production Quality Systems</td>
<td>1</td>
</tr>
<tr>
<td>EPC138*</td>
<td>Total Quality Management</td>
<td>1</td>
</tr>
<tr>
<td>EPTM01*</td>
<td>Basic Soldering</td>
<td>1</td>
</tr>
<tr>
<td>EPTM02*</td>
<td>Electronic Component and Devices</td>
<td>1</td>
</tr>
<tr>
<td>EPTM05*</td>
<td>Component Testing</td>
<td>1</td>
</tr>
<tr>
<td>NBB03*</td>
<td>Material Handling</td>
<td>0.5</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>NBB10*</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
<tr>
<td>NBB11*</td>
<td>Mechanical Components</td>
<td>1</td>
</tr>
<tr>
<td>NE001</td>
<td>D.C. 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>0.5</td>
</tr>
<tr>
<td>NE023</td>
<td>Non-Domestic Installations</td>
<td>1</td>
</tr>
<tr>
<td>NE031</td>
<td>Electrical Drawing Interpretations</td>
<td>1</td>
</tr>
<tr>
<td>NE125</td>
<td>Electrical Installation</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>0.5</td>
</tr>
<tr>
<td>NF013</td>
<td>Thermal Cutting and Associated Processes</td>
<td>0.5</td>
</tr>
<tr>
<td>NF015</td>
<td>Material Science</td>
<td>0.5</td>
</tr>
<tr>
<td>NF019</td>
<td>Fabrication Techniques 2</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>NM007</td>
<td>Principles of Machining</td>
<td>0.5</td>
</tr>
<tr>
<td>NM008</td>
<td>Engineering Materials</td>
<td>1</td>
</tr>
<tr>
<td>NM015</td>
<td>Fitting Techniques 1</td>
<td>1</td>
</tr>
<tr>
<td>NM016*</td>
<td>Drills and Drilling Machines</td>
<td>1</td>
</tr>
<tr>
<td>NM019*</td>
<td>Tool Sharpening Off Hand</td>
<td>0.5</td>
</tr>
</tbody>
</table>

* There are no details of these subjects in this Handbook.

Please contact the course provider for details.

**Stream elective subjects may be chosen from:**

- **NF001** Manual Metal Arc Welding 1
- **NF002** Gas Metal Arc Welding 1
- **NF003** Gas Tungsten Arc Welding 1
- **NF004** Oxy Acetylene Welding 1 (OAW1)
- **NF005** Manual Metal Arc Welding 2
- **NF006** Manual Metal Arc Welding 3
- **NF007** Gas Metal Arc Welding 2
- **NF008** Gas Metal Arc Welding 3 (Non-Ferrous Metals)
- **NF009** Gas Tungsten Arc Welding 2
- **NF010** Gas Tungsten Arc Welding 3
- **NF011** Oxy Acetylene Welding 2 (OAW2)
- **NF012** Submerged Arc Welding
- **NF013** Thermal Cutting and Associated Processes
- **NF014** Gas Metal Arc Welding 4
- **NF015** Material Science
- **NF016** Welding Process Technology
- **NF017** Welding Certificate — General Theory
- **NF019** Fabrication Techniques 2
- **NF020** Geometric Development
- **NF021** Computer Applications
- **NF022** Fabrication — Cylindrical 1
- **NF023** Fabrication — Cylindrical 2
- **NF024** Fabrication — Cylindrical 3
- **NF025** Fabrication — Conical 1
- **NF026** Fabrication — Conical 2
- **NF027** Fabrication — Transitions 1 (Concentric)
- **NF028** Fabrication — Transitions 2 (Offset)
- **NF029** Fabrication — Pressure Vessels 1
- **NF030** Fabrication — Pressure Vessels 2
- **NF031** Fabrication — Pipework Drawing
- **NF032** Fabrication — Pipework
- **NF033** Fabrication — Structural 1
- **NF034** Fabrication — Structural 2
The aim of this course is to train apprentices in the trade of fabrication, mechanical, or electrical electronics streams. On completion of this course, a student undertaking this course will be eligible to move from the tradesman's pay level (C10) to a higher level (C3). Examples of further study may be post trade certificates, advanced certificate, or associate diploma.

**Apprenticeship courses**

**Certificate of Engineering (Mechanical) (Fitting and Machining)**

The aim of this course is to train apprentices in the trade of fitting and machining.

**Course aims and description**

It is a nationally recognised course which has some common subjects with the mechanical, fabrication and the electrical trades. On completion of this course, a student undertaking this study may be eligible to move from the tradesman's pay level (C10) to a higher level (C3). Examples of further study are post trade certificates, advanced certificate, or associate diploma.

**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 to attend a TAFE institution. The apprentice agrees to work for the employer for the specified number of years required for apprenticeship.

**Course availability and duration**

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:

- Broad base
- Core (prerequisites for electives)
- Electives

(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)**

- NB01 Communication and Industrial Relations
- NB02 Occupational Health and Safety (½ module)
- NB04 Computing in Engineering
- NB05 Quality Concepts (½ module)
- NB06 Machining
- NB07 Hand and Power Tools
- NB08 Electrical Fundamentals
- NB09 Welding and Thermal Cutting
- NB12 Engineering Drawing Interpretation
- NB13 Engineering Science
- NM008 Engineering Materials
- NM009* Precision Machining
- NM030* Fluid Power
- NM044* End Drawing Interpretation
- NM051* Precision Machining

**Possible elective streams**

**Toolmaking stream**

- NM002* Milling 2
- NM009* CNC Milling
- NM010* CNC Turning 1
- NM012* CNC Milling 1
- NM018* Grinding 2 (Cylindrical Grinding)
- NM020* Tool and Cutter Grinding
- NM021* Precision Measurement
- NM029* Mechanical Power and Transmissions

**Advanced machining stream**

- NM028* Fitting Techniques 2
- NB811* Electrical Fundamentals
- NM030* Fluid Power
- NM044* End Drawing Interpretation
- NM051* Precision Machining
Core and elective modules have been chosen from the following list of National Metals and Engineering modules.

NM001 Milling 1
NM002 Milling 2
NM003 Milling 3
NM004 Miscellaneous Machines
NM005 Engineering Calculations
NM006 CAD 1
NM007 Principles of Machining
NM008 Engineering Materials
NM009 CNC Machining
NM010 CNC Turning 1
NM011 CNC Turning 2
NM012 CNC Milling 1
NM013 CNC Milling 2
NM014 Robots
NM015 Fitting Techniques 1
NM016 Drills and Drilling Machines
NM017 Grinding 1
NM018 Grinding 2
NM019 Tool Sharpening — off-hand
NM020 Tool and Cutter Grinding
NM021 Precision Measurement
NM022 Machine Repair and Installation
NM023 Plant Conditioning and Monitoring
NM024 Turning 1
NM025 Turning 1
NM026 Turning 1
NM027 Turning 3
NM028 Fitting Techniques 2
NM029 Mechanical Power Transmission
NM030 Fluid Power
NM031 Pneumatics 1
NM032 Hydraulics 1
NM033 Fluid Power Control 1
NM034 Air Compression Distribution
NM036 Introduction to Heat Transfer
NM037 Steam Plant
NM039 Engines 1 — Spark Ignition
NM040 Engines 2 — Med Diesel
NM041 Engines 3 — Large Diesel
NM042 Water Pumping
NM043 Pumps — Application and Maintenance
NM044 Engineering Drawing Interp. 2
NM045 Electrical Discharge Machining
NM046 Press Tool 1 — Introduction
NM047 Press Tool 2 — Blank and Pierce
NM048 Press Tool 3 — Bend
NM049 Press Tool 4 — Draw Dies
NM050 Press Tool 5 — Progressive Dies
NM051 Precision Machining
NM052 Moulds and Cavity Dies — Introduction
NM053 Moulds and Cavity Dies 1
NM054 Moulds and Cavity Dies 2
NM055 Moulds and Cavity Dies 3
NM056 Moulds and Cavity Dies 4
NM057 Hydraulics 2
NM058 Hydraulics 3
NM059 Hydraulics 4
NM060 Pneumatics 2
NM061 Pneumatics 3
NM062 Pneumatics 4
NM063 Fluid Power Control 2
NM064 Press Tool — Drawing

* There are no details of these subjects in this Handbook. Please contact the course provider for course details.

### Application procedure
Students may enrol at any time during the year upon presentation of the 'Placement Voucher' issued by the Office for Training and Further Education.

### Post-apprenticeship courses

<table>
<thead>
<tr>
<th>Course in Engineering Post Trade (CNC Machining)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career potential</strong></td>
</tr>
<tr>
<td>Students who have already completed an apprenticeship course will develop a higher level of ability in the theoretical and practical side of high technology machining work which will enable them to enter more highly skilled positions of responsibility in a wide variety of manufacturing industries. The Course in Engineering (Post Trade) will enable tradespersons to facilitate their progression along the career path established by the Federal Metal Industry Award.</td>
</tr>
</tbody>
</table>

| **Course aims** |
| This area of study aims to provide students with the knowledge and skills to use Computer Numerical Control (CNC) technology in an engineering environment. Upon completion, students will be able to competently program and operate CNC equipment to a high degree of accuracy. |

| **Professional recognition** |
| Successful completion of nine modules not previously credited towards the trade certificate relates directly to the classification C7, under the Metal Industry Award Restructure and Training Program. |

| **Course availability and duration** |
| The course is of two years duration and is available both day and evening. Students may attend one half-day per week or two evenings per week. An accelerated course is offered of one year duration, whereby the student attends for one day plus an additional four hour evening class for one semester only. |

| **Entry requirements** |
| Students should have completed an apprenticeship course in Fitting and Machining, containing the prerequisites necessary for this course. |

| **Application procedure** |
| Prospective students should contact the Mechanical and Manufacturing Technology Department in November for information about dates and times of enrolment. |

| **Recognition of prior learning** |
| The experience of students will be recognised in compliance with the Office of Training and Further Education Recognition of Prior Learning Policy. |

### Course structure

<table>
<thead>
<tr>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM009</td>
</tr>
<tr>
<td>NM010</td>
</tr>
<tr>
<td>NM012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM006</td>
</tr>
<tr>
<td>NM021</td>
</tr>
<tr>
<td>NM081</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NM011</td>
</tr>
<tr>
<td>NM013</td>
</tr>
<tr>
<td>NM045</td>
</tr>
</tbody>
</table>
Course in Engineering Post Trade
(Maintenance/Fluid Power)

**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 maintenance/fluid power areas which will enable them to enter more highly skilled positions such as foreman/forewoman and leading hands in a very wide variety of manufacturing industries.

**Professional recognition**
Successful completion of nine modules not previously credited towards the trade certificate relates directly to the classification C7, under the Metal Industry Award Restructure and Training Program.

**Course availability and duration**
The course is of two years duration and is available both day and evening. Students may attend one half-day per week or two evenings per week. An accelerated course is offered of one year duration, whereby the student attends for one day plus an additional four hour evening class for one semester only.

**Entry requirements**
Prospective students should contact the Mechanical and Manufacturing Technology Department in November for information about dates and times of enrolment.

**Application procedure**
Prospective students should contact the Mechanical and Manufacturing Technology Department in November for information about dates and times of enrolment.

**Course structure**
- **Welding courses**
  - **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 practical 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.

- **Welding courses**
  - **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 practical 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.
Course availability and duration
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 Name</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.

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.

AATMO1  Functional Mathematics
Prerequisites: nil

Subject description

This module is intended to develop students' mathematical skills so that they can confidently and accurately perform the calculations required in their workplace and in their everyday life. It also is the foundation for later study in trade and technical qualifications if the student wishes to pursue further studies in engineering.

CBE-1  Electrical Fundamentals
Subject description

Conductors, insulators, serial and parallel circuits inductance, capacitance, AC circuits, reactance impedance, resonance.

CBE-2/3  Analog Fundamentals/Analog Applications
Subject description

Diode operation, bipolar device theory, field effect theory, amplifier basics, timing and control devices, transducers.

CBE-4  Digital Electronics
Subject description

Logic levels, digital codes, basic gates, digital devices and circuits, microprocessor systems.

CBE5.1  Electronic Assembly Techniques
Subject description

Demonstrate safe working practices, use basic handtools. Fabricate a simple single-sided printed circuits board.

CBE5.2  Wiring and Soldering Techniques
Subject description

Selecting appropriate solder tools and materials. Soldering and desoldering of electronic components.

EPTM01  Soldering
Prerequisites: nil

Subject description

The purpose of this module is to develop the knowledge and skills required to perform fundamental soldering techniques on a range of components and connections.

EPTM04  Electrical Engineering Drawing
Prerequisites: nil

Subject description

Provides students with the knowledge and skills to use drawings associated with the electrical engineering.

EPTM05  Component Testing
Prerequisites: nil

Subject description

To develop the knowledge and skills to use analog and digital multimeters to accurately measure voltage and current both in AC and DC circuits and to measure the value of resistance in and out of circuits.
MT122  **Engineering Principles 2**
No. of hours per week: four hours
Prerequisites: nil
Instruction: theory and practical
Assessment: practical test, unit tests and assignments

**Subject aims**
To provide students with a basic knowledge of engineering principles in the areas of thermodynamics, radiation, optics, electricity and electronics.

**Subject description**
Thermodynamics, radiation and optics, electrical circuits, electronics.

MT131  **Materials Technology 1**
No. of hours per week: four hours
Prerequisites: nil
Instruction: theory and practical, excursions to industry
Assessment: practical work, unit tests

**Subject aims**
To provide an introduction to the sources, structure and properties of materials in use today covering the range metals, ceramics, plastics and timber.

**Subject description**
Materials, structure, crystalline materials, properties of materials.

MT132  **Materials Technology 2**
No. of hours per week: four hours
Prerequisite: MT131
Instruction: theory and practical, industrial visits
Assessment: practical work, unit tests and assignments

**Subject aims**
To provide basic knowledge and skills centred around the manufacturing methods and physical testing of metals, ceramics and plastics.

**Subject description**
Mechanical testing and properties of materials, metals, ceramics, polymers and plastics.

MT141  **Mathematics 1**
No. of hours per week: four hours
Prerequisite: VCE Maths 3/4 or equivalent
Instruction: theory, applications, use of computer packages
Assessment: tests and assignments

**Subject aims**
To introduce students to fundamental concepts and principles encountered in mathematics to provide a basis for a better understanding of technology.

**Subject description**
Review of arithmetic and algebraic skills, with appropriate applications, graphing techniques, descriptive statistics, critical path analysis.

MT142  **Mathematics 2**
No. of hours per week: four hours
Prerequisite: MT141
Instruction: theory, applications, use of computer packages
Assessment: unit tests and assignments

**Subject aims**
To develop expertise in statistical and numerical methods.

**Subject description**
Statistics, numerical analysis.

MT201  **Principles of Instrumental Analysis**
No. of hours per week: four hours
Prerequisite: MT102
Instruction: hands on experience, excursions to industry, research and investigation
Assessment: practical work, written tests and assignments

**Subject aims**
To provide an overview of available techniques of instrumental analysis.

**Subject description**
Introduction to principles of instrumental analysis; in depth investigation of two techniques.

MT202  **Organic Surface Coatings**
No. of hours per week: two hours
Prerequisite: MT251
Instruction: theory and practical
Assessment: tests and assignments

**Subject aims**
To provide the student with a basic knowledge of the various types of coatings, their raw materials, formulation and application.

**Subject description**
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.

MT231  **Materials Technology 3**
No. of hours per week: four hours
Prerequisite: MT132
Instruction: practical and written tests

**Subject aims**
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.

**Subject description**
Atomic and microstructure of materials, structural failure, effects of environmental factors, protection against the environment, surface engineering, specialty materials, practical work.

MT232  **Ceramic Technology**
No. of hours per week: four hours
Prerequisite: MT132
Instruction: theory and practical
Assessment: written tests

**Subject aims**
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.
Subject description
Clay mineralogy, ceramic reactions, body types, characteristics and applications.

MT241 Quality Management
No. of hours per week: four hours
Prerequisite: MT142
Instruction: industry excursions, case studies, practical exercises
Assessment: unit tests and assignments

Subject aims
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.

Subject description
Introduction and history, management of quality, total quality control, statistical tools, laboratory quality control.

MT251 Polymer Materials 1
No. of hours per week: three hours
Prerequisite: Advanced Certificate in Materials Technology
Instruction: theory and practical
Assessment: practical test, written tests, assignments

Subject aims
To provide the student with an understanding of the methods of preparation, properties and application of the more common plastic materials.

Subject description
Derivation of plastics, structure of plastics, properties of plastics, rheological behaviour of plastics, polymerisation methods, commercial polymers.

MT252 Polymer Materials 2
No. of hours per week: three hours
Prerequisite: MT251
Instruction: theory and practical
Assessment: practical and written tests

Subject aims
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.

Subject description
Designing with polymer, identification of plastics, natural and synthetic rubbers, adhesives, polymer preparation and characteristics, testing of plastics, specific property testing.

MT261 Joining Techniques
No. of hours per week: three hours
Prerequisite: MT231
Instruction: practical
Assessment: practical and written tests

Subject aims
To give students a basic understanding of joining both metal and non-metal components.

Subject description
Definitions of joining, pre-treatment of component surfaces, brazing and welding, adhesive bonding.

MT262 Composite Materials
No. of hours per week: three hours
Prerequisite: Advanced Certificate in Materials Technology
Instruction: practical, industry visits
Assessment: practical and written tests

Subject aims
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.

Subject description
Reinforcement materials, resins, processing, quality control, composite design, applications, matrix compounds.

MT271 Plastics Manufacture and Production
No. of hours per week: four hours
Prerequisites: nil
Instruction: industry visits, demonstrations, case studies, discussions, research
Assessment: practical tests, unit tests and assignments

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.

MT301 Principles of Metals Science
Prerequisites: MT231
Assessment: Practical work, unit tests and assignments

Subject description
Lattice structures, lattice defects, point defects, dislocation theory, twinning, work hardening, thermal equilibrium diagrams, fracture mechanics.

MT302 Steels: Structure and Properties
Prerequisites: MT231
Assessment: Practical work, unit tests and assignments

Subject description
Classes of steels, strengthening mechanisms, TTT diagrams, alloying effects, transformations, structure-property relationships.

MT303 Modern Processes for Materials
Prerequisites: MT231
Assessment: Practical work, unit tests and assignments

Subject description
Continuous casting, thermochemical treatment, plastic deformation, powder metallurgy, near net shape processing, advanced welding processes.

MT304 Smart Manufacturing with Materials
Prerequisites: MT231
Assessment: Practical work, unit tests and assignments

Subject description
CAD/CAM, CIM, CNC, JIT, AI, expert systems, computer modelling applications.

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 forest products 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 sales technique, 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
Prerequisite: 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.

NBB11 Mechanical Components
Subject description
Two-stroke and four-stroke engines, pre-loading of bearings and lubrication systems.

NBB12 Engineering Drawing interpretation
Subject description
Interpretation of engineering drawing, orthographic, isometric, oblique. Sketching to AS1100.

NBB13 Engineering Science
Subject description
Basic mathematics, engineering physics, engineering physics, engineering materials.

NC5001 Workplace Communication
Prerequisite: Year 10 English
Subject description
To provide training for effective communication in the workplace at a simple, routine and predictable level. Handling job related information, giving and receiving instructions, participating in a small informal work group and dealing with clients.

NC5002 Writing Skills for Work
Prerequisite: Year 10 English
Subject description
To provide competency based training to develop effective writing skills for use in the workplace.

NC5003 Job Seeking Skills
Prerequisite: Year 10 English
Subject description
This module aims to provide competency based training to develop effective personal and presentation skills for use in job seeking.

NC5004 Work Team Communication
Prerequisites: Year 10 English
Subject description
This module aims to provide competency based training to develop effective work team communication skills for the workplace.

NC5006 Writing Workplace Documents
Subject description
Develop competency in planning and writing complex workplace documents such as technical instructions, memos and letters, and short reports, using appropriate structures and clear, concise English.

NC5015 Presenting Reports
Subject description
Develop competency in writing and presenting an investigation report on a technical or vocational issue; the required tasks include researching relevant information, analysing the information and developing solutions, producing the document and delivering an oral presentation.

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, phasors, 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  A.C. Machines
Prerequisite: NE009

Subject description
Principles of operation of single and three phase a.c. motors. Connection and fault finding of a.c. motors.

NE011  D.C. Machines
Prerequisite: NE001

Subject description
Types of d.c. 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, NE020

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 stimulus and response. Identify and replace faulty transducers.

NE020  Test Equipment
Prerequisite: NBB08

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  Electrical 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 Interpretations 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 PCs. 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 1**  
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 — Cables and Protection**  
Prerequisite: NE014  
Subject description  
Correct use of SAA (AS3000) Wiring Rules Book. Learn to recognise 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 Practices 1**  
Prerequisite: NE023  
Subject description  
Installation of various cables in simulated non-domestic installations to AS3000 requirements, including TFS, TP1 and MIMS.

NE130 **Programmable Controllers — Basic**  
Prerequisite: NE008  
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, connect I/O racks, write and test simple programs.

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.

NEC03 **Electrical Quality Concepts**  
Prerequisites: nil  
Subject description  
Quality Concepts explains in everyday language what quality is and why it is important to Australia's future. It provides an ideal introduction to the concepts and processes of quality for anyone interested in quality improvement.

NEC04 **Introductory Trade Mathematics**  
Prerequisites: nil  
Subject description  
In the first learning subject the student will be required to perform mathematical calculations, express numbers in scientific and engineering notation, transpose formulas and plot graphs.

NEC05 **Project Work**  
Prerequisites: NEC01, NEC02  
Subject description  
Provides the student with the opportunity to develop hand skills through various work projects.

NF001 **Manual Metal Arc Welding 1**  
Subject description  
MMAW machines, pad weld, fillet weld, butt weld, weld joints, weld defects, flame gouging, workshop metal identification.

NF004 **Oxy Acetylene Welding 1**  
Subject description  
Oxy-fuel gas welding, prepare, assemble and tack weld.

NF005 **Manual Metal Arc Welding 2**  
Subject description  
Electrodes, butt weld (low carbon steel), fillet weld, butt weld (stainless steel sheet) cast iron.

NM001 **Milling 1**  
Subject description  
Basic milling operations for both vertical and horizontal milling machines including keyway cutting, indexing, form milling etc.

NM002 **Milling 2**  
Subject description  
Using milling attachments such as slotting and vertical milling attachments. Form milling and production of splines.

NM005 **Engineering Calculations**  
Subject description  
Engineering calculations including use of calculator, right angle triangle problems, manipulation of algebraic expressions sine and cosine rules.

NM006 **CAD 1**  
Subject description  
Introduction to AutoCAD and workstation components, basic 2D drawing, including the use of all commonly used commands. Produce engineering drawings.
NM007  Principles of Machining
Subject description
Advanced cutting tool geometry.

NM008  Engineering Materials
Subject description
Steel, heat treatment, plastics, processes of production of materials.

NM009  CNC Machining
Subject description
Basic programming and operating of CNC machines, e.g. mill and lathe.

NM010  CNC Boring 1
Subject description
Contouring (internal/external), circular programming tapers, tool radius, compensation, screw cutting, canned cycles.

NM011  CNC Boring 2
Subject description
Contouring (internal and external), canned cycles, interactive programming and introduction to other programming methods, produce components to a controlled standard of accuracy and efficiency.

NM012  CNC Milling 1
Subject description
Contouring (internal/external), circular programming angular features, cutter radius compensation, canned cycles, drilling, tapping, boring.

NM013  CNC Milling 2
Subject description
Contouring, canned cycles, thread milling, interactive programming and introduction to other programming methods, produce components to a controlled standard of accuracy and efficiency.

NM015  Fitting Techniques 1
Subject description
Fitting using scrapers and reamers and dowels, pins, pegs and other fabrication methods.

NM016  Drills and Drilling
Subject description
Types, function and use of drills and drilling machines.

NM017  Grinding 1
Subject description
Surface grinding flat, square, angled, parallel grooves etc. to a high degree of accuracy.

NM018  Grinding 2
Subject description
Cylindrical grinding, internal and external parallel, tapered, shoulders and form grinding.

NM019  Tool Sharpening Off-Hand (1/2 module)
Subject description
Grinding of lathe cutting tools and drills using off-hand grinding methods.

NM020  Tool and Cutter Grinding
Subject description
Sharpening of milling cutter using a tool and cutter grinder. Production of small cylindrical ground components using a T and C grinder.

NM021  Precision Measurement
Subject description
Study of all types of precision measurement equipment, sources of error and methods of reducing errors.

NM022  Machine Repair and Installation
Subject description
Lifting and slinging, machine installation, fault finding, bearing repairs, crack detection.

NM023  Plant Condition and Monitoring
Subject description
Safety, instruments, terminology, awareness of principles of operation, uses, environmental controls, lubrication and coolant, programmable controllers and sequencers, bearing condition monitoring.

NM025  Boring 1
Subject description
Basic parallel turning to tolerated drawings.

NM026  Turning 2
Subject description
Advanced turning of tapers parallel form turning face plate work and use of steadies.

NM028  Fitting Techniques 2
Subject description
V-belts — couplings, balance of pulleys, pipe bending, fitting of pipe work, mechanical and static seals.

NM029  Mechanical Power Transmission
Subject description
Belts, chain drives, gears and reduction systems, mechanical power transmission, clutches, bearings, types of transmission.

NM030  Fluid Power
Subject description
Basic hydraulic and pneumatic systems.

NM032  Hydraulics 1
Subject description
Basic hydraulics. Basic hydraulic component specifications, graphic symbols, fault finding in hydraulic circuits.

NM033  Fluid Power Control 1
Subject description
Safety in auto fluid power systems, fluid power control systems, control switching, relay logic, electro-hydraulic/pneumatic controls, electrical equipment.

NM034  Air Compression Distribution
Subject description
Air compressors, air receivers, compressed air distribution systems, maintenance procedures of compressors.
NM044  Engineering Drawing Interpretation 2  
Subject description  
Advanced engineering drawing interpretation, formal third angle projection drawing, sectioning, detail drawing, assembly drawing.

NM045  Electrical Discharge Machines  
Subject description  
The process and principles of EDM, preparation of electrodes. Use of EDM die sink and CNC wire cutting machines, including the preparation of programs for these machines.

NM046  Press Tool 1 Introduction  
Subject description  
Typical pressed components, stainless steel aluminium copper and brass, zinc alloys, punch, die, punch holder, stripper, guides, stops, pilot, shedder, backing plate, blanking, piercing, bending, forming, drawing, coining effect of heat treatment on common features of press-tools, die set, pillars, bushes, screws, dowels, stripper butts, locaters etc.

NM047  Press Tool 2 Blank and Pierce  
Subject description  
Blanking and pierce dies, cutting action — design of punch and die calculation of clearance — cutting forces, stripping pressure location methods, strippers and stock guides, punch holders, backing plates, stops, trimming and sharing dies.

NM048  Press Tool 3 Bend  
Subject description  
Presses used, bending and forming operations, calculate shut height, force, blank lengths. Use of rubber, die cushions, springback.

NM049  Press Tool 4 Draw Dies  
Subject description  

NM051  Press Tool 5 Progressive Dies  
Subject description  

NM081  Computer Aided Machining 1  
Subject description  
Introduction to Computer Aided Machining (CAM), use of CAM methods of programming to produce parts on CNC equipment.

NM088  Press Tool Maintenance  
Subject description  
Evaluate defects, identify tool wear, recondition tools, set up and trial run press tools. Tool records and transportation.

TC101  Physics 1  
Subject description  
No. of hours per week: two hours  
Measurement and error analysis, composition and resolution of vectors, linear and rotation motion, precision and gyration.

TC102  Physics 3  
Subject description  
No. of hours per week: two hours  
Field theory; photons, electrons and atoms, nuclear physics, heat.

TC103  Physics 3  
Subject description  
No. of hours per week: two hours  
Elasticity, simple harmonic motion, wave motion, hydrostatics and hydrodynamics.

TC104  Physics 4  
Subject description  
No. of hours per week: two hours  
Thermodynamics, physical optics, magnetism and project work.

TC111  Mathematics 1  
Subject description  
No. of hours per week: two hours  
Relations, functions, graphs.

TC112  Mathematics 2  
Subject description  
No. of hours per week: two hours  
Differential calculus.

TC113  Mathematics 3  
Subject description  
No. of hours per week: two hours  
Integral calculus.

TC114  Mathematics 4  
Subject description  
No. of hours per week: two hours  
Boolean algebra, complex numbers.

TC121  Electronics 1  
Subject description  
No. of hours per week: two hours  
Electrical properties of materials, semiconductors, capacitors, inductors, transformers, a.c. and d.c. circuit analysis, power supplies, transistor amplifiers, operational amplifiers.

TC122  Electronics 2  
Subject description  
No. of hours per week: two hours  
Digital electronics including logic circuits, Boolean algebra, counters, displaces, logic families and an introduction to microprocessors.

TC123  Electronics 3  
Subject description  
No. of hours per week: two hours  
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.

TC162  Laboratory Technology 2  
No. of hours per week: two hours  
Subject description  
Laboratory applications of field theory capacitance, d.c. circuit theory, sound, basic modern physics and heat.

TC180  Introduction to Programming 1  
No. of hours per week: two hours  
Subject description  
Program design, program control and the programming environment using a structured programming language.

TC181  Introduction to Computing 1  
No. of hours per week: two hours  
Subject description  
PC usage, keyboard skills, DOS, virus control, hardware trouble shooting, PC configuration and system software maintenance.

TC182  Introduction to Programming 2  
No. of hours per week: two hours  
Subject description  
Graphic screen techniques, programming with procedures, arrays and records using a structured programming language.

TC183  Computer Applications  
No. of hours per week: two hours  
Subject description  
Usage of DOS, spreadsheet, database, word processing, PC hardware, configuration, repairs and maintenance.

TC210  Laboratory Workshop Practices 1  
No. of hours per week: two hours  
Subject description  
Introduction to workshop and safety, materials and properties, use of tools and machines, introduction to technical drawing and joining techniques, circuit board design and construction.

TC211  Mathematics 5  
No. of hours per week: two hours  
Subject description  
Determinants, matrices and vectors.

TC212  Mathematics 6  
No. of hours per week: two hours  
Subject description  
Ordinary differential equations.

TC213  Mathematics 7  
No. of hours per week: two hours  
Subject description  
Numerical methods and error analysis.

TC214  Mathematics 8  
No. of hours per week: two hours  
Subject description  
Sampling and statistics.

TC261  Laboratory Technology 3  
No. of hours per week: two hours  
Subject description  
Laboratory applications of material physics, simple harmonic motion, fluid statics and dynamics.

TC262  Laboratory Technology 4  
No. of hours per week: two hours  
Subject description  
Laboratory applications of thermodynamics, physical optics, magnetism and a.c. 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 SQL programming.

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.

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.

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.

TD026/7  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 technical officer 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.

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 appropriate relevant Australian standards.

TD035  Mechanical Design 2B
Prerequisites: 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 Basics 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' actuators and various types of programming.
TD02 Production Planning and Control 1A
Prerequisite: 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.

TD03 Production Planning and Control 1B
Prerequisite: TD042
Subject description
Production control procedures, work estimating, manufacturing authority and master scheduling preparation together with material control.

TD04 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.

TD05 Production Planning and Control 2B
Prerequisite: TD044
Subject description

TD06 Materials Handling 1A
Prerequisites: nil
Subject description

TD07 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.

TD08 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.

TD09 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.

TD10 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 machining 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.

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, a.c. and d.c. generation, a.c. and d.c. 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
Prerequisite: 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.

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.

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 electricalelectronic 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
An extension of Mathematics 1E (TM123). The topics include complex numbers, limits, differentiation and applications, integration and applications, differential equations, Boolean algebra.
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 electricalelectronic subjects.

TE445 Mathematics 4E
Subject description
Sequences and series, power series and taylor series, differential equations, vectors, matrices, functions of several variables.

TE663 Programmable Logic Controllers 1
Subject description
Interpretation of Australian Standards governing safe working when using a PC. Relationships between control systems, including the drawing of a wiring diagram for an I/O rack.

TE664 Programmable Logic Controllers 2
Subject description
Topics include manipulation of data, computations involving the programmable controller, programming and using Analog inputs with transducers, Analog output control, word input and output, process control with open and closed loop configuration, generating reports and messages, transferring information through communication networks, using the personal computer as a programmer.

TE700 Microprocessor Systems
Subject description
Microprocessor instruction set, problem solving techniques, address decoding circuits, microprocessor interfacing, parallel input/output devices and interrupts.

TE701 Electronic 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, BJTs and FET biasing, amplifiers — frequency response and feedback, operational amplifiers and oscillators.

TE703 Circuit Analysis 1
Subject description
D.C. network analysis, resonant circuits, a.c. 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, antennas, 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 Electronics Instrumentation
Subject description
Multimeters, Q meters, spectrum analyses, 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 PLD design are emphasised. An introduction to ASIC design and philosophy is included.

TE715 Circuit Analysis 2
Subject description
Resistance, a.c. seriesparallel analysis, a.c. 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.

TE719 Operating Systems
Subject description
This subject reviews Operating System concepts and provides a detailed coverage of MSDOS and a typical multi-taskingmulti-user operating system, e.g. UNIX.

TE720 High Level Languages
Subject description
This subject introduces programming languages and details the evolution of programming techniques up to the current fourth 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'.

TE721 Computer Test Equipment
Subject description
This subject provides students with the skills and knowledge to correctly use specialised test equipment for the development and maintenance of computer systems and associated peripherals.

TE722 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.

TE724 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 enhancementupgrading. The applications of diagnostic utilities for systems and peripherals are also included.

TE725 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.
**TE727** **Computer Architecture**  
**Subject description**  
This module provides the student with the basic knowledge of PC Architecture design methodologies. An introduction to Programmable Logic Devices (PLDs) and Application Specific Integrated Devices (ASICs) is also included as they form an important part in generating the logic of the particular Architecture.

**TE728** **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.

**TE729** **Electrical Circuits and Components**  
**Subject description**  
Provides foundation studies in the areas of electrical safety, electrical components, cables and connections, circuits and wiring diagrams, testing and fault finding.

**TE730** **Electrical Industrial Control 1A**  
**Subject description**  
Introduction to control, control circuits, timing devices and circuits, and sensing and output devices.

**TE731** **Systems and Applications Software**  
**Subject description**  
This subject addresses the installation, upgrading, customisation and maintenance of the software packages to configurations typical of those found in a commercial environment.

**TE732** **Single User DOS**  
**Subject description**  
Provides practical experience of the facilities provided by a typical single user disk based operation system. Topics covered include basic operating system commands, system installation, disk storage structure, memory requirements and memory usage, submit file requirements and programming, menu based application environment, operating system error recovery techniques and archiving policies and practices.

**TE733** **Electrical Industrial Control 1B**  
**Subject description**  
Topic areas covered are: Three-phase reduced voltage starting, protection of motors, braking of a.c. motors, d.c. motor starting, introduction to a.c. speed control and, commissioning and fault-finding.

**TE734** **Static and Rotating Electrical Machines**  
**Subject description**  
Provides foundation studies in the areas of static and rotating electrical machines. Topic areas covered are: d.c. Machines, single phase a.c. motors, three-phase induction motors, synchronous machines and transformers.

**TE735** **Electrical/Electronics Drafting Principles**  
**Subject description**  
Provides foundation studies in drafting. It also covers a range of topics in the electro-mechanic drafting area, orthographic projection, pictorial drawing, sketching, sectioning, scaling and assembly drawings. An introduction to electrical electronic symbols and diagrams is also included.

**TEA001**  
**Subject description**  
Differential calculus — limits, rules of differentiation, second derivatives, applications. Integral calculus — integration methods, applications.

**TEA002** **Engineering Mathematics A**  
**Subject description**  
Arithmetic and algebraic manipulation of equations and formula, 2D geometry and linear graph functions.

**TEA003** **Engineering Mathematics B**  
**Subject description**  
Matrix algebra, quadratic functions, trigonometric functions, exponential and logarithmic functions.

**TEA011** **Science**  
**Subject description**  
SI system of units, motion, work, energy, power, heat and temperature, electromagnetic waves, error and uncertainty.

**TEA040** **Occupational Health and Safety**  
**Subject description**  
Legal requirements of OH&S and the major roles and functions of safety representatives and OH&S committees. Potential workplace hazards — prevention and control, industrial housekeeping, pollution in engineering, personal safety, emergency and first aid.

**TEA050** **Engineering Computing**  
**Subject description**  
Types of computer work stations and network systems, operation and management of a simple computer system within a networked environment, use of operation system commands and user menus, safe and legal practices, preparation of text files for computer management applications, common applications of computer in industry and hardware, software, and skills needed for each of these, computer programs for industry related applications, the use of spreadsheet and database.

**TEA060** **Engineering Design Concepts**  
**Subject description**  
Design philosophy, design specification, Australian Standards, application of design methodology, economic considerations, ergonomic considerations.

**TEA061** **Engineering Graphics**  
**Subject description**  
Equipment and media used to produce drawings; manual and computer aided drafting. Use and maintenance of manual drafting equipment, orthographic projection, line drawing and printing skills, layout of an engineering drawing, sections and isometric drawings of simple engineering components.

**TEA064** **Computer Aided Drafting A**  
**Prerequisite:** TEA062  
**Subject description**  
Operate CAD software for drawing initialise, construct basic shapes using CAD, produce a basic drawing to the relevant standards, save and transfer a drawing file to a specified drive or directory, modify existing CAD drawings, plot a CAD drawing, perform the appropriate exit and shut-down procedures.
TEA065  **Computer Aided Drafting B**  
Prerequisite: TEA064  

**Subject description**  
Create library files of elements suitable for standardisation, apply efficient procedures for expeditious production of CAD drawings, configure a digitalising tablet, create and use layers with a range of suitable names, colours, line types, set system variables, draw standard drawing sheets, produce complex CAD drawings to industry specific standards.

TEA161  **Introduction to PLC**  

**Subject description**  
The Programmable Logic Controller (PLC) control system and safety, control logic, programmable control systems, external program storage devices.

TEA501  **Production and Planning Control Main Functions**  

**Subject description**  
Objectives of manufacturing production planning and control. Terminology, three letter acronyms, three key elements. QCD, quality, cost, delivery. Control feedback loop. Organisational structure and functions, and size and structure. Decision making process, lean manufacturing, and structural change.

TEA502  **Jig and Tool Drafting Jigs and Fixtures**  
Prerequisite: TEA701  

**Subject description**  
Introduction to jig and fixture design of standard tools and related equipment to Australian Standards. Drafting practice of tools in production and jobbing shops. Costing, tool materials, application principles.

TEA503  **Jig and Tool Drafting Milling and Turning Fixtures**  
Prerequisite: TEA502  

**Subject description**  
Fixtures — purpose, uses and fixture design of conventional production milling and turning machines. Introduction to numerical control fixture design.

TEA700  **Computer Aided Manufacturing Systems**  
Prerequisite: TEA069  

**Subject description**  
Selection and operation of a CAM system for a manufacturing environment.

TEA701  **Engineering Drawing 1**  
Prerequisite: TEA061  

**Subject description**  
Standard drawing sheet sizes, text and numeral sizes, and line types, drawing office and the duties, responsibilities and qualifications of personnel, freehand sketches of simple components, isometric projection, detailed drawings in third angle projection, including auxiliary views and sections. Dimension detail drawings totally for manufacture including limits and fits, surface texture and where they can be used. Geometrically tolerance from Datum references. Assembly drawings from component details.

TEA703  **Engineering Drawing 3**  
Prerequisite: TEA701  

**Subject description**  
Structural steel sections, purlin shapes, physical dimensions, standard hole sizes, hole pitch, gauge line and edge distance for specified structural steel members, structural and high strength bolts, welding symbols and terminology for various elements of fillet and butt welds. Shaft and housing tolerances for various ball and roller bearing types. Key and Keyway sizes for given shaft diameters, draw bedplates for various motor/pump/gear-box arrangements. Drawing machine components and copying using a dyeline printing process.

TEA706  **Fluid Mechanics 1**  

**Subject description**  
Basic properties of fluids, chemical properties, foaming of liquids, pipes, channels, tubes and ducts (rigid and flexible), valves, filters, gauges and instruments, tanks and vessels — storage tanks, pressure vessels, header and surge tanks, weirs/dams/reservoirs.

TEA714  **Thermodynamics 1**  

**Subject description**  
Energy and humanity, basic concepts, energy, energy transfer in open and closed systems, heat engines.

TEA750  **Materials Testing and Heat Treatment**  

**Subject description**  
Structure of materials, iron and steel, non-ferrous alloys, properties of materials, materials testing, corrosion, polymers, ceramics, composite materials.

TEA772  **Introductory Dynamics**  

**Subject description**  
Theory and practical applications of simple rigid bodies in motion. Problem solving of linear and circular equations of motion including displacement, velocity, constant acceleration, force, work, power, energy, mechanical advantage, velocity ratio, efficiency of machines, torque, moment of inertia, radius of gyration, conservation of momentum, elastic collisions.

TEA780  **Design for Manufacturing**  
Prerequisite: TEA703  

**Subject description**  

TEA790  **Manufacturing Process**  

**Subject description**  
Forming processes, powder metallurgy, automatic lathes, grinding machines and applications of CNC in metal cutting.

TEA800  **Advanced Strength of Materials**  
Prerequisite: TEA804  

**Subject description**  
Stress and strain, strain energy, bending and shear in beams, combined stress, beam deflection, buckling of columns.
TEA804 Introductory Strength of Materials
Prerequisite: TEA859

Subject description
Stress and strain, bolted connections, welded connections, thin walled pressure vessels, properties of plan figures, beams, torsional stress, thermal stress.

TEA859 Statics

Subject description
Forces, equilibrium of concurrent co-planer forces, movement and torque, couples, equilibrium of non-concurrent co-planer forces, friction, forces in frames.

TEB___ Numerical Control 1
Prerequisite: TEA741

Subject description
Introduction to numerical control. The planning procedure, preparation and writing of manual part programs for a CNC lathe and machining centre.

TEB___ Numerical Control 2
Prerequisite: TEB___

Subject description
Introduction to computer assisted programming. Geometry and motion statements, post processor statements and operations system manipulation.

TEB030 Advanced Quality Concepts

Subject description
Objectives of Total Quality Management, key principles of TQM, quality management and terms, QC problem solving on industrial problems, flow charts, cause and effect diagrams, statistical tools.

TEB071 Project Management
Prerequisite: TEA040

Subject description
Introduction to project management, contract documents, graphical representation of project, budgeting and tracking project progress.

TEB504 Materials Handling System Design 1

Subject description
Work simplification, evaluation process, place of equipment in the handling system, role of manual handling, non-powered equipment, basic handling systems, common material handling equipment, classification of equipment, and auxiliary equipment.

TEB507 Production Planning and Control Charting Techniques
Prerequisite: TEA501

Subject description
Production control, charting, machine loading, gannt charts. Formulation of production programs, network analysis, CPM — critical path method, PERT — project evaluation review technique, production manufacturing, product-process matrix and cost benefits.

TEB508 Production Planning and Control Estimating and Planning Techniques
Prerequisite: TEB507

Subject description
Manufacturing Resource Planning (MRP), Master Production Scheduling (MPS), Material Requirements Planning (MRP), Capacity Requirement Planning (CRP), Just-in-Time (JIT), Total Quality Control (TQC), Setup time reduction (SMED). Work estimating, production control methods, authority to manufacture, scheduling, and material control.

TEB509 Production Planning and Control Forecasting
Prerequisite: TEB508

Subject description
The importance of forecasting in sales planning, corporate strategies and its integration with manufacturing and investment. Forecasting, forecasts and production planning, factors influencing demand, forecast data resources, computer application to forecasting, estimating, budget and control, financial controls, methods of costing, project evaluation, capacity management and analysis, resource planning, computer simulation and modelling, quality assurance, quality monitoring techniques, defect prevention, quality planning, progress control, and use of electronic media devices.

TEB701 Advanced Machine Design
Prerequisites: TEA001, TEA780, TEB703, TEB770

Subject description

TEB702 Dynamics of Industrial Machines
Prerequisites: TEA001, TEB770

Subject description
Simple harmonic motion, free vibration, forced vibration, damped vibration, balancing and static balance measurement. Vibration measurement, static balance apparatus, vector analysis of velocity and acceleration of mechanisms, simple and compound gears, and epicyclic gears.

TEB703 Machine Design
Prerequisite: TEA772

Subject description:
Drive shaft materials, tensile, shear and bending strength. Fatigue, stress raisers and endurance, rigid couplings, keys, set screws, pins. Use of manufacturers catalogues for vee belts, chain, universal and direct flexible couplings. Spur, helical, and bevel gear drives, electric motors, reducers and prime movers.

TEB704 Mechanical Design
Prerequisites: TEA771, TEA772, TEB703

Subject description:
Introduction, levers, keys and splines, couplings, journal bearings, rolling contact bearings, bolted connections, welded connections, helical springs (round wire), translation screws.
TF195 Organisation and Management for Quality A
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.

TF196 Organisation and Management for Quality B
Subject description

TF197A Statistical Quality Control A
Subject description
Application of principles of statistics to production quality control, process control, control of $2\sigma$ and $3\sigma$ 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, coordinate 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  Communication Skills 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  Communication Skills 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.

**TH188  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

**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: nil

**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**
All students must have their own copy of:

**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 kinematic 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
- Reflection
- Focal length of a lens
- Problems associated with lenses
- Electromagnetic spectrum
- Uses of electromagnetic radiation
- Development of colours

**Textbook**

**TL12** 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**

**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 prac reports. Assignments 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:
- Mudie, K. and Brotherton, J. (eds.) Core Biology Practical. 2nd edn, Sydney, Sofima, 1993
- 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
No. of hours per week: three hours
Prerequisites: nil
Assessment: mastery tests on an ongoing basis, final examination

**Subject description**
Arithmetic, measurement, ratio, proportion and variation, linear functions, quadratic functions, exponential and logarithmic functions, trigonometric functions, introduction to statistics.

**Textbooks**
Alldis, B.K. Mathematics for Technicians. 3rd edn, Sydney, Sofima, 1993
- Students must have access to a scientific calculator with statistical functions, and supply their own graph paper

**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 examination on the whole semester's work will be conducted

**Subject description**
- Descriptive statistics
- Sampling distributions and confidence intervals
- Hypothesis testing
- Correlation and regression
- Control charts — process control
- Acceptance sampling

- Students may be eligible for an exemption in this subject if they have passed a statistics subject at a tertiary level.
- Students must have access to a scientific calculator with statistical functions.

**Textbooks**
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, complexiometric 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.

Physics Practices 3
No. of hours per week: three hours
Prerequisites: Physics Practices 2, Laboratory Computations
Assessment: based on theory and 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; power supplies; AC/DC; wiring series and parallel circuits; resistors; capacitors; peak and RMS values. Transistors, IC’s, audio frequency generators and amplifiers.

Textbook

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
- Freeze-drying
- 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.
Subject description
Modelling, building a model (scale down), building a model (scale up), finishing.

Moulding and Casting of Biological Specimens
Prerequisites: Chemistry Practices 2, Laboratory Computations
Assessment: practical work and written tests

Subject description
Rigid piece moulding and casting, applications of flexible mediums, combination, flexible and rigid medium.

Botany
No. of hours per week: an average of three hours over the semester. This will include two to three hours of class time each week and three full day excursions at weekends
Prerequisites: Biology Practices 1, Laboratory Computations
Assessment: written reports, brief talks and presentations, written tests, practical assessments. The submissions of satisfactory reports on the excursions

Subject description
This subject is a study of major plant groups and schemes for classifying them. Students should have an enthusiasm for plants, a willingness to draw, and must be able to attend excursions — they are compulsory.
- Abiotic and biotic factors affecting plant survival and distribution
- Historical implications
- Taxonomy
- Lower plants
- Fungi
- Plant life cycles
- Higher plants
- Plant physiological ecology
- Physiognomy
- Weed ecology
- Agronomic plant taxonomy

Textbooks
Students are not expected to purchase their own texts. All notes which students need will be provided. There are numerous texts on Australian environment and identification of elements of Australian flora, major biomes and local associations. Swinburne Library collection is adequate in this area.

Mammalian Anatomy and Physiology 1
Prerequisites: Biology Practices 1, Laboratory Computations
Assessment: written and practical tests, class participation

Subject description
Introduction to anatomy and physiology, skeletal system (bones, cartilage, joints), muscle, integument, circulatory system.

Mammalian Anatomy and Physiology 2
Prerequisites: Biology Practices 1, Laboratory Computations
Assessment: practical and written tests, class participation

Subject description
Respiratory system, digestive system, urinary system, nervous system, endocrine system, reproductive system.

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.
All practical and theory classes are to be attended. Experimental/practical sessions are to be satisfactorily completed.
This subject is a prerequisite for the Biotechnology units.

Textbooks
Students will also be required to have their own lab coat, safety glasses and a calculator.

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, biochemistry of 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.
**TL312  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.

**TL320  Invertebrate Zoology**  
Prerequisite: Biology Practices 2  
Assessment: written tests, assignments, practical work  

**Subject description**  
Protozoa, porifera, cnidaria, ctenophora, molluscs, anthropods, echinoderms, helminthes, onychophora, chordates.

**TL327  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  

This subject is a prerequisite for Laboratory Management and Computer Programming.  

**Textbooks**  
All students will be required to have their own disks as follows: 1 x 3½” and 1 x 5¼” disks  
To obtain an exemption in this subject  
Students will have to demonstrate previous computer experience, including file handling, word processing, databases, AND spreadsheet use.

**TL329  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.

**TL331  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.**

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**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: Ewing, G.W. Instrumental Methods of Chemical Analysis, 5th edn, McGraw-Hill, 1985  
This text will also be used for all other instrumental subjects. Students must also have their own lab coat, safety glasses and calculator.

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**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  

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**TL401 DNA Technology**

Prerequisite: Biochemistry 2  
Assessment: theory and practical work  

**Subject description**  
Protein synthesis, biochemistry of genetics, molecular biology, inborn errors of metabolism.

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**TL402 Immunological Techniques**

Prerequisite: Biochemistry 2  
Assessment: theory and practical assessment  

**Subject description**  
Electrophoresis, centrifugation, immunology, radio isotopes.

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**TL411 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.

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**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/lecture.

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**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/lecture.
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.

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.

TL448  Vertebrate Zoology
Prerequisite: Biology Practices 2
Assessment: written tests and practical assessment
Subject description
Fish, amphibians, reptiles, birds, mammals.

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
- Rod working
- Straight joining
- Tube bending
- Burette repair
- Internal seals
- Glass to metal seals
- Pipette joins
- Capillary glassworking

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.

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 microbiology units in the Associate Diploma course. Such students are advised to work towards gaining good passes.

Textbooks
Barnett, M.E. Microbiology Laboratory Exercises. Dubuque, Iowa, Wm. C. Brown, 1992

Students will also be required to have their own laboratory coats, safety glasses and 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 or by training in the workplace.

Subjects for which this is a prerequisite
Microbiology 2, Molecular Genetics, Genetic Engineering, Biomolecular Engineering, Bioprocessing.
TL461 **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 an 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 microorganism growth, sterilisation and filtration techniques;
- microbial diversity and classification, evolution of microbiota;
- 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**
- Barnett, M.E. *Microbiology Laboratory Exercises*. Dubuque, Iowa, Wm. C. Brown, 1992

TL462 **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 unit introduces a variety of specific (some traditional and some very modern) microbiological techniques used in the analyses of microbes which cause disease. An analysis of:
- body defence mechanisms against microbial induced diseases (immune response mechanisms);
- selected diseases and their basic chemotherapeutic treatment — in terms of antimicrobial agents;
- antimicrobial agents and their analyses in the lab;
- an introduction to virology.

In this subject students will complete some analyses involving the use/handling of selected strains (low virulence) of some disease-causing organisms. Correct techniques studied and developed during course work in Microbiology 1 and 2 must be implemented in these laboratory sessions to eliminate risk of infection.

Students will be required 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.

TL463 **Microbiology 4**
No. of hours per week: three hours, divided evenly between theory and practical work
Prerequisites: students should have completed Microbiology 3
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. Microbiology Laboratory Exercises. Dubuque, Iowa, Wm. C. Brown, 1992

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 and 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 agreed to by the student, the student's supervisor at work and the course coordinator. The appropriate form can be obtained from the coordinator. 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
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
Ligaviar, cloning and recombinant gene expression, use of plasids 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, vectorhost 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
Prerequisites: 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. Colour work will also be introduced.

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:
Ewing, G.W. Instrumental Methods of Chemical Analysis. 5th edn, McGraw-Hill, 1985
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:
Ewing, G.W. Instrumental Methods of Chemical Analysis. 5th edn, McGraw-Hill, 1985
This text will also be used for all other instrumental subjects. Students must also have their own lab coat, safety glasses and calculator.

TL501 Articulation Mathematics
No. of hours per week: three hours for two semesters
Students should spend about four hours per week on home assignment work
Prerequisites: Laboratory Computations, Quality Control Statistics
Assessment: assignments and tests

Subject description
This subject is designed for students intending to proceed to a tertiary degree in science. This subject would be suitable for students who 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

Textbook
Cohen, G.L. University Revision Notes: Calculus. Sydney, Addison-Wesley, 1992
TL502  **Articulation Chemistry (Kinetics and Thermochemistry)**  
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  **Articulation 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 diplomates 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**  

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**  

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.
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
Asimov, I. Atom: Journey Across the Subatomic Cosmos. New York, Plume, 1992

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
Covers current and historically relevant models of measurement, matter, heat and temperature, electricity, forces and light.

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.

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 Microcomputing
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 spreadsheets 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. Hawthorn, Vic., 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
- co-ordinate 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 1**
**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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Subject Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T5726</td>
<td>Computer Sales and Marketing</td>
<td>Jobs in the computer marketing and sales area, computer sales interviews, computer purchase option reports, and computer marketing principles and practice.</td>
</tr>
<tr>
<td>TT010</td>
<td>Mathematics 1</td>
<td>Basic arithmetic, algebra and trigonometry.</td>
</tr>
<tr>
<td>TT020</td>
<td>Chemistry 1</td>
<td>Atomic structure, periodic table, elements, compounds, electron configuration, bonding, atomic mass, molecular formulas, gases, molarity, stoichiometry, acids and bases.</td>
</tr>
<tr>
<td>TT030</td>
<td>Fire Physics</td>
<td>Measurement, uniform accelerated motion, hydraulics, energy and power, electricity and heat.</td>
</tr>
<tr>
<td>TT100</td>
<td>Fire Mechanics 1</td>
<td>Kinematics, dynamics, rotation and statics.</td>
</tr>
<tr>
<td>TT110</td>
<td>Building Structures 1</td>
<td>A study of structural elements, materials and systems, structural loads and load transfer, construction techniques.</td>
</tr>
<tr>
<td>TT120</td>
<td>Fire Chemistry</td>
<td>Laboratory skills, oxidation, reduction and electrochemistry, organic chemistry, rates of reaction and thermochemistry.</td>
</tr>
<tr>
<td>TT125</td>
<td>Introduction to Fire Behaviour</td>
<td>Combustion, ignition, extinguishment, industrial fire safety for solids, dust, liquids and gases.</td>
</tr>
<tr>
<td>TT140</td>
<td>Information Technology</td>
<td>Using a personal computer, computer equipment and jargon, word processing, spreadsheets, database management.</td>
</tr>
<tr>
<td>TT160</td>
<td>Personnel Emergency Treatment</td>
<td>Structure and function of the body, asphyxia, burns, lifting and moving casualties, and a number of medical accident conditions and procedures.</td>
</tr>
<tr>
<td>TT210</td>
<td>Building Structures 2</td>
<td>Victorian building regulations, building classifications and construction, floor area limitations, protection of openings and penetrations, building separation and siting, building fire safety.</td>
</tr>
<tr>
<td>TT211</td>
<td>Detection Systems</td>
<td>Detector operation, performance and applications; control and indicating equipment, certification and approval, system commissioning, maintenance, equipment testing and installation, plans and drawings.</td>
</tr>
<tr>
<td>TT212</td>
<td>Suppression Systems</td>
<td>Sprinkler types and operation, plans and symbols, pipes, water supply system types — water spray, foam, gas flooding, dry chemical; explosion suppression, commissioning and maintenance.</td>
</tr>
<tr>
<td>TT213</td>
<td>Fire Safety Management 1</td>
<td>Role of fire safety managers and fire and rescue organisations, building regulations, means of escape, controlling spread of fire and smoke in buildings, fire prevention, surveys, equipment maintenance and records, fire safety and security.</td>
</tr>
<tr>
<td>TT220</td>
<td>Principles of Fire Behaviour</td>
<td>Process of combustion, mechanics of heat transfer, fire point, burning of solids, flammability of dust, explosives, fire in enclosures, fire retardant and extinguishment.</td>
</tr>
<tr>
<td>TT221</td>
<td>Fire Fighting Equipment and Its Application</td>
<td>Search and rescue, ladders, pumps, ventilation and salvage, hose, breathing apparatus, specialist appliances, portable fire extinguishers, foam, hydrants and practical fire fighting.</td>
</tr>
<tr>
<td>TT301</td>
<td>Detection Systems Design</td>
<td>Detectors, standards for detection systems, estimating, valve monitoring systems, fire indicator panels, manual fire alarm systems.</td>
</tr>
<tr>
<td>TT302</td>
<td>Suppression Systems Design 1</td>
<td>Existing water supplies, documenting water supplies, specifying water supplies.</td>
</tr>
<tr>
<td>TT310</td>
<td>Introduction to Communications Technology</td>
<td>Telecommunications, emergency warning and evacuation systems, communication process, computer systems.</td>
</tr>
</tbody>
</table>
**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, Fire Fighting 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, intumescents.

**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 support 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, siting, 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
Prerequisite: 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 and forestry interfaces.

TT361 Agricultural & 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
Prerequisite: 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
Prerequisites: 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, CFA 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
Prerequisites: 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 equations, statistics, linear algebra.

TW001  **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.

TW002  **Module 2 (Gas Metal Arc Welding)**  
**Subject description**  
Flat and horizontal fillets in various positions. Flat single weld butt. Rolled hollow section tee joint. Dip and spray transfer techniques.

TW003  **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.

TW004  **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.

TW005  **Module 5 (Practice Associated Theory)**  
**Subject description**  

TW006  **Module 6 (Additional Theory)**  
**Subject description**  

TW025  **Module 25 (Basic Welding Exam)**  
**Subject description**  
This test is to be taken after successful completion of Modules 1 to 6 inclusive.  
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Practice four hours
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* No text exists in this Handbook — Please contact the Family and Community Studies Department (Prahran) on 214 6866.

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TAFE Division Information 29
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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, BSoCWork
W. Clipperton, AssDip(Welfare Stud), DipTechTeach
A. Donne, MRN
D. Ellis, BA
T. Millar, CertAppSocSci(Child Care Studies), DipTech(TAFE)
J. Miralles, BA(Hons), DipEd
C. Morrow, Child Care Worker(CertNSW)
D. Nicola-Kotsias, CertAppSocSci(Child Care Studies)
J. Ovidi, AssDipArts, CertChildCare
N. Papas, CertChildCare(CSV), DipEd(Prim), GradDip(SpEd)
J. Pardy, BA, ACRACS
J. Quigley-Lange, DipEd(Prim), GradDipEd(Lang&Lit), BEd(Teacher of Deaf)
G. Smith, BS, BSoCWork
B. Whitehead
S. Wing-Young, CertArtCraft, DipTech(Prim), GradDipSpEd

Secretary
E. Harkness, CertCompBusApp
J. Romeril

General and Community Studies Department

Head (Acting)
K. Wittenho, BA, BEd

Academic staff
V. Anderson, BA, TSTC
J. Blenkinron, BA, DipEd
E. Bolton, BEd
S. Chakman, BA, DipEd, MEDlt(Monash)
C. Davies, BEd, DipEd
A. Di Mase Gibson, BA, DipEd, GradDipMovt&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. Matthissen, BA(Hons), DipEd
C. Papalia, BA, DipEd, GradDipBusStud-HRD
O. Pavlinov, BA(Hons), TSTC
D. Poyser, BA, DipEd, GradDipTESOL
L. Price, BEd, GradDipMovt&Dance, GradDipCareersEd
V. Reddaway, BA, DipEd, GradDipMulticulEd
R. Rivett, BA(Hons), BEd, GradDipSecStud
M. Streford, BA, TPTC, RSA, TEFLCert
J. Sutherland, BBS, DipEd, GradDipAppPsych
N. Valls, BA(Hons), SecTeachersDip

Secretary (Acting)
L. Quayle, AdvCertOffAdmin

Language and Community Programs Department

Head
K. Heley, BA, DipEd, DipEng(Mon)

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
D. Wingrove, BA, DipEd, GradDipTESOL

Workplace Skills Unit

Manager
S. Meylan, TPTC, TSPTC

Secretary
G. Lyall

Project Officers
G. Cohen, BEd
M. Gates, BA, DipEd, GradDipLit
H. Lopaczuk, DipElecEng, DipEd, SMIREE, MIEAust
L. O'Hara, TPTC, DipTechPrim(conversion), GradDipMulticulEd
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>
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<tbody>
<tr>
<td></td>
<td></td>
<td>H</td>
<td>Full-time</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>H</td>
<td>Part-time</td>
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<td></td>
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<td>C</td>
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</table>

## Arts
- **2100BZA** Associate Diploma of Arts (Design)  
  - **Course mode and length:** Full-time 2 years  
  - **Prerequisites:** VCE

## General Studies, Language and Access
- **2100LGA** Advanced Certificate of Applied Language — Japanese/Mandarin  
  - **Course mode and length:** Full-time 3 years  
  - **Prerequisites:** varied 
  - **How to apply:** Direct

## Access Education
- **2100LAB** Adult Basic Education — Maths Workshop  
  - **Course mode and length:** Full-time  
  - **Prerequisites:** varied 
  - **How to apply:** Direct
<table>
<thead>
<tr>
<th>Course code</th>
<th>Title of course</th>
<th>Campus</th>
<th>Course mode and length</th>
<th>Part-time</th>
<th>Prerequisites</th>
<th>How to apply</th>
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<tbody>
<tr>
<td>4920LVP</td>
<td>Vocational Preparatory Program (Nursing, Fire Brigade, Police, Ambulance Officers, Defence Force)</td>
<td>H</td>
<td>Full-time</td>
<td>9 weeks</td>
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<tr>
<td>4290LDJ</td>
<td>Volunteer Tutor Training</td>
<td>H</td>
<td>Full-time</td>
<td>6 weeks</td>
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<tr>
<td>3221LDA</td>
<td>Certificate in English for Vocational Education and Training (Business, Computing, General)</td>
<td>P</td>
<td>1 sem</td>
<td>See page 154</td>
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<tr>
<td>2100KFW</td>
<td>Migrant Access Education Program*</td>
<td>P</td>
<td>1 sem</td>
<td>Contact Migrant Ed. Unit</td>
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<tr>
<td>ESL02</td>
<td>Migrant Women's Course*</td>
<td>P</td>
<td>18 weeks</td>
<td>Contact Migrant Ed. Unit</td>
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<tr>
<td><strong>Social and Community Services</strong></td>
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<tr>
<td>3500MKF</td>
<td>Associate Diploma in Social Science (Child Care)</td>
<td>P</td>
<td>2 years</td>
<td>4 years</td>
<td>VCE</td>
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<tr>
<td>3500MDA</td>
<td>Associate Diploma in Social Science (Community Development)</td>
<td>H</td>
<td>2 years</td>
<td>4 years</td>
<td>See page 160</td>
<td></td>
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<tr>
<td>3500MDK</td>
<td>Associate Diploma in Social Science (Community Justice Studies)</td>
<td>H</td>
<td>2 years</td>
<td>4 years</td>
<td>See page 160</td>
<td></td>
</tr>
<tr>
<td>3222MFA</td>
<td>Advanced Certificate in Koori Child Care</td>
<td>C</td>
<td>1 year</td>
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<tr>
<td>SC508</td>
<td>Advanced Certificate in Managing Social and Community Services</td>
<td>P</td>
<td>2 years</td>
<td>See page 161</td>
<td></td>
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<tr>
<td>3300MCB</td>
<td>Advanced Certificate in Residential and Community Services</td>
<td>P</td>
<td>1 year</td>
<td>See page 162</td>
<td></td>
<td></td>
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<tr>
<td>3222KFA</td>
<td>Certificate Child Care (Assistant General)</td>
<td>H, P</td>
<td>1 year</td>
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<tr>
<td></td>
<td>Certificate Child Care (Bilingual)</td>
<td>P</td>
<td>1 year</td>
<td></td>
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</tr>
<tr>
<td>3200IVS</td>
<td>Certificate in Family Support Work</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Homebased)</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Koori Homebased and Homebased Foster Care)</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100MCA</td>
<td>Certificate in Home and Community Care</td>
<td>P, H</td>
<td></td>
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</tr>
<tr>
<td>3100MCA</td>
<td>Certificate in Home and Community Care for the Koori Community</td>
<td>C</td>
<td>20 weeks</td>
<td></td>
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</tbody>
</table>
Title of course

Certificate in Applied Aspects of Community Worker's Information Options Program

Campus
H — Hawthorn
P — Prahran
C — Carlton

Course mode and length
Full-time
Part-time

Prerequisites

How to apply
VTAC
Direct

See page 167
General School Information

English Language for Migrants

Migrant Education Coordination:
L. Cutting (Prahran), 214 6957
V. Reddaway (Hawthorn), 214 8853
Swinburne offers a variety of courses and support programs
for migrants from a non-English speaking background 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
and Hawthorn campus.

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:
214 8151.

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 214 6863
Family and Community Studies    Telephone 214 6866
General and Community Studies    Telephone 214 8598

Course information

Arts

SA302
Associate Diploma of Arts (Graphic Art)

This course is offered at the Prahran campus. This course
prepares students to execute design concepts efficiently and
economically; to be capable of using a variety of media for
rendering and illustrating; to assemble ‘camera ready’ art
work with the necessary understanding of graphic
reproduction techniques. 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 artwork, of their art ability.

Duration of study
Twenty months of full-time study, followed by four months
of evening classes (one subject) are necessary to complete
the subjects required for the course.

Course structure

AA347/AA359
AA358
AA348
AA349/AA3560
AA369
AA362
AA352/AA363
AA353/AA364
AA370
AA354/AA365
AA371
AA355/AA367
AA356
AA357
AA358
Design
Drawing
Finished Art
Colour
Technical Illustration
Typography
Computer Graphics
Reprographics and Pre-Press
Negotiation Skills
Client Interaction
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 Secretary, Associate Diploma of Arts: Graphic Art, Swinburne University of Technology, TAFE Division, Prahran campus.

**Further information**
Secretary, Graphic Art Department. Telephone: 214 6875.

3500BZA **Associate Diploma of Arts (Design)**

This course is offered at Prahran campus. The purpose of this course is to provide training for individuals who wish to work in the art industry, or undertake further study in graphic arts (degree) or industrial design (degree).

An articulation arrangement with Swinburne University guarantees access to the second year of their degrees for those who are accepted from the Associate Diploma course. Articulation into other higher education design courses is being negotiated by the course developers.

**Career potential**
The course may be taken as a sequential whole or in sets of selected modules or single modules to suit the purposes of deliverers and trainees.

The course offers a range of options:
- To concentrate on graphic design with a view to proceeding to a degree in graphic design;
- To concentrate on product design with a view to proceeding to a degree in industrial design;
- To take a graphic design path with a view to seeking work as a visualiser, graphic design assistant, or in other industry requested specialist areas;
- To take a product design path with a view to seeking work as a design technician, technical illustrator, or in other industry requested specialist areas.

Groups of selected modules could be offered if there was significant industry demand. Similarly it will be possible for practitioners to take single modules to extend their knowledge or skills.

The course also provides for skilled craftspersons to take design studies, or design trainees to enrol in modules from the skilled trades and crafts area in the second year of the course.

**Further studies pathways**

**TAFE to Tertiary**
The course has been developed in conjunction with Swinburne School of Design and the TAFE Division, to provide an articulation model that would also be applicable to design courses in other universities.

**TAFE to TAFE**
The Advanced Certificate in Applied Design (generic) developed by RMIT has equivalent competency outcomes to the Advanced Certificate in Design — graphic and product stream in the generic field of design.

**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 outcome and the vocational outcomes.

**Entry requirements**
Admission to the course is conditional on successful completion of VCE. Provision is made for students returning to education.

All intending students must attend an interview and folio presentation. In addition the applicant will be evaluated on their knowledge of graphic and product design areas.

**Course availability and duration**
The Associate Diploma of Arts: Design is offered as a two year full-time or approved equivalent part-time course.

**Course structure**
The course has four stages, each designed to be completed in a semester. Stages 1 and 2 contain the generic studies in design and form a common core for both graphic and product studies. During stage 1 the student needs to choose between graphic and product orientation. At stage 2 the directional choice must be made, which will determine the subjects studied in stages 3 and 4.

The course model diagram distinguishes between the graphic and the product tracks using the letters (G) and (P) as indicators.

**Course content**

**1st Year**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AP801</td>
<td>Design Process</td>
</tr>
<tr>
<td>AP802/903</td>
<td>2D Studies 1 and 2</td>
</tr>
<tr>
<td>AP803/904</td>
<td>3D Studies 1 and 2</td>
</tr>
<tr>
<td>AP804/905</td>
<td>History and Theory of Art and Design 1 and 2</td>
</tr>
<tr>
<td>AP805</td>
<td>Technology 1</td>
</tr>
<tr>
<td>AP806/907</td>
<td>Life Drawing 1 and 2</td>
</tr>
<tr>
<td>AP807/908</td>
<td>Drawing 1 and 2</td>
</tr>
<tr>
<td>AP808/909</td>
<td>Typography 1 and 2 (G)</td>
</tr>
<tr>
<td>AP809</td>
<td>Technical Drawing 1 (P)</td>
</tr>
<tr>
<td>AP810/911</td>
<td>Photography 1 and 2 (G)</td>
</tr>
<tr>
<td>AP811/912</td>
<td>Printmaking 1 and 2 (G)</td>
</tr>
<tr>
<td>AP812/913</td>
<td>Design for Print 1 and 2 (G)</td>
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<tr>
<td>AP813/914</td>
<td>Modelling 1 and 2 (P)</td>
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<tr>
<td>AP901</td>
<td>Intro to Graphic Design 1 (G)</td>
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<tr>
<td>AP902</td>
<td>Intro to Product Design 1</td>
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<tr>
<td>AP906</td>
<td>Critical Studies 1</td>
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<tr>
<td>AP910</td>
<td>Maths for Technicians (P)</td>
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**2nd Year**

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<tr>
<td>AP760</td>
<td>Product Design 2 and 3</td>
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<td>AP761/775</td>
<td>Graphic Design 2 and 3 (G)</td>
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<td>AP762</td>
<td>History and Theory of Art and Design 3</td>
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<td>AP763</td>
<td>Critical Studies 2</td>
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<td>AP764</td>
<td>Photography 3</td>
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<td>AP765/779</td>
<td>Modelling 3 and 4</td>
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<td>AP766/770</td>
<td>3D Graphics 1 and 2 (G)</td>
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<td>Technology 2 and 3</td>
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<td>AP768/782</td>
<td>Electronic Design 1 and 2 (G)</td>
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<td>AP769</td>
<td>Computer Aided Drafting 1 and 2 (P)</td>
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<td>AP770/784</td>
<td>Drawing for Illustration 1 and 2 (G)</td>
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<td>AP771/785</td>
<td>Product Illustration 1 and 2 (P)</td>
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<td>AP772</td>
<td>Type, Design and Layout 3 (G)</td>
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<td>AP773/787</td>
<td>Technical Drawing 2 and 3 (P)</td>
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<td>AP775</td>
<td>Design Survey</td>
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<td>AP777</td>
<td>Industry and Workplace Studies</td>
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<td>AP778</td>
<td>Communication Skills</td>
</tr>
<tr>
<td>AP786</td>
<td>Supplementary Studies (G)</td>
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</tbody>
</table>

(G) Graphic stream or (P) Product Design
Application procedure
Applications must be made through VTAC. In addition applicants MUST contact the department to receive further information regarding an interview.

Part-time applicants only apply directly to this department.

Further information
Further information may be obtained from Elizabeth Barrett (Administrator), Associate Diploma of Arts: Design, on 510 8509 or 214 6739, at the Prahran campus.

3500BMA Associate Diploma of Arts: Theatre Technology (Costume Stream)

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 or work in related areas.

Career potential
Career potential available to graduates is broad based within the arts industry, including careers in technical theatre and other costume related areas, small theatre companies, community theatres, theatre in education, festivals, event and project management and entrepreneurial work within the arts.

Further studies pathways
Graduates may choose to pursue further studies in performing arts areas in higher education.

Recognition of prior learning
Through the recognition of prior learning, participants will be given credit for subjects where they can provide evidence that they have achieved the learning outcomes.

Learning outcomes include:
- 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
Admission to the course is conditional on successful completion of VCE. Provision is made for students returning to education.

All intending students must attend an interview/folio presentation.

Course availability and duration
The course is offered as a two year full-time course. Part-time places are available subject to availability.

This course combines practical studies, industry simulation, and industrial placement, to enhance students’ overall knowledge, experience and networks.

Course structure
First year
- S708 Workplace Communication 1
- S709 Workteam Communication 1
- S710 Introduction to Costume
- S712 Millinery
- S713 Costume Maintenance
- S714 Introduction to Make-up
- S716 Garment Assembly
- S717 Introduction to Pattern Drafting
- S718 Introduction to the Theatre Industry
- S719 Workplace Safety
- S720 First Aid Certificate
- S721 Development of Technology in European Theatre
- S722 Practical Placement
- S723 Using a Microcomputer
- S724 Keyboarding
- S725 Introduction to Wordprocessing
- S726 Garment Assembly 2
- S727 Millinery 2
- S728 Pattern Construction
- S729 Wardrobe Supervision
- S730 Introduction to Industrial Relations
- S731 Non-European Theatre Traditions
- S732 Practical Placement 2

Second year
- S733 Job Seeking Skills 1
- S734 Writing Skills for Work 1
- S735 Writing Workplace Documents 1
- S736 Team Building 1
- S737 Dealing with Conflict 1
- S738 Negotiation Skills 1
- S739 Meetings
- S740 Industrial Relations
- S741 Staffing
- S742 Train the Trainer
- S743 Client Interaction 1
- S744 Practical Placement 3
- S745 Dancewear Construction
- S746 Applied Decoration Techniques
- S747 Novelty Costume
- S748 Period Costume
- S749 Period Millinery
- S750 Undergarments

Please note: subject details for second year are available from the department.

Application procedure
Applications must be made through VTAC. In addition, applicants MUST contact the department to receive further information regarding an interview.

Further information
Elizabeth Barrett, Department of Arts/Performing Arts. Telephone: 214 6739 or 214 6737.

3500BMB Associate Diploma of Arts: Small Companies and Community Theatre

This course is offered at Prahran campus.

The course aims to train theatre workers who may wish to work in a small company or as individuals with other artists on specific projects. These theatre workers have performance skills but also require a range of skills necessary to mount and manage a project or event.

Career potential
This course enables students to develop abilities in a variety of theatre styles including scripted productions, movement-based theatre, puppetry, comedy, circus, street theatre and special performance events in small theatre companies, community theatres, theatre-in-education, festivals, project management and entrepreneurial projects.

Further studies pathways
Graduates may choose to pursue further studies in performing arts areas in higher education.
Entry requirements
Admission to the course is conditional on successful completion of the VCE. Provision is made for students returning to education.
Applicants will be asked to participate in a day of special workshop and written activities.

Recognition of prior learning
Through the recognition of prior learning, participants will be given credit for subjects where they can provide evidence that they have achieved the learning outcomes.
Learning outcomes include:
- 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 outcomes and the vocational outcomes.

Course availability and duration
The course is offered as a two year full-time course. Part-time places are available subject to availability.

Course structure
First year
S2740 First Aid
S2741 Microcomputing
S2742 Keyboarding
S2743 Word Processing
S2745 Basic Lighting
S2746 Basic Stage Management
S2747 Set Design
S2748 Movement for Performers
S2749 Voice
S2750 Improvisation
S2751 Introduction to the Australian Theatre Industry
S2752 Scriptwriting
S2753 Event Process (x4)
S2754 Project Administration
S2755 Publicity and Marketing
S2756 Rehearsal and Skills Maintenance
S2758 Industry Placement
S2759 Costume
S2760 Make-up
S2761 Basic Photography
S2762 Basic Video Camera Operation
S2763 Basic Sound
S2766 Performing Arts in Context
S2776 Acting

Second year
S2777 Voice 2
S2778 Movement 2
S2779 Introduction to Australian Theatre Industry
S2780 Events Projects (x4)
S2781 Project Administration 2
S2782 Publicity and Marketing Events 2
S2783 Research and Consultation
S2784 Industry Placement
S2785 Rehearsal Skills Maintenance
S2786 First Aid
S2787 Microcomputing
S2788 Keyboarding
S2789 Word Processing
S2790 Stage Management
S2791 Industry Placement
S2792 Voice 3

S2793 Movement 3
S2794 Music in Performance
S2795 Introduction to Industrial Relations
S2796 Popular Theatre
S2797 Project Administration 4
S2798 Publicity and Marketing Events
S2799 Research and Consultation
S2800 Small Companies Simulation
S2801 Rehearsal and Skills Maintenance
S2802 Job Seeking Skills
S2803 Sound

Please note: Subject details for second year subjects are available from the department.

Application procedure
Applications must be made through VTAC. In addition, applicants MUST contact the department to receive further information regarding an interview.

Further information
Elizabeth Barrett, Department of Arts of Performing Arts.
Telephone: 214 6739 or 214 6737.

35008NA Associate Diploma of Arts (Visual Arts)

The Associate Diploma of Arts: Visual Arts is offered at the Prahran campus. The course exposes students to the breadth of the art industry. It aims to develop vocational skills which will lead to self-employment opportunities within the art industry; develop and prepare a folio for use when applying for higher education degree art courses; prepare students for full-time study; establish an awareness of the role and responsibilities of the art worker in society and develop attitudes of adaptability in response to changing trends and opportunities within the art industry.

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, radio, film and television.

Entry requirements
Admission to the course is conditional on successful completion of 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
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.
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 is offered as a two year full-time or approved equivalent part-time course.

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

First year
AP701  Context and Culture 1
AP702  Contemporary Art Studies 1
AP703  Drawing (General) 1
AP704  Life Drawing 1
AP705  Support Studies (Stage 1)
AP706  Context and Culture 2
AP707  Contemporary Art Studies 2
AP708  Drawing (General) 2
AP709  Life Drawing 2
AP710  Support Studies 2
AP715  Painting 2
AP716  Printmaking 2
AP717  Sculpture 2
AP718  Photography 2

Electives
AP711  Painting 1
AP712  Printmaking 1
AP713  Sculpture 1
AP714  Photography 1

Second year
AP723  Context and Culture 1
AP724  Contemporary Art Studies 1
AP725  Drawing 3
AP726  Art Business Practice 1
AP727  Art Business Practice 2
AP728  Painting 3
AP729  Sculpture 3
AP730  Printmaking 3
AP731  Photography 3
-- Minor Studies 3 and 4
AP736  Context and Culture 4
AP737  Occupational Health and Safety
AP738  Drawing 4
AP739  Art Business Practice 3
AP740  Painting 4
AP741  Sculpture 4
AP742  Printmaking 4
AP743  Photography 4

Application procedure
Applications must be made through VTAC. In addition students MUST contact the department to receive further information regarding an interview. Part-time applicants only apply directly to the Department.

Further information
Applied Art Department. Telephone: 214 6739.

33008ZA 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 offers film and video training as a major area of study while also concentrating on painting, sculpture, photography, art theory and drawing. 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, community broadcasting and wish to apply for funding from government or 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 and 3

Elective offered
AP631  Photography
* Work Practice 1 & 2 may be practical placement where appropriate or other work related projects by negotiation.

Please note: Second year only is available. Please contact department for further information.

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 Elizabeth Barrett on 214 6739.
General Studies, Language and Access

3300LCA Advanced Certificate in Applied Languages (Japanese/Mandarin)

This course is offered at the Prahran campus. The Advanced Certificate in Applied Languages is a course specifically designed for those wishing to communicate in Japanese or Mandarin both orally and in writing with emphasis placed on oral communication.

Career potential
The course would be of benefit to anyone whose occupation brings them into contact with speakers of either 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 subjects at Swinburne University of Technology may apply for advanced standing in the Advanced Certificate of Applied Language at other TAFE institutions.

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.

AL001 Chinese (Mandarin) 1A
AL002 Chinese (Mandarin) 1B
ALU01 Japanese 1A
ALU02 Japanese 1B

Application procedure
Application forms and further details are available from:
Language and Community Programs
140 High Street
Prahran 3181
Telephone: 214 6844, 529 2805
Fax: 522 6960

3221LDA Certificate in English for Vocational Education and Training

This course is offered at the Prahran and Hawthorn campus. The course prepares people from a non-English speaking background, with a high intermediate level of English, for further studies.

Five 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
- Electronics: a preparation for study in the area of electronics
- General: a preparation for study in fields other than business or computing
- Social and Community Services: a preparation for study in this area

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.

Electronics stream
This is a new course being developed during 1995. Details available upon request from the Migrant Education Unit.

General stream
Successful completion of this stream prepares people for entry to courses other than business and computing.

Social and Community Services stream
Successful completion of this stream prepares students for entry into the following courses:
- Residential and Community Services
- Family Support Workers
- Home and Community Care Course
- Homebased Child Care Course
- Associate Diploma of Social Science

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.

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;
- have an intermediate level of English (ASLPR 2+) in at least two of the four skill areas;
• intend to study in a related field on completion of this course;
• have completed at least year eleven (or equivalent) at school and/or have suitable work experience in the fields they want to enter;
• have as their first language a language other than English.

Course structure
Students must complete the core subject plus one of the five streams listed below.

Core
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 Communications
CT524 Introduction to Accounting
CT526 Introduction to Business Law
CT527 Information Technology

Computing stream
CD002 Keyboarding
CD200 Introduction to Microcomputer Applications
   — Introduction to Programming Concepts
CD204 Using a Microcomputer
CD205 Business Organisations
CT512 Business Communications
EF510 ESL and Study Skills

Electronics stream
Details available from the Migrant Education Unit.

General stream
EF510 ESL and Study Skills
EF511 Australian Studies
EF512 Communication Skills
EF514 Information Technology

Social and Community Services stream
EH100 ESL and Study Skills
EH101 Human Development
EH102 Health and Safety
EH103 Family and Society in Australia
EH104 Communication Skills
EH105 The Social and Community Services Industry

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) 214 6985
Selection is based on each applicant's suitability for the course.

2100UG/LIH 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 11 and want to improve their reading, writing and maths and general education. The course 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 certificate students may undertake:
• TAFE certificate courses
• vocational training courses
• VCE
• workplace 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 (twenty hours per week) or part-time basis. 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
Foundation (Levels 1 and 2)
TR107 Adult Literacy (with tutor)
TR108 Life Skills (MIA) (with tutor)
TR117F Introduction to Computers
TR128 Literacy/Oracy (ESL) (Foundation)
TR133 Literacy/Oracy (Foundation)
TR133 Literacy/Oracy (Foundation) (Evening)
TR093F Study Skills (Foundation)
TR134 Computing (Foundation)
TR135 Mathematics (Foundation)
TR136 First Aid
TR175 Introduction to Psychology

Electives
LI512(P) TR175(H) Introduction to Psychology
LI516(P) English ESL Stream
LI518(P) Media Studies
LI520(P) Exploring Your Options
LI527(P) Art (Drawing)
LI529(P) Legal Action
TR137(H) Hospitality

Levels 3 and 4
TR125 Literacy/Oracy
TR125 Literacy/Oracy (Evening)
TR127 Literacy/Oracy (ESL)
TR132 Study Skills
TR171 Mathematics
TR172 Computing
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

Marilyn Allen, Prahran campus 214 6837, or Cate Thompson, 42-44 William Street, Hawthorn. Telephone: 214 8992.

2200LZA

Victorian Certificate of Education (Adult VCE)

The Adult VCE is offered at the Hawthorn and Prahran campuses. The course 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 higher education Division of Business, Humanities and Social Science, and the Division of Science, Engineering and Design at Swinburne University of Technology.

The Adult VCE is offered by the General and Community Studies Department at the Hawthorn campus and also at Prahran campus.

Career potential

The Adult VCE provides access into a diverse range of TAFE and Higher Education courses.

Entry requirements

At 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 Prahran campus students are required to complete an informal interview 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, applicants must be over eighteen years of age on 1 January of the year of commencement of VCE studies at Swinburne 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 are 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 VCAB (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.

TG001 English (H) (P)
TG002 Legal Studies (H) (P)
TG004 Accounting (H) (P)
TG005 Physics (H) (P)
TG006 Chemistry (H) (P)
TG007 Biology (H) (P)
TG008 Information Technology in Society (H)
TG009 Media (H)
TG010 Literature (H) (P)
TG011 History (Australian) (H)
TG012 Psychology (H) (P)
TG013 Environmental Studies (H)
TG014 Political Studies (P)
TG015 Human Development in Society (H)
TG017 English as a Second Language (H) (P)
TG037 Materials and Technology (H)
TG038 Systems and Technology (H)
TG039 Further Mathematics (H) (P)
TG040 Specialist Mathematics (H) (P)
TG041 Mathematical Methods (H) (P)
TG042 Business Management (H) (P)
TG045 Chinese (P)
TG046 Contemporary Society (P)
TG047 Classical Society and Culture (P)
TG048 Dance (P)
TG049 Drama
TG049 Indonesian (P)
TG050 Geography (P)
TG051 Italian (P)
TG052 Information Technology: Information Systems (P)
TG053 Information Technology: Information Processing and Management (P)
TG054 International Studies (P)
TG055 Physical Education (P)
TG056 Religion and Society (P)
TG057 Spanish (P)
TG058 Theatre Studies (P)

Application procedure

Hawthorn

Application forms and supplementary information sheets may be obtained from the General and Community Studies Department on 214 8370.

Prahran

Contact Marilyn Allen, 214 6837.

Further information

Hawthorn

Lisa Bolton

VCE Coordinator

Telephone: 214 8728

Prahran

Marilyn Allen

Telephone: 214 6837

2200BZF Arts Preparatory Program

This course is offered on 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 degree course 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 1995 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 subjects with the following titles:

TH303 Images of Australia Through Film and Television
TH306 Research Skills
TH307 Argument and Analysis
TH315 Australian Writing as Cultural Critique
TH316 Introduction to Computers
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 214 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 1995.

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.

Semester 1
TJ005 Further Reading and Writing Practice Thursday 6.00-9.00pm (3 hours per week)
TJ006 Further Listening and Speaking Practice Tuesday 6.00-8.00pm (2 hours per week)
TJ007 Advanced English (ESL) (4 hours per week)

Semester 2
TJ005 Further Reading and Writing Practice Thursday 6.00-9.00pm (3 hours per week)
TJ006 Further Listening and Speaking Practice Tuesday 6.00-8.00pm (2 hours per week)
TJ007A English for Academic Purposes (4 hours per week)
TJ007B English for Occupational Purposes (4 hours per week)

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 subjects.

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

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
TR150 Basic Mathematics for Women

2200KFP Compensatory Education — Maths and Academic Writing

This short course is offered at the beginning of the year before classes commence and is designed as a refresher program for students entering TAFE and Higher Education courses.

TR180 Business Maths
TR181 Return to Study
TR182 Academic Writing
TR183 Technical Maths

2100LG/LH Certificate of General Education for Adults

Refer to page 155 for details.

2100LDR Living Skills for People with Disabilities
TR109 Literacy in the Workplace (MIDA)

2100KGC Return to Study
TR160 Humanities
TR161 Science

2100KZN Special Schools Transition Program

This course offers students attending Special Schools the opportunity to sample some TAFE subjects by attending Hawthorn campus one day per week. Students are accompanied by Special School staff.

TR080F Vocational Studies (Spec.)
TR081F Electrical (Spec.)

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.

Subject offered are:

TR004F Health and Recreation
TR090F Vocational Studies (Trans.)
TR091F Work Placement (Trans.)
TR092F Electrical Studies (Trans.)
TR115F Literacy and Numeracy
TR117F Introduction to Computers
TR118F Work Education
Certificate in Work Education
This course is offered at the Hawthorn campus. This 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
TR001F Communication Skills
TR002F Community and Career Studies
TR005F Numeracy
TR006F Vocational Studies
TR007F Information Technology
TR008F Work Placement
TR112F Electrical Studies
TR010F Communication Skills 2
TR011F Community and Career Studies 2
TR012F Numeracy 2
TR013F Vocational Studies 2
TR014F Information Technology 2
TR015F Work Placement 2
TR016F Electrical Studies 2
TR017F Horticulture 2
TR119F Horticulture

Application procedure
Prospective students are required to complete an application form and attend an interview.

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

Vocationally-oriented Evening Classes
The course provides practical subjects for mildly intellectually disabled adults in the evening.
Subjects offered are:
TR094F Maths for Living
TR121F Literacy/Numeracy

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.

Further information
Access Education, Numeracy 214 8806, Literacy 214 8816 or 214 8634.

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.
Study tours and customised courses of industry clients can be arranged.

Further information
English Language Centre, telephone 214 8595.

Language and Community Programs
This department offers short courses in a range of European and Asian languages as well as the Advanced Certificate in Applied Language in Japanese and Mandarin.
It also provides a range of courses in the recreation area including the Certificate in Fitness Instruction (Vicfit accredited).
The department also plays a key role in working with local community organisations wishing to access the services and facilities available at the campus.

Further information
Language and Community Programs, telephone 214 6844.
Workplace Skills Unit

The Workplace Skills Unit designs and delivers basic education and skill training to industry. Its team of specialist consultants offers:
- programs customised to company needs
- flexible modes of training delivery including computer assisted learning
- language, literacy and numeracy curriculum, integrated with accredited and general workplace skills training
- professional development programs in workplace delivery for teachers.

Further information
Telephone 214 8492. Fax 818 0004.

Social and Community Services

3500MFK  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 responsible 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. 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 1995.

Course duration

Prahran campus enrols the largest number of child care students in Victoria. Providing funding is maintained, 1995 intakes are expected to be:
- eighty full-time students in the two year full-time course
- fifty 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 Wednesday between 2.30pm and 8.30pm in 1995.

Course structure

The course is structured as a two year full-time or four-year part-time course.

- AS421  Special Needs
- AS427  Professional Development
- AS435/AS467  Communication Skills
- AS436/AS468  Family and Society
- AS463/AS482  Behaviour and Guidance
- AS464/AS5607  Child Study
- AS469/AS470/
- AS483/AS5614/  AS615  Daily Care, Health and Safety
- AS471  Human Biology
- AS472  Nutrition
- AS473/AS474  Children’s Experiences
- AS475  Language and Literature
- AS476  Music and Movement
- AS477/AS5600/  AS604  Program Planning
- AS478/AS479/  AS522/AS603  Supervised Fieldwork Management
- AS480/AS481/  AS520/AS521/  AS530  Early Childhood Development
- AS601  Supervised Fieldwork Placement
- AS526  Neonatal Care
- AS528/AS529/

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 subjects 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 the VCE entry or Alternative Entry category can be obtained from the course brochure available from Swinburne.

Further information

Child Care Department, Telephone 214 6863.
Associate Diploma of Social Science
(Community Development)

This course is offered at the Hawthorn campus. The course aims to give training and qualifications for people working in community organisations. It is suitable for mature-age people with experience in community work and/or few 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 fulfill 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

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>TH200F</td>
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<td>Human Rights and Advocacy</td>
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<td>Study Skills</td>
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<td>TH206F</td>
<td>Political Economy</td>
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<td>TH207</td>
<td>Group and Personal Communication</td>
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<td>TH208</td>
<td>Research 1</td>
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<td>Research 2</td>
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<td>Introduction to Social Policy</td>
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<td>Bureaucracy, Organisation and Community Development</td>
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<td>Social Action: Theory and Practice</td>
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<td>Group and Personal Communication 2</td>
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<td>TH214</td>
<td>Media in Community Development</td>
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<tr>
<td>TH216A,B,C</td>
<td>Field work 1</td>
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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 214 8370.

Associate Diploma of Social Science
(Community Justice Studies)

The School of Social Sciences and Arts in partnership with the Legal Aid Commission of Victoria offers the Associate Diploma of Social Science (Community Justice Studies) at the Hawthorn campus.

Career potential

The Associate Diploma of Social Science Community Justice Studies is designed for people seeking work as para-legal/community workers in government/non-government community organisations.

Social and Community Services is a diverse industry that increasingly requires community workers to have an understanding of a complex legal system.

Areas such as family law, social security, crimes law, police powers, community sentencing, protective law, urban planning and consumer law are impacting on community service delivery.

Further studies pathways

Course graduates will receive the TAFE accredited Associate Diploma of Social Science (Community Justice Studies).

Upon completion of the Diploma students will have the option to continue studies in degree courses in Justice Studies at RMIT. There are cross credits with the Associate Diploma of Social Science (Community Development).

Course availability and duration

To complete the Associate Diploma, two years of full-time study or approximately four years of part-time study is required. This course will be offered initially on a part-time basis and will continue subject to demand. Students can, after completing all first year subjects, apply for the Advanced Certificate in Community Justice Studies.

Location

This course will be conducted over two evenings per week, one evening at the Legal Aid Commission (Queen St., Melbourne) and the other at Swinburne (Hawthorn campus). In 1995 classes will be Tuesday 4.30-8.30pm (approx.) at Swinburne (Hawthorn) and Thursdays at the Legal Aid Commission 4.30-8.30pm (approx.).

Entry requirements

For admissions to TAFE courses applicants must be assessed as capable of successfully completing the course for which they are applying.

Normal entry requirements

Applicants will normally be expected to be at least twenty years of age and be already working or have worked in a paid or unpaid position in a human service organisation. Applicants should have completed Year 12 education or equivalent.
Relevant community and/or para-legal experience is an important aspect of the selection criteria. Such experience can be from a diverse range of agencies, paid, unpaid or community management.

Mature-age or other applicants with appropriate community experience, are encouraged to apply.

**Special entry requirements**

Applicants who do not meet all the normal entry requirements may still be eligible for admission.

**Course structure**

The course will, in its core and elective sequences, ensure that students achieve knowledge in the following areas as they relate to community para-legal work and human service settings:

- Basic socio-cultural, political and legal structures and processes;
- Community development process and practices;
- Intellectual frameworks of the study of law and legal processes and law enforcement;
- A range of political and interpersonal strategies and tactics;
- Social, cultural, economic and political dimensions;
- Relationship of community work to political and legal policy and enforcement processes.

**First year subjects**

**(Part-time two years)**

Legal Aspects 1
Communications 1
Occupational Health and Safety
Introduction to Psychology
Criminology 1
Australian Society
Cultural Diversity
Correction Systems 1
Organisations: Theory and Practice
Field Studies

Please note: Subject details are available from the department.

3222MFA **Advanced Certificate in Koori Child Care**

This course is offered at the Carlton campus. This is a one year full-time course offered for Aboriginal persons wishing to develop child care skills. The course is being conducted as 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.

**Further studies pathways**

Graduates of the course 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
AC678 Nutrition
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**

Victorian Aboriginal Child Care Agency, 4 Brunswick Place, Fitzroy 3065. Telephone: 419 7899, or Secretary, Family and Community Studies, 144 High Street, Prahran, Telephone 214 6866.

SC508 **Advanced Certificate in Managing Social and Community Services**

This course is offered at the Prahran campus. The Advanced Certificate in Managing Social and Community Services 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 and content**

Two years on a part-time basis. It is offered two evenings per week, or if demand requires course subjects can be offered during the day or weekend. There are five fields of study, each made up of modules. The outline of the fields is as follows:

**The Management Process**

AC412 Management — History and Ideas
AC413 SACS Organisation and Management
AC414 Behaviour and Attitudes
AC415 Management Communication
AC416 Leadership

**Managing People**

AC417 Human Resource Management
AC418 Supervision
AC419 Team Building
AC420 Occupational Health and Safety
AC421 Accountability
Managing Information
AC445  Marketing
   —  Introduction to Computers
   —  Design Information Systems

Direction Setting
AC422  Setting Future Directions
   —  Decision Making
AC433  Managing Change
   —  Evaluating
   —  Basic Maths

Managing Resources
   —  The Manager and Administration
AC444  Resource Development
AC409  Financial Management

Application and selection
Admission is based on previous experience in the human service field. The closing date for applications is the third week in January.

Further information
Secretary, SACS, Family and Community Studies, 144 High Street, Prahran 3181, Telephone 214 6866.

Advanced Certificate in Nursing
Swinburne University of Technology Prahran campus and Frankston College of TAFE are cooperating in offering the Advanced Certificate in Nursing. This course replaces the training previously referred to as state enrolled nursing, and enables graduates to register with the Nurses Board of Victoria in Division 2 of the Nursing Register.

Career potential
There are excellent employment opportunities for enrolled nurses, particularly in nursing homes, adult day care centres and a range of other settings.

Those seeking careers as enrolled nurses should enjoy working with people, particularly elderly people. Enrolled nurses work under the direct or indirect supervision of registered nurses in providing patient care in stable nursing situations and assisting registered nurses with patient care in less stable nursing situations.

The enrolled nurse assists patients with a range of practical health care needs. The work of the enrolled nurse is physically demanding, often involving assisting patients with mobility and comfort needs. The work is both emotionally challenging and rewarding, as the enrolled nurse establishes and maintains social interaction and provides for the physical and emotional needs of culturally diverse patients experiencing a range of mental and physical states.

Desirable qualities for this work are cheerfulness, maturity, energy, respect for others, patience and adaptability.

Further studies pathways
Credit transfer arrangements are being developed with a range of degree level nursing courses. Current indications suggest that graduates will receive special consideration for entry into nursing degrees, and will receive some credit transfer with the amount of credit varying from one university to another because of differences in course structures.

Credit transfer arrangements are also being developed with the Associate Diploma (Child Care) course. Advanced Certificate in Nursing graduates will receive credit for several modules of this course.

There are a range of post-registration certificates available for enrolled nurses, such as the Post-Registration Certificate in Rehabilitation and Extended Care, Palliative Care and Behavioural Aspects, offered by the Kingston and Mt. Eliza Centres in conjunction with Swinburne University of Technology.

Recognition of prior learning
Persons who have undertaken related studies at hospitals or post-secondary institutions in Victoria, interstate, or overseas, or who have relevant experience, should contact the program coordinator to discuss the procedures for having their prior learning recognised.

Award registration
Successful graduates receive the Advanced Certificate in Nursing and they register with the Nurses Board of Victoria in Division 2 of the nurses register to be able to practise as an enrolled nurse.

Entry requirements
Applicants may apply for entry under the mature-age entry category or the VCE entry category.

A. Mature-age entry
Persons over eighteen years at 1 February 1995 who have been away from full-time secondary school study for at least one complete year are eligible to apply.

Victorian Certificate of Education entry
Persons who will complete a VCAB approved Year 12 course by 1 February 1995 are eligible to apply. Offers of a place will be made in December 1994, conditional on satisfactory completion of Year 12.

Applications are invited from both men and women, Aborigines and Torres Strait Islanders are encouraged to apply. Persons from non-English speaking backgrounds are also encouraged to apply.

Course availability, duration and location
The Advanced Certificate in Nursing will be offered by both Swinburne and Frankston as a one year full-time course. Some part-time places may also be made available at Swinburne.

Full-time students normally attend classes or undertake clinical placements for up to thirty hours a week. Classes are scheduled between 8.30am and 5.30pm. Clinical placement attendance follows the shifts set by hospitals with the majority of placement shifts being from 7.00am to 3.00pm but some shift attendance required between 3.00pm and 11.00pm.

Swinburne
In 1995 there will be an intake between thirty and forty full-time students.

There may also be an intake of twenty part-time students depending on industry need and applicant demand. Swinburne students will undertake approximately 65% of their classes at Swinburne's Prahran campus and 35% at the Kingston Centre, Cheltenham. Clinical placement will be undertaken at the Kingston Centre and a range of other hospitals and nursing homes.

Frankston
In 1995 there will be an intake of twenty full-time students. Frankston students will undertake approximately 65% of their classes at Frankston TAFE and 35% at Mt. Eliza Centre, Frankston. Clinical placements will be undertaken at the Frankston and Mt. Eliza campuses of the Mt. Eliza Centre and at a range of other hospitals and nursing homes.
Course structure
Medical/Nursing Terminology
Nursing: The Profession
Occupational Health and Safety
First Aid
Anatomy and Physiology 1
Communication Skills 1 — Presenting Information
Communication Skills 2 — Client Interaction
Anatomy and Physiology 2
Society, Culture and Nursing
Law and Ethics in Nursing
Clinical Measurements
Nursing 1 — Meeting the Needs of Nutrition and Elimination
Nursing 2 — Meeting the Needs of Hygiene, Mobility and Rest
Microbiology/Defence Systems
Clinical Studies
Medications
Nursing 3 — Meeting the Needs of Respiration and Circulation
Nursing 4 — Attending the Needs of Psychiatric Disturbances
Aged Care
Behavioural and Social Aspects of Disability
Clinical Experience 1
Clinical Experience 2
Please note: Subject details are available from the Child Studies and Health Department.

Application procedure
Details for entry can be obtained from the course brochure available from Swinburne.

Further information
Further information may be obtained from Swinburne’s Child Studies and Health Department on 214 6863 or from Frankston’s Child Care and Family Health Department on 784-8281.

3300MCB 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 careers 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)
- 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 of classroom 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:

Stream modules
AC509/ACS535 Stream Studies in Disabilities
AC510/ACS528 Stream Studies in Youth/Child Care

Subjects to be studied:
AC502/ACS516 Communication 1 and 2
AC504/ACS517 Human Development 1 and 2
AC505/ACS518 Individualised Service Delivery 1 and 2
AC506/ACS527 Principles and Practice of Service Provision
AC507 Recreation and Leisure
AC513/ACS529 Facility Visits 1 and 2
AC514/ACS530 Block Field Placements 1 and 2
AC526 Severe Physical Disability
AC531 Health and Safety
AC533 Introductory Studies

Elective
AC512 Community Studies

Application procedure
Details for entry can be obtained from the course brochure available from Swinburne.

Further information
Secretary, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181, Telephone 214 6866.

Certificate in Applied Aspects of Loss and Grief

This course is offered at the Hawthorn campus and is conducted by the National Association for Loss and Grief (Victorian State Branch) in association with Swinburne University of Technology.

Course aims
This course is designed for workers, waged or non-waged, who support people experiencing grief and loss. It aims to give an understanding of grief and loss processes, and provide skills in assisting those who grieve.

Successful students are issued with a National Association for Loss and Grief (NALAG) accredited certificate.
The course is designed to give students the opportunity to:
- have a knowledge of theories related to grief and loss;
- have an understanding of the support required to assist people in grief and loss situations;
- be able to identify the range of skills needed in grief and loss work. Although students will be introduced to a number of basic counselling skills, this course does not provide a professional counselling qualification.

Entry requirements
Participants undertaking the course come from a wide variety of areas: nursing, social work, health and welfare, palliative care, pastoral care, workers in the funeral industry and from human resources, education and support and self-help groups. Prospective students should be of mature-age (twenty-three and over) and have some experience of working with grief and loss. It is expected that students demonstrate a degree of sensitivity and empathy towards others in grief and loss situations. Students should indicate a readiness to undertake learning based on adult learning principles of sharing and cooperative responsibility between teachers and students.

There are limited places available for special entry for those unable to meet all selection criteria.

Further studies pathways
Upon completion of the certificate students may negotiate an equivalent credit from a TAFE course within the community services and health field. There is a course proposal for a Graduate Certificate in Grief and Loss at Victoria University of Technology (Footscray Campus). Applicants are advised to seek further details from the Faculty of Human Development 688 4432.

Course availability and duration
This course will be taken by part-time study over one year. Intake will be in February and continue for two semesters, each of fifteen weeks duration, until November. Class times will be Tuesday evening 6.00-10.00pm for both semesters. Students will be required to complete nine modules to gain the certificate. It may be possible to enrol in separate modules.

Application procedure
Course brochures and application forms are available from NALAG (688 4760) or Swinburne (Family and Community Studies, Hawthorn campus) (214 8370). There will be an information session prior to selection. An interview may form part of the selection process. Students will be notified by mail of their acceptance for the course following the close of applications. The course is conducted subject to sufficient enrolments.

Course structure
Semester 1 — Introduction to Perspectives of Loss and Grief

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<th>Subject</th>
<th>Weeks</th>
<th>Session Hours</th>
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<td>Lifespan</td>
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Semester 2 — Grief Management

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<td>Module 6</td>
<td>Communication Skills in Grief and Loss</td>
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<td>Module 7</td>
<td>Networking and Resourcing</td>
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<td>Module 8</td>
<td>Survival Strategies for Care Givers</td>
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Students are required to complete one assessment task for each module and attend 80% of the course to be awarded the certificate. There will be a variety of assessment methods including reports, presentations, case studies, discussion papers and group work.

Further information
Family and Community Studies Department at Hawthorn campus on 214 8370.

3222KFA Certificate in Child Care (Assistant) (General and Bilingual streams)

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 and 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 as 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 a total of twenty-one hours per week. It is considered a full-time course as it is essential for students to work a minimum of fourteen hours a week as attend the University for seven hours per week for the duration of the educational year.
**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.

**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.
- Bilingual stream
This course is designed for students from a non-English speaking background who
  - may 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**
All enquiries to Prahran campus, 214 6866.

**3100MFA Certificate in Child Care (Homebased and (Homebased) Nanny stream)**

This course is offered at the Prahran campus or as distance education at a chosen place within the caregivers own council or shire or by correspondence. 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 subjects 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 up to 50% of the Certificate in Child Care (Assistant).

**Entry requirements**
There are no formal age or academic requirements, however Children's Services regulations require that staff employed in the child care field have physical and psychological attributes enabling them to provide care that is active, adequate and efficient.

**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 and Community Studies Department, Swinburne University of Technology, TAFE Division, Prahran Campus, 144 High Street, Prahran 3181, Telephone: 214 6866.

**3100MFA Certificate in Child Care (Koori Homebased and Homebased Foster Care)**

This course can be run in the Fitzroy/Carlton area. The Certificate in Child Care (Homebased and 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 subjects can be at Koori FACS Unit, the Victorian Aboriginal Child Care Agency (VACCA) or at a chosen place within the caregivers own local area. The subjects 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 subjects 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: Secretary, Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, Telephone 214 6866.

**3100MCA Certificate in Home and Community Care (General, Koori, Bilingual)**

This course is offered at the Prahran, Hawthorn and Carlton campuses. The Certificate in Home and Community Care offers 200 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
Courses are conducted for people currently working in the field and for those wanting to enter the field without previous training or experience. The course comprises a number of modules which provide maximum flexibility of entry, exit and delivery. The modules enable competencies to be attained through both on and off-job activities. All classroom work emphasises the integration of theory with practice. The course is accredited by the State Training Board of Victoria.

Recognition of prior learning
RPL is available to HACC students. The RPL model which has been developed outlines a process for assessing a person’s competencies and comparing them to the competencies/learning outcomes which would normally be achieved through a training program.

Further studies pathways
Many students continue specialised studies in the child care area, or in the area of residential care of youth, child or adults with an intellectual disability.

In the future the course will link into the Advanced Certificate in Home and Community Care.

The Advanced Certificate in Managing Social and Community Services is another pathway available for those interested in management.

Entry requirements
There are no formal educational requirements. The course is designed to provide both in-service and pre-employment training.

Course availability and duration
The course is offered in three streams:
- Certificate in Home and Community Care
- Certificate in Home and Community Care — Bilingual Workers
- Certificate in Home and Community Care — Koori

The bilingual course is for people from a non-English speaking background. It has been established to address two areas of need — that of the ageing migrant population for quality care and that of non-English speaking background workers for professional recognition and a career path in the HACC 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 of 200 hours duration. Course participants must complete 82 hours of core modules and 18 hours of elective modules to a satisfactory standard. This is the off-job component. The course also includes 100 hours of on-job application of the skills covered in the course. This must also be satisfactorily completed.

Course structure
Core modules
ACB18 Communication Skills
ACB19 Policy
ACB20 Health and Safety
ACB21 Client Population

Costs
Students will be notified of costs. The CES will meet course costs for students who are unemployed and participating in the course with the approval of the CES.

Students can also apply for exemptions from the payment of fees. In claiming exemptions proof of status or eligibility must be provided.

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 214 6866.

3200VS Certificate in Family Support Work
The Certificate in Family Support Work is offered at the Prahran campus.

Course aims
The aim of this course is to provide vocational training for family support workers. The course has been developed with flexible entry and exits.

The main focus of the family support worker’s role is to strengthen families so they are able to provide a secure environment for children. This involves close work with family members in their homes, as part of a team approach to family stress.

The broad objectives are:
- to assist in the development of personal skills which will enhance family relationships and maintain a safe and functioning household;
- to assist families in developing and using their own networks of support;
- to improve community responsiveness to the needs of vulnerable families.

Recognition of prior learning
Exemptions and recognition of prior learning can be considered for all modules.

Participants who have successfully completed the Certificate of Occupational Studies (SACS), VCE English or equivalent studies will be exempted from Module 2 — Workplace Communication.

Students’ prior experience and relevant training are an essential and valued part of selection into Residential and Community Services. RPL is offered in a number of subject areas, where the student can fully demonstrate competence already gained.

Further studies pathways
The Certificate course fully articulates into the Advanced Certificate. Pathways are recommended from the Advanced Certificate in Family Support Work to articulate into three alternatives:
- Associate Diploma of Social Science (Welfare Studies)
- Associate Diploma of Social Science (Community Development)
- Advanced Certificate/Associate Diploma of Social Science (Residential and Community Studies)

Entry requirements
Applicant’s must be at least twenty-three years of age at the beginning of the course.

Course duration
The course consists of 300 hours of coursework and 72 hours of practical work.
Course structure
AC825 Introduction to Family Support Work
AC826 Workplace Communication
AC827 Communication and Group Dynamics
AC828 Family Health and Safety/First Aid
AC829 Family Structures
AC830 Elective
AC831 Theory and Practice of Family Support Work
AC832 Field Education

Please note: Subject details are available from the department.

Further information
Secretary Family and Community Studies, Prahran campus, 144 High Street, Prahran 3181. Telephone: 214 6866.

3222MDB 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 subject which combines the first two subjects into a single thirty hour subject.

Further studies pathways
The three subjects 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
A5690 Group Dynamics 30 hours
A5692 Family Structures 30 hours
A5693 Parent Education Programs 30 hours
Co-leadership Experience 10 hours

Application procedure
Applicants should apply through the course application form available from Swinburne Work, Family and Parenting Unit.

Further information
Swinburne Work, Family and Parenting Unit, Telephone 214 6865.
Subject details

C indicates the subject is run at the Carlton 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 subjects is to develop an understanding of the design process, principles and elements, both from an historical and cultural perspective. It looks at how current design practices are applied to solving visual communication problems inherent in typical job brief. Opportunities are presented to progress from manipulating basic design elements, to analysing 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 subject 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
Finished Art studies begins with the basic preparation of camera-ready artwork, both manually and computer generated, one and two colour designs and progresses 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
This subject deals with the 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. It looks at the obligations of employers and employees under OHS legislation and the strategies used to manage OHS 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 subject 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
This subject introduces the basic projection system’s geometric drawing practices as well as 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 subject 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 subject 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 subject 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 three subjects 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.
**Careers (P)**
No. of hours per week: three hours for one semester

**Subject aims and description**
The purpose of this subject 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.

**Colour (P)**
No. of hours per week: three hours for one semester

**Subject aims and description**
The purpose of this subject is to introduce students to the theoretical basic and practical use of colour as it relates to the production of visual communication for commercial production.

Basic colour perception and the preparation of artwork for a range of colour proofing and printing processes.

**Technical Illustration 2 (P)**
Refer to AA352.

**Typography 2 (P)**
Refer to AA353.

**Computer Graphics 2 (P)**
Refer to AA354.

**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 subject 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.

**Reprographics and Prepress 2 (P)**
Refer to AA365.

**Design 3 (P)**
Refer to AA347.

**Finished Art 3 (P)**
Refer to AA349.

**Typography 3 (P)**
Refer to AA353.

**Computer Graphics 3 (P)**
Refer to AA354.

**Product Illustration 2 (P)**
Refer to AA366.

**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.

**Visiting Specialists (P)**
No. of hours per week: three hours in fourth semester

**Subject aims and description**
The purpose of this subject 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.

**Infant and Child Development (H, P)**

**Subject aims and description**
This subject deals with basic theoretical knowledge of children's growth and development. Skill acquisition is studied in the following areas:
- physical development
- intellectual development
- social/emotional development
- language development

**Communication and Life Skills (H, P)**

**Subject aims and description**
This subject 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.

**Caregiving Principles and Practices (H, P)**

**Subject aims and description**
This subject 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.

**Children's Experiences (H, P)**

**Subject aims and description**
This subject deals with providing an enjoyable environment for children which helps to develop their learning and self esteem through play experiences.

**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 combine 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.

**First Aid (C)**
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.
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, team work, introduction to groups and group dynamics, 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.

AC505 Individualised Service Delivery (P)
(Also AC578)
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.

AC506 Principles and Practice of Service Provision (P)
(Also AC527)
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.

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 Stream Studies in Disabilities (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 IPP, 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.

Stream Studies in Youth/Child Care (P)
(Also AC528)
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: seventy-two 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)
Refer to AC505.

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 Practice of Service Provision (P)
Refer to AC506.

AC528 Stream Studies in Youth/Child Care (P)
Refer to AC510.
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, AC602  Early Childhood Development (C)  
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 (C)  
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 (C)  
No. of hours: sixty-eight hours  
**Subject aims and description**  
This subject 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 (C)  
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.

AC653  Principles and Practices of Health, Safety and Daily Care (C)  
No. of hours: seventy-eight hours  
**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 (C)  
No. of hours: one hundred and two 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 (C)  
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) (C)  
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 practice the vocational skills they have obtained from the university component of the course in a work setting.

AC686  Supervised Field Placement (Koori Organisation) (C)  
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 subject will provide the skills and knowledge required to develop a sound and flexible working relationship between the home-based child care worker, the parent, the child and the coordinating unit. The subject 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 aims and description**  
This subject is considered an integral component for home-based care workers in providing a child care service. It examines the historical aspect of home-based 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 children's service.

AC713  Children's Growth and Development (P)  
No. of hours: twenty hours  
**Subject aims and description**  
This subject 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 home-based care.
Daily Care and Routines (P)

No. of hours: twenty-two hours

Subject aims and description
This subject will provide skills in the area of home safety, hygiene, occupational health for care and nurturing of children taking into account the cultural diversity of the children in care.

Play and Learning (P)

No. of hours: twenty-two hours

Subject aims and description
This subject will provide 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.

Families in Australia (P)

No. of hours: ten hours

Subject description
This subject looks at the different cultures, environments and ideas of caring for children in their communities.

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.

Developing Skills in the Workplace (C)

No. of hours: twelve hours

Subject aims and description
This subject 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 subject will also provide the necessary skills to provide an appropriate counselling and referral network for the individual needs of parents and children.

Professional Development (C)

No. of hours: twelve hours

Subject aims and description
This subject is considered an integral component for homebased care workers in providing a quality service to the community which reinforces the status of home based care workers as professional providers of a children's service.

Growth and Development (C)

No. of hours: twenty-two hours

Subject aims and description
This subject 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.

Introduction to Family Support Work (P)

No. of hours: fifty hours

Subject description
This subject includes class work as well as excursions and guest speakers to give students an overview of the role and responsibilities of a family support worker.

Workplace Communication (P)

No. of hours: thirty hours

Subject description
This subject deals with the writing, reading and recording skills needed to undertake the course successfully, as well as a provide literacy skills required in family support work.

Communication and Group Dynamics (P)

No. of hours: thirty-four hours

Subject aims and description
This subject aims to develop communication and group processes that facilitate working with family and community groups.

Family Health and Safety (P)

No. of hours: sixty hours

Subject description
This subject looks at the knowledge and skills family support workers need to help families develop their own health, safety and care.

Students also complete an Occupational Health and Safety Level 2 First Aid Certificate.
**AC829 Family Structures (P)**
No. of hours: thirty-four hours

*Subject description*
This subject looks at child to adult development as well as examining optional family functioning.

**AC830 Elective (P)**

*Subject description*
This elective offers students specialised study in issues impacting on families.

**AC831 Theory and Practice of Family Support Work (P)**
No. of hours: sixty hours

*Subject description*
This subject is made up of ten ‘mini-modules’ of six hours each. These may be covered in conjunction with other subject areas or stand alone as small study units. The assessment of these units may be part of the field placement evaluation.

The mini-modules are:
- Working in Teams
- Interpersonal Skills and Service
- Roles of the Family Support Workers in Assessment
- Advocacy and Mediation
- Information and Skill Sharing
- Networking
- Group Work
- Providing Practical Support to Families
- Reporting, Recording and Time Management
- Safety and Self-Care

**AC832 Field Education (P)**
No. of hours: seventy hours

*Subject description*
Students will be required to satisfactorily complete ten days field placement under supervision of Family Support program coordinators and workers. Students will be visited on placement by teaching staff who will discuss and evaluate the student’s progress with the student and field placement staff.

**ALC01 Chinese (Mandarin) 1A and 1B (P)**

**ALC02**

*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.

**ALJ01 Japanese 1A and 1B (P)**

**ALJ02**

*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)
No. of hours: four hours for thirty-four weeks

*Subject description*
Ideas, Language and Culture aims to develop an awareness of literature and the visual arts and their relationship to culture. This subject 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)
No. of hours: three hours for thirty-four weeks

*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 artworks, and the art 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)
No. of hours: five hours for thirty-four weeks

*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 sketchbook and visual resource journal will be kept as an ongoing process which is not restricted to class time.

**AP505 Design 1 (P)**
(Also AP605)
No. of hours per week: three hours for thirty-four weeks

*Subject description*
Basic design concepts are introduced through the disciplines of photography, film and video, drawing and sculpture.

**AP509 Sculpture 1 (P)**
(Also AP609)
No. of hours per week: three hours for thirty-four weeks

*Subject description*
The development of concepts and methods in the production of sculpture are encouraged through set and self-initiated projects. Historical and contemporary examples describe the language of sculpture, and a critical awareness of current art practice enables the student to discuss and research their own production. Instruction in the proper use of hand tools, equipment and materials is given, in relation to issues of health and safety.
Subject areas include: 16mm film production, sound recording, Hi8 video production, screenwriting, production management, film theory and drawing.

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 at 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 (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: showreel in VHS no longer than 10 minutes

*Subject description*  
The emphasis in training is directed towards independent production in non-mainstream, broadcast quality, film and video.

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matters students will be required to recognise environmental factors within their own work and the work of other artists. Students evaluate and become involved in a number of different art forms through exhibitions, exposure to film and theatre and a Visiting Artist Program.

**AP702 Contemporary Art Studies 1 (P)**
No. of hours per week: two hours for sixteen weeks

**Subject aims and description**
This subject introduces students to the study of the visual arts by providing them with some knowledge of the conventions of history in relation to contemporary art. Specific emphasis is placed on painting, printmaking, sculpture and photography with relevant class groups.

**AP703 Drawing (General) 1 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
General Drawing provides the student with knowledge and practical experience in drawing and its relevance and application to other modules contained within the course.

**AP704 Life Drawing 1 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
This subject introduces students to the discipline of life drawing, and incorporates and relates this to other studies contained within the course.

**AP705 Support Studies (Stage 1) (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
Support Studies enables students to extend their experience by providing them with a range of elective options which relate to their pursuit of enquiry.

**AP706 Context and Culture 2 (P)**
No. of hours per week: five hours for sixteen weeks

**Subject aims and description**
This subject provides an in-depth analysis of sociological subject matter. The relation between art and social environment will be further emphasised. Students will be required to acquire a knowledge of the art industry and its relevance to themselves as future practitioners.

**AP707 Contemporary Art Studies 2 (P)**
No. of hours per week: two hours for sixteen weeks

**Subject aims and description**
To build on the knowledge gained in Contemporary Art Studies 1. Emphasis is placed on the identification of the philosophical basis on which art works are made. The conventions of history in relation to contemporary art are further explored. Specific emphasis is placed on extending individual’s concepts of the purpose of art production.

**AP708 Drawing (General) 2 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
To extend on the practical knowledge gained in Drawing (General) 1 and to incorporate new information into the production of a series of drawings that will culminate in the production of a folio.

**AP709 Life Drawing 2 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
To identify and apply an extended knowledge and investigation of drawing media and produce a folio of life drawings which display a diversity of poses and time durations.

**AP710 Support Studies 2 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
This module enables students to extend on their experience in other modules of the course by providing them with a range at elective options which relate to their pursuit of enquiry.

**AP711 Painting 1 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
Students will be encouraged to produce paintings which make use of a variety of techniques and applications with an emphasis on current painting practice.

**AP712 Printmaking 1 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
This subject provides students with the skills and practical knowledge in printmaking to enable them to produce prints expressing individual ideas and concepts.

**AP713 Sculpture 1 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and description**
This subject provides students with an introduction to the complex relationship between developing concepts and precepts and their synthesis with the manipulation of materials to form a basis for producing sculpture.

**AP714 Photography 1 (P)**
No. of hours per week: three hours for sixteen weeks

**Subject aims and 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.
A substantial folio is produced through a series of challenging and innovative projects.
AP715 Painting 2 (P)
No. of hours per week: three hours for sixteen weeks

Subject aims and description
Students will expand upon knowledge gained in Painting 1 and use their journal as a source of material for the formation of contemporary painting ideas.

AP716 Printmaking 2 (P)
No. of hours per week: three hours for sixteen weeks

Subject aims and description
To expand on the knowledge and skills gained in Printmaking 1 and to allow for broader exploration into printmaking disciplines.

AP717 Sculpture 2 (P)
No. of hours per week: three hours for sixteen weeks

Subject aims and description
To extend and reinforce the relationship between ideas and source information and the manipulation of materials as the essence of producing sculpture. Emphasis is placed on analysing the links between the choice of material and the way in which materials accentuate or increase accessibility to the information and intention of a piece of sculpture.

AP718 Photography 2 (P)
No. of hours per week: three hours for sixteen weeks

Subject aims and description
Students should now be able to start making appropriate decisions regarding the use of suitable techniques for their own theoretical and conceptual purposes.

AP723 Content and Culture 3 (P)
No. of hours per week: three hours for sixteen weeks

Subject aims and description
To increase students’ exposure to a broad range of philosophical theories and their influence on the arts. To develop and adapt knowledge gained in Context and Culture 1 and 2 and Contemporary Art Studies 1 and 2 with regard to individual student philosophy and response to the art production process. This module relates to all the modules in the Visual Arts course.

AP724 Contemporary Art Studies 3 (P)
No. of hours per week: one hour for sixteen weeks

Subject aims and description
This subject aims to increase students’ exposure to a broad range of history and contemporary theory and its influence on the arts. To develop and adapt knowledge gained in Contemporary Art Studies 1 and 2 with regard to students’ personal approach and response to the art making process. This module relates to the major study.

AP725 Drawing 3 (P)
No. of hours per week: three hours for sixteen weeks

Subject aims and description
This subject aims to develop the students’ perception of the role and place of drawing and its relevance to the students’ major study.

AP726 Art Business Practice 1 (P)
No. of hours per week: one hour for sixteen weeks

Subject aims and description
A major aim of this module is to inform the student whilst gaining the necessary skills to make the transition to being a professional visual artist. This module is designed to provide students with research and business planning skills necessary to initiate and develop employment within the art industry, general business and community sector.

AP727 Art Business Practice 2 (P)
No. of hours per week: one hour for sixteen weeks

Subject aims and description
This subject aims to provide students with essential knowledge encompassing issues relating to art law, sound business practice and the legal responsibilities of a self-employed art practitioner.

AP728 Painting 3 (P)
No. of hours per week: nine hours for sixteen weeks

Subject aims and description
This subject aims to enable students to develop the means of personal expression and a visual language through a knowledge of materials and methods and their possibilities through the exploration and control of process. To further develop knowledge of the philosophical and cultural basis of painting as a fine art discipline.

AP729 Sculpture 3 (P)
No. of hours per week: nine hours for sixteen weeks

Subject aims and description
The investigative, inventive and innovative processes introduced in stages 1 and 2 are built upon by stressing the need to develop works that use and exploit the materials, concept, theory and philosophies that will enable the student to produce sculpture that invites spectator/audience attention and interest.

AP730 Printmaking 3 (P)
No. of hours per week: nine hours for sixteen weeks

Subject aims and description
This subject aims to enable students to extend upon learning outcomes in Printmaking 1 and 2 and to provide students with the skills and confidence to initiate and develop the expression of ideas through printmaking.

AP731 Photography 3 (P)
No. of hours per week: nine hours for sixteen weeks

Subject aims and description
This subject aims to expand on knowledge and skills gained in Photography 1 and 2. To synthesise technical, theoretical and conceptual skills for a more sophisticated use of personal ideas.
AP743 Photography 4 (P)
No. of hours per week: nine hours for sixteen weeks

Subject aims and description
This subject aims to provide students with the skills to recognise the place of photography and representation within contemporary art practices, theories and culture. It further synthesises technical and conceptual skills for the development of a sophisticated style.

AP750 3D Graphics 2 (P)
Subject aims and description
Combines a knowledge of the design elements and 3D construction methods with the development of dimensional graphic design solutions; considers problems related to creating models for art direction, packaging and point of sale requirements.

AP760 Product Design 2 and 3 (P)
Subject aims and description
Applies and expands the design process to industry oriented product design problems; integrates product design technology in the development of project submission (e.g. CAD, specifications of manufacturing processes, production of models and prototypes where relevant); develops design technician capacities in relation to problems of redesign and technical modifications to a given product.

AP761 Graphic Design 2 (P)
Subject aims and description
Introduces the design process in relation to graphic design practice emphasising a creative and investigative approach to problem solving; explores through project work, key elements of the form of graphic design including applications (label, tags, point of sale, etc.) layout, typography, symbols and signs.

AP762 History and Theory of Art and Design 3 (P)
Subject aims and description
Introduces the study of contemporary art and design to enable students to identify a context and reference for current graphic and product design practice.

AP763 Critical Studies 2 (P)
Subject aims and description
Develops an understanding of the key issues of media (photography, mass media; television, newspapers, related aspects of cinema); enables the student to develop skills in critical analysis and discussion.

AP764 Photography 3 (P)
Subject aims and description
Further develops skills in art direction; examines alternative photographic processes; relates photography to publications.

AP765 Modelmaking 3 and 4 (P)
Subject aims and description
Provides the student with the knowledge and practice of producing working prototypes.

AP766 3D Graphics 1 (P)
Subject aims and description
Applies three dimensional design principles to the development and production of graphic design solutions; emphasises pure design in the production of graphic objects.
AP767  Technology 2 (P)
Subject aims and description
Introduces a range of engineering materials such as plastics, wood, ferrous and non-ferrous metals, glass and concrete in order to provide background knowledge of the design process.

AP768  Electronic Design 1 (P)
Subject aims and description
Introduces the use of the computer and appropriate graphic software as an aid to design; trains students in the use of selected software related to graphic design.

AP769  Computer Aided Drafting 1 and 2 (P)
Subject aims and description
Introduces the principles and practice of computer aided drafting in relation to engineering drawing, 3D wire frame, 3D surface and 3D solid modelling.

AP770  Drawing for Illustration 1 (P)
Subject aims and description
Introduces the basic principles and practices of illustration; emphasises a creative approach to develop illustration solutions.

AP771  Product Illustration 1 (P)
Subject aims and description
Provides an undertaking and application of one and two point perspective; applies technical illustration practices to product and related subjects.

AP772  Type, Design and Layout 3 (P)
Subject aims and description
Applies principles of typography, design and layout to develop typographic design solutions; develops an original typeface design in relation to a given brief.

AP773  Technical Drawing 2 (P)
Subject aims and description
Builds on the skills and knowledge developed in Technical Drawing 1; extends Engineering Drawing practice to developing a drawing from an actual manufactured object; introduces the use of sectioning in relation to intersecting surfaces.

AP775  Graphic Design 3 (P)
Subject aims and description
Applies the graphic design process to specific graphic design problems including packaging, typography, symbol design, labels and other related graphic forms; applies finished art and pre-press skills in the production of artwork when required.

AP776  Design Survey (P)
Subject aims and description
Identifies and investigates the environment, structures and practices of the graphic design industries; introduces a number of design practitioners with specialist skills and knowledge.

AP777  Industry and Workplace Studies (P)
Subject aims and description
Provides students with experience in applying acquired skills and knowledge to a related workplace situation; experience the constraints and expectations of the workplace environment; gain industry experience prior to application for employment; provides an overview of occupational health and safety practices and principles as it relates to the workplace.

AP779  Modelmaking 4 (P)
Refer to AP765.

AP787  Technology 3 (P)
Subject aims and description
Introduces a range of engineering processes, plastic moulding, metal and wood fabrication mass production.

AP782  Electronic Design 2 (P)
Subject aims and description
Identifies the use of bit mapped software packages to manipulate imagery used in design; uses page layout software in the development of publication design.

AP784  Drawing for Illustration 2 (P)
Subject aims and description
Undertake illustration projects utilising analytical, conceptual and technical skills and knowledge.

AP785  Product Illustration 2 (P)
Subject aims and description
Further develops perspective drawing skills; introduces three point perspective; explores a variety of perspective drawing applications; introduces marker rendering.

AP786  Supplementary Studies (P)
Subject aims and description
Provides an opportunity for supplementary studies to be included in the course structure appropriate to local conditions and perceived local students and industry needs.

AP781  Technical Drawing 3 (P)
Subject aims and description
Applies computer aided drafting skills to develop design solutions.

AP801  Design Process 1 (P)
Subject aims and description
Introduces the basic principles of graphic and product design.

AP802  2D Studies 1 (P)
Subject aims and description
An explanation of the visual language, media and materials of the design process.

AP803  3D Studies 1 (P)
Subject aims and description
Introduces the design process in relation to 3D problem solving; provides a preparation for 3D graphic design and product design; introduces the visual language of 3D design; introduces tools, equipment and materials used in the construction of 3D models; develops skills in the fabrication, finish and presentation of 3D design work.
AP804  **History and Theory of Art and Design 1 (P)**

**Subject aims and description**
Provides a cultural frame of reference for design students by exploring developments, concepts and contexts in art and design from neoclassicism to the beginning of modernism; examines the role that art and design play in shaping and communicating social, political and cultural values; introduces viewing, analysis and discussion of ideas, objects and images; develops academic skills including research, writing and oral language skills.

AP805  **Technology 1 (P)**

**Subject aims and description**
Develops the ability to use equipment related to the design process including the reprographic camera, basic darkroom, photocopier functions, basic computer operations, elementary word processing; applies concepts of OH&S to industry and design workplaces.

AP806  **Life Drawing 1 (P)**

**Subject aims and description**
Experience and explore the perceptual process (the perception of form translated to drawing, using the elements of drawing); draw the figure in structural and expressive terms.

AP807  **Drawing 1 (P)**

**Subject aims and description**
Provides students with the skills and knowledge to draw from observation; uses drawing as a process of graphic inquiry and expression; uses drawing to enable interpretation of subject matter; provides a foundation to graphic visualisation and illustration.

AP808  **Typography 1 (P)**

**Subject aims and description**
Provides a design approach to the development and use of type form; develops sensitivity to letter form and spatial balance through appropriate drawing and manual drafting exercises; builds an understanding of the terminology of type; establishes a historical context for type form; enhances the skills and knowledge in ‘Design Process’ (Module 4).

AP809  **Technical Drawing 1 (P)**

**Subject aims and description**
Provides an introduction to the basic principles and practise of engineering drawing using the AS1100 Drawing Standard and system; provides technical drawing skills to be used in project work in Module 4 Design Process (Product).

AP810  **Photography 1 (P)**

**Subject aims and description**
Introduces the photograph and photography as a means of communicating an emotive message; provides technical skills associated with black and white photography and printing; introduces basic considerations of colour photography.

AP811  **Printmaking 1 (P)**

**Subject aims and description**
Introduces a number of printmaking techniques and processes in relation to image development and manipulation; investigates design principles through printmaking processes.

AP812  **Design for Print 1 (P)**

**Subject aims and description**
Provides a practical introduction to the preparation and printing of design work using screenprinting; familiarises design students with printing materials and methods.

AP813  **Modelmaking 1 (P)**

**Subject aims and description**
Introduces the scope and introductory practices of modelmaking; enables students to produce form models and visual mock-ups from engineering drawings when required.

AP901  **Introduction to Graphic Design 1 (P)**

**Subject aims and description**
Uses the design process to solve basic two dimensional and three dimensional visual problems; explores each stage of the design process within the context of project work consisting of complete briefs; introduces the basic principles of graphic design.

AP902  **Introduction to Product Design 1 (P)**

**Subject aims and description**
Uses the design process to solve basic 2D and 3D functional problems; explores each stage of the design process within the context of project work consisting of complete briefs; introduces the basic principles of product design.

AP903  **2D Studies 2 (P)**

**Subject aims and description**
Expands and applies the elements and principles of the visual language to generate ideas and solve 2D visual problems.

AP904  **3D Studies 2 (P)**

**Subject aims and description**
Consolidates and applies the language and skills of 3D design to project work; provides a preparation for the practical applications of 3D design in graphic and product design; refers to examples of 3D design in design and art as a context for practical work.

AP905  **History and Theory of Art and Design 2 (P)**

**Subject aims and description**
Further develops a cultural frame of reference for the design student by exploring the theories, concepts and history of modernism; explores themes of gender and class, imperialism and nationalism, east/west and the consideration of the influence of political and social theories; links history and theory of arts and design to the students design practice.

AP906  **Introduction to Critical Studies 1 (P)**

**Subject aims and description**
Introduces the critical and aesthetic analysis of film; investigates how meaning is produced in cinema; explores film’s relation to its social, historical and political context; develops critical capacity and awareness in discussing the nature of film.

AP907  **Life Drawing 2 (P)**

**Subject aims and description**
Further develops observation drawing skills and knowledge; introduces composition and the spatial environment of the figure; explores colour media and materials in relation to life drawing; develops an independent attitude in the production of life drawing.
AP908  **Drawing 2 (P)**
**Subject aims and description**
Develops drawing as a method of communication and visual research.

AP909  **Typography 2 (P)**
**Subject aims and description**
Develops an ability to design and execute a page layout using type forms; creatively respond to a design brief with typographic solutions; relates type design to a printed outcome; develop a critical sensibility to the appropriateness of typographic solutions to given design and communication problems; relates typography to Introduction to Graphic Design 1 and Printmaking 2.

AP910  **Maths for Technicians (P)**
**Subject aims and description**
Provides mathematical skills related to the development of design and product design solutions; experience the application of mathematics to design development.

AP911  **Photography 2 (P)**
**Subject aims and description**
Develops an ability to produce a set of black and white photographs that communicate a concept or idea; begin to art direct a photographic shoot in a studio; relates photography to publications.

AP912  **Printmaking 2 (P)**
**Subject aims and description**
Introduces intaglio printmaking and printmaking methods to assist in design and image development.

AP913  **Design for Print 2 (P)**
**Subject aims and description**
Relates design to print through photo-mechanical print processes; introduces the process camera; learn to interpret and translate a design to print using screenprinting processes.

AP914  **Modelmaking 2 (P)**
**Subject aims and description**
Enables students to produce basic external models which incorporate straight and curved form.

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.

AS427  **Professional Development (P)**
**No. of hours: forty-five hours**
**Subject aims and description**
Provides an overview of the children's services field and 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.

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)**
(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.

AS477 Human Biology (P)
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.

AS478 Supervised Fieldwork Management 1A
and 1B (P)
(Also AS522, AS603)
No. of hours: 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.

AS479 Supervised Fieldwork Placement (P)
(Also AS520, AS521, AS601, AS620,
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.

AS480 Behaviour and Guidance 2 (P)
Refer to AS463.

AS481 Daily Care, Health and Safety 3 (P)
Refer to AS469.

AS482 Supervised Fieldwork Placement 1A
and 1B (P)
Refer to AS480.

AS483 Supervised Fieldwork Management 2B
(P)
Refer to AS478.

AS484 Neonatal Care (P)
No. of hours: thirty hours

Subject aims and description
Increases 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.
AS528  Early Childhood Development (P)  
(Also AS529, AS530)  
No. of hours per week: one hundred and twenty-five hours  

Subject aims and description  
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.

AS529  Early Childhood Development (P)  
AS530  Refer to AS528.

AS600  Program Planning 2 (P)  
Refer to AS477.

AS601  Supervised Field 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.

AS607  Child Study 2 (P)  
Refer to AS464.

AS614  Daily Care, Health and Safety 4 and 5 (P)  
AS615  Refer to AS469.

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.

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 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.

LI527  Art (Drawing) (P)  
No. of hours per week: two hours for eighteen weeks  

Subject aims and description  
Students have the opportunity to join a VCE year eleven art class and explore their creativity.

SZ710  Introduction to Costume (P)  

Subject aims and description  
This subject will provide students with basic skills and knowledge in costume construction techniques and processes relevant to the theatre industry.

SZ712  Millinery 1 (P)  

Subject aims and description  
The subject will provide students with the skills and knowledge to cut and sew a range of soft hats.

SZ713  Costume Maintenance (P)  

Subject aims and description  
The subject will provide students with the skills to perform the duties of a dresser or costume maintenance person.

SZ714  Introduction to Make-up, Wigs and Prosthetics (P)  

Subject aims and description  
This subject will provide participants with basic skills in the design and application of stage and special effect make-up, the fitting and dressing of wigs and the construction and application of prosthetics used in performance.
SZ716  Garment Assembly 1 (P)
Subject aims and description
This subject will provide students with the skills and knowledge to cut and sew basic garments and to develop the analytical skills in selecting construction techniques appropriate to the fabric and function of the garment.

SZ717  Introduction to Pattern Drafting (P)
Subject aims and description
This subject will provide students with the skills and knowledge in flat pattern drafting and block information.

SZ718  Introduction to the Theatre Industry (P)
Subject aims and description
This subject will introduce students to the activities, environment, occupations and opportunities in the theatre industry.

SZ719  Workplace Safety (P)
Subject aims and description
This subject will provide participants with an overview of the obligations and legal requirements of occupational health and safety in the theatre industry.

SZ720  First Aid Certificate (P)
Subject aims and description
This subject will provide students with the skills and knowledge required to render emergency first aid.

SZ721  Development of Technology in European Theatre (P)
Subject aims and description
This subject will develop students’ ability to place a performance in an historical cultural framework.

SZ722  Practical Placement 1 (P)
Subject aims and description
This subject will provide students with first-hand experience in the technical operations of a production company or performance venue and an opportunity to practice skills and knowledge developed in level 1 core and stream modules. The practical placement may take place in more than one workplace if this is felt to be appropriate.

SZ726  Garment Assembly (P)
Subject aims and description
This subject will provide students with the skills and knowledge to cut and sew basic garments and to develop the analytical skills in selecting construction techniques appropriate to the fabric and function of the garment.

SZ727  Millinery 2 (P)
Subject aims and description
This subject will provide students with the skills and knowledge required to manufacture contemporary hats for the stage.

SZ728  Pattern Construction (P)
Subject aims and description
This subject provides students with basic skills for drafting patterns to specific measurements from the flat method.

SZ729  Wardrobe Supervision (P)
Subject aims and description
This subject will analyse the duties involved in wardrobe supervision in the specific areas of stage, television and film productions.

SZ730  Introduction to Industrial Relations (P)
Subject aims and description
This subject will introduce students to the concepts and processes of industrial relations relevant to the theatre industry.

SZ731  Non-European Theatre Traditions (P)
Subject aims and description
This subject will provide students with a background to non-European performance traditions which impact on the Australian theatre industry.

SZ732  Practical Placement 2 (P)
Subject aims and description
This subject will provide students with first-hand experience in the technical operations of a production company or performance venue and an opportunity to practice skills and knowledge developed in level 2 core and stream modules. The practical placement may take place in more than one workplace if this is felt to be appropriate.

SZ740  First Aid (P)
Subject aims and description
First aid code of practice and first aid kits; personal hygiene and infection control; priorities of life supporting first aid; care of an unconscious person; cardio pulmonary resuscitation; management of external bleeding; accessing help in an emergency; fractures and soft tissue injuries.

SZ743  Word Processing (P)
Subject aims and description
System commands; batch files; editors; back-up and restoration of disks; parts and functions of the keyboard and monitor; ergonomics; touch typing techniques; keyboard skills practice; document creation; editing and saving; document formatting; text formatting.

SZ760  Make-Up and Mask (P)
Subject aims and description
Types of make-up, resources; range of performance settings; make-up design; application of make-up; Occupational Health and Safety; make-up construction (papier mache, latex); mask design, application in a range of performance contexts.

SZ745  Basic Lighting (P)
Subject aims and description
Occupational Health and Safety; testing and use of circuit and multimeter; use and operation of theatre lanterns; basic theatre lantern maintenance; notation, rig, cable, and patch lanterns; use of lighting board; cue sheets.

SZ746  Basic Stage Management (P)
Subject aims and description
Roles and duties of stage manager; rehearsal processes; pre-production; production and post-production tasks; prompt copy; props list; cue sheets; diagrams.
Basic Set Design (P)
Subject aims and description
Visits to different performance venues; materials; use of tools and maintenance; floor plans; scale models; basic set construction.

Movement for Performers (P)
Subject aims and description
Emphasis is placed on developing an unconscious use of the body; warm-up routines; Occupational Health and Safety; kinaesthetic awareness; major contributors to twentieth century dance styles and movement techniques; role of dance in specific communities.

Voice (P)
Subject aims and description
Vocal warm-up; employing techniques of some of the major theorists; emphasis is on the easy, natural release of voice.

Improvisation (P)
Subject aims and description
Improvisation techniques; story-telling and narrative forms; actor/audience relationship; clowning; commedia dell'arte.

Introduction to the Australian Theatre Industry (P)
Subject aims and description
Scope and historical development of Australian theatre and community arts organisation; organisational structures; funding sources; career paths.

Scriptwriting (P)
Subject aims and description
Action; scenario; conflict; character status; dialogue; reading of performance of short script.

Project Administration (P)
Subject aims and description
Funding sources; budgeting; Front of House tasks; box office administration; project organisation.

Publicity, Marketing and Event Management (P)
Subject aims and description
Budgeting; developing a marketing strategy; work team communications; organisational skills; basic administration tasks; writing for the media; submitting to the press; writing a public relations campaign; news releases, radio, television and print; types of reports (investigation, progress, analysis, research); report structure, language and style, data collection/planning/drafting.

Research and Consultation (P)
Subject aims and description
Skills appropriate to event projects: strategic planning; documenting research skills; time management; education skills.

Costume (P)
Subject aims and description
Low cost costume design; design; resources; alterations and simple patterns; relationship between costume, character and style.

Make-Up and Mask (P)
Subject aims and description
Refer to SZ744.

Basic Photography (P)
Subject aims and description
Use of a 35mm camera; loading and unloading; light meter operation; developing, chemical mixing and quantities; printing and enlarging.

Basic Video Camera Operation (P)
Subject aims and description
Camera operation of VHS equipment; lighting; sound.

Basic Sound (P)
Subject aims and description
Sound terminology; patch and operation of simple sound system; basic recording and editing; use and placement of microphones in various setting.

Performing Arts in Context (P)
Subject aims and description
Six performance visits; relationship between drama and society; major innovators; relationship of performing space, performer and audience.

Acting (P)
Subject aims and description
Performance styles; actor/audience relationships; character development; script analysis; monologues; duologues; reading texts.

Music in Performance (P)
Subject aims and description
Rhythmic patterns; use of a range of percussive instruments; simple instrument making.

Introduction to Industrial Relations (P)
Subject aims and description
Structure of the industrial relations system; award system; Occupational Health and Safety; training; contracts; roles of various organisations (employers and unions).

Popular Theatre (P)
Subject aims and description
Major political movements in the twentieth century; theatrical styles and conventions; major playwrights and innovators; theatre for cultural action.

Introduction to Quality Concepts (P)
Subject aims and description
This subject will introduce students to the basic concepts of quality management and its links with productivity, and the importance of attitude in the application of quality concepts in the workplace.

Industrial Relations (P)
Subject aims and description
This subject will provide students with an understanding of the Australian industrial relations system with particular emphasis on the resolution of workplace problems within the industrial legal framework.
SZ859  Staffing (P)
Subject aims and description
This subject will provide students with the skills and knowledge required to undertake basic personnel procedures such as recruitment, selection and induction.

SZ860  Train the Trainer (P)
Subject aims and description
This subject will provide students with the skills and knowledge to enable them to effectively plan, deliver and evaluate simple training programs.

SZ862  Practical Placement 3 (P)
Subject aims and description
This subject will provide students with first-hand experience in the technical operations of a production company or performance venue and an opportunity to practice skills and knowledge developed in level 3 core and stream modules. The practical placement may take place in more than one workplace if this is felt to be appropriate.

SZ863  Dancewear Construction (P)
Subject aims and description
On completion of this subject you will have the skills and knowledge required to manufacture costumes for dance performance.

SZ864  Applied Decoration Techniques (P)
Subject aims and description
On completion of this subject you will have the skills in basic dying, fabric painting, applied decoration and art finishing techniques.

SZ865  Novelty Costume (P)
Subject aims and description
This subject provides students with the skills and knowledge to construct soft and structured bodied novelty costumes and create headaddresses suitable for stage specticals.

SZ866  Period Costume (P)
Subject aims and description
This subject provides students with the skills and knowledge required to research, make patterns, and produce period costumes.

SZ867  Period Millinery (P)
Subject aims and description
This subject provides students with the skills and knowledge required to interpret designs and create period millinery.

SZ868  Undergarments (P)
Subject aims and description
This subject provides students with the skills and knowledge required to construct undergarments including those which alter body silhouette for the stage.

TG001  English (Units 3 and 4) (H) (P)
Subject aims and description
This subject, which is compulsory at VCE level, aims 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.

TG002  Legal Studies (H) (P)
Subject aims and description
Unit 3: Making and changing the law 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 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.

TG004  Accounting (H) (P)
Subject aims and description
Unit 3: Double entry for accounting service firms 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 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.

TG005  Physics (H) (P)
Subject aims and description
Unit 3: Investigation, sound, electronics and electric power examines sound, electronics, electric power and the principles of investigation in selected contexts. Unit 4: Motion, gravity, structures, light and matter 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.

TG006  Chemistry (H) (P)
Subject aims and description
Unit 3: Chemistry and the market place 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 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.

TG007  Biology (H) (P)
Subject aims and description
Unit 3: Survival mechanism examines cellular processes and the various mechanisms which enhance the survival of individual organisms. Unit 4: Biological continuity and change examines the mechanisms of biological inheritance and the processes of evolution.
TG008  Information Technology: Information Technology in Society (H)
Subject aims and description
Unit 3 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, including a look at technological and social change in history. Practical work on computers will be required as well as an observation of an information system in an organisation. Unit 4 examines information technologies, the means by which their development and use can be controlled by society, and philosophies about the nature of future society.

TG009  Media (H)
Subject aims and description
Unit 3 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 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.

TG010  Literature (H)
Subject aims and description
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.

TG011  History: Australian History (H)
Subject aims and description
Units 3 and 4: Australian History explores 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.

TG012  Psychology (H) (P)
Subject aims and 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.

TG013  Environmental Studies (H)
Subject aims and description
Unit 3 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 environmental implications of the extraction, production and 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 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 system.

TG014  Political Studies (P)
Subject aims and description
Unit 3: Political systems and structure of power 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 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.

TG015  Human Development in Society (H) (P)
Subject aims and description
Unit 3: People, food and nutrition 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 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.

TG017  English as a Second Language (ESL) (H) (P)
Subject aims and 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 VBOSS ESL guidelines if they have been living in Australia for less than six (6) years and their first language is not English.

TG039  Further Mathematics (H) (P)
Subject aims and description
Content: Compulsory core: Probability and Statistics. Options: From — Arithmetic and Applications; Probability and Statistics; Geometry and Trigonometry; Graphs and Relations; Business Related Mathematics; Networks and Decision Mathematics.

TG040  Specialist Mathematics (H) (P)
Subject aims and description
Assumed knowledge: Mathematics Methods 3 and 4. Content: Core — Coordinate geometry; trigonometry; algebra; calculus; differential equations; kinematics; vectors in two and three dimensions. Options: From — Statistics and Probability; Geometry; Mechanics; Logic.
TG041  Mathematical Methods (H) (P)
Subject aims and description
Assumed knowledge: Mathematical Methods Units 1 and 2. Content: Coordinate geometry; trigonometric functions; calculus; algebra; statistics and probability.

TG042  Business Management (H) (P)
Subject aims and description
Unit 3 focuses on the role of management in the development and implementation of human resource policy, in terms of the links between management and human resources, industrial relations, and changes occurring in human resource management policies. Unit 4 examines a broad range of management functions within the context of large business focusing 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.

TG046  Contemporary Society (P)
Subject aims and description
Definitions of community and their uses are the basis of Unit 3. 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. Unit 4 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.

TG047  Classical Society and Culture (P)
Subject aims and description
Unit 3 explores the relationship between selected 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. Unit 4 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.

TG052  Information Technology: Processing and Management (P)
Subject aims and description
Examines the purpose and practice of information processing and management in organisations and the relationships between the components of an information system, people, procedures people and information and looks at change in these systems and the impacts of these changes.

TG053  Information Technology: Info Systems (P)
Subject aims and description
Unit 3 examines hardware and software components and the way they may be combined to form computer systems. It explores the design principles underlying computer logic circuits, the factors that influence the design of computer systems and the effects of these systems on people. Unit 4 examines the structure of information systems and influences on their development. It also examines the relationship between the problems to be solved by the system and the software used to solve the problems.

TG055  Physical Education (P)
Subject aims and description
Unit 3 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. Unit 4 integrates both the biological and physical, and the social and cultural aspects of physical activity in order to develop a comprehensive and coherent view. (VCE PE Davis, Kimmit and Auty Book 2.)

TG058  Theatre Studies (P)
Subject aims and description
Unit 3 examines theatre history (one period in detail) through practical performance activities and theoretical study. Unit 4 examines current characteristics and directions of theatre in Australia and includes the identification and exploration of local, national and international influences.

TH201  Introduction to Community Development (H)
No. of hours per week: four hours for seventeen weeks
Assessment: community project
Subject description
Provides an overview of the historical development and key issues of community development. Explores and analyses models and theories of community development and evaluates each in the context of creating social change.

TH202  Human Rights and Advocacy (H)
No. of hours per week: four hours for seventeen weeks
Assessment: one class paper, one research assignment
Subject description
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 (H)**
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. Emphasises 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 bureaucractic elements. Community organisations such as 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. Australian and international social movements 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)**
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

**Subject aims and description**
Students will have the opportunity to apply their skills and knowledge in a practical community based setting. Tutorials will be held to clarify work requirements.
TH250  **The Justice System (P)**
No. of hours per week: three hours for eighteen weeks
Assessment: one major research paper and one class paper

*Subject aims and description*
The aim of this subject is to provide an understanding of the basic theories and concepts underlying the justice system and a framework for other justice subjects offered in the Certificate. This subject will explore origins, types and sources of law in Australia as well as administration and enforcement of the law. Law reform and alternatives will also be explored.

TH251  **Communications (P)**
No. of hours per week: three hours for eighteen weeks
Assessment: one research paper, practical exercises, class presentations and a practical interview assessment

*Subject aims and description*
The aim of this subject is to develop students' effectiveness in the use of communication skills for interviewing, negotiating, and speaking to groups in a legal environment.

TH252  **Australian Politics (P)**
No. of hours per week: three hours for eighteen weeks
Assessment: one research paper and one class presentation

*Subject aims and description*
The aim of this subject is to inform students of the governmental and political environment in which they live.

TH253  **Community Law 1 (P)**
No. of hours per week: three hours for eighteen weeks
Assessment: court visit report, class exercise, 'take home' test, written assignments (related to legal practice and ethics), development of resource guide and class participation

*Subject aims and description*
The aim of this subject is to provide skills and knowledge for para-legal workers within the justice system. The subject will deal with areas commonly dealt with in legal practice in both community legal centres and The Legal Aid Commission as well as in related community organisations. For example: legal aid, family law procedures, conflict between individuals, legal research, credit debt matters, neighbours, accidents, cross-cultural issues and legal ethics.

TH254  **Psychology (P)**
No. of hours per week: three hours for eighteen weeks
Assessment: one research paper, one class presentation, class exercises

*Subject aims and description*
The aim of this subject is to provide a framework for coping with people in crisis situations. This subject will cover stress and post-trauma stress, crisis situations, mental illness, behavioural disorders, drug and alcohol issues, aggression and conflict, sexual assault, domestic violence, child abuse, cross cultural and gender issues and crisis help.

TH255  **Community Law 2 (P)**
No. of hours per week: three hours for eighteen weeks
Assessment: tribunal visit report, class exercise, 'take home test', development of resource guide, written assignment and class participation

*Subject aims and description*
The aim of this subject is to provide basic skills and knowledge required for para-legal workers in the justice system. Areas to be covered include criminal law, young people and the law, police, Magistrates' Court, Administrative Review, complaints against government, Social Security, immigration, employment, local government, legal profession and advocacy.

TH256  **Elective 1 (P)**
No. of hours per week: three hours for eighteen weeks

*Subject aims and description*
Appropriate electives can be selected from within the Associate Diploma of Social Science (Community Development) and/or other relevant courses of study. Selection of electives will be finalised after consultation with the coordinator.

TH257  **Elective 2 (P)**
No. of hours per week: three hours for eighteen weeks

*Subject aims and description*
Appropriate electives can be selected from within the Associate Diploma of Social Science (Community Development) and/or other relevant courses of study. Selection of electives will be finalised after consultation with the coordinator.

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 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.

TH315 Australian Writing as Cultural Critique (H)

Subject aims 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)

No. of hours per week: one hour

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 work 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 Introduction to Statistics (H)

No. of hours per week: one hour for one semester

Subject description and assessment
Use of statistical calculator for basic and statistical calculations. Interpretations of stats formulas and substitution in formulas. Rounding, estimation skills and significant figures as tools for numbers use. Kinds of data and ‘legitimate’ ways to manipulate them. Alert to abuse of statistics. Basic ways to describe data such as percentages, frequencies, relative frequencies, grouped data; why and how they are used. Descriptive statistics components: frequency tables (ungrouped, grouped and cumulative), bar/column graphs, histograms, circle (pie) graphs, frequency polygons (line graphs), stem and leaf displays, boxplot and their interpretation. Measures of centre and spread: mean and standard deviation (and variance), mode, median and quartiles (and percentiles), range. Introduction to correlation. Introduction to probability theory, and hence inferential statistics: the normal distributions and the concepts underlying hypothesis testing and confidence levels.

Assessment is by attendance and participation measured by evidence of all of text, calculator, attempts at exercises set in class and for home. Exercises may be set to cover sessions lost through non-attendance. No requirement for mastery of concepts, as this is an introductory subject leading to subsequent examination for mastery in later subjects. Any student who has a strong statistics background may opt to do an assignment from the text to be submitted four weeks into the course — if this is not an acceptable standard, there will still be time for such a student to rejoin the class.

TJ005 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.

TJ006 Further Listening and Speaking Practice (H)

Subject 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.

TR001F Communication Skills (H)

Subject aims and description
Knowledge of consumer awareness, citizens’ rights, community agencies. Reading, writing, talking, listening.

TR002F 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 aptitudes and an analysis of course and career information.

TR005F 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, hospitality.

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.

TR008F Work Placement (H)

Subject aims and description
Practical work experience in two week blocks, three times per year.

TR010F Communication Skills 2 (H)

Subject aims and description
An extension of TR001F.

TR011F Community and Career Studies 2 (H)

Subject aims and description
An extension of TR002F.

TR012F Numeracy (H)

Subject aims and description
An extension of TR005F.

TR013F Vocational Studies (H)

Subject aims and description
An extension of TR006.
TR014F  Information Technology (H)
Subject aims and description
An extension of TR007F.

TR015F  Work Placement (H)
Subject aims and description
An extension of TR008.

TR016F  Electrical (H)
Subject aims and description
An extension of TR112F.

TR017F  Horticulture (H)
Subject aims and description
An extension of TR119F.

TR080F  Vocational Studies (Special) (H)
Subject aims and description
A gentle introduction to practical classes in a TAFE mainstream setting.

TR081F  Electrical (Special) (H)
Subject aims and description
An introduction to workshop procedures, safety and basic assembly methods.

TR090F  Vocational Studies (Trans.) (H)
Subject aims and description
Practical elective classes to develop vocational skills, e.g. electrical, horticulture, office procedures.

TR091F  Work Placement (Trans.) (H)
Subject aims and description
Practical work experience in three, two-week blocks.

TR092F  Electrical (Trans.) (H)
Subject aims and description
A practical vocational subject to develop knowledge of workshop procedures, safety and basic assembly methods.

TR093F  Study Skills (Foundation) (H)
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 communication skills, time and stress management, negotiation skills.

TR094F  Maths for Living (H)
Subject aims and description
Covers basic mathematical concepts for shopping, banking, travel on public transport.

TR100  Basic Literacy (H)
Subject aims and description
No. of hours per week: two hours for seven weeks

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
No. of hours per week: two hours for seven weeks

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.

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.

TR119F  Horticulture (H)
Subject aims and description
An introduction to the horticulture industry and the basic principles of the trade.

TR121F  Literacy/Numeracy — MIDA (H)
Subject aims and description
Develops literacy and numeracy skills for daily living.

TR125  Literacy/Oracy (H)
Subject aims and description
Develops literacy/oracy skills relevant to the workplace.

TR127  Literacy/Oracy ESL (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  Literacy/Oracy (Foundation) (H)
Subject aims and description
Develops independence in reading and writing skills for everyday use, as well as access to resources in the community.

TR133  Literacy/Oracy (Foundation) (H)
Subject aims and description
Develops skills in reading, writing and oral communication.

TR134  Computing (Foundation) (H)
Subject aims and description
Develops an understanding of basic computer hardware and software, and gives practical experience in using data bases and work processing.

TR135  Mathematics (Foundation) (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. Topics include space, number, data and algebra.

TR136  First Aid (H)
Subject aims and description
This subject includes the study of structure and function of the body, asphyxia, burns, lifting and moving casualties, and a number of medical/accident conditions and procedures. St. John’s Ambulance First-Aid Certificate 2 will be awarded on completion of the course.

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.

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.

TR175  Introduction to Psychology (H)
Subject aims and description
No. of hours: eighty hours

TR180  Business Maths (H)
Subject aims and description
A short refresher course covering topics such as basic algebra, equations, and formulae, use of calculator, introductory statistics.

TR181  Return to Study (H)
Subject aims and description
A short course covering topics such as time management, efficient use of the library, group work, planning and organising written answers.

TR182  Academic Writing (H)
Subject aims and description
A short refresher course covering topics such as analysing questions, brainstorming topics, notetaking and referencing, writing clear sentences and paragraphs.

TR183  Technical Maths (H)
Subject aims and description
A short refresher course covering topics such as basic algebra and coordinate geometry, indices and logarithms, trigonometry, introductory calculus, probability and statistics.
Procedures
TAFE Division
Procedures relating to Student Assessment and Appeals

Preamble

The aims of these procedures are:
- to assist in the facilitation of learning;
- to ensure the safeguarding of academic standards;
- to give an assurance that assessment relates to the required competencies and content of the programs taught;
- to enable students to have reasonable redress in cases where they may feel that an injustice has been done; and
- to ensure the prompt approval and accurate documentation of all results.

The Assessment Procedures of TAFE Division of Swinburne University of Technology shall be the sole body of procedures governing assessment in this Division, except where external examination conditions apply such as those used by OTFE and the (Victorian) Board of Studies.

1. Definitions

ACTRAC
Australian Committee for Training and Curriculum.

Results Categories
The range of results which may be issued for a subject.

Awarding School Board
The School Board responsible for making recommendations to Council for the granting of a particular award.

Awards
Includes the range of awards specified in the scope of statewide or College courses as approved by Council to persons who have successfully completed a course of study accredited by Council or the State Training Board.

Board of Technical Studies
The principal academic committee of the TAFE Division of the University.

Chief Examiner
The position of Chief Examiner is held by the Vice-Chancellor and is delegated to the Director, TAFE Division, Swinburne University of Technology. The Chief Examiner receives advice from the Heads of School.

Competency Based Assessment
Competency Based Assessment is the demonstration of a specified standard of competency or competencies a person has acquired in the training program. A competency comprises the specification of knowledge and skills and the application of that knowledge and skill.

Convener
The academic staff member designated to convene meetings of the particular field of study panel established under section 4 of these procedures.

Council
The Council of Swinburne University of Technology.

Course
A set of subjects/modules, the completion of which makes the student eligible for the granting of an award by Council.

Examination noticeboard
A public noticeboard on each Swinburne campus designated by the Academic Registrar as such.

Examination Supervisor
A person authorised by the Academic Registrar with responsibility for the supervision of a particular examination.

Examinations Officer
The member of staff of the Academic Registrar’s Department who is responsible for the day-to-day administration of examinations.

Irregularity
An irregularity is the unauthorised use or attempted use by or for any student of any means to gain unfair advantage in any test, examination, assignment, essay or other work, marks for which constitute an unfair advantage or intentionally fraudulent attempt to demonstrate competency in an examination or assessment context which forms part of a final assessment. An irregularity also includes misconduct and plagiarism.

Misconduct
Intentional breach of any directions by an assessor will constitute misconduct. Breach of any examination directions given by the examination supervisor, or printed on the examination script book, material or notices. This includes taking into an examination any material with the intention of using said material to obtain an unfair advantage.

OTFE
Office of Training and Further Education.

Plagiarism
Plagiarism is the action or practice of taking and using as one’s own, the thoughts, writings or other work of someone else with the intent to deceive. Plagiarism includes:

a) the unauthorised use without attribution, of the whole or part of a computer program written by another person;
b) the use of the whole or part thereof, of written work or writing exercises including the use of paragraphs or sentences in essays or other assessable work which are neither enclosed in quotation marks nor properly acknowledged;
c) the paraphrasing of another’s work without attribution;
d) the use of musical composition, audio, visual, graphic, photographic models and realia, without attribution.

Individual departments may issue typical examples of plagiarism. Such example statements shall be supplied to the Board of Technical Studies for noting and published in the handbook in the year following notification to the Board of Technical Studies.

Recognition of Prior Learning
Within Swinburne University of Technology Recognition of Prior Learning (RPL) is defined as the official recognition of the currently held skills and knowledge
of an individual be they acquired through formal and informal training (in industry and/or through education), work experience and/or life experience where those skills and knowledge match the learning outcomes and objectives of a particular subject.

STB
State Training Board.

Student
A person who is enrolled in any subject or subjects offered by the TAFE Division of Swinburne University of Technology. The term ‘student’ in these procedures can also refer to a group of students.

Field of Study
For the purpose of this document field of study may be defined as — subject, groups of subjects or course.

Subject
A program of study by whatever name known and including ‘unit’ or ‘module’, within a particular discipline which is recorded in a register of subjects maintained by the Academic Registrar. A subject has a unique code number and a title and normally will have a result produced, published and recorded on the student’s record. Its duration and relationship to the program is determined by the appropriate teaching department and notified to the Academic Registrar.

Field of Study Assessment Panel
A committee consisting of at least two teaching staff members of the TAFE Division with expertise in the area, charged with the responsibility of supporting the teaching assessment and evaluation of a subject and established according to section 4 of these procedures.

VEETAC
Vocational Education Employment and Training Advisory Committee.

2. The Objectives of Assessment
2.1 These procedures shall, in any question of interpretation, be read subject to the following assessment objectives, the main functions of assessment being:

2.1.1 the facilitation of learning which includes such matters as:
   a) establishing learning situations appropriate within the requirements of the curriculum;
   b) enabling the diagnosis and alleviation of specific learning difficulties;
   c) motivating and directing learning experiences; and
   d) developing and maintaining skills and abilities;

2.1.2 the certification of the level of achievement which students have reached in subjects and/or courses at Swinburne University of Technology (TAFE Division);

2.1.3 assistance with the evaluation and review of program content and objectives;

2.1.4 assistance with the evaluation and review of methods of instruction.

3. Forms of assessment
3.1 Forms of assessment will be accomplished by using a range of methods which:

- give students the choice or opportunity to maximise their ability to achieve the required performance outcomes;
- are appropriate to the learning outcomes;
- are sufficient to infer competence which may be repeated in the required workplace contexts;
- meet the requirements specified in curriculum document(s).

3.2 The range of such assessment may include:
- formal or informal tests conducted at any time from the commencement of the subject to the end of the examination period;
- assessment in the workplace;
- project work;
- field work;
- simulations;
- portfolios;
- essay;
- report, written and oral;
- examination at the conclusion of a subject;
- task observation;
- demonstration and questioning; or
- such other activities as the subject panel shall require including such other forms of assessment which may result from curricular changes, revisions and re-accreditation of courses.

4. Field of Study Assessment Panels
4.1 For each subject for which a result is required there shall be a Field of Study Assessment Panel (hereafter called the panel) comprising at least two members of the teaching staff of TAFE Division of Swinburne University of Technology.

4.2 The Panel shall be appointed by the Head of the teaching department not later than the end of the second week of commencement of the subject/course. One of the members of the panel shall be designated Convener.

4.3 For subjects where the department delivering the subject is not also the department in which the course is located, the Head of the Department in which the course is located may nominate one member.

4.4 The names of the panel members shall be provided by the teaching department to the relevant School Board for approval.

4.5 The Panel shall, subject to procedures and guidelines laid down by external bodies:

4.5.1 check that the assessment proposed by the teaching staff is consistent with accredited learning outcomes and aims and objectives of the course. The Panel shall formally report any irregularities to the Head of Department;

4.5.2 determine, prior to the issue of the first assessment of the year for the subject, the form or forms of assessment to be used;\(^1\)

1 These time limits do not match competency descriptors and may not be relevant to some TAFE courses now. They are understood in these regulations to apply where curricula have not yet changed.
4.5.3 ensure that the assessment categories to be used for the particular semester or year are in line with departmental and curriculum requirements;

4.5.4 ensure that the minimum standards . . . the subject are in line with departmental and curriculum requirements;

4.5.5 ensure that a written statement of the requirements of assessment is prepared and distributed for all students enrolled in and attending the subject, no later than the end of the second week of teaching. This statement should include:

- the aims, objectives/learning outcomes of the subject/module/unit;
- the methods of assessment, including examinations;
- timetable for assessments;
- the allocation of marks, if any, for subject participation;
- attendance requirement;
- details, if relevant, of the penalties for work handed in after the stated submission date;
- relevant information concerning what is considered acceptable in terms of essay, assignment and/or report formats, as applicable;
- a request that students who have special needs or disabilities who may require special requirements or arrangements contact their School or department office.

4.5.6 make available written information regarding such requirements, which shall also be available for inspection in the appropriate Department/School office;

4.5.7 determine whether electronic calculators may be used in an examination, test or assessment exercise, and, if so, the level of sophistication;

4.5.8 determine also what materials may be taken into examination or used in assessment tasks.

4.6 The Convener of the field of study assessment panel shall, subject to these procedures, and where it is required in accordance with the accredited curriculum, ensure that:

- assessment for the subject is conducted;
- the timing and method of assessment are appropriate;
- criteria for the recognition of prior learning for that subject are appropriate;
- examination papers submitted to the Examinations Officer and test papers for internal use are error-free prior to their issue to candidates;
- they or a nominee are present at the beginning of formal examinations;
- appropriate staff are available to answer any questions which may arise regarding the subject matter, examinations or other assessment tasks;

- in the case of continuous assessment, the register of requirements, assessments and performance is maintained;
- marked assignments and other assessed materials including examination results are promptly returned to students;
- a review of all retained assessed material is conducted for any candidate for whom an application for special consideration has been lodged;
- review and prepare reports for submission to Head of Department for students who apply formally for a review of their assessment.

4.7 In the event that the subject panel is unable to reach agreement in respect of any matters listed under section 4.5, the panel shall consult with the Head of Department to resolve any remaining issues in question.

4.8 The Head of School has the power to override the field of study assessment panel in the matter of results but may do so only after consultation with the convener of the field of study panel and the Head of Department or the field of study panel as a whole.

5. Candidature

5.1 Candidature for assessment is established by the recording of an approved enrolment in the appropriate subject(s). No separate application is required to sit for an examination. No result can be given in a subject for which the student is not formally enrolled or has not paid such fees or fines which are due and payable.

5.2 A student who withdraws from a module after 60% has been completed will be deemed to have failed. The Head of Department may, upon application by the student, give special permission for the withdrawal of a student without a (N) fail being registered if in their opinion special circumstances have arisen. In the absence of such special permission the result shall be recorded as [Ceased No Withdrawal] (CNW).

5.3 No student may withdraw from a subject after the commencement of the examination period in which the final assessment takes place unless there are extenuating circumstances.

5.4 It is the responsibility of a student to become familiar with the material contained in the written statement as outlined in section 4.5.5 for each subject undertaken. Enquiries about the statement should be directed to the Convener of the appropriate Field of Study Assessment panel.

6. Students with Special Needs and Disabilities

6.1 Students with long or short term disabilities may apply on the form to the School Office to seek the use of such facilities and assistance in the examination and/or assessment procedures necessary to ensure the candidate is not disadvantaged relative to other candidates. This may include requests for extra time. The School Office will notify the Equity Office, Examinations Officer and the Field of Study Convener/Coordinator of the lodgement of the form.
6.2 Where the subject has assessment requirements other than formal examination requests for assistance must be lodged at least two weeks prior to the final assessment submission.

6.2.1 For long term disabilities the form may be lodged only once either during first semester of first year or at any other time, but not later than two weeks prior to the examination period, and will apply for the duration of the course unless amended.

6.2.2 For short term disabilities lodgment of the form may be at any time during the semester but should be made two weeks prior to assessment being due or examination being conducted.

6.3 If requested by the student, the Integration Committee, which the subject convenor and the student will be members of, will decide whether to approve such assistance.

6.4 In the case of disabilities occurring and advised in the two weeks prior to the examination the Convenor may recommend an alternative method of assessment to sitting the actual examination on the due date.

7. Examinations

7.1 As stated in 4.6 the Convenor of the Field of Study Assessment Panel to be responsible for dissemination of information (to students and relevant staff) giving details of

- timetables for examinations
- formal requirements.

7.2 Students are required to obey the Examination Supervisor's directions for the proper conduct of the examinations.

7.3 Except for the completion of any identification materials as may be required by the Examination Supervisor, no writing or marking of examination material shall be permitted during a period of reading time.

7.4 Unless with the special permission of the Examination Supervisor:

a) no candidate may enter the examination room later than half an hour after the writing time for the examination has commenced;

b) no candidate may leave the examination room during the first half hour after the start of the writing time; and

c) no candidate may leave the examination room during the last fifteen minutes before the end of the examination writing time.

7.5 At the end of the examination students are required to remain seated until the Examination Supervisor has collected all scripts and University material.

7.6 Students are required to have identity cards with them at the commencement of and during an examination. The student identity cards must be produced when requested by an Examination Supervisor. If identity card is not produced, procedures must be adopted to formally identify the student.

7.7 Unless otherwise specified all answers must be written in English.

7.8 Calculators or other electronic devices may not be used during reading time unless so instructed by the Examination Supervisor.

7.9 Calculators and other electronic devices as prescribed by the subject panel may be used. Such calculators must be battery operated. Students are required to provide their own calculators, drawing instruments, writing materials and other specified equipment. Students will not be permitted to borrow or lend any equipment or material during an examination.

7.10 Examination Discipline

7.10.1 When an apparent irregularity or act of misconduct is observed in an examination room, the student will be informed immediately by the Examination Supervisor that the Examination Supervisor believes the student is in breach of the examination procedures. The student will be permitted to finish the examination paper. Immediately the alleged breach is discovered the Examinations Officer will report the circumstances to the Chief Examiner, the Field of Study Assessment Panel Convenor and the Head of the appropriate teaching department.

7.10.2 If the alleged irregularity involves the use of unauthorised material the Examination Supervisor will take possession of such material. The material will be retained by the Academic Registrar until such time as an investigation and/or appeal (as set out below) is completed.

7.10.3 The Chief Examiner will assess whether or not there is prima facie evidence to suggest there has been an irregularity. If it is the belief of the Chief Examiner that there may have been an irregularity a meeting of an Assessment Conduct Committee will be convened to investigate the matter.

7.11 Notice of Meeting

7.11.1 The student(s) concerned must, within three working days of the Chief Examiner's decision to convene a meeting of the Assessment Conduct Committee, be notified by the Examinations Officer of the meeting.

7.11.2 This notification shall be in the form of a prepared statement into which the Examinations Officer inserts the relevant details for each student. The notice must contain the following:

- the date, time and venue of the examination at which the alleged breach occurred;

- the subject code and name of the examination;

- the student's name and ID number;

- the nature of the alleged breach;
• the date and time of the Assessment Conduct Committee meeting;
• a description of where the student may get assistance from in terms of preparing his/her case, including the name and telephone number of the Student Union Advocate;
• a description of how the student may respond to the allegation;
• information to the student that s/he has five working days from the date of the notice of the alleged breach to respond;
• informs the student that s/he may present any evidence or call such others relevant to the case which s/he may present to the committee.

The meeting will be held as expeditiously as possible but not later than five working days from the date of the notice.

8. Assessment Conduct Enquiry
Assessment conduct enquiries are conducted using the procedures set out in this section. These procedures relate to any form of assessment, the result of which contributes to a student’s final grade. They are instituted if the Chief Examiner believes there is prima facie evidence to suggest there has been an act of misconduct or an irregularity, as defined by these procedures, in respect of a student who is being assessed. The following section, section 9, details the procedure for appeal open to students if they disagree with the decision of the Assessment Conduct Committee.

8.1 When an irregularity is suspected in an assignment, essay, examination or other piece of work for assessment, the member of staff who detects the apparent irregularity will inform the relevant Head of Department, the Field of Study Assessment Panel Convener.

8.2 The Head of Department will assess whether or not there is prima facie evidence to suggest there has been an irregularity. If it is believed of the H.O.D. that there may have been an irregularity a meeting of the Assessment Conduct Committee will be convened to investigate the matter.

8.3 Assessment Conduct Committee
8.3.1 The Assessment Conduct Committee shall consist of:
   a) the Head of the awarding School (Chair), or nominee;
   b) the Head of the teaching department;
   c) the Field of Study Assessment Panel Convener; and
   d) the President of the Student Union or nominee.

8.3.2 If the Committee as convened according to sections 8.3 and 8.3.1 is of the view by a majority vote that an irregularity has occurred, the Committee may, taking into account the seriousness of the occurrence and circumstances, decide that:
   a) no action be taken;
   b) the student be reprimanded;
   c) particular questions in the assignment, essay or other piece of work be not marked;
   d) the assignment, essay or other piece of work be cancelled;
   e) the assignment, essay or other piece of work be not marked and a fail result be recorded;
   f) the student be required to undertake further assessment;
   g) the student be suspended from the University for a period of time (up to two semesters);
   h) the student be suspended from further study from the course for a maximum of two years;
   i) the student be excluded from further study in the course. Such students wishing to re-enter, may apply for re-admission to the course after a minimum of two years; or,
   j) a recommendation be made to the Vice-Chancellor that the student be excluded from further study in the University. Such students wishing to re-enter, may apply for re-admission to the university after the period of exclusion.

8.3.3 Action
   a) after any meeting of the Assessment Conduct Committee, the Academic Registrar will advise the student within three working days of the Committee’s decision and the penalty, if any, which has been imposed.
   b) The statement must also contain the Committee’s reasons and detail relevant appeal mechanisms.

9. Appeals
A student has the right to appeal against a decision of the Assessment Conduct Committee. A written appeal stating the grounds for appeal must be lodged with the Academic Registrar within ten working days of the student being notified of the penalty imposed. The appeal will be heard by the Assessment Appeals Committee.

9.1 Assessment Appeals Committee
9.1.1 The Assessment Appeals Committee shall consist of:
   a) a Chair nominated by the TAFE Directorate or the Chancellory who shall not be a member of the department in which the student is taught;
   b) the President of the Student Union, or nominee;
   c) one member of the academic staff of the TAFE Division of the University selected by the chairperson of the Board of Studies, from a department other
than that in which the student has been taught, provided that no member of the appeals committee shall have been a party to the original investigation;

The Academic Registrar, or nominee, will act as Secretary. Committee decisions should be reached through a majority vote or by agreement between the members, all of whom have equal voting rights.

9.4 Subsequent Action

a) After any meeting of the Assessment Appeals Committee, the Academic Registrar will advise the student within three working days of the Committee's decision and the penalty, if any, which has been imposed.

b) The student must be informed, by a statement, of the reasons for the decision, and in the case of an exclusion, of the appeal mechanism available.

10. Results

10.1 Result categories

The following are the result categories to be used by the TAFE Division for 1994 results. New categories may be introduced for 1995 but any new category would need the approval of the Board of Studies.

Letter grades are mentioned but they only appear on the Lists of Candidates produced from the MIS. The Letter Grades are converted to a description before they are printed on the Statement of Results mailed to the student. Generally the entering of a percentage result is optional or not available. It is not compulsory to assign a percentage result to any subject.

Competency Based Curriculum

Cases where a teacher would normally not allocate marks to the student.

MIS Code Letter Description Percentage
Grade on Result Range Will not appear on student's result sheet (Optional)
S21 C Complete Optional
PR Pass RPL
NC Not Complete
DEP Deferred

CNW Ceased —
No Withdrawal

Marks are to be allocated to the student

MIS Code Letter Description Percentage
Grade on Result Range Will not appear on student's result sheet (Optional)
S15 HD High Distinction 85-100
D Distinction 75-84
C Credit 65-74
P Pass 50-64
PR Pass RPL NA
N Fail 0-49
DEF Deferred

SPX Special Exam

CNW Ceased —
No Withdrawal
Other than Competency Based Curriculum

These two result categories could be used for Competency Based Curriculum but were not designed for that purpose.

<table>
<thead>
<tr>
<th>MIS Code</th>
<th>Letter</th>
<th>Description</th>
<th>Percentage</th>
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<tbody>
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<td>Grade on Result</td>
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<td>CR</td>
<td>Credit — Highest Grade</td>
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<td>PR</td>
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<td>N</td>
<td>Fail 0-49</td>
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<td></td>
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<td>DEF</td>
<td>Deferred</td>
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<td></td>
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<td>SPX</td>
<td>Special Exam</td>
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<td>CNW</td>
<td>Ceased — No Withdrawal</td>
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<th>MIS Code</th>
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<tbody>
<tr>
<td>Grade on Result</td>
<td>Will not appear on student's result sheet</td>
<td>PX</td>
<td>Pass — MIS code S10-MIS code S16</td>
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</tbody>
</table>

Other Categories of Result

These two other categories of results, S11 and S13, which are used for subject/courses where there is no assessment or that attendance is the only attestation recorded.

10.2 Processing Results

10.2.1 The Field of Study Convener shall submit the following to the Head of the Teaching Department, or nominee.

a) the results recommended for each student enrolled for the subject;

b) such statistics as are required by the Head of Department and School Board;

c) a subject report signed by the Convener in a form approved by the awarding School Board, including:

* certification that these procedures have been carried out;
* a statement of the assessment procedure followed;
* copies of all examinations, tests and assignments;
* where appropriate, copies of solutions of or statements of minimum qualities;
* where appropriate, an appraisal of the subject as a whole; and statistics required by the Head of Department and School Board.

10.2.2 After the awarding Department has approved the results the Head of Department shall advise School Administrator.

10.2.3 Student Administration shall arrange for the publication of results a examination notice board no later than a date to be determined by the Board of Studies.

10.3 Deferred results

10.3.1 A deferred result (recorded as DEF in subject listings) may be granted only by the awarding Department and only when special circumstances justify the granting of an extension of time for the completion of the work prescribed for the subject. Where possible the Field of Study Convener or nominee should advise students of reasons for the deferred result prior to the result being published.

10.3.2 When a deferred result has been granted, the result must be finalised for notification to the School Board by a date not later than three months after the date of publication of the deferred result. The student and the Field of Study Convener shall be advised of the date and conditions set for the finalisation of the result.

10.3.3 Any extension of the period of deferment in excess of three months must have the prior approval of the awarding School Board which shall fix an alternative date by which the student must have completed the requirements of the subject.

10.3.4 As soon as the final result has been determined, the Field of Study Convener shall approve and submit Result Amendment form, via the Head of Department, to the Head of School.

10.3.5 The School Administrator 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 act on the matter at its next meeting.

10.4 Continuing result

The term "continuing" may be used:

10.4.1 in those subjects in which enrolment will normally extend for more than one calendar year;

10.4.2 where the student is not yet competent and is continuing to develop and will be assessed when ready;

10.4.3 in cases where a student may be required to extend his or her enrolment in a subject for longer than the normal duration of the subject without a fail result being recorded for the earlier period of enrolment.

"Continuing" (Cont) will appear on the official result certificate issued to students. In the normal course of events, re-enrolment in the next semester/year will be required and no final result will be issued until the end of that semester/year.
10.5 Publication and withholding certification
10.5.1 Except by resolution of the awarding School Board or as provided in section 10.2.7, the final result of assessments in a subject shall be published no later than a date to be determined by the Board of Technical Studies. In the case of a School Board resolving to publish results after the normal publication period Board of Studies shall be advised of the proposed publication date and the reasons for the later publication.
10.5.2 The Student Administration Office is the only official source for the publication and certification of results.

10.5.3 Official publication of results shall be displayed on examination notice boards on the University campus on the date or dates announced by the Academic Registrar for the release of that particular semester's or year's results for each School.

10.5.4 Because of the possibility of mishearing information University Staff are not permitted to provide results over the telephone.

10.5.5 A certificate of final results for the particular semester will be produced by the Student Administration Office and mailed to every enrolled student within four weeks of the publication of results.

10.5.6 No certification of current or past academic results will be produced or made available to any student or previously enrolled student or to any other person on behalf of a student or previously enrolled student of the University who:
   a) has failed to return outstanding materials borrowed from the University Library;
   b) has failed to pay any fine or imposition relating to a); or
   c) has failed to meet any other outstanding commitment to the University.

These conditions apply after notice to that effect has been posted by the Academic Registrar to the student at the address most recently recorded in the University records for that particular student.

10.6 Reports
10.6.1 Application for Written Report on assessment
Any student may, on application to the Student Administration Office within 30 days of the publication of the result of assessment for a subject, and after payment of the fee prescribed, obtain a written report by the Field of Study Convener on any formally assessed material. The Field of Study Convener must complete and return the report to the Field of Study Assessment Panel to determine the details to be included in the written report. School Administration Office via their Head of Department within six weeks of the date of the report request. Fees for such reports shall be determined from time to time by the Vice-Chancellor.

10.6.2 Examination Scripts
Within 30 days of the publication of the final result for a subject, any student may view their examination script and marks for each question by applying to the appropriate Department or School office or Convener as appropriate. After this time normal Freedom of Information (FOI) requirements will apply.

10.7 Amendment to results
Any amendment to an examination result (whether finalising a deferred result or altering a published result) which is submitted within two months of publication of the original result, may be approved by the Head of School. A Result Amendment form shall then be forwarded, via the School Administrator to the School which shall note the reasons for the amendment.

10.8 Late submission for amendment of results
Where a Result Amendment form, other than finalising a result for which an extension of time to complete has been granted under section 10.3.3 or 10.4, is submitted more than two months after publication of the original results, the alteration must be approved by the awarding School Board before the Result Amendment form is forwarded via the School Administrator and the School Office to Student Administration for publication.

11. Special consideration
11.1 A student whose work during the academic year or whose performance in an examination or other assessment has been affected by illness or other serious cause may apply on the appropriate application form to the Department Office for special consideration by the Field of Study Assessment Panel concerned.

11.2 Applications should be lodged at the appropriate Department Office either immediately following the occurrence, or not later than midday on the third working day after the day of the examination or assessment deadline. An application for special consideration must be supported by appropriate evidence, such as a medical certificate or letter from a student counsellor, etc.

Such evidence may be submitted by a student to the relevant Department Office separately from the application form itself, as long as it is received not later than five working days from the date of the occurrence, or following the day of the examination, or assessment deadline. No application will be considered after the publication of results.
12. Special examinations
12.1 A special examination is not automatic but may be granted by the Head of Department under the following circumstances. Where a student is absent from the whole or part of an examination due to illness or other misadventure application for a special examination must be lodged at the appropriate School Office not later than midday of the third working day after the day of the examination. This application must be made on the Special Examinations Form which must be signed by either a medical practitioner, a Counsellor from Student and Educational Services Swinburne University; or other person of authority as deemed appropriate to the situation which has occurred. Later receipt of supporting documentation may be negotiated between the student and the School.
12.2 A special examination may be granted by a School Board to a student who is enrolled on a ‘single subject’ basis.
12.3 Except in the case of late applications, in the event of a special exam being granted, students must be notified within five working days in advance of the sitting date.
12.4 The Department will arrange the timetable for special examinations. In general, however, special examinations will be held no later than the second teaching week of the subsequent semester.
12.5 Special examinations granted in accordance with section 8 must be notified to the School Board at its first meeting after the granting of the special examinations and the student and Field of Study Assessment Panel advised.
12.6 In the event that a special examination is not granted, the student, the Convener and the Head of Department must be promptly informed.
12.7 When a special examination has been granted the result must be finalised in readiness for notification to the awarding School by a date fixed by the School Board, but will normally be no later than two months after the date of publication of the original result.
12.8 Any extension of that period must have the prior approval of the Head of School of the awarding Department who shall fix an alternative date by which the special examination must be finalised. Details of the extension granted shall be notified to the next meeting of the School Board.
12.9 The Field of Study Convener must submit the result of the special examination to the Head of Department in time for it to be approved by the Head of School before the due date. The results shall be approved by the School Board and the School office shall process the results and forward the list of candidates to Student Administration for publication.

13. Retention of assessed work
Examination Scripts
The Head of Department shall arrange for the retention of all final examination scripts and any other assessed material which is not normally returned to students for a period of not less than six calendar months after the publication of results. After this period, material may be destroyed in accordance with Public Records Office procedures.

14. Confidentiality
All results, and decisions associated with dealings relating to alleged examination/assessment irregularities and breaches, and any appeals arising from these, are confidential. Where such alleged breaches or irregularities are dismissed, all documentation shall be destroyed.

15. Verification of documents
The uttering of forged or false documents or statements in support of any claim under the assessment procedures shall be deemed to be a breach of the procedures.

16. Procedures for review and appeal
16.1 Any student has the right to seek review of any aspect of the assessment procedure.
16.2 If a student wishes to seek a review of any aspect of her/his assessment the detailed procedures for doing so are set out in section 17.
16.3 If a student wishes to appeal a decision to exclude the said student the detailed procedure for doing so is set out in section 18.
16.4 If a student, or a group of students, wishes to seek a review of any academic matter which falls outside the areas covered in sections 17 and 18 the detailed procedure for doing so is set out in section 19.

17. Assessment Review
17. Students who are dissatisfied with any aspect of their assessment should first contact the relevant member of the teaching staff to discuss the matter informally.
17.2 If no resolution follows, the student should submit in writing to the Head of the appropriate Department, a brief outline of the circumstances.
17.3 The Head of Department shall advise the member of staff involved in the assessment, and shall nominate another staff member to re-assess and report on the student’s work.
17.4 In the case where the staff member is also the Head of Department, the Head of School may nominate another member of staff of the University or a member of staff from the same discipline in another institution to undertake a reassessment, and report on the student’s work.
17.5 A written report on the re-assessment is to be given to the student.
17.6 If the student is not satisfied with the resolution proposed under section 17.5, notice to that effect, stating the reasons for dissatisfaction, must be sent by the student to the Academic Registrar within ten working days of the date of the advice received under section 17.5. A member of the Assessment Appeals Committee will then be convened.
17.7 Assessment Appeals Committee (as in 9.1.1)
17.7.1 The Assessment Appeals Committee shall consist of:
   a) a Chair nominated by the TAFE Directorate or the Chancellory who shall not be a member of the department in which the student is taught;
   b) the President of the Student Union, or nominee;
   c) one member of the academic staff of the TAFE Division of the University selected by the chairperson of the Board of Technical Studies, from a department other than that in which the student has been taught;
The Academic Registrar, or nominee, will attend as Secretary. Committee decisions should be reached through a majority vote or by agreement between the members all of whom have equal voting rights.
17.7.2 The student and a representative of the department may submit any further written material to the Committee in support of their case. Any additional evidence so provided shall be copied to the other party or parties to the appeal.
17.7.3 Students invited to attend a meeting of the Committee may be represented by an advocate who may not be a member of the Assessment Appeals Committee.
17.7.4 The student and the representative of the Department separately must be given the opportunity to appear during the course of the hearing.
17.8 The Assessment Appeals Committee shall investigate the issue in the following manner.
17.8.1 The Committee will meet within seven working days of the date the appeal is made to the Academic Registrar. It will consider all written documentation including the written statements of the student and staff member and the written statements of any witnesses.
17.8.2 The written report compiled by the Head of Department/School under section 17.5 will be forwarded by the Head of Department/School to the Chair of the Committee.
17.8.3 The Committee will call before it the parties and, at its discretion, any other persons it considers relevant to the appeal.
17.9 Actions available to the Assessment Appeals Committee.
17.9.1 The actions available to the Assessment Appeals Committee shall include:
   a) dismissing the case;
   b) upholding the case and c) or d) or e) as applicable;
c) allowing a student to re-sit a formal examination or submit further written work;
d) reparation to the student for loss of any academic credit or achievement;
e) recommend that the Head of School discuss aspects of the appeal with the staff member concerned.

17.10 Subsequent Actions
17.10.1 After any meeting of the Assessment Appeals Committee, the Academic Registrar will advise the student in writing within three working days of the Committee’s decision. The Committee shall include in the letter of advice the reasons for the decision it reached.

18. Exclusions Appeal
A student who has been excluded by a School for unsatisfactory progress has a right to appeal against that decision. Such appeals must be lodged in writing with the Academic Registrar within ten working days of the date of the letter advising the student of the exclusion. Appeals will be heard by an Appeals Committee (as in Section 9) according to the procedures detailed below.

18.1 Exclusions Appeal Committee
All exclusion appeals will be presented to the Exclusions Appeals Committee.
18.1.1 The Committee will comprise:
   a) the Vice-Chancellor’s nominee from either the Chancellory or the TAFE Directorate, who will act as chair;
   b) a representative of the student union who will be nominated by the President of the Union;
   c) a member of the academic staff of the TAFE Division of the University chosen by the chairperson of the Board of Technical Studies. The person so chosen shall not be from the school concerned.
The Academic Registrar, or nominee, will attend and act as Secretary. Committee decisions should be reached through a majority vote or by agreement between the members, all of whom have equal voting rights.
18.1.2 The student and the representative of the Department may submit any further written material to the Committee in support of their case. Any additional evidence so provided shall be copied to the other party or parties to the appeal.
18.1.3 Students invited to attend a meeting of the Committee may be represented by an advocate who may not be a member of the Assessment Appeals Committee.
18.1.4 The student and a representative of the department separately must be given the opportunity to appear during the course of the hearing.
18.2 Exclusions Appeals Procedure
The Exclusions Appeals Committee will investigate the issue in the following manner.
18.2.1 The Committee will meet within seven working days of the date the formal appeal is made to the Academic Registrar. It will consider all written statements of the student and the department and the written statements of any other relevant witnesses.
18.2.2 The Committee will call before it the parties and, at its discretion, any other persons it considers relevant to the appeal.

18.3 Powers of the Exclusions Appeal Committee
18.3.1 Following a hearing the Exclusions Appeals Committee may:
   a) confirm the exclusion or the condition of which the application was made; or
   b) uphold the appeal and re-admit the student to the course from which the student was excluded; the committee may, depending on the circumstances of the case, impose conditions upon the terms of pre-enrolment of the student to the University.

18.4 Subsequent Actions
18.4.1 After any meeting of the Exclusions Appeal Committee, the Academic Registrar will advise the student in writing within three working days of the Committee's decision. The Committee shall include in the letter of advice the reasons for the decision it reached.

19. Procedures for other academic issues
19.1 Where a student wishes to raise an issue not concerning an assessment grade or an exclusion, initial contact should be made with the appropriate staff member in an attempt to resolve the matter informally. In the case where the issue involves a member of staff, discussion should be held with the Head of Department. In the case where the issue involves the Head of Department, discussions should be held with the Head of School.
19.2 If no resolution under section 19.1 is reached the student shall make a written submission to the Head of Department briefly outlining the case.
19.3 If the Head of Department is the subject of, or associated with the matter, or where the matter concerns the Department or School itself, the student may submit a case to the Head of School.
19.4 The Head of Department, or School, will meet, within seven working days, with the student, or representatives of the group of students, in an attempt to clarify and resolve the issue.
19.5 With the agreement of the student the Head of Department, or School, will meet informally with the appropriate member(s) of staff concerned with the issue and submit in writing to the staff member(s) concerned and the Head of School, details of the meeting and the outcome.
19.6 If the student is not satisfied with the resolution proposed under section 19.5, notice to that effect must be sent by the student to the Academic Registrar within ten working days of the date of the advice received under section 19.5.
19.7 The Academic Registrar will refer the matter to the Appeals Committee.
19.8 Appeals Committee (refer 9.1).
19.8.1 The Appeals Committee shall consist of:
   a) a Chair nominated by the TAFE Directorate who shall not be a member of the department in which the student is taught;
   b) the President of the Student Union, or nominee;
   c) one member of the academic staff of the TAFE Division of the University selected by the chairperson of the Board of Studies, from a department other than that in which the student(s) have been taught;
   The Academic Registrar, or nominee, will attend as Secretary. Committee decisions should be reached through a majority vote or by agreement between the members, all of whom have equal voting rights.
19.8.2 The student and a representative of the Department or School may submit any further written material to the Committee in support of their case. Any additional evidence so provided shall be copied to the other party or parties to the appeal.
19.8.3 Students invited to attend a meeting of the Committee may be represented by an advocate who may not be a member of the Appeals Committee.
19.8.4 The student and a representative of the department or school separately must be given the opportunity to appear during the course of the hearing.
19.9 The Appeals Committee shall investigate the matter in the following manner:
19.9.1 The Committee will meet within seven working days of the date the appeal is made to the Academic Registrar. It will consider all written documentation including the written statements of the student, staff members, and the Department or School, as well as, the written statements of any witnesses.
19.9.2 The written report compiled by the Head of Department under section 19.5 will be forwarded by the Head of School to the Chair of the Committee.
19.9.5 The Committee will call before it the parties and, at its discretion, any other persons it considers relevant to the appeal.

19.10 Powers of the Appeals Committee
19.10.1 The actions available to the Appeals Committee shall include:
   a) dismissing the case;
   b) upholding the case and instructing the department or school concerned to take what the Committee considers to be appropriate action to rectify the student’s complaint.

19.11 Subsequent Actions
19.11.1 After any meeting of the Appeals Committee, the Academic Registrar will advise the student in writing within three working days of the Committee’s decision. The Committee shall include in the letter of advice the reasons for the decision it reached.

20. Decisions of any Appeals Committees
A written report on the decision of an Appeals Committee, with reasons, shall be given to the student, the staff member, the teaching and awarding School involved, and other committee members as appropriate within seven days of the Committee’s decision. A copy of the report shall be submitted to the Vice-Chancellor for information only.

No further appeal against any decision of any Appeals Committee is possible to any officer of, or body within the University, unless the student can make a case, in writing, to the Vice-Chancellor that new evidence/information is available or that there has been a breach of process.

Appendix 1

Extract and summaries from the “Assessment Principles for Competency Based Learning” as issued by the Vocational Education, Employment and Training Advisory Committee (VEETAC) [Pp. 13-16], February 1993.

Definition
“Assessment is the process of collecting evidence and making judgements on the nature and extent of progress towards the performance requirements set out in a standard or a learning outcome, and, at the appropriate point, making the judgement as to whether competency has been achieved.

Another way of describing assessment within competency-based approaches to learning is to say it is criterion referenced. This means that it measures a person’s performance or identifies their achievement in relation to criteria and not in relation to the performance of other learners or trainees.

It follows from this definition that, in the context of competency-based training, assessments will measure the range of knowledge and skills and their application against the standards developed by industrial parties and endorsed by the National Training Board for:
   • a unit or competency expected in employment for a particular level of competency and/or,
   • a learning outcome of a training program.

A competency-based system encourages individuals to attain their full potential in that it allows them to be assessed for a particular level of competency and then to move on to achieve further competencies, should they wish to do so."

Forms of Assessment
There are various methods of determining learner achievement. The assessment method must be appropriate to the situation, the conditions and the expected performance to be assessed. Learners should also be encouraged to use these methods for self-assessment. This will assist in their learning and help them to make judgements about their readiness for summative assessment.

Conduct of Assessment
Responsibility for arranging assessment lies with the registered provider principally responsible for the relevant integrated learning and training process. The principal registered provider will also be responsible for issuing the credential and/or statement of attainment.

Key Principles of Assessment
Assessment should be valid, reliable, fair and flexible.

Validity
Competency standards assessments are valid when they assess what they claim.

Validity Principles
Assessments will cover the range of skills and knowledge needed to demonstrate competency.
Assessment of competency should be a process which integrates knowledge and skills with their practical application.

During assessment, judgements to determine a learner’s competency should, wherever practicable, be made on evidence gathered on a number of occasions and in a variety of contexts or situations.

Reliability
Reliable assessment uses methods and procedures which engender confidence that competency standards and their levels are interrupted and applied consistently from learner to learner and context to context. Without reliable assessments there can be no comparability or credentials. High quality competency standards are fundamental to reliability.

Reliability Principles
Assessment practices should be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
Assessors must be competent in terms of the national competency standards for assessors.

Fairness
Assessment is fair if it does not disadvantage particular learners. If learners understand clearly what is expected of them and what form assessment will take, and if the assessment places all learners on equal terms, and the assessment procedure supports their learning, then the assessment should be fair.

Principles of Fairness
Assessment practices and methods must be equitable to all groups of learners. Assessment procedures and the criteria for judging performance must be made clear to all learners seeking assessment.
There should be a participatory approach to assessment. The process of assessment should be jointly developed/agreed between the assessor and the assessee.
Opportunities must be provided to allow learners to challenge assessments and provision must be made for re-assessment.
Flexibility
The assessment practices endorsed for the implementation of CBT must be flexible if they are appropriate to the range of knowledge and skills encompassed by CBT and if they are to be appropriate to the range of delivery modes, sites of delivery and needs of learners. There is no single approach or set of approaches to the assessment of performance in a competency-based system.

Principles of Flexibility
Assessment should cover both the on and off-the-job components of training.
Assessment procedures should provide for the recognition of competencies no matter how, where or when they have been acquired.
Assessment procedures should be made accessible to learners so that they can proceed readily from one competency standard to another.

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 authorised Heads of Schools or departments, will be considered as misbehaviour, and thus be subject to disciplinary action.

2. Informal and formal procedures
This section contains the following:
• Definition of misbehaviour which could result in disciplinary action.
• Procedure to follow to consider misbehaviour.
• Degrees of Punitive Action.
2.1 General definition
Any activity within the TAFE Division precincts that harms or threatens to harm the well being and the educational welfare of a person or persons or is likely to bring the TAFE Division into disrepute may be considered as misbehaviour.
Furthermore, misbehaviour will be defined as any activity which is in breach of the requirements of the school in which the student is enrolled.

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

2.2 Procedure — conciliation and resolution
Phase (1) 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 grievance 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 grievance 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 defacto spouse.

2. Definition of terms used in grievance procedure
2.1 Grievance: a complaint presented by an individual, or a group, based on the opinion that they are, or have been, receiving treatment that differs from the treatment received by other individuals or groups.

2.2 Discrimination:
   a) 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 who it is alleged undertook the behaviour which resulted in the grievance.

2.6 Grievance Procedure: a prescribed set of actions to be followed when a grievance is presented.

3. Behaviours or actions which give rise to a grievance
3.1 A grievance arises when a student cannot obtain redress through normal channels for what he/she considers to be unfair or different treatment. Such treatment may occur in course assessment, or in classroom behaviour and interactions.

3.2 A grievance may include behaviour outlawed by the Victorian Equal Opportunity Act, the Federal Racial Discrimination Act or the Federal Sex Discrimination Act, such as discrimination on the basis of sex or marital status, or racial harassment.

A separate grievance procedure exists to handle cases relating to sexual harassment.

4. Resolving a grievance

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

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

4.3 Where a student has a complaint against a member of staff who is also the Head of Department, or in a case where the student feels that to approach the Head of Department is not appropriate, the student may take his/her complaint to the 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 legis-
      lation 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. Follow-up actions

6.1 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.

6.2 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.

6.3 Where the student is subjected to retaliation
he/she may approach the Head of Department
or Head of School where appropriate and an
investigation will be instituted.

6.4 Where a member of staff is found to have
retaliated against the student, disciplinary pro-
cedures 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.

7. Formal procedure

7.1 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.

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

7.3 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.

7.4 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.

7.5 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.

7.6 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.

8. Investigation of complaint

8.1 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.

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

8.3 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.

8.4 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.

8.5 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.

9. Appeals

9.1 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.

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

10. Complaints of discrimination — external procedures

10.1 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.

10.2 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.

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

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

11. Confidentiality

11.1 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.

12. Record keeping and storage

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

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

12.3 The Manager, Equity Unit shall have access to statistical information concerning discrimination related complaints.

13. Conflict of interest

13.1 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.

13.2 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.

14. Resources

14.1 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.

14.2 Members of staff so contacted are advised to direct the complainant to his/her Head of Department.

14.3 The respondent may approach the staff association or union for advice and support.

Student Disciplinary Code
Computer and Network
Version 2.0D
May 1994

Preamble
Electronic means of communication are now an intrinsic part of Swinburne University of Technology's academic infrastructure. In order to protect the integrity and thereby maximise the academic utility to the Swinburne community of the University’s electronic information systems it has become necessary to develop a student disciplinary procedure.

The disciplinary code provides a mechanism for handling allegations against students of abuse in a fair and appropriate manner whilst, at the same time, providing administrators with responsible flexibility in terms of maintaining the integrity of Swinburne's electronic information systems. Implicit in this disciplinary code is the recognition that to refuse, restrict or remove a student’s access to the University’s electronic information systems constitutes a serious academic penalty. As such, the disciplinary code does not assume that in every case an allegation of abuse is necessarily mischievous. With this in mind it has been designed to solve problems at the most direct level and with a view to counselling a student(s), in the first instance, on the appropriate use of Swinburne’s electronic information systems.

It should be noted that whilst the preamble has been framed to broadly cover the University’s electronic information systems in general, the student disciplinary code that follows is, for the present, more specific in its scope. As such it is to be regarded as an interim and shall apply only as a breach to the University’s Network Access and Code of Practice.

1. Application of computer and network student disciplinary code

1.1 The Computer and Network Student Disciplinary Code (‘Disciplinary Code’) shall be regarded as interim and until otherwise be proclaimed by the University shall apply only in respect of a breach by a student of the University’s Network Access and Code of Practice Policy (‘The Code of Practice’).

1.2 For the purposes of section 15 of the Network Access and Code of Practice any reference to due process, whether it involves a decision to refer a breach of ‘The Code of Practice’ to a student disciplinary committee or otherwise, shall be deemed as a reference to the Disciplinary Code.

1.3 It is the responsibility of the University to ensure that both ‘The Code of Practice’ and the Disciplinary Code are widely available to students, both in hard copy and electronic form. The University shall ensure that ‘The Code of Practice’ and the Disciplinary Code are published in the Swinburne Handbook.

2. Counselling Procedure

2.1 If a breach of ‘The Code of Practice’ is detected involving a student, the matter will be referred to the Manager, Computer Services and Information Technology, or nominee, who shall, in the first instance, counsel the user(s) in a manner that ensures the user(s) is aware of the Network Access and Code of Practice, its purpose, the nature of the breach, why their actions were inappropriate and the consequences of further breaches. This counselling session shall be regarded as a warning and shall be delivered without prejudice to the access rights of the user(s).

2.2 If the user(s) persists with the action for which he/she has already been warned, or breaches ‘The Code of Practice’ again the Manager, Computer Services and Information Technology shall, at his/her discretion, enact the Network Disciplinary Procedure.

2.3 If the Manager, Computer Services and Information Technology, or nominee, forms the view that the breach for which the student has been referred for counselling is major, s/he may, at his/her discretion, either:

a) Proceed with the counselling procedure in accordance with section 2.1;

or

b) In addition to counselling the student, enact the Network Disciplinary Procedure. The process for initiating this procedure shall, except where otherwise stated, be in accordance with section 3.2.

i) If the Manager, Computer Services and Information Technology, decides to enact the Network Disciplinary Procedure s/he must immediately inform, with reasons, the student who it is alleged breached ‘The Code of Practice’.

ii) The Manager, Computer Services and Information Technology, may only suspend the network access rights of a student if s/he considers it necessary in order to protect the integrity of the network and also intends to enact the network disciplinary procedure in respect of that student. In such a case, the matter must be referred to the Student Network Discipline Panel within 5 working days and the student informed, with reasons, by the Manager.

iii) A nominee selected by the Manager, Computer Services and Information Technology, for the purpose of counselling a student may not enact the Network Disciplinary Procedure. This shall not apply in the event the Manager is absent and has delegated an appropriate person to act for him/her in respect for his/her responsibilities under this Disciplinary Code.
2.4 In the event a system administrator detects a major breach of 'The Code of Practice' which, in their judgement, threatens the integrity of the network, s/he may, if the administrator considers it necessary, immediately suspend the network access of a student suspected of the breach.

a) After suspending access, the responsible administrator shall immediately inform, with reasons, the student suspected of the breach that their access to the network has been suspended pending a review by the Manager, Computer Services and Information Technology.

b) Within 2 working days of the suspension, the responsible administrator shall provide a detailed report of the matter to the Manager, Computer Services and Information Technology.

c) On receiving this report the Manager, Computer Services and Information Technology shall review the decision of the responsible system administrator.

d) Following this review the Manager, Computer Services and Information Technology shall:

i) immediately restore the student's network access;

or

ii) at his/her discretion confirm the suspension and enact the Network Disciplinary Procedure within 5 working days;

or

iii) counsel the student without proceeding further, in which case the student's network access shall be immediately restored. The Manager, Computer Services and Information Technology shall ensure a record of the counselling session is kept in accordance with 2.1(a).

3. Network Disciplinary Procedure

3.1 The Manager, Computer Services and Information Technology, shall not proceed with a case in respect of a student who has allegedly breached the Network Access and Code of Practice Policy unless the student has been counselled in accordance with the Counselling Procedure.

3.2 In enacting this procedure, the Manager, Computer Services and Information Technology shall, within 10 working days of an alleged breach of 'The Code of Practice' and in writing, make a case with supporting evidence to the Student Network Discipline Panel which will determine the matter.

3.3 The Student Network Discipline Panel shall comprise:

- The Pro Vice-Chancellor — Information Services, who shall act as Chair
- A member of academic staff, selected by the Chair of Academic Board or Board of Technical Studies from a teaching division other than that in which the student is taught
- The President of the Student Union, or nominee.

The decision of the panel shall be reached by majority vote.

3.4 Upon receipt of documents from the Manager, Computer Services and Information Technology enacting the Network Disciplinary Procedure, the Chair of the Student Network Disciplinary Panel will notify the student, in writing, within three (3) working days. The Chair will provide the student with copies of the documents supplied to the Panel by the Manager, Computer Services and Information Technology and invite the student to respond in writing within five (5) working days.

3.5 At a date fixed by the Panel, it will convene to consider the material placed before it in relation to the allegation. The Panel may invite the Manager, Computer Services and Information Technology and the student to appear before it, as well as any other witnesses it may consider relevant to its deliberations.

a) If the Panel invites the complainant and respondent to appear before it, their appearances must be scheduled such that they attend separately and at different times.

b) If the Panel invites one party to appear it must likewise issue an invitation to the other party.

3.6 A prior warning shall not be considered by the Panel as an admission of guilt.

3.7 The actions of the panel shall be limited to:

- Dismissing the allegation;

or

- Upholding the allegation, in which case the Panel shall determine an appropriate period of suspension to network access. The Panel shall determine this question insofar as the nature and seriousness as the breach admits.

3.8 The Student Network Disciplinary Panel will conduct proceedings in strict accordance with the doctrine of natural justice, which entitles students to a hearing which is free from bias.

4. Appeals

4.1 A student shall have the right of appeal to the Vice-Chancellor from a decision of the Student Network Discipline Panel. This right shall extend the imposition of any penalty, as well as the finding of the Panel.

4.2 A student shall have the right to appeal to the Vice-Chancellor if there has been a breach of process by the Student Network Disciplinary Panel.

4.3 A student shall have the right to re-argue their case and/or submit new evidence.

5. Representation

5.1 A student whom it has alleged has breached 'The Code of Practice' shall have the right, at any point during the operation of the Disciplinary Code, to seek the advice and/or representation from the Student Union or other advocate of their choosing.

6. Confidentiality

6.1 Confidentiality will be observed at all times throughout the exercise of this Disciplinary Code.
Credit transfer policy

This policy applies to credit 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 Credit Transfer Guide (up-dated annually) 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 proforma or credit transfer application form will be provided to the students by the Academic Registrar prior to enrolment so that the matter can be finalised as far as possible at the time of enrolment. It is acknowledged that in these cases the application will need approval by the Division 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 Divisions 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 Divisions 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 Divisional 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 Division's credit transfer decision within the framework of the University's credit transfer policy and principles.

1.9 All Divisions 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 Pathways 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 divisions 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.

Note: The University publishes a Credit Transfer guide which includes further information on credit transfer arrangements. Copies of the guide are available from various offices within the University.

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 Procedures 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 Academic Registrar.

Office of Training and Further Education (OTFE) — External examinations and special consideration applications

At the time of printing, the 1993 and 1994 Office of Training and Further Education Regulations Examination Instruction Booklet had not been published.

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 STB 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.
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 OTEF 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 unspecified 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.

Any application received after the paper is marked will not be accepted, therefore speed is essential for applications to be effective.

3.10.5 Special consideration will only assist the student in limited cases. General exemptions are not given in any subject. Therefore special consideration is extended to the opportunity to sit, or to attempt the paper. The student can be given marginal allowance for actual inability to perform or cope with the examination content. The candidate must be able (in general) to reach the common standard expected with only the borderline cases being considered.

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

3.11 **Chronic or Long Term Handicapped**

3.11.1 A candidate with a history of disability need only apply once and if application has been approved, that student is issued with a letter showing any extra time allowance or special 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 Centre/College involved. However, the student must still fill in the form so that details are complete and further work is not needed by College or Examinations staff to glean missed particulars. Common allowances are: —

(a) Extra examination time,

(b) extra reading time,

(c) provision of scribe,

(d) isolation provision.

3.11.3 College student administration/record sections of colleges must retain the appropriate form for distribution to all candidates on request.

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