Please note

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### 1996 Calendar

#### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>2</td>
<td>Swinburne re-opens</td>
</tr>
<tr>
<td>26</td>
<td>Australia Day</td>
</tr>
<tr>
<td>30</td>
<td>H.Ed. and TAFE enrolment period begins for Round 1 offers through WAC</td>
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</table>

#### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>5</td>
<td>TAFE Apprenticeship classes commence</td>
</tr>
<tr>
<td>12</td>
<td>H.Ed. and TAFE enrolment period begins for Round 2 offers through WAC</td>
</tr>
<tr>
<td>19</td>
<td>TAFE VTAC entry courses commence</td>
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#### March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>4</td>
<td>H.Ed teaching begins</td>
</tr>
<tr>
<td>11</td>
<td>Labour Day</td>
</tr>
<tr>
<td>31</td>
<td>H.Ed. last day for withdrawal from a first semester subject, unit or course without penalty of failure*</td>
</tr>
<tr>
<td></td>
<td>H.Ed. Census date for HECS (semester 1)</td>
</tr>
<tr>
<td></td>
<td>H.Ed. and TAFE last day for applications for refund of General Service Fee</td>
</tr>
<tr>
<td></td>
<td>TAFE last day for variation to enrolments for semester 1 without penalty</td>
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#### April

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>3</td>
<td>H.Ed. classes end for Easter break</td>
</tr>
<tr>
<td>4</td>
<td>TAFE classes end for semester break</td>
</tr>
<tr>
<td>5</td>
<td>Easter Friday</td>
</tr>
<tr>
<td>8</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>11</td>
<td>H.Ed. classes resume after Easter break</td>
</tr>
<tr>
<td>15</td>
<td>TAFE classes resume after Easter break</td>
</tr>
<tr>
<td>25</td>
<td>Anzac Day</td>
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#### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>31</td>
<td>H.Ed. last day for application for awards for students completing courses in Semester 1 1996</td>
</tr>
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</table>

#### June

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>Queen's Birthday</td>
</tr>
<tr>
<td>11</td>
<td>TAFE semester 1 examination period begins</td>
</tr>
<tr>
<td>13</td>
<td>H.Ed. semester 1 examination period begins</td>
</tr>
<tr>
<td>28</td>
<td>TAFE semester 1 examination period ends</td>
</tr>
<tr>
<td></td>
<td>H.Ed. semester 1 examination period ends</td>
</tr>
<tr>
<td></td>
<td>TAFE last day for applications for awards for students completing courses in Semester 1, 1996</td>
</tr>
<tr>
<td></td>
<td>TAFE semester 1 ends</td>
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</tbody>
</table>

#### July

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>8</td>
<td>H.Ed. inter-semester break begins</td>
</tr>
<tr>
<td>15</td>
<td>TAFE classes resume for semester 2</td>
</tr>
<tr>
<td>22</td>
<td>H.Ed. Engineering (alternate entry) semester 2 classes begin</td>
</tr>
</tbody>
</table>

#### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>31</td>
<td>TAFE last day for subject variations to enrolments for semester 2 without penalty</td>
</tr>
<tr>
<td></td>
<td>H.Ed. last day for withdrawal of a second semester subject, unit or course without penalty of failure*</td>
</tr>
<tr>
<td></td>
<td>TAFE last day for applications for refund of General Service Fee</td>
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#### September

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>20</td>
<td>TAFE classes end for mid-semester break</td>
</tr>
<tr>
<td>30</td>
<td>H.Ed. semester break begins</td>
</tr>
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</table>

#### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1</td>
<td>H.Ed. and TAFE classes resume after mid-semester break</td>
</tr>
<tr>
<td>7</td>
<td>H.Ed. and TAFE classes resume after mid-semester break</td>
</tr>
<tr>
<td>25</td>
<td>H.Ed. last day for applications for awards for students completing courses in semester 2 1996</td>
</tr>
</tbody>
</table>

#### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>H.Ed. semester 2 examination period begins</td>
</tr>
<tr>
<td>5</td>
<td>Melbourne Cup Day</td>
</tr>
<tr>
<td>15</td>
<td>H.Ed. semester 2 examination period ends</td>
</tr>
<tr>
<td>18</td>
<td>TAFE semester 2 examination period begins</td>
</tr>
<tr>
<td>29</td>
<td>TAFE last day for application for awards for students completing courses in semester 2, 1996</td>
</tr>
</tbody>
</table>

#### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>TAFE semester 2 examination period ends</td>
</tr>
<tr>
<td>20</td>
<td>Swinburne closes for Christmas break</td>
</tr>
</tbody>
</table>

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H.Ed.: Swinburne Higher Education Sector
TAFE: Swinburne TAFE Division

* 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 has been a total ban on smoking in all Swinburne
buildings and vehicles since 1 January 1991.

Internet
The Swinburne Handbooks are accessible through the internet.

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# Contents

General University Information ................................................................. 13  
Coat of Arms ......................................................................................... 13  
A proud history .................................................................................... 14  
Swinburne today ................................................................................... 14  
Mission Statement ............................................................................... 14  
University Assembly ........................................................................... 15  
Swinburne name changes since inception ............................................. 15  
Teaching Sectors .................................................................................. 15  
Hawthorn Campus ................................................................................ 17  
Prahran Campus .................................................................................... 19  
Swinburne at Lilydale ............................................................................ 20  
Mooroolbark Campus .......................................................................... 21  
University Council ............................................................................... 22  
Staff and Officers of the University ....................................................... 22  
  Chancellery ......................................................................................... 22  
  Information Services ........................................................................... 23  
  International Office ............................................................................ 23  
  Research and Graduate Studies .......................................................... 23  
  Corporate Services ............................................................................. 23  
  Higher Education Sector .................................................................... 24  
  TAFE Division ................................................................................... 24  
Governance Structure ........................................................................... 26  
Organisational Chart ............................................................................ 28  
Student Services ................................................................................... 29  
  Access Education ................................................................................. 29  
  Alumni ................................................................................................ 29  
  Bookshops .......................................................................................... 29  
  Chaplaincy ........................................................................................ 30  
  Child-care Centre (day and evening) .................................................... 31  
  Computing Facilities .......................................................................... 31  
  English Language for Migrants .............................................................. 32  
  Equity Unit ........................................................................................ 32  
  Swinburne Graduate Research School ................................................ 33  
  International Student Unit ................................................................. 33  
  Library ................................................................................................ 33  
  Transport Access and Parking ............................................................... 35
Definitions

Conditions

Confirmation of records

Identity cards

Amendments to enrolment details

Change of subjects

Adding subjects

Semester address for correspondence

Prior learning

TAFE system of interchangeable courses

Exemptions

Recognition of prior learning

Pathways: articulation and credit transfer

Fees

Enrolment fees

Late enrolment fees

Withdrawing from all study

Academic statements

Statements

Certification of official documents

Assessment review

Awards (application for qualification)

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

Career potential

Professional recognition

Centre for Industry Consulting

Diplomas and Associate Diplomas

Accounting

Banking and Finance

Credit Management
Information Technology (Software Development) .......................................................... 66
Information Technology (Technical and User Support) ............................................... 67
International Trade .................................................................................................. 62
Library and Information Studies ................................................................................. 68
Marketing ................................................................................................................... 63
Office Administration .................................................................................................. 63
Operations Management .............................................................................................. 64
Purchasing and Planning ............................................................................................. 65
Advanced Certificates and Certificate IV .................................................................. 69
Accounting .................................................................................................................. 69
Credit Procedures and Practices ................................................................................. 69
Estate Agency ............................................................................................................... 69
General Insurance ...................................................................................................... 70
Hospitality Operations ............................................................................................... 71
Human Resource Operations ....................................................................................... 71
Information Technology .............................................................................................. 72
Management ............................................................................................................... 73
Office Administration ................................................................................................. 73
Operations Management .............................................................................................. 73
Sales Management ....................................................................................................... 73
Certificates .................................................................................................................. 74
General Insurance ...................................................................................................... 74
Information Technology .............................................................................................. 74
Information Technology (Computer Applications) ...................................................... 74
Information Technology (Occupational Studies) .......................................................... 75
Occupational Studies (Business, Business Services, Retailing)* .................................. 76
Records Management .................................................................................................. 76
Vocational Studies (Traineeships) ................................................................................ 76
Other courses ............................................................................................................. 77
Foundation Year ......................................................................................................... 77
Sub-Agency Practice ................................................................................................... 77
VCE Evening Classes ................................................................................................ 78
*no text exists in this Handbook

School of Engineering and Industrial Science

Staff ............................................................................................................................... 80
Centre for Engineering Technology .............................................................................. 81, 84
National Scientific Instrumentation Training Centre .................................................. 81, 84
Training and Development Support Unit ................................................................... 81, 84
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 (Contracting and Building Automation)

Other courses

Pre-Apprenticeship Program

Industrial Sciences Department

Graduate Certificate courses

Science and Technology

Diploma courses

Fire Technology

Associate Diploma courses

Laboratory Technology

Scientific Computing

Advanced Certificate courses

Laboratory Technology

Certificate IV courses

Fire Technology

Bridging and Preparatory courses

Foundation Year

Bridging Technology

New Opportunities for Women

Mechanical and Manufacturing Technology Department

Graduate Certificate courses

Cleaner Production

Diploma courses

Applied Science (Materials Engineering)

Engineering

Associate Diploma courses

Engineering (Manufacturing/Mechanical)

Advanced Certificate courses

Engineering (Manufacturing/Mechanical)
Certificate IV courses
Materials Science

Certificate courses
Swinburne Certificate of Quality Technology
Basic Certificate in Engineering

Apprenticeship courses
Fabrication
Mechanical (Fitting and Machining)

Post-apprenticeship courses
Engineering - Post Trade
Engineering Production Certificate (Levels 1, 2 & 3)

Welding courses
Basic Welding
Advanced Welding
Welding Certificate to AS1796

School of Social Sciences and Arts

Staff

Courses offered chart
General School Information
English Language for Migrants
Inservice, short courses and bridging programs

English Language Centre
Workplace Skills Unit

Arts
Associate Diploma of Arts (Design)
Associate Diploma of Arts (Graphic Art)
Associate Diploma of Arts: Theatre Technology (Costume Stream)
Associate Diploma of Arts: Small Companies and Community Theatre
Associate Diploma of Arts (Visual Arts)
Advanced Certificate in Art and Design (Film and Video Production)

Access, Community and Language Programs
Advanced Certificate of Applied Language — Japanese/Mandarin
Certificate in English for Vocational Education and Further Study
Certificate of General Education for Adults
Certificate in Work Education
Adult Basic Education – Maths Workshop
Basic Studies Program
Compensatory Education – Maths and Academic Writing
Living Skills for People with Disabilities
Migrant Access Education Program ................................................................. 124
Migrant Women's Course ........................................................................... 124
**Special** Schools Transition Program .......................................................... 124
Transition Program (Mildly Intellectually Disabled Adults) ......................... 124
Vocational Preparation Program (Nursing, Fire Brigade, Police, Ambulance Officers, Defence Force) ............................ 124
Vocationally-oriented Evening Classes .......................................................... 124
Volunteer Tutor Training ........................................................................... 124
Adult and General Education .................................................................... 125
**Certificate** of Occupational Studies: Recreation ........................................ 125
Tertiary Entry Program ............................................................................... 125
Tertiary Study Skills .................................................................................. 126
Victorian **Certificate** of Education (Adult VCE) ........................................... 126
Social and Community Services ................................................................ 127
Associate Diploma of Social Science (Child Care) ........................................ 127
Associate Diploma of Social Science (Community Development) ................ 128
Associate Diploma of Social Science (Welfare Studies) ............................... 129
Diploma of Social Science (Justice) .............................................................. 129
Advanced Certificate in Home and Community Care* ................................ 130
Advanced **Certificate** in Koori Child Care ................................................... 130
Advanced Certificate in Managing Social and Community Services ............. 130
Advanced Certificate in Nursing .................................................................. 131
Advanced **Certificate** in Residential and Community Services ................ 243
Certificate in Applied Aspects of Loss and Grief ........................................... 133
Certificate III in Children's Services: Early Childhood Care ....................... 134
Certificate III in Children's Services: Out of School Hours Care .................. 134
Certificate in Child Care (Homebased and Nanny Stream) ............................ 135
**Certificate** in Child Care (Koori Homebased and Foster Care) ..................... 135
Certificate in Home and Community Care (General, Koori, Bilingual) .......... 136
**Certificate** in Family Support Work ......................................................... 136
**Certificate** in Parent Education Leadership Training ................................. 137
Community Options Program ..................................................................... 137

*No text exists in this Handbook

Subject Details ............................................................................................ 139

Procedures and Regulations ....................................................................... 259
Educational Philosophy Statement ............................................................... 260
The Learning Relationship ........................................................................... 262
Principles of Best Teaching Practice ............................................................ 263
Confidentiality of Personal Information ....................................................... 264
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 Bum, a small river that flows into the North Tyne, where he built a castle. He became known as William Swinburn(e) and soon the county reverted to the crown of England.

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

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

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

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

The motto: the College of Arms' translation of the motto is Achievement through learning.
Swinburne

A proud history

The 1992 proclamation by the Parliament of Victoria of the Swinburne University of Technology 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 15 March 1993.

In 1994 the Higher Education Sector of Swinburne underwent a major restructuring 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.

Mission statement

To provide a continuum of education opportunities from initial vocational education and training to postgraduate masters and doctoral degrees and to support the community it services through research, consultancy and continuing education.
University Assembly
The University Assembly provides a regular open forum for the discussion of issues and ideas of significant interest to the University community.

The University statute formally establishing the University Assembly sets out its membership and terms of reference. Its membership includes all staff and students of the University.

Meetings of the University Assembly are normally held twice a year. Notice of each meeting and an invitation to submit items for discussion are conveyed to the University community at least one month before the meeting. Details are usually published in 'The Swine', the newspaper published by the Swinburne Student Union.

Swinburne name changes since inception
8 July 1908 Eastern Suburbs Technical College
1913 Swinburne Technical College
4 April 1975 Swinburne College of Technology Limited
28 April 1980 Swinburne Limited
19 May 1980 Swinburne Institute of Technology
15 April 1983 Swinburne College of TAFE
1 July 1992 Swinburne University of Technology

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 9250 students were enrolled in the Higher Education Sector in 1995, made up of 5365 full-time students and 3885 part-time students.

Technical and Further Education Division (TAFE)

The TAFE Division offers courses at professional and paraprofessional level covering associate diploma, advanced certificate, apprenticeship, VCE and access programs. A number of specialist courses are also provided for industry and the community.

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 10,044 students were enrolled into TAFE courses in 1995, made up of 2678 full-time and 7366 part-time students (excluding short courses).
Hawthorn Campus

General enquiries: 9214 8444

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 12 May 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.
Prahran Campus

**General enquiries: 9214 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.
Swinburne at Lilydale

General enquiries: 9728 71 11

The Lilydale campus is located on 24 hectares on a hillside overlooking Lilydale Lake and within three quarters of a kilometre from Lilydale railway station. The campus has been established to provide for the higher education needs of Melbourne’s outer east into the 21st century. A modern campus with approaches to teaching and learning well ahead of its time, the campus has been specially designed as a hub of the learning community. The campus is close to train and bus routes and for those who choose to drive, ample parking is being provided.

The campus offers undergraduate degree programs in the areas of business, social science and applied science. The Bachelor of Business offers majors in Accounting and Marketing, whilst the Bachelor of Applied Science offers majors in Computer Science and Management Science, and the Bachelor of Social Science offers majors in Psychology, Sociology or Media Studies. Students are able, within the constraints of timetabling, to take both a major and a co-major, if so desired.

The campus is an integral part of the University as a whole and as such students have access to the full range of resources of the multi-campus university, whilst enjoying a high degree of amenity and facility on the Lilydale site. The campus is being built with library facilities, student cafe, microcomputer laboratories, student services, student lounge, bookshop and the like. Emphasis is placed on the use of appropriate technologies as tools and means for teaching and learning.
Mooroolbark Campus

General enquiries: 9728 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.
University Council

Membership as at 14 June 1995

Chancellor

R. Pratt, AO

Appointed by the Governor-in-Council

ML. Cattermole, BSc(Melb), FACS

RJ. Coughlin, DipAppSc(SIT), TSTC(MSTC)

W.G. Elms, FCIA, AFAIM

EN. Honeywood, MLA, BA(Hons)(ANU)

R.S. Ives, MLC, MA, DipEd(WA)

N.J. Maughan MLA

Professor B. van Ernst, BA, MEd(LaT), PhD(LaT), TPTC, MACE

K.N. Watson, AM, BA, BEd(Melb)

S. Lipski, AM, BA(Melb)

Appointed by the Minister for Education

D.I. Allen, BCom, BEd(Melb), MA(UCB), EdD(UCB)

Appointed by the University Council

J. Austin, BA, DipEd(Sheffield)

K.D. Brown, CertProfMedLabTech(NZ), GradDipOrgBeh(SIT), TTC(Haw)

T.W. Brown, FCA (Deputy Chancellor)

P.Eng, MB, BS(S’pore)

J. King, BA(Murd)

J.D. White, BEng(Hons)(Adel), PhD(Camb), FIE Aust, MAIM

Three vacancies

Member ex officio

Professor J.G. Wallace, MA, MEd(Glas), PhD(Brist), FASSA (Vice-Chancellor)

Appointed by the Academic Board

Associate Professor TH. Randle, BEd(Melb), MSc(LaT), PhD(Salford), ARACI, MRSC, MACA

Appointed by the Board of Technical Studies

I? Veenker, DipBBus(Acc)(PCAE), BBus(SIT), MEDStud(Mgt)(Mon), TTC(HIE), CPA, MACE

Elected by Higher Education Academic Staff

M. Suffern, BE(Chem)(Mon), DipChemEng, DipAppChem(SIT), MIEAust

Elected by TAFE Academic Staff

C. Forbes, BA, BSc(Hons)(Mon), TPTC

Elected by General Staff

M. Haase, BA

N.H. Nilsen

Elected by Higher Education Undergraduate Students

ES. Perianayagam, DipElecEng(M’sia)

Elected by Higher Education Postgraduate Students

L. Bongiorno, BA(Melb)

Elected by TAFE students

A. Faraj

Council Secretariat

Secretary

F.G. Bannon, BCom(Melb), FCPA, ACIS, ACIM, LCA

Executive Officer

A.J. Miles, BSc(Melb), BEd(Mon)

Professor Emeritus

J.H. Perry, BSc(Tech) (NSW), PhD(S’ton)

Staff and Officers of the University

Chancellery

Chancellor

R. Pratt, AO

Vice-Chancellor

Professor J.G. Wallace, MA, MEd(Glas), PhD(Brist), FASSA

Deputy Vice-Chancellor

F.G. Bannon, BCom(Melb), FCPA, ACIS, ACIM, LCA

Pro Vice-Chancellor

Professor L.M. Gillin, BMetE, MEngSc, MEd(Melb), PhD(Cantab), ASMB(Ball'f), FIE Aust, FAIM, FACE, FWACE

Pro Vice-Chancellor, Information Services

H. Gunn, MSc, PhD(Otago), Grad Dip(CIT), MBA(Deakin)

Pro Vice-Chancellor(Academic), Research

Professor K.C. Pratt, BE(Chem), PhD(Melb), FICE, FIEAust, FTS

Pro Vice-Chancellor (Academic), Business, Humanities and Social Science Division

Professor M.C. Frazer, BA(Deakin), BSc(Hons)(Mon), Grad Dip Ed(Tert) (DDIAE), MAdmin(Mon), PhD(Camb), AIMM, MAIP, MACE

Pro Vice-Chancellor (Academic), Science, Engineering and Design Division

Professor J.G. McLean, BVSc(Syd), HDA(Hons), PhD(Melb), CompIEAust

Director, TAFE Division

E Veenker, DipBus( Acc)(PCAE), BBus(SIT), MEDStud(Mgt)(Mon), TTC(HIE), CPA, MACE

Registrar

G.L. Williamson, BSc(Adel), Grad Dip AppSc(SIT)

Manager, Planning & Information Systems

R.D. Sharma, BSc(Tas), DipEd(Tas), Grad Dip Ops Res(RMIT), MED Admin(New Eng), PhD

Executive Assistant to the Vice-Chancellor

M.A. Tomlinson, BA(Hons)(Melb), MA(LaT), PhD(Camb)

Executive Assistant to the Deputy Vice-Chancellor

S.P. Jervis, BA(Adel)
Quality Development Coordinator
R. Carmichael, BA(Mon), BEd(LaT), TSTC(MonTC)
legal Officer
B. Webster, LLB(Tas), Barrister and Solicitor of the
Supreme Courts of Tasmania and Victoria
Freedom of Information Officer
V. Anderson
Equity Unit
Manager
M. Jones, CertEd(Wales), BEd(VicC), MEdThesis(Mon)
Student and Educational Services
Manager
Z. Burgess, BA(Mon), GradDipEdPsych(Mon),
MEd(LaT), MAPs, VAFT, AIM

Information Services
Pro Vice-Chancellor
H. Gunn, MSc, PhD(Otago), GradDipEDP(CIT),
MBA(Deakin)
Computer Services and Information
Technology
Manager
A. Young, BEng, MEng, MIREE
Director (Acting)
R. Philp, ABCTechCert
Library
Swinburne Librarian
F. Hegarty, BA(UNewEng), DipLib(QIT), BEd(LaT),
AALIA

International Office
International Student Unit
Director
J. McCormick, BComm(Melb), MAdmin(Mon), FASA,
CPA

Research and Graduate Studies
Pro Vice-Chancellor
Professor K.C. Pratt, BE(Chem), PhD(Melb), FICE,
FIEAust, FITS
Research Coordinator
J. Baird, BA(Hons), BLitt(Melb), MBA(RMIT)

Corporate Services
Facilities and Services Group
Director
N. Zorbas, BE(Hons)(WAust), MEd, MEngSc(Melb),
FIEAust, CPEng
Manager Maintenance and Engineering
S. Blackburn
Property and Services Officer
D. Sharp
Pblning and Projects Officer
S. Bartlett, BArch (Melb), RIBA, ARAIA
Finance Department
Manager
J. Vander Pal, DipAccy(PTC), BBus(SIT), AASA, CPA, RCA
Systems Accountant
J.F. Rayner, BSc(Melb), DipEd(Melb)
Divisional Accountant, TAFE Division
P. Wilkins, BBus(VicC), GradDipAIS(CIT), AASA
Divisional Accountant, Higher Education Sector
P. Hotchin, BA(Deakin), GradDipBusAdmin(SIT), AASA,
CPA
Human Resources Department
Manager
ED. Mudd, BE(NSW), AFAIM
Deputy Manager
A. McFarland, BA(LaT), GradDipBus(HRM)(VicColl)
Safety Coordinator
A. Skotnicki, BAppSc(FIT), GradDipIndHygne(Deakin)
External Relations
Executive Director
J. Oliver, DipMkt(Chartered Inst of Marketing)
Associate Professor B.C. McDonald, BCom, DipEd(Melb),
FCPA
Head, Publicity and Information Unit (Acting)
M. Haase, BA
Manager, Swinburne Press
L. Scheuch-Evans, BS in Foreign Service(G'town)
Academic Registrar's Department
Academic Registrar
A. Grigg, BA(Hons), PhD(Otago)
Security Department
Chief Security Officer
N. Burge

Mooroolbark Campus
Director
J. Wangeman, BCom, BEd, MA(Melb), MAPS
Senior Campus Administrator
J. Austin
Higher Education Sector

Division of Business, Humanities and Social Science

Pro Vice-Chancellor
Professor M.C. Frazer, BA(Deakin), BSc(Hons)(Mon), GradDipEdText(DDIAE), MAdmin(Mon), PhD(Camb), FAIM, MAIP, MACE

Deputy Head of Division
D.G. Adams, BCom(Melb), MAdmin(Mon), TSTC
Head, School of Commerce
W.C. Nash, BCom, DipEd(Melb), MBAC
Head, School of Information Systems
J.A. James, DipMedRadiotherapy, GradDipDP(RMIT), MBIT(RMIT), MACS
Head, School of International and Political Studies
D.Y. Mayer, BA(Melb), LLB(Melb), GradDipEd(Haw), MA(Mon)
Head, School of Management
B. Cargill, BA(Melb), MAPsS, MEd(Melb)
Head, School of Social and Behavioural Sciences
Associate Professor K.J. Heskin, BA(Hons)(Queens), MA(Dub), PhD (Dunelm), CPsychol, AFBPsS, MACS

Division of Science, Engineering and Design

Pro Vice-chancellor
Professor J.G. McLean, BVSc(Syd), HDA(Hons), PhD(Melb), CompIEAust

Deputy Head of Division
R.B. Sandie, BCE, MEngSc(Melb), FIEAust, CEng
Head, School of Biophysical Sciences and Electrical Engineering
D. Murphy, BE(Mon), MSc(Lond), DPhil( Oxon), PIE(Aust), CEng
Head, School of Chemical Sciences
I.K. Jones, BAgSc, DipEd, PhD(Melb), FRACI
Head, School of Civil Engineering and Building
RB. Sandie, BCE, MEngSc(Melb), FIEAust, CEng
Head, School of Computer Science and Software Engineering
D.D. Grant, MSc(Melb), PhD(Reading)
Head, School of Mathematical Sciences
J.R Iacono, TPTC, BA(Mon), MEc
Head, School of Mechanical and Manufacturing Engineering
M.D. Buley, BE(Chem)(Mon), DipMechEng(SUT), MSc(Aston), TTTC(TTC)
Head, The Swinburne School of Design
Professor Bob Miller-Smith, FCSD, FDIA, FSTD, FRSA

TAFE Division

Director
I.P. Veenker, DipBus(Acc)(PCAE), BBus(SIT), MEdStud(Mgt)(Mon), TTTT(HIE), CPA, MACE

Deputy Director (Operations)
Vacant

Assistant Director TAFE Planning and Educational Services
D. Bennett, BA, DipEd, BEd, MEd(Admin) Services, MACE
Assistant Director TAFE Administration and Information Systems
R. Conn, BBus(SIT), DipEd(Mon), ASCPA
Manager, TAFE Institutional Development
Vacant
Senior Curriculum Development Officer
J. Sutherland, BBSc, DipEd, GradDipAppPsy
Senior Executive Officer to TAFE Director
J. Johnston, BSc(Ed)
Head, PC Support Services
D. Williamson, CNE

School of Business and Information Systems

Head
G. Ryan, BSc, GradDipBus, DipEd, AACS
Assistant Head
D. Tonkin, BScStud(Acc), DipEd
Head, Financial Studies
M.J. Joyce, BBus(SIT), DipEd(HIE), ASCPA
Head, Information Studies
S. Henderson, BA, DipEd, BEd
Head, Industry Consulting Centre
G. Romuld, BSc, DipEd
Head, Management Studies
D. Sedgwick, BA, LLB, TSTC
Head, Marketing Studies
C. Kent, NZTC(CSTC), BA(SIT)
Manager, Centre for Business Development and Training (Acting)
A. Roubin

School of Engineering and Industrial Science

Head
R Fallu, BSc, DipEd(Mon)
Deputy Head
C. DeMartinis, BEd, MSc(LaT) GradDipOccHyg(Deakin)
Head, Electrical and Electronics Technology Department
A.G. Hampton, TechCert(Electronics)(HI), BEd(Deakin)
Head, Industrial Sciences Department  
J. Cashion, BSc(Melb), DipEd, DipCompSc, GradAIP  
   Head, Mechanical and Manufacturing Technology Department (Acting)  
K. Deed, Jig&ToolTechCert(SIT), TTfIC, DipTT, BEd(HIE)  
   Manager, Centre for Engineering Technology  
L.J. McLaughlan, Cert(Jig&ToolDraft), Cert(Toolmaking), TTfIC, DipTT(Haw)  
   Manager, Training and Development Support Unit (Acting)  
L? DeFelice, BSc(Mon), DipEd(Rusden)  
   Manager, National Scientific Instrumentation Training Centre  
G. Jordan, MPharm(VicCollPharmacy)  

School of Social Sciences and Arts  
Head  
J. Bissland, BA(Hons), GradDipChDev, GradDipEd, MA, MEd  
   Deputy Head  
G. Arnott, BEC, BEd(Mon), GradDipBusAdmin(SIT)  
   Access, Community and Language Programs (Acting)  
L. Cutting, BA(Hons), GradDipEd, GradDipSecStudies  
   Director, English Language Centre  
A. Redpath, BA, DipEd, GradDipTESL  
   Head, Adult and General Education  
B. Brosnan, BA(Hons), MEd(Monash), DipTEFL(ILC Edinburgh)  
   Head, Child Studies and Health  
C. Forbes, TPTC, BA, BSc(Hons)(Mon)  
   Head, Ark  
J? Creed, BA(Hons), DipTeaching  
   Head, Family and Community Studies  
M. Juchnowski, BA, DipEd, MA  
   Manager, Workplace Skills Unit  
G. Cohen, BEd
Governance Structure

COUNCIL

STATUTORY BOARDS OF THE UNIVERSITY

ACADEMIC BOARD

BOARD OF TAFE

BOARD OF TECHNICAL STUDIES

- School Boards
- Academic Development Committee

COMMITTEES OF COUNCIL

- JPRC
- Finance
- Staffing
- Campus Planning and Building
- Legislation
- Executive
- Search
- Honorary Degrees
- Professor Emeritus
- Remuneration
- Ethics Committees

- Divisional Boards
- Higher Degrees Committee
- Degree and Diploma Review Committee
- Finance and Resources Committee
- Academic Policy and Planning Committee
Further details in attached chart
Access Education Services

Access Education is part of the Department of Access, Community and Language Programs. Several services and programs are available:

**Compensatory Education**
Teacher in charge
R Thomas, 9214 8816

Secretary
C. Boykett, 9214 8634

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. This service is available from the houses located at 42 and 44 William Street in Hawthorn and H638 at Prahran. Understanding staff are available to discuss people’s problems in English and/or mathematics and follow up with appropriate tuition.

**Community Access Programs**

Ph: 9214 8634

Staff are 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. Two return-to-study programs cater for those who wish to enter either a science or humanities course. 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.

**Swinburne Alumni Association**

**Who are the Alumni?**
Former students, former and current staff, and friends of the University.

**What is the Alumni Association?**
The Alumni Association enables you to stay in touch with friends made at Swinburne during your period of study or employment. The Alumni Office organises reunions and other functions. Three times a year all alumni receive Swinburne News free of charge. In addition, you have the opportunity to remain involved with your University. As the University’s reputation grows, 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 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.

Upon payment of a fee, alumni can use the library, sports association, tool library and bookshop.

For further information contact:

Jennifer Cookson, External Relations
Telephone: 9214 8705

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

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

Manager
R. Wilkens, 214 8225
General enquiries
9214 8429 8225

Location

Hawthorn
The bookshop is located on the second level of the Bookshop/Cafeteria building (Student Union building).

Prahran
The bookshop is located on the ground 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-6.00pm
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 cooperative 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 cooperative 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 cooperative. The cooperative's profits remain with the organisation to ensure its continued growth and viability. No external beneficiaries exist.

Membership
For the cooperative 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 cooperative as per the society's rules.

To become a member of the cooperative you simply fill in a share application form and pay $5.00 for 5 x $1.00 shares. You will then be issued with a membership card which should be presented when making a purchase at the cooperative to receive your discount.

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

We sell:
- Text and references, novels, 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;
- Art and craft supplies;
- Calculators, electronic diaries;
- 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

Hawthorn Campus
Chaplain
Mavis Payne
Location
473 Burwood Rd., Room 201 (alongside Student Health Centre)
Telephone: 9214 8489
Available: Monday, Tuesday, Wednesday
Assistant Chaplain
Christopher Gibson
Available: Thursday and Friday

Mooroolbark campus
Richard O’Brien is the visiting chaplain, and is on campus one lunch-time each week, or by appointment.
Telephone: 9725 5370.

Prahran campus
Howard Langmead is the visiting chaplain, and is available at St Matthew’s church (opposite the campus) or by appointment. Ph: 9510 5483 or enquire via Student Union.

Chaplains are available to all students and staff regardless of their religious affiliation or lack of it. They are available to offer all sorts of pastoral care, bible studies and seminars. New students are particularly invited to meet the chaplains, who have information about student religious groups on campus, and local churches. All chaplains are recognised by their respective Christian churches, and authorised by the University.

International students
Christopher Gibson is especially available to all international students, regardless of their religious affiliation or lack of it. If you want to find people of your own language group, locate a church with a similar cultural background or want assistance in coping with Australia, contact Chris on 9214 8489.

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

Student-run religious groups
There are a number of student-run religious groups, affiliated with the Student Union. The Christian Union, Students for Christ, Overseas Christian Fellowship, Indonesian Campus Ministries, Hillel: Foundation of Jewish Campus Life and the Swinburne Islamic Society all meet at Swinburne.
The Place

The Place is a Student Drop-In Centre, situated in the Hall opposite the Hawthorn campus on Burwood Road. It is open Monday-Friday during semester, as a meeting place for Swinburne students. It is run by the churches in Hawthorn with the cooperation of the chaplains. A quiet/prayer room and an Islamic Prayer room are both rooms set aside in the Hawthorn Contact Centre for use by students.

Child-care Centre

Coordinator
S. Somerville, 9214 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 9214 8519 or the Equity Unit on 9214 8804.

Computing Facilities

Open Access Computing Laboratories

Student access to computing laboratories is provided by Computer Services and Information Technology (CS&IT) at each campus.

Together with a team of student cadets, CS&IT manage and maintain the open access computing laboratory in the West Wing (2nd floor, West Engineering Building, Hawthorn) as well as several classrooms. Nearly 100 PCs are provided in the West Wing laboratory, running a range of software packages for all University students and staff, and user manuals are available for loan. There is a student help desk in the West Wing to provide software and hardware support to laboratory users, operate the loans desk and provide a laser printing service. The West Wing help desk, operated by the cadets is open whenever the West Wing laboratory is open.

Opening hours – West Wing (during teaching periods)

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>8.00am - 9.30pm</td>
</tr>
<tr>
<td>Saturdays (some)</td>
<td>12.00pm - 5.00pm</td>
</tr>
<tr>
<td>Sundays (some)</td>
<td>1.00pm - 5.00pm</td>
</tr>
</tbody>
</table>

Enquiries: 9214 8574

The West Wing is not open every weekend so please call to check before coming in.

CS&IT also manage the TAFE laboratories at Prahran (H601A) and Hawthorn (TC211) which provide a wide range of software applications for DOS and Windows as well as providing access to CD-ROM on some machines in the Library Studies area. JAC, the Job and Course Explorer is also available.

Opening Hours – Hawthorn TAFE

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:30am - 8:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30am - 7:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00am - 3:00pm</td>
</tr>
</tbody>
</table>

Enquiries: 9214 8037

Opening Hours – Prahran TAFE

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00am - 9:30pm</td>
</tr>
</tbody>
</table>

Weekend access and access after normal weekday hours must be arranged with your lecturer who will provide you with a memo giving permission.

Enquiries: 9214 6705

At the Mooroolbark campus, there are three open access laboratories and a BYO lab with network points for laptop computers. Rooms ME9 and ME10 have twenty-one computers each while ME14 has eight. The BYO Computer Lab is situated in MD23 and offers eighteen network points.

Opening hours – Mooroolbark

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>9:00am - 5:00pm</td>
</tr>
</tbody>
</table>

Local help is provided but there are no extended opening hours available.

Laboratories at all campuses are open to both TAFE and Higher Education students from all Swinburne campuses and each campus has several other classrooms which students can use between scheduled classes.

Central computing facilities

CS&IT support a group of powerful RISC 6000s for the CIM centre which support engineering packages such as CATIA and Lusas. CS&IT also manage six Digital AlphaServer 2100s, one of which supports general UNIX
teaching while another supports the ORACLE application exclusively.

The University network
Managing the University’s data network infrastructure is another of CS&IT’s major responsibilities. The wide area network (WAN) currently consists of a high capacity microwave link between the Hawthorn and Prahran campuses and the Hawthorn and Mooroolbark campuses of the University, and an ISDN (Integrated Digital Services Network) connection from Mooroolbark to the Glenfern Study Centre. The network also provides all campuses with access to the extensive services available through the Australian Academic and Research Network (AARNet) and the worldwide Internet.

Swinburne’s Network is available for dial-in access via modem. Dial-in numbers are 9214 8619 for 120012400 bps modems and 9214 5219 for 9600 modems. SLIP/PPP access will be available during 1996.

Help Desk
For assistance with any facilities supported by CS&IT contact the ISG central Help Desk on 9214 5000 or email helpdesk@gpo.swin.edu.au. The Help Desk is open between 8.30am and 5.00pm Monday to Friday and is located in Room EN211A.

Network Access and Code of Practice document
All students using Swinburne’s computing facilities should be familiar with the Network Access and Code of Practice document which explains the services provided to users and the conditions governing their use. This document is available from the HelpDesk and online through the Campus Wide Information Service (CWIS). The Swinburne CWIS can be viewed through any World Wide Web browser at URL http://www.swin.edu.au

English Language for Migrants

Migrant Education Coordination
Gina Gawenda
Prahran 9214 6951,
Hawthorn 9214 5337

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 and Prahran campus.

January summer school
English for academic purposes (Ill-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, 9214 8151.

Equity Unit
Manager
M. Jones, 9214 8855

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.

For further advice or assistance please contact the Equity Unit on 9214 8855.
Swinburne Graduate Research School (SGRS)

Office of Research and Graduate Studies

General Manager, Research and Graduate Studies

J. Baird

The mission of the Swinburne Graduate Research School and the Office of Research and Graduate Studies is to promote and coordinate research and development activities by Swinburne staff and postgraduate students. It provides a University-wide perspective on research at the University. There are several key service areas for staff and postgraduates.

The Swinburne Graduate Research School

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. The School is managed by the Office of Research and Graduate Studies.

Doctoral study and scholarships

The SGRS is responsible for the administration of PhD degrees and coordination of other research studies. It provides prospective doctoral students with a variety of information on doctoral study including: details about admissions to candidature; expected duration of candidature; progress report requirements; HECS exemption; scholarships; guidelines for thesis presentation; guidelines for supervision; and University policies on research. The School also provides information, application forms and guidelines for a number of Australian scholarships for doctoral and research Masters degrees.

Information is also available on other scholarships offered by non-profit organisations, and on overseas scholarship opportunities.

For further information about doctoral study and scholarships, phone Margaret Tarr on 9214 5224.

Office of Research and Graduate Studies

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 9214 5223.

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

International Student Unit

Director

IA. McCormick

Location

473 Burwood Road, Hawthorn, 9214 8151, 9214 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.

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.

Library

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

The combined collections include over 200,000 books, 3000 periodical titles, print and CD-ROM indexes and abstracts, and a large collection of audio and video tapes, slides, interactive videodiscs and computer software. All materials in the collections are available for use in the libraries, and most may be borrowed. Access to all collections is facilitated by 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 including internet access.

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.: 9214 8330
Monday-Thursday: 8.15am-10pm
Friday: 8.15am-8.30pm
Most Saturdays, some Sundays, Labour Day, ANZAC Day,
Queen's Birthday, Melbourne Cup Day.

Mooroolbark campus
Tel.: 9728 7115
Monday-Thursday: 8.30am - 6.00pm
Friday: 8.30am - 5.00pm
Some Saturdays, Queen's Birthday, Melbourne Cup Day.

Penrith Campus
Tel.: 9214 6998
Monday-Thursday: 8.30am-8.30pm
Friday: 8.30am-5pm
Queen’s Birthday, Melbourne Cup Day, some Saturdays.

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 staffmember 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 reported and replaced immediately.

Borrowing periods
Students: the normal loan period for students is a fortnight. This period may be extended for two renewals provided that the item has not been reserved by another user and that it is not overdue.
Staff: the normal loan period for staff members and higher degree students for most library material is four weeks. This period may be extended for two renewals provided that the item has not been reserved by another user and that it is not overdue.

NB. Items on short-term loan — ie. less than two weeks — cannot be extended.

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 home loan
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.

Holds and intercampus requests
Students and staff members can reserve an item which is out on loan or request an item from another campus by placing a hold on it using the computer catalogue.

Lost or damaged material
If an item is lost or damaged this must be reported immediately. 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.

Authorisation for reciprocal borrowing at other libraries will not be issued to students or staff who have accrued fines in excess of $30.00 during the previous twelve months.

Rules for general conduct
Eating, drinking and smoking are not permitted in the library.

Playing games is not permitted in the library.

Bags and cases may be brought into the library and must be inspected at the library exit.

An atmosphere of quiet must be maintained in the library so that it is 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 or staff member 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.

Transport, Access and Parking
Public transport
Hawthorn campus
Swinburne’s Hawthorn campus is well served by public transport. Trains stop frequently at the Glenferrie Station, which is a two-minute walk from the campus. The station is on the Alamein, Belgrave and Lilydale lines and there are also frequent trains into the city.

Trams and buses also serve the area. The No. 69 tram travels along Glenferrie Road from Kew to St Kilda, and connects with several other tram lines, and buses travel along Burwood Road (No. 732 to Box Hill) and Auburn Road (No. 624 from Kew to Chadstone Shopping Centre).

Prahran campus
Prahran campus is close to the Prahran Station, on the Sandringham, Frankston and Pakenham lines, with frequent trains into the city. It is also very well served by trams with the No. 16 Glen Iris tram stopping outside the door in High Street, as well as the North Richmond – Prahran (no. 78, 79) in nearby Chapel Street.

Swinburne at Lilydale
The outer eastern campuses of Swinburne are served by train and buses. Both campuses are on the Lilydale train line. There is a connecting bus which travels directly from Mooroolbark Station to the Mooroolbark campus, and the Lilydale campus is less than 1km from Lilydale Station.

Parking
Enquiries, Facilities and Services Group
Hawthorn campus
9214 8760

Mooroolbark campus
9728 7111

Prahran campus
9214 6748

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 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 the Equity Unit, Hawthorn 9214 8855 and Prahran 9214 6743.

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.

Student and Educational Services
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 establish 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
Head, Counselling Service
F. Oberklaid, BA, MA, MEd, MBA, MAPS, AIMM
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**

This Service offers the following to students and staff:
- independent advice on all aspects of housing;
- noticeboard of housing offers: share, self-contained, board;
- information on tenants rights;
- lists of real estate agents offering flats and houses;
- noticeboard of part-time employment offers;
- register for students interested in working part-time;
- tutor register for students looking for a tutor or offering to be a tutor;
- information on recommended rates of pay and work agreements;
- information and advice on Austudy (we have contacts within Austudy and can help sort out and speed up your Austudy application);
- financial counselling including student loans;
- assistance with fees;
- information on tax and budgeting.

Look under Financial Assistance Schemes for more information.

**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: 9214 8622

- **Career Planning and Industry Liaison (Hawthorn)**
  465 Burwood Road, Hawthorn
  Hours: 9.00am–5.00pm (Monday–Friday)
  Phone: 9214 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: 9214 8025

- **Housing, Part-time Employment and Finance**
  465 Burwood Road, Hawthorn, 2nd level, access via laneway behind library
  Hours: 9.00am–5.00pm (Monday–Friday)
  Phone: 9214 8882

- **Health (Hawthorn)**
  Contact details: Student Health Service — laneway behind library
  Hours: 8.45am–5.00pm (Monday–Friday)
  Phone: 9214 8483

- **Medical Practitioners by appointment**
  Nursing staff available on a ‘drop-in’ basis

- **Mooroolbark campus**
  Administrative Building (A) Room MA4
  Hours: 9.00am–5.00pm (Monday–Friday)
  Phone: 9728 7105

- **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: 9214 6734
Financial Assistance Schemes

AUSTUDY
Austudy provides financial assistance to many students, but not all students are eligible and not all get the same amount. Whether you are eligible or how much you get depends on a lot of things, like:

- what course you are studying
- how many years you have been studying
- whether you are Ill-time or not
- whether you need to live away from home
- how much you, your parents or partner earn
- the value of the assets you and your family have when you applied, etc.

Helpful hint about AUSTUDY

- Pick up your application form and information booklet from Austudy, a CES office or from Student Services (financial adviser) on your campus.
- Read the information booklet carefully. If having read the booklet you still have questions, then seek help from the financial adviser on your 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. 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 31 March. If you want to receive backpay from 1 January.
- Don’t accept a decision from Austudy if you think it is inaccurate or unfair. Ask your financial adviser on campus for assistance.
- If your circumstances change at any time throughout the year, you must let Austudy know immediately.

Some students (including part-time) in receipt of certain Department of Social Security benefits may also be entitled to a Pensioner Education Supplement of $30 per week. If you qualify for living allowance at the independent rate and you have a partner and child who are dependent on you, you may receive an additional allowance.

Austudy loans offer a voluntary loan scheme which is referred to as the Austudy Supplement. Ask your financial adviser on campus for more information before taking up the Supplement option.

ABSTUDY
Austudy provides financial help for Aboriginal and Torres Strait Islander students who want to do secondary or tertiary studies.

Department of Social Security Benefits (DSS)
There are various benefits from DSS that may be available to students, such as Family Allowance Supplement, Sole Parent Pension, Unemployment Benefits (part-time students) and Health Care Cards etc.

Students who qualify for Austudy may be eligible for a Health Care card, enabling them to receive a range of concessions.

Rent Assistance
Rent Assistance may be available to certain DSS beneficiaries and students in receipt of the Student Homeless Rate.

Bond Assistance Scheme
If you are looking for a place to live and you can’t afford the bond, the Department of Planning and Development may be able to help. Ask your housing officer on campus for more details.

Scholarships
There are various scholarships, prizes or trusts that may be available to students. Ask your financial adviser and your Divisional office for information and check in this Handbook for details under the heading 'Scholarships and Awards'.

Tutoring
There may be tutoring assistance available to you. Ask at Student Services.

Travel Concession
If you are a Ill-time student and wish to travel on the metropolitan transport network at concessionary rates you can purchase a Transport Concession Card from Met outlets. Also ask about concession cards for country and interstate rail travel. Application forms are available at Student Administration.

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

- Commonwealth Help for Needy Students Fund
- Special Assistance for Students Program
- Student Aid Fund
- Rotary Swinburne Loan Fund
- Overseas Student Loan Fund

Emergency short term loans are available to full-time and part-time students from the Student Union Aid Fund. For all loans, ask at Student Services on your 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 111-fee paying overseas students. Students must present their student card when applying for a concession form. Qantas 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 the primary body offering support services to students at Swinburne, as well as playing an important role in facilitating the representation of student interests to the University. It is a legally incorporated company which all students contribute to through the payment of their General Service Fee to the University. In 1995 membership of the Student Union was free and involved filling out a Union membership form. Membership of the organisation entitles students to stand and vote in elections; however all students are entitled to use services whether or not they are members.

The Student Union has a solid history of achieving gains for students in the educational arena, through contribution to the University policy making process and assisting individual students who are experiencing problems. In 1995 there was considerable emphasis placed on the development of student friendly academic policy and regulations, workable processes and support programs where required.

At the same time a wide variety of services are offered to students on all campuses, which strive to offer quality at an affordable price, or in many instances for free.

**Organisational aims**

The purposes for which the Union is established are:

- to advance the social, educational and general welfare of the student body of Swinburne and to provide services for the student body;
- 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;
- to promote, encourage and coordinate the activities of student committees and societies;
- 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 expectation that it will reflect the decision making flow of the University more.

The Union is currently managed by an Executive comprised of the president, the 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 meetings receive and consider 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.

**Hawthorn campus**

**Student Union Support Services**

The Student Union offers a wide range of support services which all aim to improve the quality of the educational experience of students and to foster a Swinburne community spirit. All services are funded partially or fully by the General Service Fee which students pay on enrolment. All services strive to meet the demands of students as a group, without losing sight of the individual student, and ensuring high standards are met.

**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, fisctitle and general information. Also, Youth Hostel Australia Travel Discount cards (YHA) and International Student Identity cards (ISIC).

Both give students great discounts and cheap accommodation and travel packages.

The Australian Buying Advisory Service (ABAS) is available at no charge to students.

This service guarantees that the price you have been quoted
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.

Legal Adviser

The Student Union provides a free legal service for full- and part-time students. The solicitor is available at the Hawthorn campus every Tuesday during the academic year. Appointments must be made at the Union Office, on 9214 8520.

Tax Return Advice

The Union has organised a tax consultant to answer student enquiries regarding preparation of their income tax returns. These one-on-one sessions are conducted in August, the dates being advertised in Swine.

Appointments must be made through the Union administration officer.

Student Advisory and Academic Support Centre

The Student Advisory and Academic Support Centre (SAASC) provides a broad range of educational support services and programs. The reception desk aims to be a one-stop shop for a whole range of information regarding support services available on campus and in the wider community. A database is kept up-to-date with information on all University services and departments, as well as community services which students may access. This enables staff to deal with any student emergency arising, whether personal or academic, assuring appropriate referral in order to resolve the problem.

Professional staff employed within SAASC are expert at dealing with academic problems, assisting students experiencing such problems to understand the correct avenues for resolution and supporting them towards the arrival of the best solution. Staff at SAASC also assist with the development of a student perspective on University policy areas, to ensure that the needs of students are not overlooked and hence help develop a University system which is fair.

A number of community projects are coordinated by SAASC, which provide individual students with greater opportunities and which foster the community spirit. In 1996 a mentor scheme will be operational across many academic areas, which will link new students with returning students, in order to help new students to settle into University life and ensure they can access help if problems arise.

Student oriented research is conducted by SAASC, providing quality statistical information to be fed into the policy process and to improve service delivery on campus. Last year SAASC conducted research into a number of areas, including services available to postgraduate students and access to computers at home for Mooroolbark students.

SAASC is located on the corner of Burwood Road and John Street.

Opening hours: Monday – Thursday 9.00 am – 8.00 pm, Friday 9.00 am – 4.00 pm.

Telephone: 9214 5455.

Visual and Performing Arts Department

Activities

In conjunction with the Activities Management Committee, the VPA develops, organises and presents the social programs for the year. A wide variety of events are planned, to suit the different types of students, including theatre, part-timers evenings and the E Lounge. Students help to organise activities through the Activities Management Committee and welcome feedback regarding the types of functions students would like to experience on campus. This department works closely with dubs and societies in order to promote activities jointly between dubs and the Student Union. The Visual and Performing Arts office is located on Level 4 of the Union Building, Hawthorn campus. This service is funded by the General Service Fee.

Telephone: 9214 5459

Clubs and societies

Clubs and societies promote the involvement of students in the Swinburne community through participation in groups with a common interest. Affiliated clubs receive funding from the Student Union and assistance with organising events which suit their members. There are more than fifty clubs and societies for students at Hawthorn to choose from and the ability to start more. High quality meeting and storage facilities are provided in the SAASC Centre. A mini bus is available for clubs and societies to book via the Tool Library, with no charge except for a deposit, refundable upon the return of an undamaged bus. The Visual and Performing Arts Department will assist with queries regarding the starting of clubs, affiliation and support with resources.

Telephone: 9214 5459

Orientation

The Visual and Performing Arts department coordinates the Student Union’s biggest event for the year – the Orientation Program. All new students are invited to attend the program which attempts to fast track the learning process about what is available on campus and
what sort of things happen in a University environment. All the service departments of the University are involved in presenting information and theatre performances and workshops are held to target specific groups of students with special needs. Orientation days are offered for full-time students, prior to classes starting and there are evening functions for part-time students. After the commencement of classes, there is a week of orientation activities, which are entertainment-based, to help new students get to know each other better.

**Tool Library**

The Tool Library is located in the Contact Building and hires a wide range of tools and equipment to students and staff. Hire prices are extremely low and the service aims to enable access to equipment, without making a profit, while offering a quality service with information and assistance. Catalogues are widely available and equipment for hire includes: lawn mowers, mulchers, whipper snippers, engine tune-up kit, arc welder, wall paper remover, carpet steamer — and a whole lot more. This service is subsidised by the General Service Fee.

Opening hours: Monday – Friday 9.00 am – 5.30 pm, closed Wednesday.
Telephone: 9213 8291

**Night Bus**

Carparking on campus is insufficient, so many students have to park a fair way from the campus. To ensure their safety after dark a night bus service is offered, which picks students up from outside the Administration Building and drops them at their cars. Drivers are selected and trained to be safety conscious and to offer a quality service. This service runs from Monday – Thursday from 6 pm – 10 pm, throughout teaching and exam weeks. This service is funded through the General Service Fee.

**Union Services TAFE**

There is a Student Union outlet available in the Corner Building to Higher Education and particularly TAFE students, who study dose by. At the Union Services desk all types of queries can be resolved by the staff. The staff welcome all enquiries and endeavor to possess a high level of knowledge about Prahran, Mooroolbark and particularly the Hawthorn campus. This includes referring students and sometimes staff to services of which they may not be aware.

Notice for noticeboards are approved by staff at this outlet for students wishing to promote club activities, advertise sale of textbooks, calculators etc. A poster run is conducted by the Student Union once a week and students may leave notices at the Union Services desk to be put up.

Newspapers and magazines are available for students to borrow and read while they eat their lunch in the cafeteria. Stationery is available to students who wish to use cellophane tape, glue or borrow a stapler, scissors etc.; games and playing cards are also available for student use.

Located in the Corner Building, on the corner of John and Wakefield Streets.
Telephone: 9214 8869

**Photocopying**

The Student Union operates a photocopying service in the Comer Building, corner of John and Wakefield Streets. Photocopying is cheaper than the library and there is high quality colour and black-and-white copying on recycled paper available. Copying on transparencies for overheads is also available at a very reasonable price, and there are staff present to give assistance.

A copystar card machine with a choice of $2.00 and $5.00 cards is available for the use of Student Union photocopiers. The colour photocopying machine is operational by staff only. The colour photocopying will be charged over the counter at the Union Union desk. The price for this service will depend on the size of sheet to be produced.

**Catering Department**

**Courtyard Cafeteria**

Located on the ground floor of the Union Building, this popular new cafeteria offers a wide variety of fresh sandwiches, focaccias, salads and fried foods. The cafeteria offers an Asian style of dining and is perfect for the student on a budget. Smokers are catered for in the undercover seating area and the environment is clean and inviting. Seats forty-eight inside and thirty-six outside.

Opening hours: 8.00 am – 9.00 pm, Monday – Thursday during teaching semester times.
8.00 am – 3.00 pm, Friday.
Telephone: 9214 8823

**Ethel Caf**

The Ethel Caf is the largest cafeteria on campus, located on the third floor of the Union Building adjacent to the Greenhouse Bar/Bistro. The Amusement Centre offering pool tables, video games and pinball machines, is situated here and the food servery offering a range of fast foods opens daily between 10.00am and 3.00pm to service players. This cafe offers a large space for student clubs to run special activities and seat approximately 250 people.

Telephone: 9214 8247

**Greenhouse Bar/Bistro**

The Greenhouse is the place to be seen on campus. Enjoy a wine or beer with your meal, or relax with friends over a delicious cappuccino and cake. The Greenhouse is located on the third floor of the Union Building. The bar offers Victorian and boutique bottled beers, a large selection of spirits and cocktails and wines from the Yarra Valley. For diners who like to eat and drink in the fresh air, the outdoor terrace offers a garden retreat. Our Student Union Functions Department caters for weddings, twenty-firsts and other social events in the Greenhouse for both students.
and staff at competitive prices.

Opening hours: Monday – Wednesday 9.00 am – 6.00 pm, Thursday – Friday 9.00 am 'til late and weekends depending on functions. Seats 120 inside, 48 outside.

Telephone: 9214 5453, 9214 8174

Comer Cafeteria
Located on the comer of John and Wakefield streets, this extremely popular cafeteria provides an upmarket range of salads, gourmet sandwiches and snacks at a reasonable price. The Comer Caf has a dean and pleasant environment and is convenient to both University and TAFE staff. Seats 70.

Opening hours: Monday – Friday: 8.00 am – 8.00 pm, Friday: 8.00 am – 3.30 pm Telephone: 9214 8380

Functions Department
If you are having a wedding, 21st, graduation party or maybe just a meeting, this department can offer clubs, students and staff a wide range of catering from buffets and sit down meals, to light luncheons, afternoon teas, cocktail parties and BBQs. The Functions Supervisor can advise you on menus and quantities. Please remember we do need two days working notice for refreshments and five working days for larger functions.

Telephone: 9214 8174, 9214 8247 or 9214 8172

Communications and information Systems Department

Publications
The Student Union publishes a weekly newspaper called The Swine, which primarily carries news and information pertaining to students and Swinburne. It provides a forum for students and staff to present and discuss their views on relevant matters. During holidays and non-teaching periods, a smaller publication called Piglet keeps the flow of information going.

The Student Union also produces a free diary, Orientation Handbook and year planner which are available from Union Services Desk on each campus and at re-enrolment.

Student Publications
The Student Union also provides facilities for students to publish a magazine called Tabula Rasa at least once per semester. Tabula Rasa provides a medium for students to develop their publication skills and all students are welcome to contribute graphics, articles and creative writing. If you would like to participate, contact the Student Union media director or come to the Media Office.

Email: swine@union-2.su.swin.edu.au and mediadir @union-2.su.swin.edu.au

Student Union Computer Centre
The Computer Centre offers access to a number of MS Windows PC workstations at both Hawthorn and Prahran. Popular word processing, spreadsheet and DTP packages are available.

Other services offered:

Laser Printing
Users of the Computer Centre workstations have access to networked laser printers at low per page rates.

Resume Typing
The Computer Centre offers a professional resume service to word process, print and bind resumes for students at reasonable cost.

Binding Service
A thermal glue binding service is available at Hawthorn and Mooroolbark at a reasonable cost. The covers are A4 with a dear acetate cover.

Mooroolbark Campus

Student Union facilities at the Mooroolbark campus include a Student Union Services Desk which is staffed between 9.00 am and 4.00 pm, to provide students with an information outlet, educational assistance, advice and referral, bookshop facilities, regular activities, access to print media through a weekly newspaper 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.

Coordinator, Mooroolbark campus
A. McGill, 9761 9351

Nearly all Union Services outlined in the Handbook are available at Mooroolbark in the Student Union Services Desk.

Catering - Mooroolbark
The Student Union also provides catering facilities in the Union Building adjacent to the Student Union Services Desk. Here, students and staff are tempted with homemade treats such as soup, hot take-away food including vegetarian, sandwiches, salads, cakes, pastries, hot and cold drinks and confectionery, 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 8.00 am – 3.00 pm, Monday to Friday.

Catering Supervisor
L. Forster, 9761 9350

Prahran campus

The Student Union offices are located on level two of Building U, behind the Union Services 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 rate on campus, and we sell transparencies for use on our copiers. The student lounge is a comfortable and pleasant alternative to the other areas on the Prahran campus. Daily papers are available so students can keep up with life outside the campus. A water dispenser sits in the lounge for students to use. You can either buy a cup from the services desk for 5c or bring your own 500 ml bottle or cup.

There are regular activities for students to participate in, either by turning up on the day or more actively by helping with their organisation. They are all advertised in the Student Union newspaper Swine. These activities ensure all students have the opportunity to relax and mingle with each other in an enjoyable environment. There are a number of dubs 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. Prahran students can contribute articles, public notices, letters or advertisements by filling in a contribution sheet from the Student Union Services Desk. Students can pick up their copy of Swine from the various distribution points across campus.

For more information visit the Student Union Services Desk phone 9214 6524 or 9214 6729.

Catering - Prahran

Located in the Union Building on High Street, the Caf is proving to be a match for any of the food on Chapel St at a much cheaper price, offering a wide range of hot and cold gourmet foods, salads, freshly made sandwiches, snacks and beverages. We also offer a catering service to dubs and internal departments.

Opening hours: Monday – Thursday: 8.00 am to 8.00 pm and Friday: 8.00 am to 3.30 pm.

Telephone: 9525 1005

Sports Association

Opening hours and contact

Hawthorn
Monday-Friday 7.00am-11.00pm
Saturday-Sunday 11.00am-7.00pm
Sports Centre (Building 19)
Phone: 9214 8018

Mooroolbark
Monday-Friday 9.00am-5.00pm
Room MC1
Phone: 9728 7171

Prahran
Monday-Friday 9.00am-5.00pm
Room G107
Phone: 9214 6745

Swinburne Sports Association is an autonomous body which aims to promote and encourage opportunities in sport, health and physical recreation to all members of the Swinburne community. All students are eligible to become a member of the Association on enrolment. Swinburne staff and alumni 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'. These 'everyone has-a-go' activities are designed to give you a break and a bit of fun in-between classes.

The Sports Association offers eighty short courses a year such as ballooning, rafting, singing and photography. Course costs are subsidised by the Association, making it possible to enrol in an activity which would normally be too expensive.

Clubs

Some twenty different sporting and recreation clubs are affiliated and supported by the Sports Association. Clubs are managed by students who volunteer to work in a committee format to plan and prepare activities for their club. Types of clubs are wide ranging and include the more team based and competitive sports such as Australian rules football, basketball, netball, taekwondo, 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.

Throughout 1995 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 provides fitness and health promotions at each campus. The Hawthorn campus has weight training, aerobics, nutrition counselling, massage and fitness testing areas in its Sports Centre. Subsidised membership deals with fitness centres in the local vicinity to the Mooroolbark and Prahran campuses are negotiated.

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 enters teams into local, state and national events. The Sports Association supports the individuals and teams that wish to represent the University. 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 highly ranked so that we can progress to the national university 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 dubs, recreations, facilities and services offered by us.
Swinburne
TAFE Division
Board of TAFE

Mission Statement
To provide a continuum of educational opportunities from initial vocational education and training to postgraduate masters and doctoral degrees and to support the community through research, consultancy and continuing education.

Board Membership

Ex-officio (2)
Vice-Chancellor
Director, TAFE Division

Wider Community (6)
Four members drawn from the wider community who are closely associated with industries served by at least one School in the TAFE Division.
Two wider community Council members.

Elected Members (4)
TAFE Academic Staff (2)
General Staff (1)
TAFE Student (1)
The Board’s operating procedures make provision for Heads of School; President, Student Union; a member of the Finance Department; and other professionals, as appropriate to be in attendance with speaking rights.

Board of Technical Studies

Ex-officio (13)
Vice-Chancellor
Director, TAFE Division
Deputy Director, TAFE Division
Assistant Director, Educational Planning and Services, TAFE Division
Heads of Schools, TAFE Division (3)
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

Heads of Departments (3)
One elected by and from the TAFE academic staff of each School.

Elected TAFE Academic Staff (9)
Three from each School elected by and from the TAFE academic staff.

Elected General Staff (2)
Two members of the general staff of the University, excluding the general staff within the Higher Education divisions; at least one from the general staff of the TAFE Division.

Elected Students (2)
Two enrolled TAFE students: one from Hawthorn campus and one from Prahran campus.

Changes in course structures

The Australian Qualifications Framework
The Australian Qualifications Framework is a new system of titles for courses offered by Vocational Education and Training sectors in Australia. These will be phased in gradually from January 1996 and 1999. The titles will be Certificate I, II, III and IV, Diploma, Advanced Diploma and (in Victoria) Graduate Certificate. All TAFE courses will be adopting the new titles, and further information can be obtained from each of the Swinburne TAFE Schools.

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 Tertiary 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 29 September 1996
Late VTAC applications close 8 December 1996
($50 late fee)

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

Policy on Deferral and Leave of Absence

Preamble
This policy was approved for the TAFE Division by the Board of Technical Studies on 28 July 1995. Procedures were approved by the Academic Registrar, in consultation with School Administrators, TAFE, on 5 September 1995.

Deferral Before Commencing a Course
A student seeking to defer a place before commencing a course must have permission from the relevant Head of Department or nominee and must complete the prescribed form available from within the School. The permission to defer a place cannot be granted for more than one year and is granted at the discretion of the Head of Department. Students must also notify the department of their intention to take up their deferred place at least two months before the commencement of their course of study or the offer will lapse.

Leave of Absence
A student wishing to apply for leave of absence, having commenced a course, must apply to the relevant Head of Department or nominee by completing the prescribed leave of absence form. The Head of Department or nominee will take into consideration the reasons for the leave of absence, the nature of the course and the student's progress to date in considering whether permission is granted to take leave of absence. The permission to take leave of absence will normally be granted for one year, after which a student must apply to re-enter the course. Leave of absence is granted to a student, subject to the availability of that course in the following year.

Students must notify the department of their intention to recommence their course of study at least two months before commencement of classes.

Students who have been granted leave of absence will be eligible for a refund of their fee only if their application is received prior to 31 March for Semester 1 full year enrolment and 31 August for Semester 2 enrolment.

Withdrawal from the course
A student who withdraws from a course should complete the prescribed form from the relevant department. If a student wishes to subsequently return to the course, he/she must apply in writing to the Head of Department. In the case of courses which are externally accredited (e.g. VCE) a student will also need to adhere to any external requirements regarding withdrawal procedures. If the application to return to the course is successful, credit for modules already completed will normally be available.
Student Administration Enquiries Office
The Student Administration Enquiries Office provides information and procedural advice on admissions, enrolments, examinations and awards. Other functions include processing identity cards, providing enrolment processing forms (e.g., amendment to enrolment form), result certificates, enrolment status letters, authorising concession forms, certifying University documents and maintenance and storage of students' academic records and personal details.

Location and office hours
Hawthorn campus
Enquiries: 9214 8088
The Student Administration Office is located in Room AD121, Administration Building (AD), John Street, opposite the Business and Arts Building (BA) and the Library. (See map on page 16).
Office hours are as follows:
- During teaching weeks pre census date
  - 8.30am - 6.00pm Monday to Thursday
  - 8.30am - 5.00pm Friday
- During teaching weeks post census date and non-teaching weeks
  - 8.30am - 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: 9214 6744
The Student Administration Enquiries Office is located in Room F107, Building F, 142 High Street, Prahran (see map p. 18).
Office hours are as follows:
- 8.30am - 5.00pm Monday to Friday
Note: The office is closed on public holidays.

Enrolment procedures
Definitions
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 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.

Confirmation of University records
The University recognises that errors can be made in the transcription of enrolment details from original copies of enrolment forms to the computer held files. It also realises that such errors can cause a great deal of inconvenience to students (and staff) if not detected. Students are therefore asked to check their Confirmation of Enrolment Report at the time of enrolment. Students who do not check their Confirmation of Enrolment Report or who do not by the due date notify the School Office of any errors existing in the records may be required to pay a substantial fee for each amendment to be made (see 'Adding subjects').

Identity Cards
When on campus, all enrolled students are required to carry and to produce on request of a member of staff, the photographic identity card issued to them. The card, which has a maximum life of four years, must be presented for update/validation for the forthcoming year on re-enrolment. The card includes the authorisation for borrowing from the Swinburne Library.
A student who loses an identity card should notify the School Office as soon as the loss is detected. Cardholders are, under library rules, responsible for any transaction made on the card up to the time of notification of the loss.
A replacement card can be issued by the Student Administration Enquiries Office, for a fee of $10.00.

**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 Schools) which must be presented to the head of department for approval, then immediately lodged with the School Office.

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

(a) by 31 March 1996 for subjects with a mid-year final examination result and

(b) by 31 August 1996 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, details 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 1996 (for subjects concluding at the end of the first semester) or 31 August 1996 (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 Academic Registrar has been given. A penalty fee of $50 per subject, up to a maximum of $250 per semester, may apply to students adding subjects after the above mentioned dates.

**Note:** This would be in addition to the late enrolment/payment fee where applicable. (Refer Late Enrolment/Payment.)

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.

**Semester address for correspondence**

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

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

**Prior learning**

**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 institutions 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.

Academic statements

1. Students receive automatically a record of 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 $25.00

These statements are normally produced five working days after request.

Withdrawing from all study
A student who is withdrawing from all study for the year should complete a Leave of Absence/Withdrawal form. A Leave of Absence/Withdrawal form is available from the Student Administration Enquiries Office 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.

Students who have their withdrawal approved will be eligible for a refund of fees only if their application is received prior 31 March 1996 for semester one or 31 August 1996 for semester two.

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 exemption and concessions exist.

The general service fee is based on student contact hours:
- 0-119 hours $40.00
- 120-539 hours $75.00
- 540+ hours $124.00

Late enrolment fees
A late enrolment/payment fee may be applied in the following situations:
(i) Students who do not complete re-enrolment details by the date specified by the School, e.g., failure to return forms required to facilitate confirmation of enrolment will incur a $50 late enrolment/payment fee.
(ii) Students who do not pay enrolment fees by the due date nominated by the School as shown on the liability statement will incur a $50 late enrolment/payment fee.
Certification of official documents policy and procedure

It is the policy of Swinburne University of Technology to certify official documents relating to individual students and graduates of Swinburne University of Technology. The purpose of certification is to authenticate photocopies of official documents of Swinburne University of Technology. Only official documents which have originated from within the Academic Registrar's Department and from the administration sections of the Divisions and Schools of the University will be certified.

Definitions

Official Swinburne University of Technology documentation

Academic Statement
Award letter
Enrolment Status letter
Exemption letter
Result Certificate
Testamur/Certificate

Certification

Only staff of the Student Administration Enquiries Section of the Academic Registrar's Department may certify documents. Staff will certify copies of official documents only upon presentation of the original by the applicant.

Assessment Review

The full details and text regarding Assessment Review is contained under paragraph 17 of the TAFE Procedures Relating to Student Assessment and Appeals (p. 275). Students should try to resolve the issue informally with the member of staff concerned. If no resolution follows, then they must submit a request in writing to the Head of the appropriate Department giving a brief outline of the circumstances.

Refer to the Procedures Chapter for further information.

Awards (application for qualification)

Students eligible to receive qualifications are required to apply on the form prescribed, available from Student Administration or the Awards section. Applications close on 29 November for students who anticipate completing courses in December and on 28 June 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 49.
School of Business and Information Systems
Staff — School of Business and Information Systems

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

Secretary
M. Broukoumis, COSS

Assistant Head of School
D. Tonkin, DipBusStud(ACC), DepEd

Secretary
Vacant

School Administrator
EE. Cosham

School Administration Unit
M. Goddard
D. Orr
T. Trinh, AdvCertAccounting, BEng(Hons)(RMIT), GradDipComputingStudies(Melb)
V. Watson, COSS

Department of Financial Studies

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

Program Coordinator — Accounting
G. Steinfurt, BEd(VicColl)
G. Kirby, DipTch, Grad DipACC, BEd, ASCPA

Program Coordinator — Finance
R. Ryan, BBus(SIT), ASA

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A. Allen, DipBus, GradDipBus(GIE, ASCPA
M. Aronfeld, DipBusStuds(SIT), DipEd(SCUH), ASA
E. Baker, BBus, DipEd, ASCPA
S. Bouse, BCom(Sthamp), BBus (NIT), DipEd(Melb), ACIS, ACIM, ASCPA
E. Brewster, BBus(WIAE), DipEd(Melb)
J. Chong, BEd(LaT), DipEd(HIE), GradDipInfoTech(SUT)
C. Davy, AdCertRealEstate, BBus(SIT), DipEd(SCVH)(OECT), ASCPA
G. Dickman, BEng(SIT), DipEd(HIE)
G. Doig, BBus(RMIT), DipEd, CPA
B. Halloran, BEd(Mon), DipEd(HIE)
R. Hughes, DipAcc(PTC), GradDipBusStuds(CISA), DipT(WAU)
C. Langridge, BBus(SIT), GradDipTax(RMIT), GradDipEd(Mon), ASCPA Taxation
F. Lawlor, DipBusStuds(SIT), BA(Mon)
D. Lilburne, BBus, ASA
D. Livingstone, GradDipEd(Melb), ACA
B. McDonnell, BEd(Mon), DipEd(Rusden)
E. McLennan, BSc, BA, DipEd(Melb), GradDipInfoTech(SUT)
M. Reaper, BEd(VicColl)
J. Rudolph, BEd(Mon), DipEd(Melb)

G. Senaratne, FCMA(UK), DipEd(HIE), MSc(Melb), GradDipBusMgt(Mon), ASA, MACS
R. Thoars, DipBus(ACC), DipBus(EDP), DipEd, ACA
P. Whiteman, BSc(Hons), DipNAAC(Syd)

Secretary
M. McKay
S. Ziebell, COSS
L. Gottlieb, COSS

Department of Information Studies

Head of Department
S. Henderson, BA, DipEd, BEd, GradDipBusIT

Program Coordinator — Computing
M. Kasparyk, BApSc(Mon), GradCertEnt Man(SUT), GradDipEd(HIE), GradDipCompSim(SUT)

Program Coordinator — Office Administration
J. Ryan, AssDipBusStuds(PSP)(RMIT)

Program Coordinator — Traineeships and Labour Market Programs
M. Neilson

Program Coordinator — Library Studies and Records Management
M. Hoffman, BA, HDT, ARMIT, AALIA, BEd

Academic Staff
J. Blundell, BA, DipEd, GradDipLib, DipChildLit, GradDipComputing
J. Bott, DipBus(ACC), GradDipComputing, CPA
J. Brain, CertEd, BSSc, DipLib, MA
B. Cheevers, AssocDipSecPrac(CIT), TTTC, GradDipBusMgmt(Mon), DipTT(HIE)
V. Church, TCert(UK), BA, GradDipBusTech, MA
P. Corrigan
R. Denmead-Lewis, ADipSS, DTT, FSS, BEd, GradDipEdAdmin, GradDipInfoTech
R. Eastgate, BA, DipEd, GradDipInterEthnicStudies and Education
D. Frost, GradDipInfoTech(SUT)
G. Gissing, GradDipCommEd, DipTT
A. Hewitt, BA, DipEd, Further CMS(Manag)
J. Lechmus, BSc, DipEd, GradDipCompSci(SUT)
R. Lewis
P. Lundberg, CertTch(UK), BA(SIT)
S. Nicholson, BBus, BEd, GradDipComputing
D. Phillips, CBS(Sec), DipTT, BEd, GradDipInfoTech
J. Poloni
M. Reardon, BEd, GradDipEdAdmin(HIE), GradDiplTCE(Melb), MACS
A. Rogers, DipTT
P. Ryan, AssDipDataProcessing, DipTechT
D. Tanfari, GradDipCompSci, MasterInfoTech(SUT)
C. Taylor, BA, DipEd, GradDipLib, AALIA
J. Tedesco, GradDipSecAdminStudies(RMIT), DipPhysics(RMIT), DipEd
S. Tomkinson, DipTT(HIE)
G. Valoppi, BEd
N. Zubeckis, OSSC(RMIT), BA(ANU), DipEd(LaT)
Secretary
C. Aljaro, CertOffice & SecStudies
T. Gagali
J. Eddington
J. Mawhinney

Department of Management Studies

Head of Department
D. Sedgwick, BA, LLB, TSTC

Program Coordinator - Management
D. Dobbie, BA, DipEd, Grad Dip Bus Stud, APA

Program Coordinator - Real Estate
J. Mardling, BEd, Lic EA, Cert Real Estate Man & Val

Program Coordinator - Tourism and Hospitality
C. Pontin

Academic Staff
R. Ballantyne, Dip T(Primary), Grad Dip Personnel Admin (Deakin)
H. Besley, BA, DipEd
C. Brennan, BA, DipEd
K. Birtles, CBS
R. Black, BA, DipEd
D. Brelaz, Lic EA, TPTC
G. Demitriou, BEd
J. Elms, Dip Sec Studies, BA
C. Foard, ADTD, BEd
V. Fox, BA, DipEd, BEd
L. Francis, LLB (Mon)
S. Gould, BEd (Mon), DipEd
S. Powell
T. Sironic

Secretaries
I. Orfanidis, Ass Dip Mar, Ad Cert Info Tech
V. Hasiotis, Ass Dip Mar
J. Mawhinney

Department of Marketing Studies

Head of Department
C. Kent, NZTC (CSTC), BA (SIT)

Program Coordinator - Marketing
J. Wills, BEc (Hons), (Vic Uni NZ), Dip Ed (Melb), FAMI, FMRS

Academic Staff
S. Beaumont, BBus (SIT)
P. Butler, BA (Ecs) Hons (Manchester)
L. Cimino, Ass Dip Bus (Legal Prac) (RMIT), Ass Dip Sec Admin Studies (NM COT), Grad Dip Bus Mgmt (Mon), Dip TT (HIE)
M. Colley, BA (FL)
B. Crawford
F. Fowler, BBus (SUT), Grad Dip Bus Admin (SUT)
G. Jaffer, CAT (AU IT)
K. Kilsby, Acc Dip Retail Marketing (Mon)
E. Marr-Reid, Dip of Supply (RMIT)
A. Oldridge, BBus Log Cert Personnel Consulting
R. Peoples, BEc (Hons), Dip Ed (LaT)
H. Pitt
S. Quail, BA, Dip Ed (Mon)
D. Sullivan, BEc (LaT), Grad Dip Legal Studies (LaT), Grad Dip Ed (LaT), Grad Cert Ed (Deakin) (AIMM)
J. Tulk, BEc (Melb), Grad Dip App Sc (Bus Tech) (Mon)
R. Turnbull, BA (Hons) West Ontario

Secretary
H. Laskari

Centre for Industry Consulting

Manager
G. Romuld, BEc, Dip Ed

Secretary
Vacant

Academic Staff
L. Crowe, BA
M. Farone, BA, Dip Ed
M. Handesyde, BEd
Courses offered in the
School of Business and
Information Systems

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<tr>
<th>Diplomas</th>
<th>Diploma in Information Technology:</th>
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<td>Software Development</td>
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<td>Technical and User Support</td>
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<td>Management</td>
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<td>Office Administration</td>
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### Certificates

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<th>Full-time</th>
<th>Part-time</th>
<th>Entry Requirements</th>
<th>How to Apply</th>
<th>Part-time</th>
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<td>1 yr</td>
<td>NA</td>
<td>3 via CES NA</td>
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<td>NA</td>
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### Other courses

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<th>Campus</th>
<th>Duration</th>
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<td>3100DCA</td>
<td>Sub-Agency Practice</td>
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<td>VCE Evening Classes</td>
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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. More information is available from the Department of Information Studies at the Prahran campus on 9214 6765 or the Hawthorn campus on 9214 5208.
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 or position. 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 9214 8647.

Change in qualification titles
The titles of TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses. The table below lists the new and old titles and the length of time taken to complete the qualification on a full-time basis.

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<td>Associate Diploma</td>
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<td>Certificate IV</td>
<td>Advanced Certificate</td>
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<td>Certificate III</td>
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<tr>
<td>Certificate II</td>
<td>Certificate</td>
<td>6 mths</td>
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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 External Studies Centre. Enquiries should be directed to the External Studies Centre, telephone 9214 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 1996, the School Administration Unit 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 1996
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 29 September 1995. Late applications will be accepted until 8 December 1995, 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 1996 can be made by direct application to the appropriate campus (see below for contact details).

Full-time certificates
Full-time applicants for certificate courses 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: 9214 8165 or 9214 8720
Prahran campus:
144 High St., Prahran 3181
Phone: 9214 6832 or 9214 6828 or 9214 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.

Centre for Industry Consulting
Enquiries: 9214 6968
The Centre for Industry Consulting within the School of Business and Information Systems was established in 1994 as part of the School restructure. It has a strong reputation as a provider of consultancy services to industry. The Centre has an excellent blend of skills and resources together with a high level of expertise and experience to offer clients within Swinburne. The Centre provides specialist consultancy services, including:

- curriculum development – development of curriculum framework; curriculum writing; accreditation; CBT requirements advice; instruction design;
- future directions training and advice – customised training and advice; workplace diagnostics; occupational analysis; training needs analysis; skills audit; workplace assessment; workplace trainers; mentoring;
- computer services – customised computer training; desktop publishing, computer software needs advice; scanning bureau;
- tender writing and advice;
- professional development;
- research.

The consultants use their creativity and initiative to research, analyse and prepare appropriate training programs tailored to the needs of clients in both the public and private sectors. The consultants are experienced in working both in a team environment and as single operators. All projects undertaken by the Centre are underpinned by the University’s commitment to delivering quality education and training.

Associate Diploma and Diploma courses

3500DBD 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.

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>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>stage one modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAP750</td>
<td>Commercial Law Principle</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>
</tr>
<tr>
<td>NOS119</td>
<td>Work Environment</td>
<td>30</td>
</tr>
<tr>
<td>NOS124</td>
<td>Accounting — to Trial Balance</td>
<td>50</td>
</tr>
<tr>
<td>NOS213</td>
<td>Computer Operations</td>
<td>15</td>
</tr>
<tr>
<td>NOS216</td>
<td>Spreadsheet Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>NOS219</td>
<td>Accounting — Basic Reports</td>
<td>30</td>
</tr>
<tr>
<td>Communications modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCS006</td>
<td>one other from framework</td>
<td></td>
</tr>
<tr>
<td>NCS009</td>
<td>Negotiation Skills</td>
<td></td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
<td></td>
</tr>
<tr>
<td>Introduction computing modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOS116</td>
<td>Keyboarding</td>
<td>20</td>
</tr>
<tr>
<td>NOS118</td>
<td>Computer Organisations — Data Retrieval</td>
<td>10</td>
</tr>
<tr>
<td>NOS215</td>
<td>Database Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>NOS222</td>
<td>Word Processing Introduction</td>
<td>20</td>
</tr>
<tr>
<td>Stage two modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAP710</td>
<td>Financial Accounting Applications 1</td>
<td>20</td>
</tr>
<tr>
<td>NAP711</td>
<td>Financial Accounting Applications 2</td>
<td>50</td>
</tr>
<tr>
<td>NAP720</td>
<td>Business Mathematics</td>
<td>30</td>
</tr>
<tr>
<td>NAP721</td>
<td>Business Statistics*</td>
<td>30</td>
</tr>
<tr>
<td>NAP730</td>
<td>Budgeting</td>
<td>25</td>
</tr>
<tr>
<td>NAP751</td>
<td>Partnership and Bankruptcy Law*</td>
<td>30</td>
</tr>
<tr>
<td>NAP752</td>
<td>Contract Law*</td>
<td>30</td>
</tr>
<tr>
<td>Computing accounting modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAP701</td>
<td>Inventory — Computerised</td>
<td>15</td>
</tr>
<tr>
<td>NAP702</td>
<td>Fixed Assets — Computerised</td>
<td>15</td>
</tr>
<tr>
<td>NAP703</td>
<td>Integrated Computer Accounting</td>
<td>15</td>
</tr>
<tr>
<td>NOS225</td>
<td>General Ledger — Computerised</td>
<td>10</td>
</tr>
<tr>
<td>NOS226</td>
<td>Accounts Receivable — Computerised</td>
<td>20</td>
</tr>
<tr>
<td>NOS227</td>
<td>Accounts Payable — Computerised</td>
<td>20</td>
</tr>
<tr>
<td>NOS234</td>
<td>Payroll — Computerised</td>
<td>20</td>
</tr>
<tr>
<td>Elective modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The 100 hours of electives may be selected from the Associate Diploma of Business (Accounting) modules provided the prerequisites have been met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Recommended modules for 100 hours electives.</td>
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<td></td>
</tr>
</tbody>
</table>

Second year — full-time

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>stage three modules</td>
<td></td>
<td></td>
</tr>
<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

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

Elective modules

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
- NOS116 Keyboarding
- NOS118 Computer Operations Data Retrieval
- NOS215 Database Fundamentals
- NOS222 Word Processing Introduction

Semester 2
- NAP756 Office Tax Procedures
- NOS215 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

Department of Financial Studies (H) 9214 8165 (P) 9214 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.

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH433</td>
<td>Applied Business Communications</td>
</tr>
<tr>
<td>TS247</td>
<td>Business Law 1</td>
</tr>
<tr>
<td>TS301</td>
<td>Introduction to Accounting</td>
</tr>
<tr>
<td>TS421</td>
<td>Business Computer Applications 1</td>
</tr>
<tr>
<td>TS436</td>
<td>Applied Business Economics 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 2</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA986</td>
<td>Company Law</td>
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<table>
<thead>
<tr>
<th>Stage 3</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA772</td>
<td>Commercial Banking and Finance</td>
</tr>
<tr>
<td>CA781</td>
<td>Financial Institutions and Markets</td>
</tr>
<tr>
<td>CA782</td>
<td>Financial Institutions Law</td>
</tr>
<tr>
<td>TS305</td>
<td>Financial Management 1</td>
</tr>
</tbody>
</table>

Elective

<table>
<thead>
<tr>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Skills 1</td>
</tr>
<tr>
<td>Accounting Reports</td>
</tr>
<tr>
<td>Partnership and Introductory Company</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Applied Business Economics 2</td>
</tr>
<tr>
<td>Applied Business Economics 2</td>
</tr>
<tr>
<td>Commercial Banking and Finance</td>
</tr>
<tr>
<td>Financial Institutions and Markets</td>
</tr>
<tr>
<td>Financial Institutions Law</td>
</tr>
<tr>
<td>Financial Management 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 4</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH435</td>
<td>Management Skills 2</td>
</tr>
<tr>
<td>TS308</td>
<td>Auditing</td>
</tr>
<tr>
<td>TS311</td>
<td>Taxation Fundamentals</td>
</tr>
<tr>
<td>TS314</td>
<td>Company Financial Reporting</td>
</tr>
<tr>
<td>TS360</td>
<td>Selling</td>
</tr>
<tr>
<td>TS366</td>
<td>Marketing</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2</td>
</tr>
<tr>
<td>TS445</td>
<td>Applied Business Mathematics</td>
</tr>
</tbody>
</table>

Further information
Further information may be obtained from the Department of Financial Studies on 9214 6828.

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 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 an essential element of the course.

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

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

Entry requirements
The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 level and to be currently employed in the credit industry. However, persons without Year 12 who are considered to be sufficiently mature and experienced to undertake the course successfully may be admitted. This particularly applies to mature-age applicants and people with relevant credit management industry experience. The course is now also offered on a full-time basis through VTAC.

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

Further information
Further information may be obtained from the Department of Financial Studies on 9214 6828.

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
TH433 Applied Business Communication

OR

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

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 Studies Department at the Hawthorn campus on 9214 8720.

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
TH433 Applied Business Communication
TH434 Management Skills 1 or TS970 Organisations and Management
TS247 Business Law 1
TS421 Business Computer Applications 1
TS422 Business Computer Applications 2
TS436 Applied Business Economics 1
TS952 Business Statistics
TS954 Selling
TS955 Buyer Behaviour
TS956 Sales Management
TS958 The Marketing Concept
TS960 The Law of Marketing
TS970 Organisations and Management

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

Plus two electives from the following subjects:
TH435 Management Skills 2
TS437 Applied Business Economics 2
TS965 Retail Marketing
TS967 International Marketing
TS968 Small Business Marketing
TS969 Industrial Marketing
Any other Associate Diploma of Business subject.

Further information
Contact the Department of Marketing Studies on 9214 8720.

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 |
| TS800  | Practical Placement |
| TS872  | Document Production 1 |
| TS873  | Document Production 2 |
| TS874  | Office Administration 1 |
| TS875  | Office Administration 2 |
Plus two electives from the following subjects:
| TS302  | Accounting Reports |
| TS436  | Applied Business Economics 1 (P) |
| TS722  | Communications Skills B |
| TS904  | Page Layout Software |
| TS905  | Electronic Publishing 1 |

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 Information Studies Department on 9214 5206 (Hawthorn) or 9214 6765 (Prahran).

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 the purchasing and planning functions.

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

a) perform, supervise, and manage one or more of the operations management functions;

or

b) perform duties as a manufacture/production/operations manager of a medium to large organisation.

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

Stage 1 — Advanced Certificate in Operations Management

No. of subjects following:

Group A Six compulsory subjects 6
Group B Eight specified or elective subjects 8

Stage 2 — Associate Diploma of Business (Operations Management)
Students must complete a further fourteen subjects from the following:

Group B  Four elective subjects  4
Group C  Ten compulsory subjects  10
TOTAL subjects for Associate Diploma of Business (Operations Management)  28

Career potential
Covered under course aims.

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

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

a. successful completion of Year 12 or an approved equivalent course.

OR

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

Course availability and duration

<table>
<thead>
<tr>
<th>Group</th>
<th>Hours</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>510</td>
<td>14 subjects (2 evenings) (2 years)</td>
</tr>
<tr>
<td>B</td>
<td>1,030</td>
<td>14 + 14 = 28 subjects (2 evenings) (4 years)</td>
</tr>
</tbody>
</table>

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

Course structure

Subject groups

Group A
The following six subjects in Group A are compulsory for the Advanced Certificate in Operations Management.

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, required as electives for Associate Diploma of Business (Operations Management).

Group B - 8 compulsory subjects
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 B - 4 electives
TS530  Facility Layout and Workplace Design
TS603  Time Study
TS627  Materials Handling and Packaging
TS628  Transport and Distribution Systems

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 Information Studies Department, Hawthorn campus on 9214 8856.

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**
Six compulsory subjects.

**Group B**
Eight specified subjects, as listed below:
- TS651 Resource Requirement Planning
- TS652 Production Planning, Scheduling and Control
- TS653 Inventory Management
- TS654 Warehouse Management
- TS671 Purchasing
- TS672 Purchasing
- TS673 Purchasing
- TS674 Purchasing

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 electives 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).

2509AAC Diploma in Information Technology (Software Development)

This course is offered at both Hawthorn and Prahran campuses.

Course aims
This course is primarily designed to prepare students for employment in software development.

Career potential
Daily newspapers and trade publications carry many advertisements seeking skilled personnel for computer industry jobs relevant to this course. Further indications of strong employment demand have been provided by a number of recent research studies on the computer industry labour market.

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

Course description
The course offers two major qualifications:
- 2409AAC Certificate IV in Information Technology (Software Development)
- 2509AAC Diploma of Information Technology (Software Development)

The first year is common to both courses.

Course duration
The Certificate IV may be obtained after one year of full-time study or up to three years of part-time study. The Diploma is undertaken by two years of full-time study. Students wishing to complete the Diploma of Information Technology in Software Development must have successfully completed the Certificate IV in Information Technology (Software Development).

Course participants may exit at Certificate IV or Diploma level.

The integration of common elements of study in this course facilitates job retraining and enables qualification upgrading.

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

Course structure

<table>
<thead>
<tr>
<th>Certificate IV in Information Technology (Software Development)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester One</strong></td>
</tr>
<tr>
<td>ITA402 3GL Program Design</td>
</tr>
<tr>
<td>ITA403 Programming Concepts 1</td>
</tr>
<tr>
<td>ITA404 Programming Concepts 2</td>
</tr>
<tr>
<td>ITB301 The Business Environment</td>
</tr>
<tr>
<td>ITB404 Business Information Processing</td>
</tr>
<tr>
<td>ITC302 Microcomputer Hardware</td>
</tr>
<tr>
<td>ITE401 Introduction to Sales and Marketing</td>
</tr>
<tr>
<td>ITE402 Hardware and Software Selection and Purchasing</td>
</tr>
<tr>
<td>ITF205 Database Fundamentals</td>
</tr>
<tr>
<td>ITF304 Word Processing Operations</td>
</tr>
<tr>
<td>ITF305 Spreadsheet Operations</td>
</tr>
<tr>
<td>ITH203 Using a Command Line Interface</td>
</tr>
<tr>
<td>ITH303 Installing and Managing a GUI</td>
</tr>
<tr>
<td>ITH305 Developing Batch Files</td>
</tr>
<tr>
<td>ITH403 PC Peripheral Devices</td>
</tr>
<tr>
<td>TTI201 Keyboarding</td>
</tr>
<tr>
<td>NCS015 Presenting Reports</td>
</tr>
<tr>
<td>NCS017 Writing Technical Documents</td>
</tr>
</tbody>
</table>

| **Semester Two**                                           |
| ITA405 Programming Techniques 1                            |
| ITA406 Programming Techniques 2                            |
| ITA411 Introduction to Database Programming                |
| ITA416 Program Testing Techniques                          |
| ITB402 Relational Databases – Logical Design               |
| ITE405 Computer Marketing                                   |
This course is primarily designed to prepare students for employment in technical and user support in computing.

**Course duration**
The Certificate IV may be obtained after one year of full-time study or up to three years of part-time study. The Diploma is undertaken by two years of full-time study. Students wishing to complete the Diploma of Information Technology in Technical and User Support must have successfully completed the Certificate IV (Technical and User Support). Course participants may exit at Certificate IV or Diploma level.

The integration of common elements of study in this course facilitates job retraining and enables qualification upgrading.

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

**Course description**
The course offers two major qualifications:

- **2409AAC** Certificate IV in Information Technology (Technical and User Support)
- **2509AAC** Diploma of Information Technology (Technical and User Support)

The first year is common to both courses.

**Course structure**

- **Certificate IV in Information Technology (Technical and User Support)**
  - **Semester One**
    - ITA403 3GL Programming Design
    - ITB301 The Business Environment
    - ITB404 Business Information Processing
    - ITC302 Microcomputer Hardware
    - ITC407 Microcomputer Hardware Fault Finding
    - ITE401 Introduction to Sales and Marketing
    - ITE402 Hardware and Software Selection and Purchasing
  - **Semester Two**
    - ITB412 System Survey Techniques
    - ITB416 Case Tools
    - ITD505 Quality Assurance in Information Technology
    - ITD511 Software and Data Security
    - ITF306 Business and Presentation Graphics
    - ITF410 Introduction to Computerised Accounting
    - ITP402 Introductory Analysis Project
    - ITP502 Minor Application Project
    - ITP503 Application Project
    - ILL306 Basic Electronics
ITF304  Word Processing Operations
ITF305  Spreadsheet Operations
ITH203  Using a Command Line Interface
ITH309  Installing and Managing a GUI
ITH305  Developing Batch Files
ITH401  Using a Personal Computer
ITH403  PC Peripheral Devices
ITH405  Managing a Personal Computer
ILT201  Keyboarding
NCS015  Presenting Reports
NCS017  Writing Technical Documents

_Semester Two_

ITA403  Programming Concepts 1
ITA404  Programming Concepts 2
ITC402  Microcomputer Architecture
ITE405  Computer Marketing
ITF205  Database Fundamentals
ITF405  Advanced Spreadsheet Skills
ITF408  Word Processing - Complex Operations
ITF501  Macro Programming
ITG402  Data Communication Networks
ITG403  Introduction to Local Area Networks
ITH201  Computer Administration
ITH406  Operating Systems - Theory
ITH407  Operating Systems - Practical
ITH408  Using a Multi-User Operating System
ITJ408  Introduction to User Documentation
NCS004  Work Team Communication
NCS011  Client Interaction

_Diploma in Information Technology (Technical and User Support)_

_Semester One_

ITB402  Relational Databases - Logical Design
ITB407  Systems Development Models
ITB408  Systems Development - Preliminary Investigation and System Analysis
ITB415  User Needs Analysis
ITB417  Relational Databases - Physical Design
ITD501  Help Desk Procedures
ITD510  PC Management Procedures
ITG302  Installing and Managing a Peer-to-Peer Network
ITG501  LANS - Installation and Management
ITH404  PC Support
ITJ409  User Documentation - Written
ITJ410  Computer Based User Documentation
ITL306  Basic Electronics
NAP719  Accounting for Non-Accountants
NCS012  Meetings
NCS014  Speaking in Public

_Semester Two_

ITB411  Information Gathering Methods
ITB412  System Survey Techniques
ITB414  Input/Output Design
ITD505  Quality Assurance in Information Technology
ITD506  Project Management Techniques
ITD508  Operation - DP Administration 1
ITD509  Operation - DP Administration 2
ITD511  Software and Data Security
ITF410  Introduction to Computerised Accounting
ITG502  Local Area Networks - Specification and Selection
ITG504  Wide Area Networks
ITH409  Management of Multi-User PC Systems
ITH501  Selection and Installation of Operating Systems
ITH502  Implementation of Multi-User PC Systems
ITK502  Minor Application Project
ITL303  Workplace Health and Safety

_Further information_

Contact the Information Studies Department at Hawthorn on 9214 5206 or Prahran on 9214 6765.

**3500KDA  Associate Diploma of Social Science (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. Applications may be made in anticipation that library employment will be found and students may study the non-library subjects while seeking employment.
Course structure
Subjects must be completed in the correct sequence and prerequisites met. Variations must be approved by course coordinators or heads of department.

Compulsory subjects
LS101 History of Books, Libraries, Communication
LS102 Library Services
LS103 Organising Resources A
LS104 Organising Resources B
LS105 Acquiring Resources A
LS106 Acquiring Resources B
LS107 Communication Skills A
LS108 Communication Skills B
LS111 Keyboard Skills for Library Technicians A
LS129 Reference Services A
LS130 Reference Services B
LS155 Computer and Information Systems A
LS203 Organising Resources 2A
LS204 Organising Resources 2B
LS205 Acquiring Resources C
LS223 Organising Resources 2 C
LS227 Introductory Unit

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

Further information
For further information please contact the Department of Information Studies, Prahran campus on 9214 6773.

Recommended structure:

Stage one modules
NAP750 Commercial Law Principles*
NAP753 Consumer Law*
NAP756 Office Tax Procedures
NOS116 Keyboarding
NOS118 Computer Operations — Data Retrieval
NOS119 Work Environment
NOS124 Accounting — Trial Balance
NOS213 Computer Operations
NOS215 Database Fundamentals
NOS216 Spreadsheet Fundamentals
NOS219 Accounting — Basic Reports
NOS222 Word Processing Introduction

Stage two modules
NAP701 Inventory — Computerised
NAP702 Fixed Assets — Computerised
NAP703 Integrated Computer Accounting
NAP710 Financial Accounting Applications 1
NAP711 Financial Accounting Applications 2
NAP720 Business Mathematics*
NAP721 Business Statistics*
NAP730 Budgeting
NAP751 Partnership and Bankruptcy Law*
NAP752 Contract Law*
NOS225 General Ledger — Computerised
NOS226 Accounts Receivable — Computerised
NOS227 Accounts Payable — Computerised
NOS234 Payroll — Computerised

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.

3300DBG Advanced Certificate in Credit Procedures and Practices
This course is offered at the Prahran campus. See the Associate Diploma of Business (Credit Management).

3300DCA Advanced Certificate in Estate Agency
This course is offered at the Prahran campus.

Availability of similar programs
The Advanced Certificate of Estate Agency is offered at a number of other TAFE institutions. TAFE institutions also conduct a course in Sub-Agency Practice a number of times a year. This course is aimed at people just starting in the real estate industry. Enquiries should be directed to the appropriate TAFE institution.

Course aims
The Advanced Certificate in Estate Agency course is designed to meet the requirements for licensing under the Estate Agents Act and also to train students in the principles and practices of 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 11 and employment in real estate or a dated 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 1996. Attendance of five to seven days 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.
- 500501 The Real Estate Industry and Legislation
- 500502 Listing and Documentation
- 500503 Selling

**Second stage**
Prerequisite for this stage is the Course in Sub-Agency Practice
- 500504 Marketing and Selling
- 500505 Property Management Legislation
- 500506 Property Management Practice
- 500507 Management of an Estate Agency Office
- 500508 Interpersonal Skills
- 500509 Building Principles
- 500510 Introduction to Contract Law
- 500511 Business Ownership and Consumer Protection
- 500512 Principles of Property Law
- 500515 Introduction to Valuations
- 500516 Valuation Methods and Concepts
- 500518 Trust Accounting and Legislative Requirements
- 500519 Trust and General Accounting Reports

**Third stage**
Subjects are delivered part-time over twelve weeks.
- 500513 Contracts of Sale
- 500514 Land Law
- 500517 Practical Valuation Applications
- 500520 Decision Making and Control of General Funds
- 500521 E.D.P. Accounting Systems
- 500522 Real Estate E.D.P. Applications
- 500523 Industry Project

**Further information**
Further information may be obtained from the Department of Management Studies on 9214 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 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 Department of Financial Studies on 9214 6828.

**3300KAC Advanced Certificate in Hospitality Operations**
This course is offered at the Prahran campus.

**Course aims**
The course aims to develop a broad awareness and understanding of the hospitality industry and to multi-skill in skills and competencies from entry level to advanced level across four streams of Housekeeping, Front Office, Food and Beverage and Kitchen Attending. The course also aims to develop general and specialised skills in hospitality operations.

**Career potential**
The course meets the needs of people who wish to gain employment in hotels, motels, restaurants, retail liquor outlets, hospital, clubs etc.

**Entry requirements**
The normal prerequisite for entry into this course is successful completion of Year 12, though places are available for mature-age applicants. Candidates must sit a written test covering knowledge of the hospitality industry, literacy, numeracy and comprehension. There is also an interview at which applicants are assessed on their suitability for the hospitality industry.

Successful applicants may be exempted from certain units and/or modules on the basis of demonstrated prior learning in the industry or academic qualifications.

**Course structure**
- Communication Skills
- Introduction to Computers
- Computations
- Hygiene
- Cooking as a Science
- Principles of Cookery
- Hospitality Accounting
- Introduction to the Hospitality Industry
- Food and Beverage Service 1
- Housekeeping 1
- Front Office 1
- Gaming 1
- Australian Wine Studies
- Sales and Customer Relations
- Food and Beverage Service 2
- Supervision
- Quantity Foods

**Further information**
Contact Isabelle Orfanidis or Vicki Hasiotis, Management Studies Department, Prahran campus, telephone 9214 6754 or 9214 6703.

**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 is offered on a part-time evening basis only. It is made up of 400 hours of core modules and 200 hours of specialist modules and covers all the major areas relating to the human resource function, e.g. law, occupational health and safety, staffing, training and development, industrial relations etc.

**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.

**Entry requirements**
Students are eligible for this course if they have satisfactorily completed an approved Year 11 course or equivalent qualification (this must include a pass in English), or are considered to be sufficiently mature and experienced enough to undertake the course successfully.
Course 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
- NCSO12 Meetings
- NCSO15 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

Specialist modules

Group 1
- TS985 HR Planning
- TS986 HR Statistics
- TS987 Costing HR Activities

Group 2
- TS988 Enterprise Agreements
- TS989 Employee Participation
- TS990 Analysis of a Dispute

Group 3
- TS991 Training Design
- TS992 Training Delivery
- TS993 Managing Training

Group 4
- 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 Management Studies Department on 9214 8720.

Certificate IV in Information Technology (Software Applications)

This course is offered at both Hawthorn and Prahran campuses.

Course aims

The course is primarily designed to prepare students for employment in the use, training and support of software applications.

Career potential

Although some graduates will find work in other related fields, the competency in software applications is vital for any business today. Daily newspapers and trade publications carry many advertisements seeking skilled personnel for computer industry jobs relevant to this course.

Course duration

The Certificate IV may be obtained after one year of full-time study or up to three years of part-time study. The integration of common elements of study in this course facilitate further studies in other Certificate IV and Diploma streams, job retraining, and enables qualification upgrading.

Entry requirements

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

Course structure

Semester One
- ITA402 3GL Program Design
- ITA403 Programming Concepts 1
- ITA404 Programming Concepts 2
- ITB301 The Business Environment
- ITB404 Business Information Processing
- ITC302 Microcomputer Hardware
- ITF205 Database Fundamentals
- ITF303 Introduction to Small Business Software Package
- ITF304 Word Processing Operations
- ITF305 Spreadsheet Operations
- ITH203 Using a Command Line Interface
- ITH303 Installing and Managing a GUI
- ITH305 Developing Batch Files
- ITH403 PC Peripheral Devices
- ITL201 Keyboarding
- NAP719 Accounting for Non-Accountants
- NCSO15 Presenting Reports
- NCSO17 Writing Technical Documents

Semester Two
- ITE401 Introduction to Sales and Marketing
- ITE402 Hardware/Software Selection and Purchasing
- ITE405 Computer Marketing
- ITF306 Business and Presentation Graphics
- ITF309 Introduction to Desktop Publishing
- ITF405 Advanced Spreadsheet Skills
- ITF408 Word Processing - Complex Operations
- ITF411 Accounting Software Packages
- ITF416 Commercial Database Packages II
- ITF417 Introduction to Expert Systems Packages
- ITF501 Macro Programming
- ITH408 Using a Multi-User Operating System
- ITJ408 Introduction to User Documentation
- NCS004 Work Team Communication
- NCSO11 Client Interaction

40 hours of Work Experience

Further information

Contact the Information Studies Department at Hawthorn campus on 9214 5206, or the Prahran campus on 9214 6765.
Advanced Certificate in 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.

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

Course structure

<table>
<thead>
<tr>
<th>Core subjects</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCS005</td>
<td>Dealing with Conflict</td>
</tr>
<tr>
<td>NCS009</td>
<td>Negotiating Skills</td>
</tr>
<tr>
<td>NGMS101</td>
<td>Managing Information</td>
</tr>
<tr>
<td>NGMS102</td>
<td>Managing Operations - Customer Service</td>
</tr>
<tr>
<td>NGMS106</td>
<td>Managing Effective Working Relationships</td>
</tr>
<tr>
<td>NGMS107</td>
<td>Managing and Developing Teams</td>
</tr>
<tr>
<td>NGMS108</td>
<td>Managing and Organising Work for Goal Achievement</td>
</tr>
<tr>
<td>NGMS110</td>
<td>Managing Grievances and Disputes</td>
</tr>
<tr>
<td>NGMS111</td>
<td>Managing People - Workplace Practice</td>
</tr>
<tr>
<td>NGMS113</td>
<td>Managing Finance - Setting and Achieving Budgets</td>
</tr>
<tr>
<td>NGMS117</td>
<td>Managing Group Problem Solving and Decision Making</td>
</tr>
<tr>
<td>NOS215</td>
<td>Database Fundamentals</td>
</tr>
<tr>
<td>NOS216</td>
<td>Spreadsheet Fundamentals</td>
</tr>
<tr>
<td>NOS222</td>
<td>Word Processing - Introduction</td>
</tr>
</tbody>
</table>

Electives

| NGMS103    | Managing Operations - Productivity | 20 |
| NGMS104    | Managing Operations - Innovation | 20 |
| NGMS112    | Managing People - Recruitment Selection and Induction | 40 |
| NGMS114    | Managing Finance - Performance | 20 |
| NGMS115    | Managing Finance - Cost and Efficiency | 20 |

Further information
For further information contact the Department of Management Studies on 9214 6754.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS247</td>
<td>Business Law 1</td>
</tr>
<tr>
<td>TS301</td>
<td>Introduction to Accounting</td>
</tr>
<tr>
<td>TS421</td>
<td>Business Computer Applications 1</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2</td>
</tr>
<tr>
<td>TS800</td>
<td>Practical Placement</td>
</tr>
<tr>
<td>TS872</td>
<td>Document Production 1</td>
</tr>
<tr>
<td>TS873</td>
<td>Document Production 2</td>
</tr>
<tr>
<td>TS874</td>
<td>Office Administration 1</td>
</tr>
<tr>
<td>TS875</td>
<td>Office Administration 2</td>
</tr>
</tbody>
</table>

Plus two electives from a specialist stream.

Further information
For further information please contact the Information Studies Department at the Hawthorn campus on 9214 5206 and Prahran campus on 9214 6765.

Advanced Certificate in Operations Management

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

Advanced Certificate in Sales Management

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

**3222DAM Certificate in General Insurance**

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

**2309AAC Certificate III in Information Technology**

This course is offered at both Hawthorn and Prahran campuses.

**Course aims**

This course is designed to provide participants with basic computing and information technology skills and knowledge to a level which will enable them to:

- work autonomously on low-level data entry and retrieval tasks and other low-level general computing tasks;
- work as a trainee computer operator on high level computing tasks associated with wordprocessing, database, spreadsheet and other software application packages;
- work as a trainee help-desk and/or technical and user support and/or sales and marketing assistant;
- make information decisions on career paths and educational pathways in the information technology field;
- achieve the core competencies required for higher level credentials in IT, leading to training as a computer programmer, systems analyst and/or technical and user support para-professional.

**Course duration**

Hawthorn and Prahran campus - part-time evening basis, requiring two nights per week attendance. Hawthorn campus only - part-time weekend basis, requiring attendance on Saturday mornings. The minimum completion time for part-time study is two years. Prahran campus only - full-time (day) basis, with a minimum completion time of one year.

**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 industrial experience before undertaking the course. However, applicants who do not have the required industrial experience could still be eligible if they have current employment in an appropriate position.

**Course structure**

**Compulsory modules**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITF205</td>
<td>Database Fundamentals</td>
</tr>
<tr>
<td>ITF304</td>
<td>Word Processing Operations</td>
</tr>
<tr>
<td>ITF305</td>
<td>Spreadsheet Operations</td>
</tr>
<tr>
<td>ITG201</td>
<td>Using Computer Networks</td>
</tr>
<tr>
<td>ITH202</td>
<td>Using a Graphical Interface</td>
</tr>
<tr>
<td>ITH203</td>
<td>Using a Command Line Interface</td>
</tr>
<tr>
<td>ITH302</td>
<td>PC User Fundamentals</td>
</tr>
<tr>
<td>ITH305</td>
<td>Developing Batch Files</td>
</tr>
<tr>
<td>ITH403</td>
<td>PC Peripheral Devices</td>
</tr>
<tr>
<td>ITL201</td>
<td>Keyboarding</td>
</tr>
</tbody>
</table>
| ITL205      | The Information Technology Industry plus two National Communication Skills modules

**Elective modules**

Nine modules to be chosen as follows:

**Information Technology modules**

- ITB301 The Business Environment
- ITF309 Introduction to Desktop Publishing
- ITA402 3GL Program Design
- ITA403 Programming Concepts 1
- ITA404 Programming Concepts 2
- ITB404 Business Information Processing
- ITC402 Microcomputer Architecture
- ITH408 Using a Multi-User Operating System
- ITHJ408 Using a Multi-User Operating System

**Accounting modules**

- NAP719 Accounting for Non-Accountants
- ITH410 Introduction to Computerised Accounting
- ITH411 Accounting Software Packages

**Computer Applications modules**

- ITH408 Word Processing - Complex Operations
- ITH405 Advanced Spreadsheet Skills
- ITH415 Commercial Database Packages
- ITH402 CAD Graphics Systems
- ITH402 CAD Graphics Systems

**Preferred Modules**

**Further information**

Contact the Information Studies Department at Hawthorn on 9214 5206 or Prahran on 9214 6765.

**2209ABC Certificate II in Information Technology: Computer Applications**

**Course aims**

This course is designed to train end-users of computers and information technology systems to be skilled in their application and use. It is not designed to train computer professionals such as computer programmers or systems analysts. Within this context, the course aims to provide participants with the opportunity to develop:

- the skills to use computers efficiently in their worklace;
- an understanding of a wide range of computer concepts and a knowledge of business information requirements so that they will be able to identify ways of improving their own productivity for others, by applying computer technology.

**Course duration**

The course consists of ten modules. Each module requires twenty hours of class attendance. The course will be offered both full-time (Prahran campus only) and part-time (evening at Hawthorn and Prahran campuses and Saturday at Hawthorn campus only).
The minimum completion time is six months for full-time students and one year for part-time students.

**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 industrial experience before undertaking the course. However, applicants who do not have the required industrial experience could still be eligible if they have current employment in an appropriate position.

**Course structure**

**Compulsory modules**

- ITF205 Database Fundamentals
- ITF304 Word Processing Operations
- ITF305 Spreadsheet Operations
- ITH202 Using a Graphical Interface
- ITH203 Using a Command Line Interface
- ITL201 Keyboarding

**Elective modules**

- One module chosen from:
  - ITC301 Computer System Basics
  - *ITH302 PC User Fundamentals
- Three modules chosen from:
  - *ITG201 Using Computer Networks
  - *ITH402 The Information Technology Industry
  - ITF306 Business and Presentation Graphics
  - ITF307 Introduction to Desktop Publishing
  - *ITB404 Business Information Processing
  - ITF405 Advanced Spreadsheet Skills
  - ITF408 Word Processing — Complex Operations
  - ITF411 Accounting Software Packages
  - ITF415 Commercial Database Packages 1
- *Preferred modules

**Further information**

Contact the Information Studies Department at Prahran campus on 9214 6765.

2209AAC **Certificate II in Information Technology: Occupational Studies**

This course is offered at both Hawthorn and Prahran campuses.

**Course aims**

The course is designed to provide an accredited framework of entry level training within an articulated program structure which will provide participants with the skills and knowledge to enter employment and to gain access to further education and training. Within this context, the course aims to provide participants with the opportunity to develop:

- skills and knowledge to use a computer for a variety of purposes;
- knowledge of how computers are used for simple communication purposes and the ability to establish effective, simple communication networks;
- knowledge of how computers are used to control industrial processes and the ability to use and test some control systems;
- knowledge of how computers are used for information systems and the ability to store and retrieve information using such systems;
- knowledge of and use of various application software packages;
- knowledge of and ability to use value added information services.

**Course duration**

The course consists of nineteen modules. Each module requires twenty hours of class attendance. The course will be offered fill-time only at Hawthorn campus. The minimum completion time for fill-time study is one year.

**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 industrial experience before undertaking the course. However, applicants who do not have the required industrial experience could still be eligible if they have current employment in an appropriate position.

**Course structure**

**Compulsory Modules**

- ITF201 Word Processing Fundamentals
- ITF205 Database Fundamentals
- ITF304 Word Processing Operations
- ITF305 Spreadsheet Fundamentals
- ITG201 Using Computer Networks
- ITH202 Using a Graphical Interface
- ITH203 Using a Command Line Interface
- ITL205 The Information Technology Industry
- ITL201 Keyboarding
- NCS001 Workplace Communication
- NCS002 Writing Skills for Work
- NCS003 Job Seeking Skills
- Numeracy and Problem Solving Module

**Elective Modules**

The optional modules are to be chosen from:

- *ITL206 Impact of Personal Computers
- *ITL207 Society and the Future - Information Technology
- *ITL303 Workplace Health and Safety
- *ITB301 The Business Environment
- *ITC301 Computer System Basics
- ITC302 Microcomputer Hardware
- ITF306 Business and Presentation Graphics
- *ITF309 Introduction to Desktop Publishing

and/or Modules from National Mathematics Modules Level (2) or (3).

*Preferred Module

**Further information**

Contact the Information Studies Department at Prahran on 9214 6765 or Hawthorn on 9214 5206.
3222DGA 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 in Records Management is primarily directed at people already employed in records management who are untrained. In general, employment prospects for suitable people are good.
The Records Management Association of Australia has a history of support for the course. The RMAA has been actively involved on educational subcommittees. Seasonal staff are all RMAA members.
The course of study in records management has been endorsed by the RMAA as a course entitling graduates to professional membership of the RMAA.
Please note that a new course is being developed for introduction in 1996. 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 in 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 Information Studies, Prahran campus on 9214 6773.

3222D Certificate in Vocational Studies
(Traineeships)

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

Course aims
The Certificate in Vocational Studies was originally developed as an off-the-job training component for the Victorian Government's Work/Study Program. It has since been adopted by TAFE institutions as the off-the-job training component for the Australian Traineeship System. The Certificate in Vocational Studies is the formal award associated with the completion of a traineeship. Swinburne University of Technology offers the Certificate of Vocational Studies in a number of areas including real estate, insurance, credit control, office technology, office, finance and building societies. All these courses have been accredited by the State Training Board of Victoria and endorsed by the Industrial Training Commission of Victoria.

Career potential
Completion of the subjects listed below and the on-the-job training entitles trainees to a Certificate of Vocational Studies, a statement of results, and a Traineeship Certificate of Competency issued by the State Training Board of Victoria.
The Certificate in Vocational Studies is well recognised by public and private sector employers. In a number of industries the Certificate of Vocational Studies is recognised as part of industrial awards and as a qualification suitable for initial employment.

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

Course availability and duration
The Certificate in Vocational Studies can be completed in one academic year by attendance at a TAFE institution for two days per week or on block release. Student intakes can occur at various times during the year, and trainees complete their twelve months of off-the-job training from the date of their enrolment.
The training plan combines thirty-nine weeks of work place (on-the-job) and thirteen weeks TAFE (off-the-job) training. The thirteen weeks off-the-job training is spread across the traineeship year and may be undertaken as block release or day release from the employer.
Entry requirements
Contact your local CES Office.

Further information
For further information contact the Department of Information Studies at the Prahran campus on 9214 6765 or the Hawthorn campus on 9214 5206.

Other courses

22001ZO  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) 9214 8647, International (613) 9214 8647.

Tuition fees
Tuition fees for 1996 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

500501 The Real Estate Industry and Legislation
500502 Listing and Documentation
500503 Selling

Further information

Please contact the Prahran campus, Department of Management Studies on 9214 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 subject details section pages 139 – 258.
School of Engineering
and Industrial Science
Industrial Sciences Department

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

Academic staff
L. Alao, MEng(VUT), GradDip(Digital Control)(VUT), BAppSc(AppPhys)(RMIT)
P. Atkins, BSc(DipEd)(Melb), GradDip(MathsSci)(Melb)
J. Blenkinn, BA, DipEd

Staff — School of Engineering and Industrial Science

Head
R. Fallu, BSc(Mon), DipEd(Mon), CompIEAust

Secretary
A. Rosman, 9214 8159

School Administrator
H. Tracy, AdvCert(Accounting) (SUT), 9214 8689

Administrative Officer
J. Bailey, RN, 9214 8916

Electrical and Electronics Technology Department

Head
A.G. Hampron, TechCert(Electronics)(HI), BEd(Deakin)

Academic staff
I. Adams, SECCA Grade Licence, RECV
D.J. Bayliss, BEng(Communications Eng)(LaT), GradDipEng(Digital Electronics)(SIT)
R. Bernard, AssDip(Elec)(Box Hill), T.V. TechCert(Stotts), DipServ(Moore), F&M Cert(Preston), DipIT
P. Brewin, HNCert(Electrical & Electronics)(Leicester Polytechnic), CertEd(Leeds)
G. Cadilhac, COT(Electronics)(SIT), DipTT(HI), BEng(CompSys)(SUT)
M.J. Clarke, ElecHt, CertTechElec(SIT), BEngElec(SIT)
G. Clisby, SEC A Grade Licence, HighTechCert(CivilEng), TechCert(Motor Control), RECV
L. Eapen, CProg Cert(RMIT), GradDipCompApp(ERD&C India), BEEtech(IndianInst.Sc), BSc(UNI. Kerala)
R.M. Edwards, SEC A Grade Licence, DipTT(HI), TechCert(Electronics)(RMIT)
V. George, MTech(IITBombay)
A. Hackett, BE(Elec)(Melb), DipEd(Melb)
B. Johnston, SEC A Grade Licence, DipTT(HI), RECV
T. McLean, SEC A Grade Licence, DipTT(HI), TechCert(Elec. Motor Control), RECV
D.V. McMahon, SEC A Grade Licence, DipTT(HI), SECC
I. Simmonds, SEC A Grade Licence, TechCert(Electronics), AssDipSocWel, RECV
G.H. Sutherland, DipEE(SIT), DipEd
Z. Zablocki, BDeg(Elec)(Warsaw), CompSysDeg(Warsaw)

Secretary
J. Rothacker, 9214 8875

Technical Staff
C. Cleeand
C. Webster
C. Powell, BSc(Mech)(Birmingham), DipEd(HIE)
G. T. Rees, COTProdEng (Toolmaking) (SIT), Cert(Plastic Die
Design)(RMIT)
A. S. Reid, BSc(Hons)(Durham), GradDipEd (Melb)
F. Sanstrom, TTrIC, DipTT
S. D. Scott-Branagan, TTrIC
R. S. Somerville, TTrIC, DipTT
P. Tomat, CertPressToolmaking(RMIT), Cert
(Toolmaking)(RMIT), TTrIC, DipTT, BEd (HIE)
R. Wong, HighDipProdEng(HKP), GradDipStats/OR(RMIT)
G. Zouev, COTMechEng(RMIT), AssDipMechEng(SIT)
DipT(T&FE)(HIE)

Secretary
B. Malone, 9214 8504

Centre for Engineering Technology:

Authorised Autodesk Training Centre
specialising in AutoCAD/CAM

Manager
L. J. McLaughlan, Cert(Jig & Tool Drafi)(RMIT),
Cert(Toolmaking)(RMIT), DipTT(HIE), TTrIC

Academic staff
S. Meaker, TechCertProdEng(HIE),
AssDipManEng(Northern Met)
H. Ramaekers, BEd, DipTT, Cert(Mech Draft), Cert(Fit and Mech)
P. Stroude, DipTT, TechCert(Radio)(RMIT)

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

Secretary
C. Brodie, 9214 8079

National Scientific Instrumentation
Training Centre

Manager
G. Jordan, MPharm(VicCollPharm)

Chemist
L. Jordan, BSc(Melb)

Receptionist
K. Marriott, 9214 8379

Training and Development Support Unit

Manager
P. DeFelice, BSc(Mon), DipEd(Rusden)

Administrative Officer
R. Passlow, 9214 5119

Project Manager
C. Grayson, BSc(Hons)(Mon), DipEd(Mon),
BArch(Hons)(RMIT)
Courses offered in the School of Engineering and Industrial Science

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Campus</th>
<th>Course Mode &amp; Length</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Prerequisites</th>
<th>How to Apply</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Certificates</strong></td>
<td>4190JIA</td>
<td>Cleaner Production</td>
<td>H</td>
<td>NA</td>
<td>1 year</td>
<td>Undergrad. or <strong>Postgrad.</strong> qualification</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3800SSS</td>
<td>Science &amp; Technology</td>
<td>H</td>
<td>NA</td>
<td>1 year</td>
<td>Undergrad. or <strong>Postgrad.</strong> qualification or industry experience</td>
<td>NA</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Diplomas</strong></td>
<td>3500ACB</td>
<td>Applied Science (Matteriis Engineering) Engineering</td>
<td>H</td>
<td>NA</td>
<td>4 yrs</td>
<td>VCE with science in technology background.</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3600EZC</td>
<td>Engineering</td>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>Ass. Dip. or <strong>Cert. of Tech.</strong>, plus sig. work exp. in a pos. of resp. chemistry and physics</td>
<td>NA</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2507AAA</td>
<td>File Technology</td>
<td>H</td>
<td>NA</td>
<td>4 yrs</td>
<td>Demonstrated skills in literacy communication, analytical &amp; problem solving.</td>
<td>NA</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Associate Diplomas</strong></td>
<td>3500EYA</td>
<td>Engineering — Computer Systems</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. — level 314 passes in 2 maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3500ECF</td>
<td>Engineering — Electronics</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. — level 314 passes in 2 maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3500EZB</td>
<td>Engineering — <strong>Mechanical/ Manufacturing</strong></td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. — level 314 passes in maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3500ABB</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 year FT &amp; 4 years</td>
<td>VCE, or equiv. — passes in maths, biology</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3500AYD</td>
<td>Scientific Computing</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE, or equiv. — passes in maths, and physics</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certificates</strong></td>
<td>2407AAA</td>
<td>Fire Technology</td>
<td>H</td>
<td>1 year</td>
<td>2 yrs</td>
<td>Demonstrated skills in literacy communication, analytical &amp; problem solving.</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3300ACE</td>
<td>Materiis Science</td>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>VCE, or equiv., pref. with science or technology background.</td>
<td>NA</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advanced Certificates</strong></td>
<td>3300EZX</td>
<td>Engineering — <strong>Mechanical/Manufacturing</strong></td>
<td>H</td>
<td>1 year</td>
<td>2 yrs</td>
<td>VCE, or equiv. — level 314 passes in maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3300ECW</td>
<td>Industrial Electronics</td>
<td>H</td>
<td>2 yrs</td>
<td>4 yrs</td>
<td>VCE level 112 passes in maths, English and technology subjects</td>
<td>Direct</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3300ABB</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 year FT &amp; 4 years</td>
<td>VCE, level 112 — passes in maths, and science subjects. Matule age considered</td>
<td>Direct</td>
<td>Direct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certificates</strong></td>
<td>3222ECE</td>
<td>Basic Electronics</td>
<td>H</td>
<td>1 year</td>
<td>1 year to 3 yrs</td>
<td>VCE level 112 with passes in <strong>English</strong>, maths and science. Mature age considered</td>
<td>Direct</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>2100EFA</td>
<td>Basic Certificate in Engineering</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>Must be over 15 and have basic numeracy and literacy</td>
<td>Direct</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course code</td>
<td>Course title</td>
<td>Campus</td>
<td>Length</td>
<td>Full-time</td>
<td>Part-time</td>
<td>Prerequisites</td>
<td>How to Apply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
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<td>-----------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3212ECY</td>
<td>Electrical and Electronics (Contracting and Building Automation)</td>
<td>H</td>
<td>NA</td>
<td>3 yrs</td>
<td>NA</td>
<td>Employed in electrical trade industry and <strong>have a contract of training</strong> with employer</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3212ERA/F</td>
<td>Engineering Fabrication</td>
<td>H</td>
<td>NA</td>
<td>3 yrs</td>
<td>NA</td>
<td>Employed in industry and <strong>have a contract of training</strong> with employer</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3212ERA/M</td>
<td>Engineering Mechanical</td>
<td>H</td>
<td>NA</td>
<td>3 yrs</td>
<td>NA</td>
<td>Employed in industry and <strong>have a contract of training</strong> with employer</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2200AZY</td>
<td>Bridging Technology</td>
<td>H</td>
<td>1 year</td>
<td>2 yrs</td>
<td>NA</td>
<td>No formal prerequisites</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3211ECY</td>
<td>Electrical pre-Apprenticeship Program</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>NA</td>
<td>No previous experience necessary</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2200AZO</td>
<td>Foundation Year Science</td>
<td>H</td>
<td>1 year</td>
<td>NA</td>
<td>NA</td>
<td>Year 11, for <strong>overseas</strong> students to improve English</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4200ERB</td>
<td>Engineering Post Trade</td>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>NA</td>
<td>Completed an app. course in Fitting and Machining</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2200NOW</td>
<td>New Opportunities for Women Swinburne Certificate Quality Technology Engineering Pmduction Certificate (Level 1)</td>
<td>H</td>
<td>1 year</td>
<td>2 yrs</td>
<td>NA</td>
<td>No formal prerequisites</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100ERA</td>
<td>Engineering Pmduction Certificate (Level 2)</td>
<td>H</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Some relevant <strong>industrial</strong> exp., pref. in quality control Employed in industry</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3221ERA</td>
<td>Engineering Pmduction Certificate (Level 3)</td>
<td>H</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Employed in industry</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222ERA</td>
<td>Engineering Pmduction Certificate (Level 3)</td>
<td>H</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Employed in industry</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100FA</td>
<td>Basic Welding</td>
<td>H</td>
<td>NA</td>
<td>1 year min.</td>
<td>NA</td>
<td>No formal prerequisites</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222ERA</td>
<td>Advanced Welding</td>
<td>H</td>
<td>NA</td>
<td>1 year min.</td>
<td>NA</td>
<td><strong>Basic</strong> Welding</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4200ERB</td>
<td>Welding Cert. to AS1796</td>
<td>H</td>
<td>NA</td>
<td>1 sem. min.</td>
<td>NA</td>
<td>Advanced Welding</td>
<td>Direct</td>
<td></td>
<td></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 Design (CAD) 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 produce CAD drawing information into machine tool language.

**CNC**
Basic and advanced manual CNC programming including conversational programming.

**Animation**
This program is used to produce moving displays on the computer screen for high quality presentation work for sales, meetings, etc.

**Robotics**
The use and safety of robots.

**Technical Publications**
Using AutoCAD and Pagemaker for personnel who must produce technical pamphlets, brochures, etc.

**CAMPAC**
CAMPAC is a proven CAD/CAM software package used in Australian manufacturing industries for producing components from AutoCAD drawings.

It is a CAM package which combines cutter path generation, program editing and communications all accessed from inside AutoCAD. The package was designed at the Centre to allow the operator to follow a sequence of simple, logical steps, to quickly produce the CNC machine driving instructions.

CAMPAC is a commercially available package.

**National Scientific Instrumentation Training Centre (NSITC)**
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 three 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
- Interfacing Computers to Scientific Instrumentation
- Techniques in Light Microscopy
- Electrodes — Maintenance and Troubleshooting
- Introduction to GC/MS Spectrometry
- GC — Maintenance and Troubleshooting
- HPLC — Maintenance and Troubleshooting
- Maintenance and Troubleshooting in AAS

The centre also offers a consultancy service in HPLC, GC, GC/MS, ICP and AA areas. Contact on 9214 8379.

**Training and Development Support Unit (TDSU)**
The TDSU supports the operation of the School of Engineering 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

3500ECF  **Associate Diploma Of Engineering (Electronics)**

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

**Course description**
Associate Diploma courses are designed to train engineering associates who are the immediate support staff for professional engineers in industry. The course consists of a number of compulsory core subjects and a number of elective subjects to suit a student’s needs or interests. Each subject is allocated a value in credit hours. The elective subjects cover specialist areas such as electronics, microprocessors, and communications. To complete the Associate Diploma course successfully the candidate must complete all core subjects and elective subjects as required.

**Career potential**
The students could be involved in any of the following areas in their employment as a technical officer for design development, installation, commissioning, operations or maintenance of 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.

**Summer school**
Additional subjects are available to enhance advanced standing when articulating into Higher Education degree programs.

**Entry requirements**
Successful completion of a VCE incorporating the following program.
Prerequisite units 1 & 2: Mathematical Methods or
Prerequisite units 3 & 4: Mathematics (any)
(Prerequisites do not apply to mature-age applicants.)

**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 1620 credit hours of study. The diploma is awarded after completion of the academic studies.

**Semester 1**

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE-1</td>
<td>Electrical Fundamentals</td>
<td>5</td>
<td>90</td>
</tr>
<tr>
<td>CBE-2</td>
<td>Analogue Fundamentals</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>CBE-3</td>
<td>Analogue Applications</td>
<td>4</td>
<td>72</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>Total</td>
<td></td>
<td></td>
<td>26 468</td>
</tr>
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</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject</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>Total</td>
<td></td>
<td></td>
<td>24 432</td>
</tr>
</tbody>
</table>

**Semester 3**

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject</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></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TE345</td>
<td>Mathematics 3E</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>TE715</td>
<td>Circuit Analysis 2</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>20124 360</td>
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</table>

**Semester 4**

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject</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>Electives (two of)</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>TE722</td>
<td>Peripheral Principles</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>Total</td>
<td></td>
<td></td>
<td>20126 432</td>
</tr>
</tbody>
</table>

* Articulation only

**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 (9214 8916) for an Engineering and Industrial Science part-time application form.
### Associate Diploma of Engineering (Computer Systems)

#### Course aims
This course provides initial vocational training for persons seeking a career in the computer 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, operation or maintenance of plant or equipment associated with the electronics and computer industry.

#### Career potential
On completion of this course 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 enray 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 any of the following. Prerequisite units 1 & 2: Mathematical Methods or Prerequisite units 3 & 4: Mathematics (any) (Prerequisites do not apply to mature-age applicants.)

#### Course availability and duration
This course may be completed by two years full-time study or four years part-time study or a combination of both. For most subjects, day and evening classes are available.

#### Course structure
The course consists of a minimum of 1404 credit hours of study. The diploma is awarded after completion of the academic studies.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hrs/week</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE-1</td>
<td>Electrical Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CBE-2</td>
<td>Analogue Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CBE-3</td>
<td>Analogue Applications</td>
<td>4</td>
</tr>
<tr>
<td>CBE-4</td>
<td>Digital Electronics</td>
<td>5</td>
</tr>
<tr>
<td>CBE5.1</td>
<td>Electronic Assembly Techniques</td>
<td>2</td>
</tr>
<tr>
<td>CBE5.2</td>
<td>Wiring and Soldering Techniques</td>
<td>2</td>
</tr>
<tr>
<td>TE145</td>
<td>Mathematics 1E</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>26</strong></td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td>TE245</td>
<td>Mathematics 2E</td>
</tr>
<tr>
<td>TE700</td>
<td>Microprocessor Systems</td>
</tr>
<tr>
<td>TE701</td>
<td>Electronic Software Tools</td>
</tr>
<tr>
<td>TE702</td>
<td>Linear Electronics I</td>
</tr>
<tr>
<td>TE703</td>
<td>Circuit Analysis</td>
</tr>
<tr>
<td>TE704</td>
<td>Digital Design I</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TE705</td>
<td>Microprocessor Interfacing</td>
</tr>
<tr>
<td>TE708</td>
<td>Design Projects</td>
</tr>
<tr>
<td>TE710</td>
<td>Quality Control and Management</td>
</tr>
<tr>
<td>TE716</td>
<td>Data Communications I</td>
</tr>
<tr>
<td>TE720</td>
<td>High Level Languages</td>
</tr>
<tr>
<td>TE721</td>
<td>Computer Test Equipment</td>
</tr>
<tr>
<td>TE722</td>
<td>Peripheral Principles</td>
</tr>
<tr>
<td>TE715</td>
<td>*Circuit Analysis 2</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TE711</td>
<td>Microprocessor Control</td>
</tr>
<tr>
<td>TE719</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>TE724</td>
<td>PC Systems and Applications Software</td>
</tr>
<tr>
<td>TE725</td>
<td>Interfacing Applications</td>
</tr>
<tr>
<td>TE727</td>
<td>Computer Architecture</td>
</tr>
<tr>
<td>TE728</td>
<td>Networks</td>
</tr>
<tr>
<td>TE445</td>
<td>*Maths 3E</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
<tr>
<td>TE445</td>
<td>*Maths 4E</td>
</tr>
</tbody>
</table>

*Subjects required for articulation to degree courses.

#### 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 (9214 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.

#### Career potential
Graduates from this course gain employment in many fields of manufacturing and service industries. In particular, this course trains persons to work at a para-professional level as skilled.
Certificate courses

3222ECE Certificate in Basic Electronics (CBE)

Course aims
The aim of this course is to provide a grounding in topics over a broad spectrum of electronics. The course offers a high proportion of ‘hands on’ practical electronic work using modern equipment and instruments under supervision. It provides a recognised qualification and forms the basis for exemptions in further courses.

Course description
The course has a high practical content and is split up into fourteen modules and 108 learning outcomes each of which is assessed separately for a pass after satisfactory completion of all the syllabus requirements.

Career potential
This program is designed to develop a range of skills and knowledge required by all personnel in the various occupational classifications within the electronics and allied industries. Graduates of the course are qualified to be employed as technical assistants. The course constitutes the first stage of further studies to advance to the technical officer level.

Professional recognition
As a stand alone qualification the CBE would be advantageous to job applicants involved at any level, where electronics is involved. It is most sought after by equipment servicing technicians. In conjunction with other qualifications such as trade certificate, diploma or degree, the CBE can provide a bridge into the advancing field of electronics.

Further studies pathways
The CBE forms the major part of the first stage for studies in all Advanced 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
Normal entry is satisfactory completion of VCE Level 1/2 with passes in English, mathematics and science. Mature-age and alternative entry will also be considered. There are no formal requirements for mature-age students, however each applicant must demonstrate a genuine interest and ability in cope. This would include the following: Mathematics to an equivalent of Year 11, together with a logical mind and the desire to pursue a career in the electronics or allied industries.

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 one year.
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>36</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>36</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>18</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>
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<td>CBE4</td>
<td>36</td>
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<tr>
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<td>36</td>
</tr>
<tr>
<td>CBE4.2</td>
<td>18</td>
</tr>
<tr>
<td>CBE4.3</td>
<td>18</td>
</tr>
<tr>
<td>CBE5</td>
<td>36</td>
</tr>
<tr>
<td>CBE5.1</td>
<td>36</td>
</tr>
<tr>
<td>CBE5.2</td>
<td>36</td>
</tr>
</tbody>
</table>

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 and TE245 Mathematics 2E.

Application procedure
Prospective students should contact the School of Engineering and Industrial Science on 9214 8916 or the Electrical and Electronics Technology Department on 9214 8875.

Apprenticeship courses

321 2ECY Certificate in Electrical and Electronics (Contracting and Building Automation)

Course aims
The aim of the course is to enable students to obtain the appropriate certification and provide them with the necessary theoretical knowledge and practical skills to enable them to obtain an Electrical Mechanics Licence.

Course description
The course provides the necessary training to prepare an apprentice to pass electrical trade theory and practice for issue of the unrestricted licence class 'A' or restricted licence class B.

Note: Prerequisites: student must be employed as an apprentice. (Contract of Training)

Only appropriately licensed persons may carry out electrical wiring work.

Career potential
A student who completes the course successfully and then attains an 'A' Class unrestricted licence is qualified to engage in any electrical installation work throughout Australia.

Further studies pathways
Exemptions may be granted for stage one of the Advanced Certificate and Modules CBE1.1, CBE1.2, CBE1.3 and CBE-5 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 is conducted on a part-time basis over three years. Students attend for one eight-hour day per week, forty weeks per year.

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 Electrical Mechanics Licence. The sequence of modules is subject to change.

Stage 1

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

Stage 2

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Module value</th>
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</thead>
<tbody>
<tr>
<td>NEC01</td>
<td>Workshop Practices</td>
</tr>
<tr>
<td>NE001</td>
<td>DC Principles</td>
</tr>
<tr>
<td>NE125</td>
<td>Electrical Installations — Cables and Protection</td>
</tr>
<tr>
<td>NE128</td>
<td>Domestic Installation Practices</td>
</tr>
</tbody>
</table>

Stage 2

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Module value</th>
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<tbody>
<tr>
<td>NE003</td>
<td>AC Principles</td>
</tr>
<tr>
<td>NE010</td>
<td>AC Machines</td>
</tr>
<tr>
<td>NE011</td>
<td>DC Machines</td>
</tr>
</tbody>
</table>
NE032 Circuit Development 1 1
NE052 Transformers 0.5

**Semester 2**
NE004 Power Supply Principles 1
NE030 Electric Motor Control and Protection 1
NE129 Non-Domestic Practices 1
NE130 Programmable Controllers — Basic 0.5
NE053 Illumination 1 0.5

**Stage 3**

### Semester 1
NE009 Single Phase and Three Phase Circuits 1
NE022 Domestic Installations 0.5
NE023 Non-Domestic Installations 0.5
NE033 Circuit Development 2 1
NE049 Programmable Controllers 1

### Semester 2
NE012 Synchronous Machines 0.5
NE024 Switchboard Design and Construction 1
NE019 Basic Transducers 0.5
NE050 Programmable Controllers 2 1
NE106 Non-Domestic Installations 2 1
NE127 Multiple Domestic Installations 0.5

One module equals forty hours.

### External examinations
On completion of the course student may undertake an additional forty hour module as preparation for the statutory licensing exam. This module is run as a 'fee for service' subject Licensing exam: theory and practical component
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 unrestricted licence class 'B'
Above 75% — 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
Application is by direct contact with the department adminstrator in the Electrical and Electronics Technology Department.
Phone: 9214 8875 Fax: 9214 8870

### Other courses

#### 3211ECA Pre-Apprenticeship in Electrical Program

**Course aims**
The program provides a pathway in apprenticeship in the electrical/electronics industries for unemployed adults and youth, as well as recent school leavers.

**Course description**
The program is designed to increase the student opportunities to enter the electrical or electronics industries. Many of the modules are a part of the respective trade certificate and give exemptions, shortening the time spent in training.

**Entry requirements**
No previous experience is required

**Further studies pathways**
On completion of the program, should a student gain an apprenticeship, the apprenticeship time will be reduced from four years 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, developed 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>Pre requisite</th>
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<tbody>
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<tr>
<td>EPTM01</td>
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</tr>
<tr>
<td>EPTM04</td>
<td>40</td>
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<tr>
<td>EPTM05</td>
<td>40</td>
<td>nil</td>
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<tr>
<td>NBB04</td>
<td>40</td>
<td>nil</td>
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<td>NBB08</td>
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</tr>
<tr>
<td>NCS001</td>
<td>40</td>
<td>Year 10 English</td>
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<tr>
<td>NCS002</td>
<td>20</td>
<td>Year 10 English</td>
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<tr>
<td>NCS003</td>
<td>20</td>
<td>Year 10 English</td>
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<tr>
<td>NCS004</td>
<td>20</td>
<td>Year 10 English</td>
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<tr>
<td>NEC01</td>
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<td>NEC02</td>
<td>20</td>
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<tr>
<td>NEC03</td>
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<td>nil</td>
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<tr>
<td>NEC04</td>
<td>60</td>
<td>nil</td>
</tr>
<tr>
<td>NEC05</td>
<td>60</td>
<td>NEC01, NEC02</td>
</tr>
<tr>
<td>NEC06</td>
<td>60</td>
<td>NBB08, NEC102, NBB08</td>
</tr>
<tr>
<td>NE001</td>
<td>40</td>
<td>NBB08</td>
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<tr>
<td>NE014</td>
<td>40</td>
<td>NBB08</td>
</tr>
<tr>
<td>NE020</td>
<td>20</td>
<td>NBB08</td>
</tr>
</tbody>
</table>
Application procedure
Prospective students may be required to attend an interview. For further information contact the Electrical and Electronic Technology Department on 9214 8875.

Industrial Sciences Department
Graduate Certificate courses

9800SSS Graduate Certificate in Science and Technology

Course aims and description
This course aims to provide comprehensive, 'hands-on', science based education for teaching graduates who have had little formal training in the area.

The course will develop the candidate’s confidence, skills and knowledge in scientific and technological areas. As a consequence it is anticipated that the quality and quantity of science/technology components in the primary school classroom will increase.

This course will also help teachers in their interpretation of the science component of the Victorian Curriculum and Standards Framework, which is to be implemented in 1996.

Career potential
The Graduate Certificate in Science and Technology will broaden a teacher's skills and enhance career opportunities. In this way the studies, in whole or in part, will serve as an option for the continuing professional development of teachers as well as providing a pathway by which graduates will be able to upgrade their qualifications. This course uniquely provides science and technology training for primary teachers.

Professional recognition
For three year trained primary teachers, the Graduate Certificate will be given up to 0.5 credit towards a Bachelor of Education (fourth year) by the Australian Catholic University. This fourth year is recognised as a fourth year by the Victorian Department of School Education.

For four year trained primary teachers, the Graduate Certificate will enable articulation to a Masters of Education (specialising in science education), which is offered by the Australian Catholic University.

Entry requirements
In order to be accepted into this course applicants must have a recognised undergraduate or postgraduate qualification or gain alternative entry based on experience deemed as appropriate by the selection panel.

Safety requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Course availability and duration
The Graduate Certificate will involve a maximum of 200 hours of classes. Studies are offered on a part-time basis in the evening and the course can be completed in one year if students attend two evenings per week.

Satisfactory completion of in-service activities conducted by recognised providers will gain credit points for this qualification.

Cost
This course is offered on a full-fee paying basis and will therefore qualify for some tax deductibility.
Cost per credit point $20
Total course $1000
Single subjects may be taken.

Course structure

<table>
<thead>
<tr>
<th>Compulsory units</th>
<th>60 hours/15 credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK110 Physics</td>
<td></td>
</tr>
<tr>
<td>TK120 Chemistry</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core electives</th>
<th>48 hours/12 credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>One to be selected from:</td>
<td></td>
</tr>
<tr>
<td>TK130 Biological Science</td>
<td></td>
</tr>
<tr>
<td>TK150 Earth and Beyond</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open electives</th>
<th>32 hours/8 credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK140 Information Technology or</td>
<td></td>
</tr>
<tr>
<td>a science or technology based unit offered at Swinburne or elsewhere* or</td>
<td></td>
</tr>
<tr>
<td>completion of the equivalent of 32 hours of approved in-service activity in a science/technology area</td>
<td></td>
</tr>
</tbody>
</table>

*Possible units are:

- CBE-1 AC and DC Fundamental
- TL245 Botany
- TL256 Mammalian Anatomy and Physiology
- TL414 Ecology 2
- TL448 Vertebrate Zoology
- TL480 Scientific Photography
- TM200 Skills in Science
- TT160 Personnel Emergency Treatment

Application procedure
Prospective students should contact the School of Engineering and Industrial Science on 9214 8916 for an application form.

Diploma courses

2507AAA Diploma of Fire Technology

Course aims and description
This Diploma of Fire Technology is designed to develop technical skills and knowledge and to train practitioners and designers to work with engineers and related professionals in the development, commissioning, monitoring and assessment of fire safety systems, practices and procedures and investigation of fire emergency incidents.

Career potential
The course allows for specialisation in three main streams: fire safety management, fire protection design and fire investigation.

Further studies recognition
Graduates from the Diploma of Fire Technology will be granted thirty-five compulsory module exemptions and an Elective Technical Block of module exemptions in the Advanced Diploma of Fire Technology Management.

Entry requirements
Participants should be able to demonstrate the following competencies:
- read and write at a level that displays emerging technical knowledge and vocabulary, a developing personal style,
increasing complexity in language use and a growing capacity to structure longer pieces of work;

- ability to participate in extended learning exchanges and exploratory discussions to solve problems;
- use and analysis of everyday data, relation and pattern, number, measurement and shape.

Graduates from the Certificate IV in Fire Technology will be granted seventeen compulsory module exemptions and may be granted three elective module exemptions.

Applicants unable to demonstrate these competencies may be required to undertake preliminary bridging courses or complete supplementary learning materials.

Mature-age applicants, particularly those with experience in the industry, will be considered favorably. Applicants with VCE or higher studies in mathematics and sciences subjects may gain exemptions from some modules.

Operational firefighters who have completed modules from the Fire Services' National Modular Training System may receive advanced standing.

**Safety requirements**

Appropriate personal protective equipment is required for all laboratory subjects.

**Course availability and duration**

The course may be completed by four years of pan-time study. Day and evening classes are available and off-campus studies (Fleximode) are also available for some subjects.

Modules are subject to availability and demand.

**Fleximode**

Fleximode combines traditional correspondence study with classroom teaching. Course notes are supplied, and the students complete the work requirements in their own time but at a predetermined rate. Students are required to attend scheduled contact days. Additional assistance is also provided through phone and mail contact with tutors. An additional fee is charged for each fleximode module.

**Course structure**

Students must complete modules consisting of:

(i) thirty-five core modules (compulsory 1165 hours for all students);
(ii) an elective technical block of modules (minimum total 160 hours)

**Core subjects**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA631</td>
<td>Scientific Spreadsheet Applications</td>
</tr>
<tr>
<td>AAA632</td>
<td>Scientific Database Applications</td>
</tr>
<tr>
<td>ABD701</td>
<td>Fire Industry Awareness</td>
</tr>
<tr>
<td>ABD702</td>
<td>Fire Characteristics</td>
</tr>
<tr>
<td>ABD703</td>
<td>Principles of Building Structure and Materials</td>
</tr>
<tr>
<td>ABD704</td>
<td>Building Plans</td>
</tr>
<tr>
<td>ABD705</td>
<td>Fire Protection Systems</td>
</tr>
<tr>
<td>ABD706</td>
<td>Fire Hazards in Buildings</td>
</tr>
<tr>
<td>ABD707</td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td>ABD708</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>ABD709</td>
<td>Mathematics A</td>
</tr>
<tr>
<td>ABD710</td>
<td>Workplace Project</td>
</tr>
<tr>
<td>ABD711</td>
<td>Human Behaviour in Fire Incidents</td>
</tr>
</tbody>
</table>

**Elective technical modules**

Subject to prerequisite requirements, a set of technical elective modules should be chosen from those outlined below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD712</td>
<td>Building Legislation</td>
</tr>
<tr>
<td>ABD713</td>
<td>Mathematics B</td>
</tr>
<tr>
<td>ABD714</td>
<td>Chemistry</td>
</tr>
<tr>
<td>ABD715</td>
<td>Kinematics and Dynamics</td>
</tr>
<tr>
<td>ABD716</td>
<td>Thermodynamics, Fluids and Electrical Applications</td>
</tr>
<tr>
<td>ABD717</td>
<td>Statistics and Probability</td>
</tr>
<tr>
<td>ABD718</td>
<td>Reaction Chemistry</td>
</tr>
<tr>
<td>ABD719</td>
<td>Principles of Combustion</td>
</tr>
<tr>
<td>ABD720</td>
<td>Fire Behaviour</td>
</tr>
<tr>
<td>ABD721</td>
<td>Structures at Elevated Temperatures</td>
</tr>
<tr>
<td>ABD722</td>
<td>Material Performance</td>
</tr>
<tr>
<td>ABD723</td>
<td>Smoke Control</td>
</tr>
<tr>
<td>ABD724</td>
<td>Fire Protection Systems Application and Performance</td>
</tr>
<tr>
<td>ABD725</td>
<td>Fire Risk Management</td>
</tr>
<tr>
<td>NCS004</td>
<td>Work Team Communication</td>
</tr>
<tr>
<td>NCS006</td>
<td>Writing Workplace Documents</td>
</tr>
<tr>
<td>NDS012</td>
<td>Meetings</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>NMTS1.20</td>
<td>Computer Skills</td>
</tr>
<tr>
<td>NMTS3.21</td>
<td>Introduction to Law</td>
</tr>
<tr>
<td>NMTS3.09</td>
<td>Workplace Trainer Category 1</td>
</tr>
<tr>
<td>NMTS4.20</td>
<td>Fire Law</td>
</tr>
</tbody>
</table>

Sample sea include:

**A. Fire Protection Design**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD731</td>
<td>Suppression Systems Design</td>
</tr>
<tr>
<td>ABD732</td>
<td>Detection and Early Warning System Design</td>
</tr>
<tr>
<td>ABD733</td>
<td>Passive Fire Protection Systems</td>
</tr>
<tr>
<td>ABD734</td>
<td>Storage and Handling of Dangerous Goods</td>
</tr>
<tr>
<td>ABD735</td>
<td>Fire Hazard Identification and Assessment</td>
</tr>
<tr>
<td>ABD736</td>
<td>Fire Emergency Planning</td>
</tr>
<tr>
<td>ABD737</td>
<td>Occupational Health and Safety Management</td>
</tr>
<tr>
<td>ABD738</td>
<td>Environmental Management</td>
</tr>
<tr>
<td>ABD739</td>
<td>Principles of Fire and Explosion Investigation</td>
</tr>
<tr>
<td>ABD740</td>
<td>Fire and Explosion Investigation 1</td>
</tr>
<tr>
<td>ABD741</td>
<td>Fire and Explosion Investigation 2</td>
</tr>
<tr>
<td>NMTS4.06</td>
<td>Fire Investigation: (Legal Procedures)</td>
</tr>
</tbody>
</table>

**B. Fire Safety Management**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD734</td>
<td>Storage and Handling of Dangerous Goods</td>
</tr>
<tr>
<td>ABD735</td>
<td>Fire Hazard Identification and Assessment</td>
</tr>
<tr>
<td>ABD736</td>
<td>Fire Emergency Planning</td>
</tr>
<tr>
<td>ABD737</td>
<td>Occupational Health and Safety Management</td>
</tr>
<tr>
<td>ABD738</td>
<td>Environmental Management</td>
</tr>
</tbody>
</table>

**C. Fire Investigation**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABD739</td>
<td>Principles of Fire and Explosion Investigation</td>
</tr>
<tr>
<td>ABD740</td>
<td>Fire and Explosion Investigation 1</td>
</tr>
<tr>
<td>ABD741</td>
<td>Fire and Explosion Investigation 2</td>
</tr>
<tr>
<td>NMTS4.06</td>
<td>Fire Investigation: (Legal Procedures)</td>
</tr>
</tbody>
</table>

**D. Approved Vocational Block**

An approved vocational module(s) required by students in the performance of their work could be considered as appropriate.
Application procedure
Prospective students should complete the Engineering and Industrial Science application for for part-time study available by contacting the School Office (TC219) on 9214 8916.
Information sessions covering all aspects of the course will be conducted twice a year prior to enrolment days.

Associate Diploma courses

<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>TW12</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>

Stage 2

**Stream 1**

Students must satisfy the requirements of one of the three available streams, a total of eight subjects:

<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>
</tbody>
</table>

PLUS two x two-subject sequences (four subjects) from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<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>TW91</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>
</tbody>
</table>

PLUS one x two-subject sequence from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<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 Computer Programming</td>
</tr>
<tr>
<td>TL411</td>
<td>Computer Programming</td>
</tr>
</tbody>
</table>

PLUS one x two-subject sequence from Stream 1 or Stream 3;

PLUS two elective subjects.

**Stream 3**

Appropriate for biological laboratories.

One x two-subject sequence plus one x four-unit sequence (six subjects) from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL460</td>
<td>Microbiology 1</td>
</tr>
<tr>
<td>TL461</td>
<td>Microbiology 2</td>
</tr>
<tr>
<td>TL462</td>
<td>Microbiology 3</td>
</tr>
<tr>
<td>TL463</td>
<td>Microbiology 4</td>
</tr>
<tr>
<td>TL301</td>
<td>Biochemistry 1</td>
</tr>
<tr>
<td>TL302</td>
<td>Biochemistry 2</td>
</tr>
<tr>
<td>TL471</td>
<td>Molecular Genetics</td>
</tr>
<tr>
<td>TL472</td>
<td>Genetic Engineering</td>
</tr>
<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>TW20</td>
<td>Invertebrate Zoology</td>
</tr>
<tr>
<td>TL448</td>
<td>Vertebrate Zoology</td>
</tr>
</tbody>
</table>
PLUS two other elective subjects

Electives

Elective subjects 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

TL225 Specimen Preservation 1
TL226 Specimen Preservation 2
TL227 Modelling of Biological Specimens
TL228 Moulding and Casting Biological Specimens
TL245 Botany
TL329 Tissue Culture
TL331 Organic Chemistry
TL333 Polymer Science 1
TL334 Polymer Science 2
TL413 Ecology 1
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 Articulation Chemistry (Kinetics and Thermochemistry)
TL503 Articulation 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 (9214 8916) for the relevant application form.

3500AYD Associate Diploma of Applied Science (Scientific Computing)

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 in the second year of the Bachelor of Applied Science (Computer Science) and the Bachelor of Applied Science (Computer Instrumentation).

Entry requirements

The entry requirement is VCE, or equivalent qualification with unit 3/4 passes in Mathematics and Physics subjects. Mature-age applicants without VCE will also be considered.

Safety requirements

Appropriate personal protective equipment is required for all laboratory subjects.

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

Semestrs

Semestrs 1

TC101 Physics 1
TC111 Mathematics 1
TC112 Mathematics 2
TC121 Electronics 1
TC151 Communications A
TC161 Laboratory Technology 1
TC181 Introduction to Computing 1
TC183 Computer Applications

Semestrs 2

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

Semestrs 3

TC202 Physics 3
TC211 Mathematics 5
TC212 Mathematics 6
TC261 Laboratory Technology 3
TC271 Computer Technology 1
TC272 Computer Technology 2
TC275 Networking 1
TC280 C Programming
TT160 Personnel Emergency Treatment

Semestrs 4

TC203 Physics 4
Prospective students (exit VCE and mature-age) wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science (9214 8916) for an Engineering and Industrial Science part-time application form.

Application procedure

Prospective students 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. This contains all relevant application details. 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 (9214 8916) for an Engineering and Industrial Science part-time application form.

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. This 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 Units 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.

Safety requirements

Appropriate personal protective equipment is required for all laboratory subjects.

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 (currently under review).

Course structure

**Stage 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH133</td>
<td>Communication Skills 1</td>
</tr>
<tr>
<td>TL101</td>
<td>Chemistry Practices 1</td>
</tr>
<tr>
<td>TL102</td>
<td>Chemistry Practices 2</td>
</tr>
<tr>
<td>TL111</td>
<td>Physics Practices 1</td>
</tr>
<tr>
<td>TL112</td>
<td>Physics Practices 2</td>
</tr>
<tr>
<td>TL130</td>
<td>Biology Practices 1</td>
</tr>
<tr>
<td>TL131</td>
<td>Biology Practices 2</td>
</tr>
<tr>
<td>TL143</td>
<td>Laboratory Computations</td>
</tr>
<tr>
<td>TL327</td>
<td>Laboratory Computing</td>
</tr>
</tbody>
</table>

**Stage 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH134</td>
<td>Communication Skills 2</td>
</tr>
<tr>
<td>TL144</td>
<td>Quality Control Statistics</td>
</tr>
<tr>
<td>TL312</td>
<td>Laboratory Management</td>
</tr>
<tr>
<td>TL347</td>
<td>Occupational Hygiene</td>
</tr>
<tr>
<td>Elective 1</td>
<td></td>
</tr>
<tr>
<td>Elective 2</td>
<td></td>
</tr>
<tr>
<td>Elective 3</td>
<td></td>
</tr>
<tr>
<td>Elective 4</td>
<td></td>
</tr>
</tbody>
</table>

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.

The four elective subjects must include one two-subject sequence. Electives may be chosen from:

(i) the list of electives set out below;
(ii) other approved advanced certificates or associate diplomas,
(iii) the specialist streams in the Associate Diploma of Applied Science in Laboratory Technology.

Elective subjects

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL225</td>
<td>Specimen Preservation 1</td>
</tr>
<tr>
<td>TL226</td>
<td>Specimen Preservation 2</td>
</tr>
<tr>
<td>TL227</td>
<td>Modelling of Biological Specimens</td>
</tr>
<tr>
<td>TL228</td>
<td>Moulding and Casting of Biological Specimens</td>
</tr>
<tr>
<td>TL245</td>
<td>Botany</td>
</tr>
<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>TL320</td>
<td>Invertebrate Zoology</td>
</tr>
<tr>
<td>TL329</td>
<td>Tissue Culture</td>
</tr>
<tr>
<td>TL413</td>
<td>Ecology 1</td>
</tr>
<tr>
<td>TL414</td>
<td>Ecology 2</td>
</tr>
<tr>
<td>TL418</td>
<td>Entomology</td>
</tr>
<tr>
<td>TL448</td>
<td>Vertebrate Zoology</td>
</tr>
<tr>
<td>TL453</td>
<td>Glassworking</td>
</tr>
<tr>
<td>TL460</td>
<td>Microbiology 1</td>
</tr>
<tr>
<td>TL461</td>
<td>Microbiology 2</td>
</tr>
<tr>
<td>TL480</td>
<td>Scientific Photography</td>
</tr>
<tr>
<td>TL483</td>
<td>Applied Imaging Techniques</td>
</tr>
</tbody>
</table>

Application procedure

Prospective students should complete either the Engineering and Industrial Science application form for full-time study or the Engineering and Industrial Science application form for part-time study.
Certificate IV courses

2407AAA Certificate IV in Fire Technology

Course aims and description
The Certificate IV in Fire Technology is designed to provide a broad grounding in generic workplace skills and knowledge of fire industry operations covering the principles of fire behaviour and fire protection.

Career potential
A graduate from the Certificate IV in Fire Technology would be expected to provide assistance to practitioners in fire safety, insurance and systems design.

Further studies recognition
Graduates from the Certificate IV in Fire Technology will be granted seventeen compulsory module exemptions and may be granted three elective module exemptions in the Diploma of Fire Technology and the Advanced Diploma of Fire Technology Management, depending on their outcome.

Entry requirements
Applicants should be able to demonstrate the following competencies:

- reading and writing at a level that displays emerging technical knowledge and vocabulary, a developing personal style, increasing complexity in language use and a growing capacity to structure longer pieces of work,
- ability to participate in extended learning exchanges and exploratory discussions to solve problems;
- ability to use and analyse everyday data, relation and pattern, number, measurement and shape.

Applicants unable to demonstrate these competencies may be required to undertake preliminary bridging courses or complete supplementary learning materials.

Mature-age applicants, particularly those with experience in the industry, will be considered favorably. Applicants with VCE or higher studies in mathematics and sciences subjects may gain exemption from some modules.

Operational Firefighters who have completed modules from the Fire Services’ National Modular Training System may receive advanced standing.

Safety requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Course availability and duration
The course may be completed by one year of full-time study or approximately two years part-time study, or a combination of both. Modules are subject to availability and demand.

Day and evening classes are available and off-campus studies (Fleximode) are also available for some subjects. All full-time students will undertake field placement as part of the module Workplace Project.

Fleximode
Fleximode combines traditional correspondence study with classroom teaching. Course notes are supplied, and the student completes the work requirements in their own time but at a predetermined rate. Students are required to attend scheduled contact days. Additional assistance is also provided through phone and mail contact with tutors. An additional fee is charged for each fleximode subject.

Course structure

Students must complete:
(i) seventeen core modules (compulsory 495 hours for all students);
(ii) and elective modules totalling a minimum of 110 hours.

Core subjects

- AAA631 Scientific Spreadsheet Applications
- AAA632 Scientific Database Applications
- ABD701 Fire Industry Awareness
- ABD702 Fire Characteristics
- ABD703 Principles of Buildings: Structures and Material
- ABD704 Building Plans
- ABD705 Fire Protection Systems
- ABD706 Fire Hazards in Buildings
- ABD707 Hazardous Materials
- ABD708 Occupational Health and Safety
- ABD709 Mathematics A
- ABD710 Workplace Project
- NCS004 Work Team Communication
- NCS006 Computer Skills
- NMTS1.2 Computer Skills
- NMTS3.2 Introduction to Law
- NMTS3.09 Workplace Trainer Category 1

Elective modules

1. Fire Safety
- ABD711 Human Behaviour in Fire Incidents
- ABD712 Building Legislation
- NMTS4.20 Fire Law

OR

2. Fire Protection
- ABD713 Building Legislation
- TEA061 Engineering Graphics
- TEA701 Engineering Drawing (Detail)

OR

3. Approved Vocational Modules
An approved vocational module(s) required by the student in the performance of their work could be considered as appropriate elective(s). Approval would be granted by the training provider in conjunction with the industry reference group (National Fire Education Provider Network). An application for such approval should include full documentation of the accreditation, learning outcomes and assessment methods and criteria for each of the modules.

OR

4. Operational Firefighter Modules
Any appropriate modules from the Fire Services National Modular Training System approved for this purpose by the training provider.

OR

5. An Articulation Set
- ABD714 Chemistry
- ABD715 Kinematics and Dynamics
- ABD716 Thermodynamics, Fluids and Electrical Applications

Application procedure
Prospective students should complete the Engineering and Industrial Sciences application form for either full-time or full-time and part-time study by contacting the School office (TC219) (9214 8916).

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 electromagneticism.

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) 9214 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, physics sciences, computing and English language skills. These skills may be required to undertake further studies to fulfil career aspirations, or to improve employment opportunities. Alternatively, a person may wish to become familiar with any of these areas for personal development.

Career potential

Following the successful completion of appropriate 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

There are no formal prerequisites.

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.

Safety requirements

Appropriate personal protective equipment is required for all laboratory subjects.

Course structure

Students may choose from any of the following:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH188</td>
<td>4</td>
</tr>
<tr>
<td>TM190</td>
<td>6</td>
</tr>
<tr>
<td>TM192</td>
<td>3</td>
</tr>
<tr>
<td>TM193</td>
<td>3</td>
</tr>
<tr>
<td>TM197</td>
<td>3</td>
</tr>
<tr>
<td>TM198</td>
<td>3</td>
</tr>
<tr>
<td>TM200</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH188</td>
<td>4</td>
</tr>
<tr>
<td>TM191</td>
<td>6</td>
</tr>
<tr>
<td>TM192</td>
<td>3</td>
</tr>
<tr>
<td>TM194</td>
<td>6</td>
</tr>
<tr>
<td>TM196</td>
<td>6</td>
</tr>
<tr>
<td>TM198</td>
<td>3</td>
</tr>
<tr>
<td>TM200</td>
<td>2</td>
</tr>
</tbody>
</table>

Application procedure

Prospective students should contact the School of Engineering and Industrial Science on 9214 8916 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.

Safely requirements
Appropriate personal protective equipment is required for all laboratory subjects.

Course availability and duration
The course is available as a one year full-time course or equivalent part-time studies. Day and some evening classes are available. The full-time course is approved for Austudy benefits. There is a mid-year intake for women who wish to undertake semester 1 subjects during semester 2.

Course structure

Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM882</td>
<td>Women’s Bridging Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>TM884</td>
<td>Chemistry in Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td>TM886</td>
<td>Understanding Physics</td>
<td>3</td>
</tr>
<tr>
<td>TM888</td>
<td>Introduction to Microcomputing</td>
<td>3</td>
</tr>
<tr>
<td>TM890</td>
<td>Skills for Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester 2

Core studies
Prerequisites: students must complete related semester one subjects.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM883</td>
<td>Mathematics for Engineering and Science</td>
<td>5</td>
</tr>
<tr>
<td>TM885</td>
<td>Chemistry for Engineering and Science</td>
<td>5</td>
</tr>
<tr>
<td>TM887</td>
<td>Physics for Engineering and Science</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives
Students must select one of the following:

- Autocad Short course
  - CBE1.1 D.C. Fundamentals
  - MT131 Materials Technology 1
  - TL245 Botany
  - TL256 Mammalian Anatomy and Physiology 1
  - TL257 Mammalian Anatomy and Physiology 2
  - TL411 Computer Programming
  - TM192 Bridging Biology
  - TT160 Personnel Emergency Treatment

Application procedure
Prospective students should complete an application form available from the School of Engineering and Industrial Science. All applicants will be interviewed.

Mechanical and Manufacturing Technology Department

Graduate Certificate courses

4190JJA Graduate Certificate in Cleaner Production

Course aims and description
The Graduate Certificate in Cleaner Production has been developed in conjunction with industry representatives as well as the Australian Centre for Cleaner Production to ensure that the subjects offered provide a comprehensive training program in the principles and practices of cleaner production.

Career potential
Local and international markets are becoming more environmentally aware. There is also mounting legislative and economic pressures for industries to adopt the philosophies and practices of cleaner production. Industries which adopt an environmentally orientated approach will gain a competitive edge. This will lead to the need to engage staff with the knowledge and skills to identify, advise, monitor and implement the requirements for cleaner production.

Further studies pathways
Participants who complete the Graduate Certificate will be able to articulate, with appropriate credit, into the Graduate Certificate in Environmental Management at Victoria University of Technology and the Master of Engineering in Cleaner Production at RMIT.

Entry requirements
In order to gain entry applicants need to have industry experience, a formal qualification, or an interest and ability to undertake the subjects selected.

Course availability and duration
The Graduate Certificate in Cleaner Production comprises 240 hours of study which takes one year to complete on a part-time basis.

Students not wishing to complete the full graduate certificate can select individual subjects that may be of interest. A certificate of completion would be given for each subject studied. Each subject is of forty hours duration.

Course structure

Compulsory core subjects
- CP001 Principles of Cleaner Production
- CP002 Resource Technology
- CP003 Environmental Regulation
- CP004 Environmental Management

Elective subjects (Minimum two required)
- CPE01 Biological Waste Management
- CPE02 Environmental Auditing
- CPE03 Design and Manufacture for Cleaner Production
- CPE04 Minor Research Project
- CPE05 Environmental Monitoring

Application procedure
Application forms are available from the Mechanical and Manufacturing Department ph: 9214 8504.

Diploma courses

3500ACB Diploma of Applied Science (Materials Engineering)

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. Training 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 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 Diploma students are eligible for advanced entry into degree courses.

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
To receive the Diploma of Applied Science (Materials Engineering) a participant must first gain the first year qualification of Certificate N in Materials Science and then complete a further two years of part-time study.

The Certificate N 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.

On successful completion of the Certificate N students are eligible for advanced entry into degree courses.

The Certificate N in Materials Science would normally be completed by two years of part-time study.

Course structure
Bridging mathematics and Advanced Mathematics are additional to the Certificate N qualification and optional.

Semester 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC301</td>
<td>Computer Systems Basics</td>
<td>20</td>
</tr>
<tr>
<td>ITF304</td>
<td>Word Processing Operations</td>
<td>20</td>
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<tr>
<td>ME004</td>
<td>Critical Path Analysis</td>
<td>20</td>
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<tr>
<td>ME005</td>
<td>Bridging Mathematics*</td>
<td>20</td>
</tr>
<tr>
<td>ME007</td>
<td>Mechanics</td>
<td>40</td>
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<tr>
<td>ME010</td>
<td>Materials Testing</td>
<td>20</td>
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<tr>
<td>ME011</td>
<td>Introduction to Materials Science</td>
<td>40</td>
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<tr>
<td>ME012</td>
<td>Introduction to Personal Computer Systems</td>
<td>20</td>
</tr>
<tr>
<td>NBB02</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>NC5004</td>
<td>Work Team Communication</td>
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<tr>
<td>TEA000</td>
<td>Basic Statistics</td>
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<tr>
<td>TEA002</td>
<td>Engineering Mathematics A</td>
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<td>TEA011</td>
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<td>TEA670</td>
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<tr>
<td>TEA671</td>
<td>Constitution of Human</td>
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Total: 420-440

*only if required

Semester 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ITF301</td>
<td>Data Entry and Retrieval Systems</td>
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<tr>
<td>ITF305</td>
<td>Spreadsheet Operations</td>
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<td>ITF414</td>
<td>4GL Programming</td>
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<tr>
<td>ME001</td>
<td>Organic Chemistry</td>
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<tr>
<td>ME002</td>
<td>Chemical Industry Project</td>
<td>20</td>
</tr>
<tr>
<td>ME003</td>
<td>Mathematics B</td>
<td>20</td>
</tr>
<tr>
<td>ME006</td>
<td>Advanced Mathematics*</td>
<td>20</td>
</tr>
<tr>
<td>ME008</td>
<td>Fluid Mechanics</td>
<td>20</td>
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<tr>
<td>ME009</td>
<td>Electrical and Electronic Practices</td>
<td>40</td>
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<tr>
<td>NC5003</td>
<td>Job Seeking Skills</td>
<td>20</td>
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<tr>
<td>NC5006</td>
<td>Writing Workplace Documents</td>
<td>20</td>
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<td>NC5015</td>
<td>Presenting Reports</td>
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<tr>
<td>TEA001</td>
<td>Calculus</td>
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<td>TEA010</td>
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<tr>
<td>TEB673</td>
<td>Crystallography</td>
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Total: 380-400

Semester 3

<table>
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<tr>
<th>Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EPC135</td>
<td>Statistical Quality Control</td>
<td>40</td>
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<tr>
<td>ME013</td>
<td>Work Project</td>
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<tr>
<td>ME014</td>
<td>Materials Technology</td>
<td>60</td>
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<tr>
<td>ME015</td>
<td>Polymers - Structure and Properties</td>
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<tr>
<td>ME016</td>
<td>Polymers - Processing Applications</td>
<td>40</td>
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<tr>
<td>ME017</td>
<td>Instrumental Analysis - Principles</td>
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</tr>
<tr>
<td>ME018</td>
<td>Instrumental Analysis - Practice</td>
<td>20</td>
</tr>
<tr>
<td>ME019</td>
<td>Principles of Cleaner Production</td>
<td>40</td>
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<tr>
<td>NBB05</td>
<td>Quality Concepts</td>
<td>20</td>
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<tr>
<td>TEA060</td>
<td>Engineering Design Concepts</td>
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Total: 395

Semester 4

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ME037</td>
<td>Principles of Metals Science</td>
<td>40</td>
</tr>
<tr>
<td>ME038</td>
<td>Steel - Structure and Properties</td>
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</tr>
<tr>
<td>ME039</td>
<td>Non Ferrous Metals - Structure and Properties</td>
<td>40</td>
</tr>
<tr>
<td>ME040</td>
<td>Modern Processes for Materials</td>
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</tr>
<tr>
<td>ME041</td>
<td>Smart Manufacturing with Materials</td>
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</tr>
<tr>
<td>ME042</td>
<td>Computer Aided Design and Modelling for Materials</td>
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</tr>
<tr>
<td>ME043</td>
<td>Advanced Laboratory Techniques</td>
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Total: 260

Extension Studies Modules

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<th>Hours</th>
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<tbody>
<tr>
<td>NAP732</td>
<td>Management Accounting Application</td>
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<tr>
<td>NAP723</td>
<td>Marketing and Planning For Small Business</td>
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<tr>
<td>ME044</td>
<td>Occupational Hygiene</td>
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<tr>
<td>ME045</td>
<td>Industrial Waste Management</td>
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<td>ME046</td>
<td>Environmental Management</td>
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<tr>
<td>ME047</td>
<td>Air Quality Management</td>
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Total: 300-310
Polymer and Industrial Materials streams not run at Swinburne University of Technology

**Polymer Modules** (Specialist Polymer Technical Skills)

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME023</td>
<td>Polymer Processing - Overview</td>
<td>20</td>
</tr>
<tr>
<td>ME024</td>
<td>Polymer Processing - Moulding &amp; Extrusion</td>
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</tr>
<tr>
<td>ME025</td>
<td>Polymer Processing - Other Methods</td>
<td>20</td>
</tr>
<tr>
<td>MEP26</td>
<td>Selection and Identification of Polymers</td>
<td>20</td>
</tr>
<tr>
<td>ME027</td>
<td>Elastomers and Adhesives</td>
<td>20</td>
</tr>
<tr>
<td>ME028</td>
<td>Polymer Preparation and Testing</td>
<td>20</td>
</tr>
<tr>
<td>ME029</td>
<td>Polymer Technology Practice 1</td>
<td>40</td>
</tr>
<tr>
<td>ME030</td>
<td>Polymer Technology Practice 2</td>
<td>20</td>
</tr>
<tr>
<td>ME031</td>
<td>Polymer Technology Practice 3</td>
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<tr>
<td>ME032</td>
<td>Polymer Technology Practice 4</td>
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</table>

Total: 240 Hours

**Industrial Materials Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ME033</td>
<td>Ceramics Technology</td>
<td>60</td>
</tr>
<tr>
<td>ME034</td>
<td>Composite Materials</td>
<td>60</td>
</tr>
<tr>
<td>ME035</td>
<td>Adhesives</td>
<td>40</td>
</tr>
<tr>
<td>ME036</td>
<td>Organic Surface Coatings</td>
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</tr>
</tbody>
</table>

Total: 220 Hours

**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 in either course should contact the School of Engineering and Industrial Science (9214 8916) for the relevant application form.

**3600E2C 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, targeting the C2b industrial classification level of the Federal Metal Industry Award.

**Career potential**

The Diploma of Engineering provides the skill and training necessary for persons seeking to undertake positions of responsibility in industry at the coordinator, supervisor, principal trainer or principal technical officer level. It is an initial qualification for professional practice in engineering.

**Professional recognition**

Students completing the course can apply for admission as Affiliate Grade with the Institution of Engineers Australia Recognition and accreditation of the course by the Institution of Engineers is currently under development.

**Further studies pathways**

The Diploma of Engineering course is focused on vocational development, however, students wishing to articulate to Higher Education may choose electives which form prerequisites or will provide credits towards Higher Education entry. Pathways for more direct articulation between TAFE and Higher Education are also available.

**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).

The Associate Diploma modules selected must be different to those which were used in gaining the Associate Diploma or Certificate of Technology.

**Diploma technical modules**

Select a minimum of three.

Students may select subjects at this level offered by other institutions on approval by the course coordinator.

**Mechanical/manufacturing stream**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Title</th>
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</thead>
<tbody>
<tr>
<td>TD015</td>
<td>Final Project - Plant</td>
</tr>
<tr>
<td>TD028</td>
<td>Applied Mechanics 3A</td>
</tr>
<tr>
<td>TD029</td>
<td>Applied Mechanics 3B</td>
</tr>
<tr>
<td>TD030</td>
<td>Final Project - Applied Mechanics</td>
</tr>
<tr>
<td>TD036*</td>
<td>Design 3A</td>
</tr>
<tr>
<td>TD037*</td>
<td>Design 3B - Products and Mechanical Plant</td>
</tr>
<tr>
<td>TD042</td>
<td>Production Planning and Control 1A</td>
</tr>
<tr>
<td>TD043</td>
<td>Production Planning and Control 1B</td>
</tr>
<tr>
<td>TD044</td>
<td>Production Planning and Control 2A</td>
</tr>
<tr>
<td>TD045</td>
<td>Production Planning and Control 2B</td>
</tr>
<tr>
<td>TD082*</td>
<td>Computer Assisted Numerical Control A</td>
</tr>
<tr>
<td>TD083*</td>
<td>Computer Assisted Numerical Control B</td>
</tr>
<tr>
<td>TD102*</td>
<td>Maintenance Management 1A</td>
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<td>TD103*</td>
<td>Maintenance Management 1B</td>
</tr>
<tr>
<td>TD104*</td>
<td>Installation and Commissioning</td>
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<tr>
<td>TF297</td>
<td>Statistical Quality Control II</td>
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<tr>
<td>TF317</td>
<td>Dimensional Metrology</td>
</tr>
<tr>
<td>TF462</td>
<td>Reliability and Prototype Testing</td>
</tr>
<tr>
<td>TF465</td>
<td>Quality Control Systems</td>
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</tbody>
</table>

**Civil/survey/mapping stream**

(Not offered at Swinburne)

**Electrical/electronics stream**

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

TD294* Report Writing and Presentation Skills for Managers

TD300* Research Project

**Diploma non-technical (management) modules**

Select at least one of the following

TD278* Customer/Client Relations

TD279* Introduction to Marketing

TD285* Managing OH&S in the Workplace

TD286* Developing Instructional Materials

TD287* Improving Workplace Performance

TD288* Managing Training

TD289* Employment Practices

TD293* Managing and Implementing Change

TD295* Intro. to Environmental Management

TD296* Total Quality Management

TD297* Project Management

TD298* Introduction to Financial Management

**Associate Diploma modules**

Select a maximum of six

**Mechanical/Manufacturing stream**

TEB060* Managing CAD Systems

TEB062* Managing CAD Resources

TEB072* Critical Path and Project Analysis

TEB073* Project Planning

TEB502* Flexible Manufacturing Systems - Operational Integration

TEB503* Flexible Manufacturing Systems - Introduction

TEB504 Materials Handling - System Design 1

TEB505* Materials Handling - System Design 2

TEB506* Materials Handling - Automated Warehousing

TEB507 Production Planning and Control - Charting Techniques

TEB508* Production Planning and Control - Estimating and Planning Techniques

TEB509* Production Planning and Control - Forecasting

TEB511 Injection Mould Processing and Tooling

TEB512 Injection Moulding Tool Construction and Design Practices

TEB673* Crystallography

TEB701 Advanced Machine Design

TEB702 Dynamics of Industrial Machines

TEB703* Machine Design

TEB704 Mechanical Design

TEB705 Project Mechanical Design Synthesis

TEB711 Thermodynamics 2

TEB712 Plant Layout

TEB713* Mechatronics

TEB770 Robotics 2

TEB771 Advanced Dynamics

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

Please contact the course provider for subject details.

**Civil/survey/mapping stream**

Not offered at Swinburne.

**Electrical/electronics stream**

CBE-1 Electrical Fundamentals

CBE-2 Analogue Fundamentals

CBE-3 Analogue Applications

CBE4 Digital Electronics

CBE5.2 Wiring and Soldering Techniques

NE049 Programmable Controllers 1

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**3500EZB Associate Diploma of Engineering (Manufacturing/Mechanical)**

**Course aims and description**

To equip students with the knowledge and skills required for a career in engineering.

**Career potential**

The Mechanical stream of the Associate Diploma provides graduates with the requisite skills and knowledge for such positions as design draftsman, project engineer, contracts engineer, sales engineer and technical officer.

The Manufacturing stream of the Associate Diploma provides the requisite skills and knowledge for such positions as production assistant, production planner, production coordinator, tool design drafting technician, estimator, and plant and equipment sales agent.

**Professional recognition**

Students completing the course are academically qualified for admission as graduate Engineering Associates of the Institution of Engineers, Australia.

**Further studies pathways**

Students who have undertaken an appropriate study program within the Associate Diploma may gain entry into a Swinburne Engineering degree course with a credit of the equivalent of up to one year's academic study.

**Entry requirements**

Successful completion of VCE or equivalent with passes in units 1 and 2 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 fifteen modules will be offered from the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA001</td>
<td>Calculus</td>
</tr>
<tr>
<td>TEA002</td>
<td>Engineering Mathematics A</td>
</tr>
<tr>
<td>TEA003</td>
<td>Engineering Mathematics B</td>
</tr>
<tr>
<td>TEA010</td>
<td>Materials Science</td>
</tr>
<tr>
<td>TEA027</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>TEA033</td>
<td>Writing Workplace Documents</td>
</tr>
<tr>
<td>TEA040</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>TEA050</td>
<td>Engineering Computing</td>
</tr>
<tr>
<td>TEA061</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>TEA701</td>
<td>Engineering Drawing (Detail)</td>
</tr>
<tr>
<td>TEA711</td>
<td>Mechanical Drive Components</td>
</tr>
<tr>
<td>TEA740</td>
<td>Workshop Practices Fabrication</td>
</tr>
<tr>
<td>TEA741</td>
<td>Workshop Processes Machine Shop</td>
</tr>
<tr>
<td>TEA772</td>
<td>Introductory Dynamics</td>
</tr>
<tr>
<td>TEA790</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td>TEA804</td>
<td>Introductory Strength of Materials</td>
</tr>
<tr>
<td>TEA859</td>
<td>Statics</td>
</tr>
<tr>
<td>TEB030</td>
<td>Advanced Quality Concepts</td>
</tr>
<tr>
<td>TEB650</td>
<td>Materials for Engineering</td>
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</table>

This list will be added to as modules become available.

Year Two
The required fifteen modules which includes nine TEB modules will be offered from the following:

Manufacturing stream

<table>
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<tr>
<th>Subject</th>
<th>Module value</th>
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<tbody>
<tr>
<td>NBB12</td>
<td>Computer Aided Drafting A</td>
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<tr>
<td>NM006</td>
<td>Computer Aided Design</td>
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<tr>
<td>TEA160</td>
<td>Advanced PLC</td>
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<td>TEA501</td>
<td>Production Planning and Control Main Functions</td>
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<td>TEA502</td>
<td>Jig and Tool Drafting Jigs and Fixtures</td>
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<tr>
<td>TEA503</td>
<td>Jig and Tool Drafting Milling and Turning Fixtures</td>
</tr>
<tr>
<td>TEA700</td>
<td>Computer Aided Manufacturing Systems</td>
</tr>
<tr>
<td>TEB</td>
<td>Numerical Control 1</td>
</tr>
<tr>
<td>TEB</td>
<td>Numerical Control 2</td>
</tr>
<tr>
<td>TEB504</td>
<td>Materials Handling System Design</td>
</tr>
<tr>
<td>TEB507</td>
<td>Prod Planning and Control Charting Techniques</td>
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<tr>
<td>TEB508</td>
<td>Prod Planning and Control Estimating and Planning Techniques</td>
</tr>
<tr>
<td>TEB509</td>
<td>Production Planning and Control Forecasting</td>
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<tr>
<td>TEB511</td>
<td>Injection Mould Processing and Tooling</td>
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<td>Injection Mould Tool Construction Design</td>
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<td>TEB712</td>
<td>Plant Layout</td>
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<tr>
<td>TEB770</td>
<td>Robotics</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.

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.

Advanced Certificate courses

3300EZD Advanced Certificate in Manufacturing/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 draftsperson.

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

Entry requirements
Successful completion of VCE or equivalent with passes in units 1 and 2 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</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA001</td>
<td>Calculus</td>
</tr>
<tr>
<td>TEA002</td>
<td>Engineering Mathematics A</td>
</tr>
<tr>
<td>TEA003</td>
<td>Engineering Mathematics B</td>
</tr>
<tr>
<td>TEA010</td>
<td>Materials Science</td>
</tr>
<tr>
<td>TEA027</td>
<td>Presenting Reports</td>
</tr>
<tr>
<td>TEA033</td>
<td>Writing Workplace Documents</td>
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<tr>
<td>TEA040</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>TEA050</td>
<td>Engineering Computing</td>
</tr>
<tr>
<td>TEA061</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>TEA701</td>
<td>Engineering Drawing (Deral)</td>
</tr>
<tr>
<td>TEA711</td>
<td>Mechanical Drive Components</td>
</tr>
<tr>
<td>TEA740</td>
<td>Workshop Practices Fabrication</td>
</tr>
<tr>
<td>TEA741</td>
<td>Workshop Processes Machine Shop</td>
</tr>
<tr>
<td>TEA772</td>
<td>Introductory Dynamics</td>
</tr>
<tr>
<td>TEA790</td>
<td>Manufacturing Process</td>
</tr>
<tr>
<td>TEA804</td>
<td>Introductory Strength of Materials</td>
</tr>
<tr>
<td>TEA859</td>
<td>Statics 1.5</td>
</tr>
<tr>
<td>TEB030</td>
<td>Advanced Quality Concepts</td>
</tr>
<tr>
<td>TEB650</td>
<td>Materials for Engineering</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 part-time places should contact the School of Engineering and Industrial Science (9214 8916).

Certificate IV courses

3300ACE  Certificate IV in Materials Science

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. Training 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 Certificate IV 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 officer.

Further studies pathways

On successful completion of the Certificate IV students are eligible for advanced entry into degree courses.

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 Certificate IV in Materials Science would normally be completed by two years of part-time study.

Course structure

The Certificate IV in Materials Science requires satisfactory completion of twenty-eight modules. Bridging Mathematics and Advanced Mathematics are additional to the Certificate qualification and optional.

Semester 1

<table>
<thead>
<tr>
<th>Subject</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC301</td>
<td>Computer System Basics</td>
</tr>
<tr>
<td>ITC304</td>
<td>Word Processing Operations</td>
</tr>
<tr>
<td>ME004</td>
<td>Critical Path Analysis</td>
</tr>
<tr>
<td>ME005</td>
<td>Bridging Mathematics*</td>
</tr>
<tr>
<td>ME007</td>
<td>Mechanics</td>
</tr>
<tr>
<td>ME010</td>
<td>Materials Testing</td>
</tr>
<tr>
<td>ME011</td>
<td>Introduction to Materials Science</td>
</tr>
<tr>
<td>ME012</td>
<td>Introduction to Personal Computer Systems</td>
</tr>
<tr>
<td>NBB02</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>NCS004</td>
<td>Work Team Communication</td>
</tr>
<tr>
<td>TEA000</td>
<td>Basic Statistics</td>
</tr>
<tr>
<td>TEA002</td>
<td>Engineering Maths A</td>
</tr>
<tr>
<td>TEA011</td>
<td>Science</td>
</tr>
<tr>
<td>TEA670</td>
<td>Applied Chemistry</td>
</tr>
<tr>
<td>TEA671</td>
<td>Constitution of Matter</td>
</tr>
<tr>
<td>NCS005</td>
<td>Job Seeking Skills</td>
</tr>
<tr>
<td>NCS006</td>
<td>Materials Science</td>
</tr>
<tr>
<td>NCS007</td>
<td>Crystallography</td>
</tr>
<tr>
<td>TEA001</td>
<td>Calculus</td>
</tr>
</tbody>
</table>

*only if required

Semester 2

<table>
<thead>
<tr>
<th>Subject</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP301</td>
<td>Data Entry and Retrieval Systems</td>
</tr>
<tr>
<td>ITP305</td>
<td>Spreadsheet Operations</td>
</tr>
<tr>
<td>ITP414</td>
<td>4GL Programming</td>
</tr>
<tr>
<td>ME001</td>
<td>Organic Chemistry</td>
</tr>
<tr>
<td>ME002</td>
<td>Chemistry Industry Project</td>
</tr>
<tr>
<td>ME003</td>
<td>Mathematics B</td>
</tr>
<tr>
<td>ME006</td>
<td>Advanced Mathematics*</td>
</tr>
<tr>
<td>ME008</td>
<td>Fluid Mechanics</td>
</tr>
<tr>
<td>ME009</td>
<td>Electrical and Electronic Practices</td>
</tr>
<tr>
<td>NCS003</td>
<td>Materials Skills</td>
</tr>
<tr>
<td>NCS004</td>
<td>Writing Workplace Documents</td>
</tr>
<tr>
<td>NCS005</td>
<td>Presentation of Reports</td>
</tr>
</tbody>
</table>

Tod: 420 - 440

<table>
<thead>
<tr>
<th>Subject</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP301</td>
<td>Data Entry and Retrieval Systems</td>
</tr>
<tr>
<td>ITP305</td>
<td>Spreadsheet Operations</td>
</tr>
<tr>
<td>ITP414</td>
<td>4GL Programming</td>
</tr>
<tr>
<td>ME001</td>
<td>Organic Chemistry</td>
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<tr>
<td>ME002</td>
<td>Chemistry Industry Project</td>
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<tr>
<td>ME003</td>
<td>Mathematics B</td>
</tr>
<tr>
<td>ME006</td>
<td>Advanced Mathematics*</td>
</tr>
<tr>
<td>ME008</td>
<td>Fluid Mechanics</td>
</tr>
<tr>
<td>ME009</td>
<td>Electrical and Electronic Practices</td>
</tr>
<tr>
<td>NCS003</td>
<td>Materials Skills</td>
</tr>
<tr>
<td>NCS004</td>
<td>Writing Workplace Documents</td>
</tr>
<tr>
<td>NCS005</td>
<td>Presentation of Reports</td>
</tr>
</tbody>
</table>

Tod: 380 - 400

Application procedure

Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science (9214 8916) for the relevant 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 and 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).

Core subjects

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course Title</th>
<th>Hours/week</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>Subject Code</th>
<th>Course Title</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF253</td>
<td>Computer Appreciation and Application in 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 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 on 9214 8504 for further information regarding application.

2100EFA 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 should be not less than fifteen 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 of sixteen, forty-hour modules consisting of nine compulsory core modules and the equivalent of seven elective modules.

Compulsory core modules

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course Title</th>
<th>Module size</th>
</tr>
</thead>
<tbody>
<tr>
<td>AATM01*</td>
<td>Functional Math</td>
<td>0.5</td>
</tr>
<tr>
<td>AATM02*</td>
<td>Inventory Procedures</td>
<td>0.5</td>
</tr>
<tr>
<td>EPC08*</td>
<td>Production Technology/Systems</td>
<td>1</td>
</tr>
<tr>
<td>NBB01</td>
<td>Communications and Industrial Relations</td>
<td>1</td>
</tr>
<tr>
<td>NBB02</td>
<td>Occupational Health and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>NBB04</td>
<td>Computing in Engineering</td>
<td>1</td>
</tr>
<tr>
<td>NBB05</td>
<td>Quality Concepts</td>
<td>0.5</td>
</tr>
<tr>
<td>NBB06</td>
<td>Electrical Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>NBB09</td>
<td>Welding and Thermal Cutting</td>
<td>1</td>
</tr>
<tr>
<td>NBB12</td>
<td>Engineering Drawing Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>NBB13</td>
<td>Engineering Science</td>
<td>1</td>
</tr>
</tbody>
</table>

Elective modules (equivalent seven full modules)

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Course Title</th>
<th>Module size</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT01*</td>
<td>Surface Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BCT02*</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>0.5</td>
</tr>
<tr>
<td>NE031</td>
<td>Electrical Drawing Interpretations and Connections</td>
<td>1</td>
</tr>
<tr>
<td>NE125</td>
<td>Electrical Installation</td>
<td>1</td>
</tr>
<tr>
<td>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</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</td>
<td>1</td>
</tr>
<tr>
<td>NM001</td>
<td>Milling</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</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 subject details.
Application procedure
Applications should be made directly to the Department on 9214 8504.

Apprenticeship courses

3212ERA/F  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.

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 4.5 modules
   Core — electives 1.5 modules
(ii) Stream electives 10 modules
(iii) Free electives 8 modules

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

(i) Core compulsory modules:
NBB01 Communication and Industrial Relations
NBB02 Occupational Health and Safety (0.5 module)
NBB03 Machining
NBB04 Electrical Fundamentals
NBB09 Welding and Thermal Cutting

(ii) Stream electives 10 modules
Stream elective subjects may be chosen from:
NF001 Manual Metal Arc Welding 1
NF002 Gas Metal 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
NF021 Fabrication Techniques
NF022 Fabrication — Cylindrical 1
NF023 Fabrication — Cylindrical 2
NF024 Fabrication — Conical 1
NF025 Fabrication — Conical 2
NF026 Fabrication — Conical 3
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
NF035 Fabrication — Structural 3
NF036 Fabrication — Stainless Steel
NF037 Fabrication — Aluminium
NF038 Fabrication — Computer Applications
NF040 Fabrication — Workshop and Site Organisation
NF041 Fabrication — Workshop and Site Organisation
NF042 Welding Processes — Alloy 1
NF043 Welding Processes — Alloy 2
NF044 Welding Processes — ASME
NF046 Fabrication — Conical 3
NF047 Welding Certificate 1 (MMAW of LCS)
NF048 Welding Certificate 2
NF049 Welding Certificate 3 (MMAW of Alloy Steel)
NF050 Welding Certificate 4 (MMAW of Alloy Steel Pipe)
NF051 Welding Certificate 5 (PTAW, MMAW Alloy Steel Pipe)
NF052 Welding Certificate 6/6E (Fuel Gas Welding)
NF053 Welding Certificate 7 (Gas Tungsten Arc Welding)
NF054 Welding Certificate 88E (Gas Metal Arc Welding)
NF055 Welding Certificate 9 (Automatic Welding)
NF056 Submerged Arc Welding
NF057 Welding Metallurgy
NF058 Welding Inspection
NF059 Codes and Specifications
NF060 Steel Structures
*There are no details of these subjects in this Handbook. Please contact the course provider for details.
Free electives 8 modules
Free elective modules may be selected from any of the fabrication, mechanical or electrical/electronics streams. Details of modules may be obtained from the Mechanical and Manufacturing Technology Department.

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

### 3212ERA/M Certificate of Engineering (Mechanical) (Fitting and Machining)

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

#### Career potential
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 further 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 certificates, or associate diplomas.

#### Entry requirements
Employment as an apprentice must be obtained before any trade training can take place. Provided a person is over fifteen years of age then he/she is eligible to apply for an apprenticeship. Preference is usually given to those who have completed Year 10 or Year 11. The employer undertakes to train the apprentice in the skills of the trade and allow the apprentice time to attend a 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 twenty-four full modules from the three main areas.

(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

<table>
<thead>
<tr>
<th>Broad Base (compulsory modules)</th>
<th>Core prerequisites</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB01 Communication and Industrial Relations</td>
<td>NB04 Computing in Engineering</td>
<td>NB07 Hand and Power Tools</td>
</tr>
<tr>
<td>NB02 Occupational Health and Safety (0.5 module)</td>
<td>NB08 Electrical Fundamentals</td>
<td>NB12 Engineering Drawing Interpretation</td>
</tr>
<tr>
<td>NB09 Welding and Thermal Cutting</td>
<td>NB13 Engineering Science</td>
<td>NB25 Turning 1</td>
</tr>
</tbody>
</table>

### Elective modules

| NBB01 | Milling 1 |
| NBB05 | Engineering Calculations |
| NBB07 | Drills and Drilling |
| NBB16 | Grinding 1 |
| NBB18 | Tool Sharpening Off Hand (0.5 module) |
| NBB20 | Precision Measurement |
| NBB21 | Machine Repair and Installation |
| NBB24 | Turning 4 |
| NBB26 | Turning 2 |

#### Post-apprenticeship courses

### 4200ERB Course in Engineering Post Trade

#### Career potential
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.

#### Course aims
This area of study aims to provide students with knowledge and skills to:

- **CNC Machining**
  - use CNC technology in an engineering environment;
  - program and operate CNC equipment to a high degree of accuracy.

- **Maintenance/Fluid Power**
  - install and maintain factory equipment, machine tool;
  - diagnose faults in fluid power equipment;
  - develop welding skills to a usable level.

- **Press Toolmaking**
  - manufacture press tools using CNC technology in a toolroom environment;
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 (9214 8504) 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’s Recognition of Prior Learning Policy.

Course structure
The course in Engineering-Post Trade is comprised of nine forty-hour modules to be selected from one of three available streams. These modules must be in addition to those completed during the Apprenticeship course in Fitting and Machining.

Stream 1
- **CNC Machining**
  - NM006 CAD 1
  - NM009 CNC Machining
  - NMO10 CNC Turning 1
  - NM011 CNC Turning 2
  - NM012 CNC Milling 1
  - NM013 CNC Milling 2
  - NM021 Precision Measurement
  - NM045 Electrical Discharge Machines
  - NM081 Computer Aided Machining 1

Stream 2
- **Maintenance/Fluid Power**
  - NF001 Manual Metal Arc Welding 1
  - NF004 Oxy Acetylene Welding 1
  - NF005 Manual Metal Arc Welding 2
  - NM018 Grinding 2
  - NM021 Precision Measurement
  - NM023 Plant Condition and Monitoring
  - NM029 Mechanical Power Transmission
  - NM032 Hydraulics 1
  - NM033 Fluid Power Control 1
  - NM034 Air Compression Distribution

Stream 3
- **Press Toolmaking**
  - NMO10 CNC Turning 1
  - NM012 CNC Milling 1
  - NM045 Electrical Discharge Machining
  - NM046 Press Tool 1 Introduction
  - NM047 Press Tool 2 Blank and Pierce

Other courses
- **3100 ERA** Engineering Production Certificate (Level 1)
- **3221 ERA** Engineering Production Certificate (Level 2)
- **3222 ERA** Engineering Production Certificate (Level 3)

Course aims and description
This course gives production workers access to training which will increase their skill levels in their industry. Completion of twenty-four modules enables a person to move to C10 level (tradesperson) in the Metal and Engineering Award structure.

Career potential
The Engineering Production Certificate is a new training program specifically developed for production and process workers, by the Metals and Engineering Industry in conjunction with TAFE.

Entry requirements
The student would need to be employed in the industry that he/she is studying for.

Course planning is organised between the employer, Swinburne University of Technology and the student.

Course availability and duration
The training can be conducted in your workplace or at Swinburne University of Technology using TAFE teachers or a combination of TAFE teachers and workplace trainers.

Course structure
The Engineering Production Certificate (EPC) has three levels designated as C12, C11 and C10, in the Metal and Engineering Award Structure, each level having eight modules of forty hours duration.

To complete the three levels of the Engineering Production Certificate, a total of twenty-four forty hour modules must be completed.

These being:
- 6 Core modules
- 10-18 EPC electives
- Up to 8 Trade modules

EPC (Level 1): 8 modules in total
- 2 core modules
- NBB01 Communication and Industrial Relations 1 module
- NBB02 Occupational Health and Safety 0.5 module
- NBB05 Quality Concept 0.5 module

6 elective modules
- EPC (Level 2): 2 modules in total
- 2 core modules from Core Choice List
- 6 elective modules

A maximum of two can be selected from the Trade bank. The remainder are selected from the EPC bank.

- NM048 Press Tool 3 Bend
- NM049 Press Tool 4 Draw Dies
- NM051 Press Tool 5 Progressive Dies
- NM088 Press Tool Maintenance

A maximum of two can be selected from the Trade bank. The remainder are selected from the EPC bank.
EPC (Level 3)  8 modules in total
2 core modules
EPC80  Production Processes  1 module
1 core module from Core Choice List
6 elective modules chosen from either the EPC or Trade bank of modules.

Core Choice List
AATMO1  Functional Maths  1
AATMO2  Inventory Procedure  0.5
EPC01  Production Technology/Systems  1
EPTMO1  Soldering  1
NBB03*  Materials Handling  1
NBB04  Computing in Engineering  1
NBB05  Electrical Fundamentals  1
NBB10*  Fabrication Techniques  1
NBB11  Mechanical Components  1
NBB12  Engineering Drawing Interpretation  1
*No subject description in handbook

Elective modules
The elective modules are selected from the EPC bank of modules that consists of over 200 Industry specific modules plus broadbase and low level trade modules.

In addition to these eight elective modules, modules can be selected from the Trade bank including fabrication, electrical and mechanical areas.

Welding courses
2100EFA  Basic Welding (Basic Certificate in Engineering)
3222ERA  Advanced Welding (Engineering Production Certificate - Level 3)
4200ERB  Welding Certificate to AS1796 (Course in Engineering Post Trade)

Career potential
Students will develop a high level of welding skill, which will assist them in obtaining employment as a welder and to advance to more skilled positions in the fabrication and welding industries. Areas of employment include automotive maintenance, agriculture, motor body building, furniture manufacturing and general fabrication industries.

Course aims
Basic welding:
• to qualify personnel for the welding industry where a basic welding skill only is required

Advanced welding:
• to qualify personnel for the welding and fabrication industry where a competent industrial welding skill is required

Welding certificate to AS1796
• to provide students with the knowledge and skills to obtain one or more welding certificates in accordance with AS1796.

Course duration
Basic Welding
The nominal course duration is one year consisting of two-120 hour semesters.

Advanced Welding
The nominal course duration is one year consisting of two-120 hour semesters.

Welding Certificate to AS1796
Nominally 120 hours over one semester; this could vary depending on the prerequisite modules required.

Entry requirements
Students should have completed the appropriate prerequisite modules or have relevant industry experience. There are no formal prerequisites for Basic Welding.

Course structure
Basic Welding
Students must complete the following six self-paced modules:

<table>
<thead>
<tr>
<th>Module number</th>
<th>Description</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBB02</td>
<td>Occupational Health and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>NBB09</td>
<td>Welding and Thermal Cutting</td>
<td>1</td>
</tr>
<tr>
<td>NBB10</td>
<td>Fabrication Techniques</td>
<td>1</td>
</tr>
<tr>
<td>NF001</td>
<td>Manual Metal Arc Welding</td>
<td>1</td>
</tr>
<tr>
<td>NF002</td>
<td>Gas Metal Arc Welding</td>
<td>1</td>
</tr>
<tr>
<td>NF004</td>
<td>Oxy Acetylene Welding</td>
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</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>
</tbody>
</table>

Advanced Welding
Students must complete the following six self-paced modules which may be completed in any order provided the prerequisites are observed:

<table>
<thead>
<tr>
<th>Module number</th>
<th>Description</th>
<th>Module value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF003</td>
<td>Gas Tungsten Arc Welding</td>
<td>1</td>
</tr>
<tr>
<td>NF005</td>
<td>Manual Metal Arc Welding</td>
<td>1</td>
</tr>
<tr>
<td>NF006</td>
<td>Manual Metal Arc Welding</td>
<td>1</td>
</tr>
<tr>
<td>NF007</td>
<td>Gas Metal Arc Welding</td>
<td>1</td>
</tr>
<tr>
<td>NF009</td>
<td>Gas Tungsten Arc Welding</td>
<td>1</td>
</tr>
<tr>
<td>NF012</td>
<td>Submerged Arc Welding</td>
<td>1</td>
</tr>
</tbody>
</table>

Welding Certificate to AS1796
Students will complete one or more of the welding certificates as per AS1796. Students who complete the requirements of AS1796 will be eligible for an appropriate nationally recognised certificate.

Compulsory subject
NF017  Welding Certificate General Theory  60 hours

Plus a choice of any one of the following certificate types:
NF065  Welding Certificate  1 - MMAW of Low Carbon Steel  60 hours
NF066  Welding Certificate  2 - MMAW on Pipe  60 hours
NF067  Welding Certificate  3 - MMAW of Alloy Steel  60 hours
NF068  Welding Certificate  4 - MMAW of Alloy Steel Pipe  60 hours
NF069  Welding Certificate  5 - GTAC/MAW of Alloy Steel Pipe  60 hours
NF070  Welding Certificate  6 - FGW on Pipe  60 hours
NF071  Welding Certificate  7 - GTAW  60 hours
One module equals forty hours

**MMAW** = Manual Metal Arc Welding
**GATW** = Gas Tungsten Arc Welding
**FGW** = Fuel Gas Welding
**GMAW** = Gas Metal Arc Welding
**SAW** = Submerged Arc Welding

**Application procedure**

Students may enrol at any time during the year dependent upon the availability of places.
School of Social Sciences and Arts
Staff — School of Social Sciences and Arts

Head
J. Bissland, BA(Hons), GradDipChDev, GradDipEd, MA, MEdS

Secretary
M. White, DipSecStud, BA

Deputy Head
G. Amott, BEd, GradDipBusAdmin

Head (Acting)
L. McGie, BBus, SUT

Access, Community and Language Programs

Migrant Education (ESL) Unit Coordinator (Acting)
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C. Thompson, BA, GradDipEd
H. Walker, BA, GradDipEd, GradCertEdALBE
E. Watson, BA(Mon), GradDipEd(HIE)
S. Worrall, DipTPrim, GradDipSpEd

Administrative Officers
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J. Cashell

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Head
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Program Coordinator — VCE
L. Bolton, BEd

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A. Goldberg, BA, DipTeaching
P. Gibson, BA(Hons), DipEd
J. Hannon, BA, GradDipAppArt, DipEd
D. Holmes, BA, DipEd
D. Jackson, BA, DipEd
K. Mathieson, BA(Hons), DipEd
M. Moroney, BA(Syd), DipEd(SydTeachersColl)
E. Nelson, MA(Ank)
C. Papalia, BA, DipEd, GradDipBusStd-HRD
O. Pavlovic, BA(Hons), TSTC
A. Pereira, BA, DipEd
R. Rivett, BA(Hons), BEd, GradDipSecStud
M. Streford, BA, TPTC, RSA, TEFLCert
N. Vallins, BA(Hons), SecTeachersDip
H. Walkerden, BEd(Deakin)

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T. Scheck (Prahran)

Secretary (Hawthorn)
L. Quayle, AdvCertOffAdmin

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G. Hare, DipArt, GradDipArt, DipEd

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S. Holmes, DipArt(IndDes)

Performing Arts

Teachers
J. Butler, BEd, MEd
K. Ermacora, BA, GradDipEd, MEd
J. Preston, DipNIDA, DipEd
Costume Teachers
H. Peake (NDD, DipEd)
W. Black (BA)
B. Woodhouse (College of Fashion, London)

Administrative Officer
E. Kulikovskis
Showbiz J. Mullett
Short Arts K. Lynch

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J. Deery, CASS-CCS, AssDipSocSciChildCare, DipT(TAFE)
D. Dunn, RN, BN, GradDipAdvNsing/Ed
R. Eaton, SRN, RM, BHealth Science (Nursing),
GradDipEd(Haw)
R. Evans, AssDipArt(Illus), CertArt, BEd, DipMove&Dance
B. Farmer, DipKTC, GradDipEd(Melb)
C. Fransella, DipEd(Leeds), BEd(Vict)
W. Gersh, RN, SRN, DipHealthEd, DipTeaching(TAFE)
J. Gilchrist, TPTC, DipKTC, BEd, GradDipEdAdmin(Melb)
J. Godwin, DipTeach(Early Childhood)(Frankston),
BEd(IECD), GradDipEd(Haw)
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J. Harrison, DipKTC(Melb), BEd(ECE), GradDipEd(Haw)
A. Holloway, TPTC, DipPriTeach,
GradDipSpecialEd(VicCollege), BEd(ECE)(Charles Sturt)
D. Kent, RN, RM, Mat&ChildHealth,
DipTeaching(Melb)
L. McLaughlin, RN, RM, GDipArt(Melb)
P. Silvera, CASS-CCS, DipArts(Children's Services),
BEd(LaT)
H. Walker-Cook, DipKTC(Melb), BA(LaT),
GradDipEd(Melb)
Secretaries
S. Laskaris
J. Loh

Administrative Officer
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B. Browne, DipPhysEd, TSTC, BEd(TESOL), MEd
C. Cheong, BEd, DipEd, AssDipTESOL, MA(Hons)

Applied Linguistics
A. Crooks, BEd, GradDipTESL
A. Dupont, BA, DipEd
M. Grey, DipEd, GradDipTESL
C. Jennings, BA, RSAPrepCertTEFL, MA
D. Kinnealy, BA, BEd(TESL), GradDipComputing
E. Neil, BA, GradDipTESOL

M. Nicholson, TPTC, BEd(Melb), GradDipTESOL
C. Phillips, DipArts, DipEd, RSA
A. Pohl, DipEd, Masters Germanic Studies
C. Wallis, BSc, DipEd, GradDipTESOL
R. Washington, BEd, GradDipTESOL

Centre Administrator
L. McLachlan, BA

Department of Family and Community Studies
Head
M. Juchnowski, BA, DipEd, MA
Teachers
S. Atkinson, DipEd, BEd
R. Bullock, TPTC, TSpTC, BEd, BSocWork
W. Clipper, AssDip(Welfare Stud), DipTechTeach
A. Donne, MRN
D. Ellis, BA
F. Hytten, (DipYouthWork, BA)
T. Millar, CertAppSocSci(Child Care Studies),
DipTeach(TAFE)
L. Moran, (BSocWork, BA)
J. Moreno-Ovdi, AssDipArts, CertChildCare
C. Morrow, Child Care Worker(CertNSW)
D. Nicola-Kotsias, CertAppSocSci(Child Care Studies)
N. Papas, CertChildCare(CSV), DipEd(Prim),
GradDipSpEd
J. Pardy, BA, ACRACS
J. Lange, DipEd(Prim), GradDipEd(Lang&Lit),
BEd(Teacher of Deaf)
G. Smith, BS, BSocWork
B. Whitehead
S. Wing-Young, CertArtCraft, DipTech(Prim),
GradDipSpEd
Secretaries
L. Brinkley
E. Harkness, CertCompBusApp
J. Romeril

Workplace Skills Unit
Manager
G. Cohen, BEd
Administrative Officer
G. Giachin
Secretary
M. Foster

Training Consultants
O. Serle, BA(Hons), DipEd(TESL), RSL(Cambridge)
Certificate in TESOL, Adult LiteracyTeaching Cert
M. Gates, BA, DipEd, GradDipLit
R. Maas, DipEd, GradDip Adult and Workplace Ed.
M. Regan, BA, DipEd, BSW
D. Lever, DipTeachTAFE, Adult Literacy Teaching Cert
Instructional Designer
H. Lopaczuk, DipElecEng, DipEd, Smirec, MIEAust
Courses offered in the
School of Social Sciences and Arts

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Campus</th>
<th>Course mode &amp; length</th>
<th>Prerequisites</th>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arts</td>
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<td></td>
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<tr>
<td>3500BZA</td>
<td>Associate Diploma of Arts: (Design)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
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<tr>
<td>3500BAB</td>
<td>Associate Diploma of Arts: (Graphic Art)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
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<tr>
<td>3500BMA</td>
<td>Associate Diploma of Arts: Theatre Technology (Costume Stream)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
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<tr>
<td>3500BMB</td>
<td>Associate Diploma of Arts: Small Companies and Community Theatre</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
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<tr>
<td>3500BNA</td>
<td>Associate Diploma of Arts: (Visual Arts)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
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<tr>
<td>3300BZA</td>
<td>Advanced Certificate of Arts and Design (Film and Video Production)# Showbiz Programs*</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
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</tr>
<tr>
<td></td>
<td>Short Arts Program*</td>
<td>P</td>
<td>varied</td>
<td>varied</td>
<td></td>
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<tr>
<td></td>
<td>Access, Community and Language Programs</td>
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<tr>
<td>3300LCA</td>
<td>Advanced Certificate in Applied Language — Japanese/Mandarin</td>
<td></td>
<td>3 years</td>
<td></td>
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<tr>
<td>2100LDO</td>
<td>Basic Studies Program</td>
<td>H</td>
<td>varied</td>
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<tr>
<td>2100LIG</td>
<td>Certificate of General Education Adult (Foundation)</td>
<td>H, P</td>
<td>varied</td>
<td>varied</td>
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<tr>
<td>2100LIH</td>
<td>Certificate of General Education Adult</td>
<td>H, P</td>
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<td>varied</td>
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<tr>
<td>2100DZC</td>
<td>Certificate in Work Education</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td></td>
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<tr>
<td>2200KFP</td>
<td>Compensatory Education — Maths and Academic Writing</td>
<td>H</td>
<td>varied</td>
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<tr>
<td>2100KFW</td>
<td>Migrant Access Education Program</td>
<td>P, H</td>
<td>1 sem</td>
<td></td>
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<tr>
<td>2100LZD</td>
<td>Migrant Women's Course</td>
<td>P</td>
<td>18 weeks</td>
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<tr>
<td>2100KZN</td>
<td>Special Schools Transition Program</td>
<td>H</td>
<td>varied</td>
<td></td>
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<tr>
<td>2100LZT</td>
<td>Transition Program (Mildly Intellectually Disabled Adults)</td>
<td>H</td>
<td>1 year</td>
<td></td>
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</tr>
<tr>
<td>2100LZE</td>
<td>Vocationally Orientated Evening classes (MID)</td>
<td>H</td>
<td>1 year</td>
<td></td>
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<tr>
<td>4920LVP</td>
<td>Vocational Preparatory Program (Nursing, Fire Brigade, Police, Ambulance Officers, Defence Force)</td>
<td>H</td>
<td>9 weeks</td>
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<tr>
<td>4290LDJ</td>
<td>Volunteer Tutor Training</td>
<td>H</td>
<td>6 weeks</td>
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<td>Course title</td>
<td>Campus</td>
<td>Course Mode &amp; Length</td>
<td>Prerequisites</td>
<td>How to Apply</td>
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<tr>
<td>3221LDA</td>
<td>Certificate in English for Vocational Education and Further Study (Business, Computing, General, Laboratory Technicians, Social and Community Services)</td>
<td>P, H</td>
<td>1 sem</td>
<td>See page 121</td>
<td></td>
</tr>
<tr>
<td>3221KEA</td>
<td>Certificate of Occupational Studies: Recreation</td>
<td>H</td>
<td>1 sem</td>
<td>—</td>
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<tr>
<td>2200BZF</td>
<td>Tertiary Entry Program</td>
<td>H</td>
<td>1 sem</td>
<td>2 sem+</td>
<td>See page 125</td>
</tr>
<tr>
<td>2200LZH/</td>
<td>Tertiary Study Skis</td>
<td>P</td>
<td>1 sem</td>
<td>1 year</td>
<td>—</td>
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<tr>
<td>2200LZV</td>
<td>Victorian Certificate of Education (Adult VCE) English Language Intensive courses for overseas students (ELICOS) Foundation Year Arts for International Students*</td>
<td>H, P</td>
<td>1 year</td>
<td>2 years</td>
<td>See page 126</td>
</tr>
<tr>
<td></td>
<td></td>
<td>H, P</td>
<td>1 year</td>
<td>2 years</td>
<td>Contact English Centre Phone: 9214 8595 see p 115</td>
</tr>
<tr>
<td>3500MFA</td>
<td>Associate Diploma of Social Science (Child Care)</td>
<td>P</td>
<td>2 years</td>
<td>4 years</td>
<td>VCE (see page 127)</td>
</tr>
<tr>
<td>3500MDA</td>
<td>Associate Diploma of Social Science (Community Development) Associate Diploma in Social Science (Welfare Studies)</td>
<td>H</td>
<td>2 years</td>
<td>4 years</td>
<td>See page 128</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P</td>
<td>2 years</td>
<td>4 years</td>
<td>—</td>
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<tr>
<td>3290MBA</td>
<td>Diploma of Social Science (Justice)</td>
<td>H</td>
<td>2 years</td>
<td>4 years</td>
<td>See page 129</td>
</tr>
<tr>
<td></td>
<td>Advanced Certificate in Home and Community Care</td>
<td>P, H</td>
<td>300-400hrs</td>
<td>—</td>
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<tr>
<td>3222MFA</td>
<td>Advanced Certificate in Koori Child Care</td>
<td>C</td>
<td>1 year</td>
<td>—</td>
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</tr>
<tr>
<td>SC508</td>
<td>Advanced Certificate in Managing Social and Community Services</td>
<td>P</td>
<td>2 years</td>
<td>See page 130</td>
<td></td>
</tr>
<tr>
<td>3300HHA</td>
<td>Advanced Certificate in Nursing</td>
<td>P</td>
<td>1 year</td>
<td>—</td>
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<tr>
<td>3300MCB</td>
<td>Advanced Certificate in Residential and Community Services Certificate III in Children's Services: Early Childhood Care General</td>
<td>P</td>
<td>1 year</td>
<td>2 years</td>
<td>VCE</td>
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<tr>
<td></td>
<td>Bilingual</td>
<td>P</td>
<td>1 year</td>
<td>2 years</td>
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</table>

Contact English Centre
Phone: 9214 8595 see page 125
Contact International Student Unit

Contact International Student Unit
Phone: 9214 8595 see page 131
Contact English Centre Phone: 9214 8595 see page 131
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Mode</th>
<th>Duration</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>3200IVS</td>
<td>Certificate in Family Support Work</td>
<td>P</td>
<td>1 year</td>
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</tr>
<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Homebased/Nanny)</td>
<td>P</td>
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<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Koori Homebased and Homebased Foster Care)</td>
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<tr>
<td>3100MCA</td>
<td>Certificate in Home and Community Care</td>
<td>P, H</td>
<td></td>
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<tr>
<td>4390MCH</td>
<td>Certificate in Applied Aspects of Loss and Grief</td>
<td>H</td>
<td>20 weeks</td>
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<tr>
<td>3221KEA</td>
<td>Certificate of Occupational Studies: Recreation</td>
<td>H</td>
<td>18 weeks</td>
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<tr>
<td>3221MCA</td>
<td>Certificate in Occupational Studies in Social and Community Services</td>
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<td>1 sem</td>
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<tr>
<td>3222MDB</td>
<td>Certificate in Parent Education Leadership Training</td>
<td>P</td>
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<td>See page 137</td>
</tr>
<tr>
<td></td>
<td>Community Information Worker's Certificate*</td>
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<tr>
<td>SC599COP</td>
<td>Community Options Program</td>
<td>P</td>
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</tbody>
</table>

# Second year only is available.

* No text exists in this Handbook — please contact the course providers or contact the Information Office on 9214 8444.
General School Information

English Language for Migrants

Migrant Education Coordination:
G. Gawenda, 9214 6957
V. Reddaway (Hawthorn), 9214 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 and day courses
Preparation for further study and work, and concurrent support for Swinburne students.

January summer school
English for Academic Purposes (full-time program) — Hawthorn campus.

Individual language support
Students enrolled in a mainstream course at Swinburne can get help with English and study skills on a one-to-one basis.

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.

Further information
Individual language support 9214 8816
English courses 9214 6957

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 9214 6863
Family and Community Studies Telephone 9214 6866
General and Community Studies Telephone 9214 8598

English Language Centre
The English Language Centre runs English Language Intensive Courses for Overseas Students (ELICOS). Course duration: Courses are offered over fifty, thirty, twenty, ten or five weeks.
Study tours and customised courses for industry clients can be arranged.

Further information
English Language Centre, telephone (03) 9214 8595.

Workplace Skills Unit
The Workplace Skills Unit designs, researches and delivers language, literacy and numeracy programs to industry, integrated with accredited and general workplace skills training. 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;
- professional development programs in workplace delivery for teachers.

Further information
Telephone 9214 8492. Fax 9818 0004.

Course information

Arts

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 design industry, or undertake further study in graphic design (degree) and graphic arts (associate diploma). 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 or associate diploma in graphic art;
- 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.
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. 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 outcome and the vocational outcomes.

Entry requirements
Application procedure
Further information may be obtained from Elizabeth Kulikovskis (Administrator), Associate Diploma of Arts: Design, on 9214 8509 or 9214 6739, at the Prahran campus.

3500BAB Associate Diploma of Arts
(Graphic Art)
This course is offered at the Prahran campus. It prepares students to execute design concepts efficiently and economically; to be capable of using a variety of media, including computers, 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.

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.

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.
Recognisation of prior learning

Through the recognisation 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 and 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA347/AA359/AA368</td>
<td>Design</td>
</tr>
<tr>
<td>AA348</td>
<td>Drawing</td>
</tr>
<tr>
<td>AA349/AA360/AA369</td>
<td>Finished Art</td>
</tr>
<tr>
<td>AA350</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>AA351</td>
<td>Arts Law</td>
</tr>
<tr>
<td>AA352/AA363</td>
<td>Technical Illustration</td>
</tr>
<tr>
<td>AA353/AA364/AA370</td>
<td>Typography</td>
</tr>
<tr>
<td>AA355/AA367</td>
<td>Reprographics and Pre-Press</td>
</tr>
<tr>
<td>AA356</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>AA357</td>
<td>Client Interaction</td>
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<tr>
<td>AA358</td>
<td>Personal Organisation Skills</td>
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<tr>
<td>AA361</td>
<td>Careers</td>
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<tr>
<td>AA362</td>
<td>Colour</td>
</tr>
<tr>
<td>AA366/AA372</td>
<td>Product Illustration</td>
</tr>
<tr>
<td>AA373</td>
<td>Practical Placement</td>
</tr>
<tr>
<td>AA374</td>
<td>Visiting Specialists</td>
</tr>
</tbody>
</table>

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: 9214 6739.

35008MA 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 recognisation 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 and 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.

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</table>

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: 9214 6739.

35008MA 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.
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 Kulikovskis, Department of Arts/Performing Arts.
Telephone: 9214 6739 or 9214 6737.

**Sc of Arts**

**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 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 offered subject to availability.

**Course structure**

**Year 1**

- **SZ740** First Aid
- **SZ741** Microcomputing
- **SZ742** Keyboarding
- **SZ743** Word Processing
- **SZ744** Mask and Make-up
- **SZ745** Basic Lighting
- **SZ747** Set Design
- **SZ748** Movement for Performers
- **SZ749** Voice
- **SZ750** Improvisation
- **SZ751** Introduction to the Australian Theatre Industry
- **SZ752** Scriptwriting
- **SZ753** Event Process 1
- **SZ754** Project Administration
- **SZ756** Rehearsal and Skills Maintenance
- **SZ758** Industry Placement
- **SZ759** Costume
- **SZ760** Make-up
- **SZ761** Basic Photography
- **SZ762** Basic Video Camera Operation
- **SZ763** Basic Sound
- **SZ766** Performing Arts in Context
- **SZ768** Event Project 2
- **SZ769** Project Administration 2
- **SZ770** Publicity and Marketing
- **SZ771** Research and Consultations
- **SZ772** Negotiation Skills
- **SZ773** Dealing With Conflict
- **SZ775** Rehearsal Skill/Main 2
- **SZ776** Acting

**Year 2**

- **505041** Job Seeking Skills
- **505042** Introduction to Industrial Relations
- **505044** Popular Theatre
- **SZ777** Voice
- **SZ778** Movement
- **SZ779** Introduction to Australian Theatre Industry
- **SZ780** Events Projects (x4)
- **SZ781** Project Administration 2
- **SZ782** Publicity and Marketing Events 2
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 Kulikovskis, Department of Performing Arts. Telephone: 9214 6739 or 9214 6737.

3500BNA  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, applicants 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. 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.

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 elective areas of study.

**Year 1**
- AP701  Context and Culture 1
- AP702  Contemporary Art Studies 1
- AP703  General Drawing 1
- AP704  Life Drawing 1
- AP705  Support Studies 1
- AP706  Context and Culture 2
- AP707  Contemporary Art Studies 2
- AP708  General Drawing 2
- AP709  Life Drawing 2
- AP710  Support Studies 2
- AP711  Painting 1
- AP712  Printmaking 1
- AP713  Sculpture 1
- AP714  Photography 1
- AP715  Painting 2
- AP716  Printmaking 2
- AP717  Sculpture 2
- AP718  Photography 2

**Year 2**
- AP723  Context and Culture 3
- AP724  Contemporary Art Studies 3
- AP725  Drawing 3
- AP726  Arts Business Practice 1
- AP727  Arts Business Practice 2
- AP728  Painting 3 Major
- AP730  Sculpture 3 Major
- AP732  Painting 3 Minor
- AP733  Printmaking 3 Minor
- AP734  Sculpture 3 Minor
- AP735  Photography 3 Minor
Further information
Art Department, telephone: 9214 6739.

3300BZA Advanced Certificate in Art and Design (Film and Video Production)

This course is offered at the Prahran campus. The Advanced Certificate in Art and Design (Film and Video Production) 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 one year full-time course. Successful students may qualify for admission to tertiary art courses after the first year. Students may apply for entrance into the second year of the Advanced Certificate only. The Advanced Certificate in Art and Design (Film and Video Production) is in its final year in 1996.

Course structure
Year 1
Compulsory subjects
AP501/AP601 Ideas, Language and Culture 1 and 2
AP502/AP602 Visual Arts Studies 1 and 2
AP503/AP603 Art Survey, Health and Safety 1 and 2
AP504/AP604 General Drawing Life Drawing 1 and 2
AP505/AP605 Design 1 and 2

Electives offered (minimum 3)
AP509/AP609 Sculpture 1 and 2
AP511/AP611 Photography 1 and 2
AP512/AP612 Film and Video Production 1 and 2
AP513/AP613 Painting 1 and 2

Year 2
Compulsory subjects
AP514/AP614 Ideas, Language and Culture 3 and 4
AP515/AP615 Art Business Practices 1 and 2
AP516/AP616 Drawing 3 and 4
AP517/AP617 *Work Practice 1 and 2
AP521/AP621 Studio Practice 1/Film and Video Production 1 and 3

Elective offered
AP631 Photography
*Work Practice 1 and 2 may consist of 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
Write or telephone for an information brochure and application form to:
Advanced Certificate in Art and Design (Film and Video Production)
Prahran Campus
144 High Street
Prahran 3181
or contact Elizabeth Kulikovskis on 9214 6739.

Access, Community and Language Programs

Certificate courses

3300LCA Advanced Certificate in Applied Language (Japanese/Mandarin)

This course is offered at the Prahran campus. The Advanced Certificate in Applied Language is a course specifically designed for those wishing to communicate in 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.

**Application procedure**

Application forms and further details are available from:

Access, Community and Language Programs
144 High Street
Prahran 3181
Telephone: 9214 6817
Fax: 9529 3275

**Certificate in English for Vocational Education and Further Study**

This course is offered at the Prahran and Hawthorn campuses. 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, microcomputing and computer operating
- **Laboratory Technology**: a preparation for study in Applied Science (Laboratory Technology)
- **General**: a preparation for study in a variety of fields
- **Social and Community Services**: a preparation for study in community services, child care etc.

**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 Further Study 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 Further Study who achieve a pass in certain subjects in this course and who are subsequently accepted into one of the above courses can apply for exemption from equivalent subjects in that course.

**General stream**

Successful completion of this stream prepares people for entry to a variety of courses.

**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
- Home-based Child Care Course
- Associate Diploma of Social Science

Students enrolled in English for Vocational Education and Further Study 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.

**Laboratory Technology Stream**

Successful completion of this stream prepares students for entry into the following courses:

- Associate Diploma of Applied Science (Laboratory Technology)
- Bachelor of Applied Science (Laboratory Technology)

**Course duration**

New courses start in February and July (subject to funding). Classes usually start at 8.30am and may finish at 5.30pm on some days.

Course length: one semester.

**Entry requirements**

Applicants must:

- be permanent residents of Australia;
- have an intermediate to advanced level of English;
• intend to study in a related field on completion of this course or be seeking employment in an area related to this field of study;
• 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/Accounting stream**

- CA511 Introduction to Accounting
- CA518 English and Study Skills
- EF003 Introduction to Communications
- EFO11 Information Technology

**Computing stream**

- EF003 Introduction to Communications
- EF004 Keyboarding
- EF005 Introduction to Micro Applications
- EFOOG Using a Microcomputer
- EFO13 English and Study Skills

**General stream**

- EF001 English and Study Skills
- EF003 Introduction to Communications
- EFO11 Information Technology
- EFO12 Australian Studies

**Social and Community Services stream**

- AC504 Human Development
- EF003 Introduction to Communications
- EFO11 Information Technology
- EF019 English and Study Skills
- EF025 Human Development
- EF026 Health and Safety
- EF027 Family and Society

**Laboratory Technology Stream**

- EF518 English and Study Skills
- TL460 Microbiology 1
- TL256 Anatomy and Physiology 1
- TL143 Laboratory Computations (Math)
- TH133 Communication Skills 1

For subject details contact the Migrant Education Unit, Prahran and Hawthorn campuses.

**Application procedure**

Application forms are available from:

- **Prahran Campus** 144 High Street
- **Hawthorn** 44 William Street

Telephone: (03) 9214 6985 or (03) 9214 5337

Selection is based on each applicant’s suitability for the course.

**2100UG/UH Certificates of General Education for Adults**

These courses are offered at the Hawthorn and Prahran campuses. The Certificates of General Education for Adults are designed for people from English and non-English speaking backgrounds who left school before year 11 and want to improve their reading, writing, math, and general education. The courses offer four levels of the Victorian Adult English Language Literacy and Numeracy Accreditation Framework.

**Career potential**

The courses provide 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**

**Core subjects (Foundation)**

- TR107 Adult Literacy (with tutor)
- TR108 Life Skills (MIDA) (with tutor)
- 530502 English (Foundation)
- 530503 Communications Skills (Foundation)
- 530504 Workplace English (Foundation)
- 530505 Evening English (Foundation)
- 530506 Basic Numeracy (Foundation)
- 530508 Migrant Literacy
Certificate of General Education (Levels 3 and 4)

**Core subjects**
- Maths/Community
- Workplace English
- English/Community
- Evening English
- English
- Maths
- Computers

**Electives**
- Communication in the Workplace
- Library Workshop
- Introduction to Psychology
- Hospitality
- Explore your own Career and Learning Options
- Communication Skills/Study Skills
- Legal Action
- First Aid
- Australian Studies
- Media Studies
- Job Club

**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**
Prahran campus, telephone 9214 6837 (Marilyn Allen). Hawthorn campus, telephone 9214 8992 (Cate Thompson).

**2100DZC Certificate in Work Education**
This course is offered at the Hawthorn campus. The course aims to provide people with special learning needs with basic literacy, numeracy and vocational training skills.

**Career potential**
The course introduces students to an age-appropriate learning setting, extends the opportunity to participate in recreational activities and helps to develop a range of vocational skills that can be applied in the workplace.

**Recognition of prior learning**
The individual education plan designed for each student is based on the philosophy of recognition of prior learning.

**Further studies pathways**
On completion of the course the students are assisted in finding employment and/or where appropriate are encouraged to pursue further studies and training.

**Entry requirements**
Young people, minimum age of sixteen years, with a mild intellectual disability or a history of learning difficulties needing special educational assistance to prepare for the workplace.

**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.

**Community courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>2100LAB</td>
<td>Adult Basic Education — Maths Workshop</td>
</tr>
<tr>
<td>TR151</td>
<td>Statistics</td>
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<tr>
<td>TR152</td>
<td>Algebra</td>
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<tr>
<td>2100DO</td>
<td>Basic Studies Program</td>
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<tr>
<td>TR101</td>
<td>English Workshop</td>
</tr>
<tr>
<td>TR102</td>
<td>Mathematics Workshop</td>
</tr>
<tr>
<td>TR103</td>
<td>Spelling Workshop</td>
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<tr>
<td>TR107</td>
<td>Volunteer Tutor Program Students (Adult Literacy) — Regular</td>
</tr>
<tr>
<td>TR108</td>
<td>Volunteer Tutor Program Students (Life Skills) — MIDA</td>
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<tr>
<td>TR109</td>
<td>Literacy in the Workplace — MIDA</td>
</tr>
<tr>
<td>2200KFP</td>
<td>Compensatory Education — Maths and Academic Writing</td>
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</tbody>
</table>

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.

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<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>TR180</td>
<td>Business Maths</td>
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<tr>
<td>TR181</td>
<td>Return to Study</td>
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<tr>
<td>TR182</td>
<td>Academic Writing</td>
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<tr>
<td>TR183</td>
<td>Technical Maths</td>
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<tr>
<td>2100LD</td>
<td>Living Skills for People with Disabilities</td>
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<tr>
<td>TR109</td>
<td>Literacy in the Workplace (MIDA)</td>
</tr>
</tbody>
</table>
2100KFW Migrant Access Education Program
This course is offered at Prahran and Hawthorn campuses. The full-time (day) program prepares people from a non-English background, with a low-to-intermediate level of English, for entry to either further study or work. When offered as a part-time evening program this course is for people preparing for, or currently undertaking, tertiary studies and for those working and wanting to improve language skills and job prospects.

Further studies pathways
This course is an excellent preperation for entry to:
- The Certificate in English for Vocational Education and Further Studies, offered by Swinburne University of Technology;
- Vocational training;
- Employment.

Course duration
New courses start in February and July (subject to funding) and run for one semester. Classes are held in the day-time (full-time) or in the evening (part-time).

Entry requirements
Applicants must:
- be permanent residents of Australia;
- have a low to intermediate level of English;
- have, as their first language, a language other than English;
- intend to study or seek employment after this course.

Course structure
The full-time day course consists of two subjects:
EFO16 Introduction to Computing
EF018 English for Work and Study
The part-time evening course consists of:
TJ005 Further Reading and Writing 3 hours per week
TOOG Further Speaking and Listening 2 hours per week
TJ007 Advanced English 4 hours per week

Students are able to apply for either or both of the above courses.

Application forms are available from the Migrant Education Unit:
Prahran campus, 144 High Street, or 44 William Street, Prahran 3181
Telephone (03) 9214 6985

2100LZD Migrant Women’s Course
This course is offered at the Prahran campus to help in developing language skills and confidence in women whose first language is not English. The course provides an opportunity to discuss, read and write about issues of concern to migrant women. It also offers an orientation to training opportunities and assistance in planning for work or study in the future.

Entry requirements
There are no formal entry requirements.

Course duration
New enrolments are accepted in February, April, July, September. This is a day-time class of three hours per week.

Course structure
EFO17 English language

Application procedure
Contact the Migrant Education Unit:
Prahran Campus
144 High Street,
Prahran 3181
Telephone (03) 9214 6985

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.

Subjects 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

4290VP Vocational Preparation Program
This short course is for mature-age students who wish to sit an examination to enter their chosen field in nursing, the fire brigade, or the police force.

TR139 Nursing (SRN)
TR140 Nursing (SEN), Police Force, Fire Brigade, Ambulance and Armed Services Entrance Exam preparation

2100LZE 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

4290DJ 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 9214 8806, Literacy 9214 8816 or 9214 8634.

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**Adult and General Education**

**3221KEA Certificate of Occupational Studies: Recreation**

This is a one semester program for people wishing to enter a career in the leisure/recreation/tourism industries. The course will provide participants with the skills and knowledge to enhance employment opportunities in the areas of fitness, recreation and tourism.

**Location**

This course will be held at the Hawthorn campus. Industry placements and fitness subjects may require some travel.

**Course aims**

The course aims:

- to develop basic knowledge, skills and attitudes to equip students for a range of employment opportunities within sport, fitness and general recreation areas;
- to provide experience in, and knowledge of, the sport/fitness/recreation areas in order that students can make a more informed choice of vocational and career paths;
- to develop communication and interpersonal skills, as well as self-confidence, identified as necessary in the sport/fitness/recreation areas;
- to enable students to gain a recognised credential and, where appropriate, credits in further education and training;
- to develop safety conscious attitudes to work.

**Career potential**

After completing the course students may seek employment in the following areas:

- sport, health and fitness centres
- sports clubs, tennis, bowls etc.
- outdoor recreation camps/parks/tours
- swim centres
- sports and adventure retail outlets
- land management agencies
- community health/rehabilitation

**Credit transfer - pathways**

A credit transfer system, known as the Pathways program, is in place at Swinburne. Through Pathways, students with one of a wide range of qualifications can gain entry into other courses. Students may go on to a range of TAFE courses including other certificates in fitness and recreation. Certain subjects have the potential for credit transfer.

**Entry requirements**

- Ability to read and comprehend printed information in English
- ability to write in English
- ability to participate in small group activities
- ability to read and analyse data
- demonstrated interest, over the past two years, in a sport or recreational activity.

**Course duration**

The Certificate is a full-time course and takes eighteen weeks to complete.

**Course structure**

- **Orientation**
  - COS001 Industry Introduction
- **Communication**
  - NCS001 Workplace Communication
  - NCS002 Writing Skills for Work
- **Work and Careers**
  - NCS003 Job Seeking Skills
- **Numeracy and Problem Solving**
  - Module 21314 Numeracy/Problem Solving
- **Computing**
  - NOS116 Keyboarding Techniques and Operations
  - NOS118 Computing Operations and Data Retrieval
- **Human Services in Recreation**
  - NCS005 Dealing with Conflict
  - NCS009 Negotiation Skills
  - NCS011 Client Interaction
- **Recreation Management**
  - Legal Issues
  - Professional Practice
  - Risk Management and First Aid
  - Recreation Business Skills
- **Local Development**
  - Fitness Instruction
  - Industry Placement

**Further information**

For application forms and/or further information contact the Adult and General Studies Department on 9214 8370 or 9214 8588.

Send completed forms to:

Coordinator, COS Recreation
Swinburne University of Technology
TAFE Division
32 Wakefield Street
Hawthorn 3122

**2200BFZ Tertiary Entry Program**

This course is offered at the Hawthorn campus. It 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 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 1996 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 9214 8620.

2200LZH/LDM Tertiary Study Skills
This course is offered at the Prahran campus. Tertiary Study Skills is a return to study course which introduces mature-age students to the requirements of academic study. The underlying assumption of the course is that difficulties encountered by mature-age students are not caused by a lack of ability but by a lack of understanding of academic requirements.

The course has been designed around the premise that intelligence is a skill - a set of strategies - rather than a fixed pre-determined attribute. Therefore students can learn to study by applying intelligent strategies. The course does not centre on a particular discipline but is especially relevant for those who wish to go on to higher education in humanities or social sciences disciplines.

Course duration
The program is offered part-time across the full year (two nights per week for thirty-six weeks). The program is also offered full-time in both the first semester and second semester. Assessment will be continuous throughout the semester, based on various class exercises and essays, as well as participation in the course.

Related courses
Options following on from this program are:
- the Tertiary Entry Program (for direct entry to a degree course at Swinburne)
- or Mature-age entry to institutions other than Swinburne.

Entry requirements
There are no formal entry requirements, however applicants must be over twenty-one years of age.

Application procedure
To apply telephone the Department of Adult and General Education on 9214 6757. Intending applicants will be asked to attend an interview to determine suitability.

Course structure
MTS44 Text Analysis
MTS3R Research Skills
MTS4S Introduction to Computing and Basic Statistics
MTS4B Academic Writing
MTS44 Introduction to Further Studies

Further information
Contact the Department of Adult and General Education on 9214 6757.

2200LZV 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 to ensure 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 the Board of Studies.

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 (P) (H)
TG042 Business Management (H) (P)
TG045 Chinese (P)
TG046 Contemporary Society (P)
TG047 Classical Society and Culture (P)
TG048 Dance (P)
TG049 Drama (P)
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 9214 8370.

Prahran
Contact Marilyn Allen on 9214 6837.

Further information

Hawthorn
Lisa Bolton
VCE Coordinator
Telephone: 9214 8728

Prahran
Marilyn Allen
Telephone: 9214 6837

Social and Community Services

3500MFA 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. Other credits are available at Victoria University of Technology, RMIT, Monash University and University of Ballarat.

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 1996.

Course duration

Prahran campus enrols the largest number of child care student in Victoria. Providing funding is maintained, 1996 intakes are expected to be:
• ninety full-time students in the two year full-time course
• seventy part-time students in the four year part-time course.

Full-time students attend University approximately twenty-five hours per week for 60% of each year. They spend forty hours per week gaining experience in a range of practical settings for 40% of the year.

Part-time students will attend University on Thursday between 2.30pm and 8.30pm in 1996.

**Course structure**
The course is structured as a two year full-time or four year part-time course.

- **AS42** Special Needs
- **AS47** Professional Development
- **AS435/AS467** Communication Skills
- **AS436/AS468** Family and Society
- **AS463/AS482** Behaviour and Guidance
- **AS464/AS607** Child Study
- **AS469/AS470**
- **AS483/AS614**
- **AS615** Daily Care, Health and Safety
- **AS471** Human Biology
- **AS472** Nutrition
- **AS473/AS474** Children's Experiences
- **AS475** Language and Literature
- **AS476** Music and Movement
- **AS477/AS600**
- **AS604** Program Planning
- **AS478/AS479**
- **AS522/AS603** Supervised Fieldwork Management
- **AS480/AS481**
- **AS520/AS521**
- **AS526** Neonatal Care
- **AS528/AS529**
- **AS530** Early Childhood Development

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 Studies and Health Department, telephone 9214 6863.

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### 3500MDA 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. It 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 the time of entry into the course.

**Further studies pathways**
Course graduates receive the TAFE accredited Associate Diploma of Social Science (Community Development). Upon completion of the Associate Diploma students have the option to continue studies in degree courses in Community Development at the Victoria University of Technology, Deakin University or in the Arts degree course at Swinburne University of Technology.

**Entry requirements**
Prospective students should be at least twenty-three years of age and have had two years experience in community development work (either paid or unpaid) since completing year twelve.

Preference will be given to prospective students who are already working (paid or voluntary) in the field. There are limited places for students who are unable to fulfil all entry requirements.

**Course duration**
The course has Ill-time and part-time study modes. The full-time course is taken over two years and the part-time course takes up to four years. Intake dates are subject to variation but will be advertised.

**Course structure**

- **TH200F** Sociology
- **TH201** Introduction to Community Development
- **TH202** Human Rights and Advocacy
- **TH203** Study Skills
- **TH204** Information Access
- **TH206F** Political Economy
- **TH207** Group and Personal Communication
- **TH208** Research 1
- **TH209** Research 2
- **TH210** Introduction to Social Policy
- **TH211** Bureaucracy, Organisation and Community Development
- **TH212** Social Action: Theory and Practice
- **TH213** Group and Personal Communication 2
- **TH216A,B,C** Field work
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
Family and Community Studies Department, telephone 9214 6866.

Associate Diploma of Social Science (Welfare Studies)
This course is offered at the Prahran campus. The course is designed for people already employed and for those people wishing to enter the welfare area. Swinburne is also committed to facilitating entry of people from non-English speaking backgrounds into welfare professions. A feature of the course is a commitment to support individual students through tutorials.

Career potential
Welfare workers provide services to individuals, families and groups within a community service context, in both government and non-government settings. This course provides students with the knowledge and skills to function effectively as professional social welfare workers.

Recognition of prior learning
Student’s 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. Information on RPL will be available from Swinburne at enrolment.

Course duration
The course is currently being offered on a part-time basis with completion time of four years. The core subjects are provided in an extended session, one day each afternoon and evening at the Prahran campus.

Course content
Students are required to complete core welfare subjects plus electives, seminars and workshops. Students also undertake the equivalent of fourteen weeks in field education (placements) over the whole course.

Entry requirements
Prospective students should be at least twenty years of age and have two or more years of relevant experience in working (waged or unwaged) in the welfare area. Admission to the course is dependent on the ability of the applicant to demonstrate appropriate maturity and interpersonal skills. Students should have completed a year 12 or equivalent study, however special entry may be available on the basis of work experience, previous study or demonstrated skills.

Course structure
510602 Welfare Practice
510603 Law for Welfare Work
510604 Sociology
510605 Psychology 1
510606 Introduction to Social and Community Services

Coursework
Community Work 1
Community Work 2
Counselling Skills
Field Education 1 and 2
Groupwork 1
Groupwork 2
Organisation and Management
Psychology 2
Research
Skills Workshops 1 and 2
Social Policy

Application procedure
Intending applicants are required to attend an Information Session prior to interview. Selection for the course will be based on evidence of experience and qualifications, and interview and a short written piece.

Further information
Contact the Department of Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, telephone 9214 6866.

3290 MBA Diploma of Social Science (Justice)
This course is offered at the Hawthorn campus.

Career potential
The Diploma of Social Science (Justice) aims to provide learners with the appropriate training and qualification to work at the paraprofessional level in public or private organisations within the justice industry.

Further studies pathways
Upon completion of the Diploma, students will have the opportunity to continue studies at RMIT, Bachelor of Arts (Criminal Justice Administration). Articulation options with other suitable degree level programs are being pursued.

Course duration
This course can be completed with two years full-time study and a part-time equivalent.

Entry requirement
Entry to the Diploma course will normally be undertaken by those who have successfully completed Year 12 or equivalent. Some places are reserved for applicants who may have life experience without formal education to Year 12. Preference will be given to applicants who can demonstrate community work/legal experience.

Course structure
TH261 Foundations of Law 1
TH262 Foundations of Law 2
TH263 Administrative Law for Justice Studies
TH264 Statute and Criminal Law
TH273 Occupational Health and Safety
TH265 Sociology 1
TH266 Sociology 2
TH267 Applied Psychology
TH268 Criminology
TH269 Australian Criminal Justice System
TH270 Justice Delivery
TH271 Cultural Diversity in Australia
TH272 Social Research and Analysis

Communication Skills - students must complete the following:
NCS007 Presenting Information
NCS015 Presenting Reports
NGMS111 Managing People - Workplace Practice

Students must complete eighty hours from the following:
NCS009 Negotiation Skills
NCS010 Team Building
NGMS101 Managing Information
NGMS110 Managing Grievances and Disputes
NGMS106 Managing Effective Working Relationships

Students are required to complete the following:
NOS215 Database Fundamentals
NOS216 Spreadsheet Fundamentals
NOS222 Word Processing Introduction

Students must also complete one elective.
(Details will be available during the course)

Field Placement

Further information
For further information contact Lisa Quayle on 9214 8370.

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 Care 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 1.

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: 9419 7899, or Secretary, Family and Community Studies, 144 High Street, Prahran, telephone 9214 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 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
establishes and maintains social interaction and provides for the physical and emotional needs of culturally diverse patients experiencing a range of altered 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 Division 2 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.

Entry requirements
Applicants may apply for entry under the mature-age entry category or the VCE entry category.

Mature-age entry
Persons over eighteen years at 1 February 1996 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 VBOS approved Year 12 course by 1 February 1996 are eligible to apply. Offers of a place will be made in December 1995, conditional on satisfactory completion of Year 12.

Applications are invited from both men and women. Aborigines and Torres Strait Islanders and persons from non-English speaking backgrounds are encouraged to apply.

Course availability, duration and location
The Advanced Certificate in Nursing will be offered by both Swinburne and Peninsula 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 8.30 am and 5.30 pm. Clinical placement attendance follows the shifts set by hospitals with the majority of placement shifts being from 7.00 am to 3.00 pm but some shift attendance required between 3.00 pm and 11.00 pm.

Swinburne

In 1996 there will be an intake of between thirty and forty full-time students. There may also be an intake of twenty part-time students depending on industry need and application 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.

Peninsula

In 1996 there will be an intake of twenty full-time students. Peninsula students will undertake approximately 65% of their classes at Frankston TAFE and 35% at Mt. Eliza Centre, Peninsula. 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
510201 Nursing: The Profession
510202 Occupational Health and Safety
510203 First Aid
510204 Anatomy and Physiology 1
510205 Communication Skills 1 — Presenting Information
510206 Communication Skills 2 — Client Interaction
510207 Anatomy and Physiology 2
510208 Society, Culture and Nursing
510209 Law and Ethics in Nursing
510210 Clinical Measurements
510211 Clinical Experience 1
510212 Nursing 1 — Meeting the Needs of Nutrition and Elimination
510213 Nursing 2 — Meeting the Needs of Hygiene, Mobility and Rest
510214 Microbiology/Defence Systems
510215 Clinical Studies
510216 Medications
510217 Nursing 3 — Meeting the Needs of Respiration and Circulation
510218 Nursing 4 — Attending the Needs of Psychiatric Disturbances
510219 Aged Care
510220 Behavioural and Social Aspects of Disability
510221 Clinical Experience 2
510222 Clinical Experience 3
510223 Clinical Experience 4

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 9214 6863 or from Peninsula’s Child Care and Family Health Department on 9784 8281.

3300M CB 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
A 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:
- 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 University based work each week, depending on field work, tutorials, etc. Placements during the course involve students being in an allocated workplace for six weeks at thirty-eight hours per week. There is a normal intake of twenty students.
Course structure

Subjects to be studied:

Stream modules
AC509/AC535 Stream Studies in Disabilities
AC510/AC528 Stream Studies in Youth/Child Care

Other subjects
AC502/AC516 Communication 1 and 2
AC504/AC517 Human Development 1 and 2
AC505/AC518 Individualised Service Delivery 1 and 2
AC506/AC527 Principles and Practice of Service Provision
AC507 Recreation and Leisure
AC513/AC529 Facility Visits 1 and 2
AC514/AC530 Block Field Placements 1 and 2
AC526 Swere Physical Disability
AC531 Health and Safety
AC533 Introductory Studies

Elective
AC512 Community Studies

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 on 9688 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 (9688 4760) or Swinburne (Family and Community Studies, Hawthorn campus) (9214 8370). This course will be conducted subject to sufficient enrolments.

Course structure

<table>
<thead>
<tr>
<th>Semester 1 — Introduction to Perspectives of Loss and Grief</th>
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<tbody>
<tr>
<td>Module</td>
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<tr>
<td>Module 1</td>
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<td>Module 2</td>
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<td>Module 4</td>
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<tr>
<th>Semester 2 — Grief Management</th>
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<tbody>
<tr>
<td>Module</td>
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<td>Module 5</td>
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<td>Module 8</td>
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<tr>
<td>Module 9</td>
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<td>TOTAL</td>
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</tbody>
</table>

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 9214 8370.

**322KF Certificate in Child Care (Assistant) (General and Bilingual streams)**

This course is replaced by the newly accredited **Certificate III in Children's Services: Early Childhood Care**

The course will be offered to both General and Bilingual Streams.

This course is **offered** on the Prahran campus and provides graduates with the skills needed to assist 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**

This course has state wide accreditation and is **recognised** under the Child Care Workers award as the appropriate training for Child Care Assistants. The Certificate III in Children's Services: Early Childhood Care provides an accredited program for people to work **effectively** as assistants in centre based care, long day care, occasional care and pre-school centres.

**Course duration**

The course is conducted over one year part-time. Practical work with children is an essential component of the course. The course includes a minimum of 36 days of field placement.

**Recognition of prior learning**

Students can apply for recognition of prior learning to the Head of Department, Child Studies and Health.

**Further studies pathways**

Graduates of the Certificate III in Children's Services: Early Childhood Care receive extensive credits equivalent to one year part-time into the Associate Diploma of Social Science (Child Care). They also receive very extensive credits into the Certificate III in Children's Services: Out of School Hours Care.

**Entry requirements**

The minimum age for entry is sixteen years. Applicants must have demonstrated interest in and suitability for work in the children's services field. English language and conceptual skills must be sufficient for successful course completion, and applicants need to have the physical and psychological health necessary to meet course requirements. An interview may be required. Applications are encouraged from both men and women. People of non-English speaking backgrounds are encouraged to apply. Persons entering directly from secondary school need to have successfully completed year 11. Mature age applicants need to be eighteen years old and to have left secondary school at least one year ago. People who have completed the Certificate in Child Care Home Based and the Certificate in Occupational Studies – Social and Community Services are also eligible to apply.

**Course structure**

Communications

- Developmental Studies 0-6 years
- First Aid
- Health and Hygiene
- Personal and Professional Studies

Family Studies

Interaction and Guidance with Children 0-6 years

- Program Planning 0-6 years

Play and Learning 0-6 years

Daily Care Routines 0-6 years

Supervised Fieldwork Placement 0-6 years

On campus modules: 325 hours

Field work placement: 252 hours

**Application procedure**

Admission is selective and based on the candidate's suitability and aptitude for a career in child care.

**Further information**

All enquiries to Department of Child Studies and Health, Prahran Campus on 9214 6863 or 9214 6822.

**Certificate III in Children's Services: Out of School Hours Care**

This course is **offered** at the Prahran campus and provides graduates with the skills needed to work **effectively** as assistants in before school, after school, and vacation care services with children from 5-12 years.

**Career potential**

This newly accredited course has state wide accreditation and has been much sought after by the providers of the care for 5-12 year olds as appropriate training for employees in before school, after school, and vacation care services.

**Recognition of prior learning**

Students can apply for recognition of prior learning to the Head of Department, Child Studies and Health.

**Entry requirements**

The minimum age for entry is sixteen years. Applicants must have demonstrated interest in and suitability for work in the children's services field. English language and conceptual skills must be sufficient for successful course completion, and applicants need to have the physical and psychological health necessary to meet course requirements. An interview may be required.
Applications are encouraged from both men and women. People of non-English speaking backgrounds are encouraged to apply.

Persons directly entering from secondary school need to have successfully completed year 11.

Mature age applicants need to be eighteen years old and to have left secondary school at least one year ago.

People who have completed the Certificate in Child Care Home Based and the Certificate in Occupational Studies - Social and Community Services are also eligible to apply.

Further studies pathways
Graduates of the Certificate III in Children's Services: Out of School Hours Care receive generous credits into the Associate Diploma of Social Science (Child Care). They also receive extensive credits into the Certificate III in Children's Services: Early Childhood Care.

Course duration
The course is conducted over one year part-time. Practical work with children is an essential component of the courses. The course includes a minimum of 35 days of field placement.

Course structure
Developmental Studies 0-6 years and 5-12 years
Communications
First Aid
Health and Hygiene
Personal and Professional Studies
Family Studies
Interaction and Guidance with Children 5-12 years
Program Planning 5-12 years
Leisure and Recreational Activities
Basic Care Routines 5-12 years

Application procedure
Admission is selective and based on the candidate's suitability and aptitude for a career in child care.

Further information
All enquiries to Department of Child Studies and Health, Prahran Campus 9214 6863 or 9214 6822.

3100MFA Certificate in Child Care
(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 40% of the Certificate III in Children's Services.

Entry requirements
There are no formal age or academic requirements.

Course structure
AC711 Developing Skills in the Workplace
AC712 Professional Development
AC713 Children's Growth and Development
AC714 Daily Care and Routines
AC715 Play and Learning
AC716 Families in Australia
AC717 Practical Placement

Application procedure
Prospective applicants can apply to: Secretary, Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, telephone 9214 6866.

Certificate in Child Care
(Koori Homebased and Homebased Foster Care)
The Certificate in Child Care (Homebased and Homebased Koori Foster Care) is designed to provide training for people working as homebased caregivers in private homes or with Koori organisations.

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 9214 6866.
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, 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 area of residential care of adults with an intellectual disability. The course links into the Advanced Certificate in Home and Community Care.

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

<table>
<thead>
<tr>
<th>Core modules</th>
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</thead>
<tbody>
<tr>
<td>AC818 Communication Skills</td>
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<tr>
<td>AC819 Policy</td>
</tr>
<tr>
<td>AC820 Health and Safety</td>
</tr>
<tr>
<td>AC821 Client Population</td>
</tr>
</tbody>
</table>

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. Students can apply for exemptions from the payment of fees. In claiming exemptions proof of status or eligibility must be provided.

Further information

Secretary, Family and Community Studies, Prahran campus, 144 High Street, Prahran 3181, Telephone 9214 6866.

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**

Applicants 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.

<table>
<thead>
<tr>
<th>Course structure</th>
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<tbody>
<tr>
<td>AC825</td>
<td>Introduction to Family Support Work</td>
</tr>
<tr>
<td>AC826</td>
<td>Workplace Communication</td>
</tr>
<tr>
<td>AC827</td>
<td>Communication and Group Dynamics</td>
</tr>
<tr>
<td>AC828</td>
<td><strong>Family</strong> Health and Safety/First Aid</td>
</tr>
<tr>
<td>AC829</td>
<td>Family Structures</td>
</tr>
<tr>
<td>AC830</td>
<td>Elective</td>
</tr>
<tr>
<td>AC831</td>
<td>Theory and Practice of Family Support Work</td>
</tr>
<tr>
<td>AC832</td>
<td>Field Education</td>
</tr>
</tbody>
</table>

**Further information**

Secretary, Family and Community Studies, Prahran campus, 144 High Street, Prahran 3181. Telephone: 9214 6866.

**SC599COP Community Options Program (COP)**

The Community Options Program on Prahran campus provides a unique opportunity for people with intellectual disabilities to participate in individualised programs in an integrated setting.

**Career potential**

The aim of the program is to provide people with an intellectual disability with the opportunities to develop the necessary skills for future employment, further education or community involvement.

**Further studies pathways**

Although the program provides no formal pathways into other courses, individual students are encouraged and assisted to access further study within and external to TAFE.

<table>
<thead>
<tr>
<th>Course structure</th>
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<tbody>
<tr>
<td>AS690</td>
<td>Group Dynamics</td>
</tr>
<tr>
<td>AS692</td>
<td>Family Structures</td>
</tr>
<tr>
<td>AS693</td>
<td>Parent Education Programs</td>
</tr>
<tr>
<td>Co-leadership Experience</td>
<td>10 hours</td>
</tr>
</tbody>
</table>

**Application procedure**

Applicants should apply through the course application form available from

The Coordinator,
Parent Education Leadership Training Course
Child Studies and Health Department
144 High Street, Prahran, 3181
Telephone (03) 9214 6865 or 9214 6945.

**Further information**

Swinburne, telephone 9214 6865.
Work stations on campus
These offer students opportunities to learn and practise work skills, as well as an opportunity to develop social links on campus. Work stations offering training in office work, cleaning and maintenance, library work, cafe are currently available.

Work placement
These are off-campus in industries nominated by students, and which complement training in classes and work stations.

Application procedure
Write or telephone for an application form: Community Options Program, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181. Telephone 9214 6866 or 9214 6892.
Subject details
Subject details

This section contains a brief description of subjects offered by the Swinburne TAFE Division. The subjects are listed in alpha-numeric order of subject codes.

Subject length
UNLESS OTHERWISE STATED ALL SUBJECTS ARE SEMESTER SUBJECTS.

500501 The Real Estate Industry and Legislation
*Total hours 13* • Prahran • Prerequisites: nil
A subject in the Course in Sub-Agency Practice and the Advanced Certificate in Estate Agency.

**Content**
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.

500502 Listing and Documentation
*Total hours 25* • Prahran • Prerequisites: nil
A subject in the Course in Sub-Agency Practice and the Advanced Certificate in Estate Agency.

**Content**
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.

500503 Selling
*Total hours 18* • Prahran • Prerequisites: nil
A subject in the Course in Sub-Agency Practice and the Advanced Certificate in Estate Agency.

**Content**
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.

500504 Marketing and Selling
*Total hours 26* • Prahran • Prerequisites: prior or concurrent CE401, CE402, CE403
A subject in the Advanced Certificate in Estate Agency.

**Content**
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.

500505 Property Management Legislation
*Total hours 24* • Prahran • Prerequisites: prior or concurrent CE401
A subject in the Advanced Certificate in Estate Agency.

**Content**
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.

500506 Property Management Practice
*Total hours 25* • Prahran • Prerequisites: prior or concurrent CE401, CE405
A subject in the Advanced Certificate in Estate Agency.

**Content**
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.

500507 Management of an Estate Agency Office
*Total hours 28* • Prahran • Prerequisites: prior or concurrent CE401
A subject in the Advanced Certificate in Estate Agency.

**Content**
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.

500508 Interpersonal Skills
*Total hours 23* • Prahran • Prerequisites: nil
A subject in the Advanced Certificate in Estate Agency.

**Content**
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.

500509 Building Principles
*Total hours 26* • Prahran • Prerequisites: nil
A subject in the Advanced Certificate in Estate Agency.

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

500510 Introduction to Contract Law
*Total hours 18* • Prahran • Prerequisites: nil
A subject in the Advanced Certificate in Estate Agency.

**Content**
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.
500511 Business Ownership and Consumer Protection  
Total hours 26 • Prahran • Prerequisites: nil  
A subject in the Advanced Certificate in Estate Agency.  
Content  
This subject deals with the characteristics of the various types of business ownership and enables the student to recognize 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.

500512 Principles of Property Law  
Total hours 22 • Prahran • Prerequisites: nil  
A subject in the Advanced Certificate in Estate Agency.  
Content  
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.

500513 Contracts of Sale  
Total hours 23 • Prahran • Prerequisites: prior or concurrent CE410, CE411, CE412  
A subject in the Advanced Certificate in Estate Agency.  
Content  
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.

500514 Land Law  
Total hours 23 • Prahran • Prerequisites: prior or concurrent CE410, CE411, CE412, CE413  
A subject in the Advanced Certificate in Estate Agency.  
Content  
This subject covers a study of mortgages, terms contracts, the law relating to sub-divisions and the House Contracts Guarantee Act.

500515 Introduction to Valuations  
Total hours 22 • Prahran • Prerequisites: nil  
A subject in the Advanced Certificate in Estate Agency.  
Content  
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.

500516 Valuation Methods and Concepts  
Total hours 22 • Prahran • Prerequisites: prior or concurrent CE415  
A subject in the Advanced Certificate in Estate Agency.  
Content  
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.

500517 Practical Valuation Applications  
Total hours 28 • Prahran • Prerequisites: prior or concurrent CE415, CE416  
A subject in the Advanced Certificate in Estate Agency.  
Content  
This subject covers the valuation of sub-divisional land, rural properties, commercial and industrial valuations, the factors affecting lease and rental values, and rating.

500518 Trust Accounting and Legislative Requirements  
Total hours 30 • Prahran • Prerequisites: nil  
A subject in the Advanced Certificate in Estate Agency.  
Content  
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.

500519 Trust and General Accounting Reports  
Total hours 23 • Prahran • Prerequisites: prior or concurrent CE418  
A subject in the Advanced Certificate in Estate Agency.  
Content  
This subject covers bank reconciliations for trust accounts, accounting for security deposits, accounting to the vendor and the landlord and general fund accounting.

500520 Decision Making and Control of General Funds  
Total hours 28 • Prahran • Prerequisites: prior or concurrent CE418, CE419  
A subject in the Advanced Certificate in Estate Agency.  
Content  
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.

500521 EDP Accounting Systems  
Total hours 26 • Prahran • Prerequisites: prior or concurrent CE418, CE419, CE420  
A subject in the Advanced Certificate in Estate Agency.  
Content  
This subject covers the requirements of the Estate Agents Act as it applies to computerised accounting systems in a real estate office and gives the students hands on experience of software adapted to real estate needs.
500522 Real Estate EDP Applications

Total hours 20 • Prahran • Prerequisites: nil

A subject in the Advanced Certificate in Estate Agency.

Content
This subject includes a study of:
- data base (applications for Sales and Lease Register)
- spreadsheet (applications for final reports and analysis and interpretation)
- word processing (for file, marketing, advertising presentations).

500523 Industry Project

Total hours 20 • Prahran • Prerequisites: prior or concurrent, all other subjects

A subject in the Advanced Certificate in Estate Agency.

Content
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.

500530 Word Processing

Prahran

A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream) and the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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.

500533 Practical Placement 3

A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
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.

500542 Industrial Relations

Prahran

A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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.

500544 Popular Theatre

Prahran

A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Major political movements in the twentieth century; theatrical styles and conventions; major playwrights and innovators; theatre for cultural action.

500555 Train the Trainer

Prahran

A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will provide students with the skills and knowledge to enable them to effectively plan, deliver and evaluate simple training programs.

500557 Novelty Costume

Prahran

A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject provides students with the skills and knowledge to construct soft and structured bodied novelty costumes and create headaddresses suitable for stage spectacles.

500558 Applied Decoration Techniques

Prahran

A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
On completion of this subject you will have the skills in basic dying, fabric painting, applied decoration and art finishing techniques.

500559 Dancewear Construction

Prahran

A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
On completion of this subject you will have the skills and knowledge required to manufacture costumes for dance performance.

5005101 Pattern Construction

Prahran

A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject provides students with basic skills for drafting patterns to specific measurements from the flat method.
505102  Wardrobe Supervision  
**Prahran**  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).  

**Objectives and content**  
This subject will analyse the duties involved in wardrobe supervision in the specific areas of stage, television and film productions.

505103  Practical Placement 2  
**Prahran**  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).  

**Objectives and content**  
This subject will provide the 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.

505104  Millinery 2  
**Prahran**  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).  

**Objectives and content**  
This subject will provide students with the skills and knowledge required to manufacture contemporary hats for the stage.

505105  Introduction to Pattern Drafting  
**Prahran**  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).  

**Objectives and content**  
This subject will provide students with the skills and knowledge in flat pattern drafting and block information.

510201  Nursing: The Profession  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
The historical development of nursing is explored. Nursing theory and its impact on the nursing role is examined. Discussion surrounds the function of the health care team and the place division 2 nurses assume within it. Issues pertinent to current nursing practice are explored.

510202  Occupational Health and Safety  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This subject examines the legal requirements concerning occupational health and safety in the workplace. Safety of the nursing environment is addressed as well as measures to enhance personal and client safety.

510203  First Aid  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
First Aid is designed to provide a basic knowledge and understanding of emergency first aid procedures.

510204  Anatomy and Physiology 1  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module is designed to provide students with knowledge of the normal structure and function of the: cardiovascular, musculo-skeletal, nervous and endocrine systems.

510205  Communication Skills 1  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
Skills learned in this subject are based on the National Communication Module: Presentation of Information. Students learn how to communicate using appropriate documentation and develop skills required to communicate effectively in a workplace group.

510206  Communication Skills 2  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
Interpersonal skills are explored in this module which is based on the National Communication Module: Interpersonal Communication Skills. Students engage in group work and role play situations which simulate nurse/client relationships.

510207  Anatomy and Physiology 2  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module is designed to provide students with an appreciation of the normal structure and function of the: digestive, excretory, reproductive, integumentary and lymphatic systems, as well as the sensory organs.

510208  Society, Culture and Nursing  
**Prahran/Peninsula**  
A subject in the Advanced Certificate in Nursing.  

**Content**  
Students will explore the underpinnings of health/illness care in Australia and examine the sociopolitical factors influencing it. The cultural and demographic implications to health are explored as well as nursing's role in health promotion activities.
510209  Law and Ethics in Nursing  
_Prahran/Peninsula • 30 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This subject explores the differences between law and ethics within the context of health care. The rights and responsibilities of all those involved in the delivery of health care are addressed. Standards of nursing practice are examined.

510210  Clinical Measurement  
_Prahran/Peninsula • 30 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module provides the student with the knowledge and skills to record and report both normal and alterations to the normal, of client status.

510211  Clinical Experience 1  
_Prahran/Peninsula • 56 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This is a clinical practicum module and is conducted at a clinical agency at the end of term one. Its primary focus is on beginning clinical skills in the extended care environment. A clinical teacher accompanies all students into practicum.

510212  Nursing1  
_Prahran/Peninsula • 40 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
The student will develop knowledge and skills relevant to normal and abnormal nutritional states. Normal and alterations to the normal patterns of elimination are discussed. The focus revolves around a problem solving approach to nursing care.

510213  Nursing2  
_Prahran/Peninsula • 40 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module focuses on the client's need for personal hygiene, mobility and rest. Emphasis is placed on normal levels of functioning prior to nursing intervention.

510214  Clinical Microbiology  
_Prahran/Peninsula • 40 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
Students will develop a knowledge of micro-organisms and their relationship to the disease process. Measures to prevent transmission of infection in the environment are explored.

510215  Clinical Studies  
_Prahran/Peninsula • 40 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module explores alterations to normal function of various body systems and develops nursing interventions based on accurate assessment techniques. The health promotion aspects are studied in conjunction with each system.

510216  Medications  
_Prahran/Peninsula • 30 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
Students are exposed to the major drug groupings. The primary objective is familiarisation with the major effects; both beneficial and potentially harmful. This module does not concern drug administration.

510217  Nursing3  
_Prahran/Peninsula • 40 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module concentrates on the normal and alterations to normal function of the respiratory and cardiovascular systems. Emphasis is placed on assessment and problem solving skills prior to implementation of nursing interventions.

510218  Nursing4  
_Prahran/Peninsula • 30 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
The student will be exposed to societal expectations of normal behaviour before exploring alterations to thought and perception. The approach used is a problem solving one and students are encouraged to discuss different assessment and recording techniques.

510219  Aged Care  
_Prahran/Peninsula • 40 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module is designed to provide the student with the knowledge and skills required to understand and provide care to the older person without value judgement. Physical, social, psychological and emotional aspects of ageing are addressed.

510220  Behavioural and Social Aspects of Disability  
_Prahran/Peninsula • 20 hours_  
A subject in the Advanced Certificate in Nursing.  

**Content**  
This module provides an insight into the different types of disabilities and their physical/emotional impact on clients.
510221 Clinical Experience 2
56 hours • Prahran/Peninsula
A subject in the Advanced Certificate in Nursing.

Content
This is a clinically based module occurring at the end of term 2. Its focus is on slightly higher level skills in the extended care setting. A clinical teacher accompanies students into the clinical area.

510222 Clinical Experience 3
56 hours • Prahran/Peninsula
A subject in the Advanced Certificate in Nursing.

Content
This module occurs in the clinical setting. Its major focus concerns the development of nursing skills in rehabilitation and acute care areas. A clinical teacher accompanies students into the clinical area.

510223 Clinical Experience 4
112 hours • Prahran
A subject in the Advanced Certificate in Nursing.

Content
This clinical module includes a four-day psychiatric placement. The remainder of the practicum is designed to promote those skills essential to novice graduate practice.

510602 Welfare Practice
Prahran
A subject in the Associate Diploma of Social Science (Welfare Studies).

Objectives and content
Aims to provide the student with the opportunity to develop skills, knowledge and a value base to understand the possibilities and constraints of welfare work.

510603 Law for Welfare Work
Prahran
A subject in the Associate Diploma of Social Science (Welfare Studies).

Objectives and content
Designed to equip social welfare workers with the concepts and skills required to analyse the formation, operation and reform of welfare-related law in our society.

510604 Sociology
Prahran
A subject in the Associate Diploma of Social Science (Welfare Studies).

Objectives and content
Provides a theoretical framework which can assist the practice of welfare workers in understanding the behaviour of individuals and groups of various social, cultural and subcultural backgrounds.

510605 Psychology 1
Prahran
A subject in the Associate Diploma of Social Science (Welfare Studies).

Objectives and content
Introduces some of the major approaches to psychology, its methods of research and a broad overview of the field.

510606 Introduction to Social and Community Services
Prahran
A subject in the Associate Diploma of Social Science (Welfare Studies).

Objectives and content
Development of skills in this unit will equip the student to approach other modules with confidence and competence, as well as provide the basis for becoming an effective communicator in the social and community services field.

530527 Introduction to Psychology
2 hours per week for 18 weeks • Prahran/Hawthorn
An elective subject in the Certificate of General Education for Adults.

Content
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.

530529 Explore Your Options
2 hours per week for 9 weeks • Prahran
An elective subject in the Certificate of General Education for Adults.

Objectives and content
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.

530536 Media Studies
2 hours per week for 18 weeks • Prahran
An elective subject in the Certificate of General Education for Adults.

Objectives and content
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.
AA347 Design 1, 2 and 3
(Also AA359, AA368)
3 hours per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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
3 hours per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
The aim of this subject is to introduce the creative techniques and drawing skills by a graphic artist to produce work suitable for commercial reproduction.

AA349 Finished Art 1, 2 and 3
(Also AA360, AA369)
3 hours per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Content
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
1 hour per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Content
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 OH&;S legislation and the strategies used to manage OH&;S issues in the workplace.

AA351 Arts Law
1 hour per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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
(Also AA363)
3 hours per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
This subject introduces the basic projection system's geometric drawing practices as well as perspective and creative techniques and their application to manually drawn and computer generated illustrations.

AA353 Typography 1, 2 and 3
(Also AA364, AA370)
3 hours per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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 in-house computer facilities.

AA354 Computer Graphics 1, 2 and 3
(Also AA365, AA371)
3 hours per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
This subject introduces the basic projection system's geometric drawing practices as well as perspective and creative techniques and their application to manually drawn and computer generated illustrations.

AA355 Reprographics and Prepress 1 and 2
(Also AA367)
3 hours per week for one semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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
20 hours per semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

AA357 Client Interaction
20 hours per semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

AA358 Personal Organisation Skills
36 hours per semester • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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
Refer to AA347.

AA360  Finished Art 2
Refer to AA349.

AA361  Careers
3 hours per week for one semester  • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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.

AA362  Colour
3 hours per week for one semester  • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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.

AA363  Technical Illustration 2
Refer to AA352.

AA364  Typography 2
Refer to AA353.

AA365  Computer Graphics 2
Refer to AA354.

AA366  Product Illustration 1 and 2
(Also AA372)
3 hours per week for one semester  • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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 and computer media.

AA367  Reprographics and Prepress 2
Refer to AA365.

AA368  Design 3
Refer to AA347.

AA369  Finished Art 3
Refer to AA349.

AA370  Typography 3
Refer to AA353.

AA371  Computer Graphics 3
Refer to AA354.

AA372  Product Illustration 2
Refer to AA366.

AA373  Practical Placement
320 hours in third and fourth semester  • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
Students are given the opportunity to observe and participate in graphic arts projects in a variety of industry locations for a total of eight weeks.

AA374  Visiting Specialists
3 hours in fourth semester  • Prahran
A subject in the Associate Diploma of Arts: Graphic Art.

Objectives and content
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.

AAA631  Scientific Spreadsheet Applications
A 25 hour module  • Hawthorn  • Prerequisites: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
To provide learners with the skills to effectively use a spreadsheet package for common scientific applications.

AAA632  Scientific Database Applications
A 25 hour module  • Hawthorn  • Prerequisites: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
To provide learners with the skills to effectively use a database package for common scientific applications.

AAB100  Fractions and Decimals

AAB101  Ratio, Proportion and Percent

AAB102  Measurement and Mensuration

AAB111  Introduction to Algebra

AAB112  Transportation and Formulae

AAB113  Polynomials

AAB114  Straight line Geometry

AAB115  Indices

AAB116  Functions and Their Graphs

AAB118  Exponents and Logarithms

AAB126  Introduction to Oblique Triangle

AAB128  Introduction to Vectors.
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Electrical Pre-Apprenticeship Program and the Basic Certificate in Engineering.

Content
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.

ABD701 Fire Industry Awareness
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics and the Basic Certificate in Electronics.

Content
Provide the learner with an overview of the fire industry regarding activities, occupational groups, and the relationships between authorities and industry bodies.

ABD702 Fire Characteristics
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide the participant with basic knowledge and skills in relation to the behaviour of fire including the necessary conditions for fire to occur, the combustion process and how to select and use a fire extinguisher.

ABD703 Principles of Buildings: Structure and Materials
A 30 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide the participant with knowledge of the principles of structure, structural elements and systems, and common construction materials.

ABD704 Building Plans
A 10 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide the participant with the knowledge and skills necessary to interpret building plans, particularly in relation to fire safety features and building services.

ABD705 Fire Protection Systems
A 40 hour module • Hawthorn • Prerequisites: ABD702, ABD704
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide the participant with knowledge of fire protection services and systems.

ABD706 Fire Hazards in Buildings
A 40 hour module • Hawthorn • Prerequisites: ABD702, ABD704
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide the participant with the skills and knowledge to recognize fire hazards in buildings of various occupancy type.

ABD707 Hazardous Materials
A 15 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide the participant with the knowledge of hazards, health effects of chemical substances and procedures for safe work practices.

ABD708 Occupational Health and Safety
A 25 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide the participant with an overview of occupational health and safety requirements, including hazards in the workplace.

ABD709 Mathematics A
A 25 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide participants with the knowledge and skills necessary to solve mathematical problems in the workplace. This module is a compilation of the following modules developed by ACTRAC National Vocational Mathematics Curriculum Project:

ABD710 Workplace Project
A 30 hour module • Hawthorn • Prerequisites or Co-requisites: ABD701, ABD702, ABD708, NC5004
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
Provide participants with knowledge of the scope and structure of sectors of the fire industry, and experience in the work situation, in particular the demands of the work environment.
### ABD711 Human Behaviour in Fire Technology
**A 50 hour module • Hawthorn • Prerequisites: nil**
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide the participants with knowledge of human behaviour during fire and emergency situations, including contributory factors.

### ABD712 Building Legislation
**A 50 hour module • Hawthorn • Prerequisites: ABD704**
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide participants with the basic knowledge and skills required to use and interpret the Building Code of Australia, the Building Acts and relevant state building legislation.

### ABD713 Mathematics B
**A 30 hour module • Hawthorn • Prerequisites: ABD709**
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide participants with the knowledge and skills necessary to solve mathematical problems in the workplace. This module is a compilation of the following modules developed by ACTRAC National Vocational Mathematics Curriculum Project:

### ABD714 Chemistry
**A 50 hour module • Hawthorn • Prerequisites: ABD713**
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide participants with knowledge and skills of the language, techniques and principles of chemistry.

### ABD715 Kinematics and Dynamics
**A 50 hour module • Hawthorn • Prerequisites: ABD713**
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide participants with an overview of mechanics including kinetics, dynamics, rotation, and statics, in both a theoretical and practical way.

### ABD716 Thermodynamics, Fluids and Electrical Applications
**A 50 hour module • Hawthorn • Prerequisites: ABD715**
A subject in the Diploma of Fire Technology and an elective in the Certificate IV in Fire Technology.

**Content**
Provide participants with the knowledge of physical laws which describe the behaviour of fluids, the thermal properties and heat transfer capability of materials along with the principles of electromagnetism which underpin the operation of electric equipment used in fire protection systems.

### ABD717 Statistics and Probability
**A 40 hour module • Hawthorn • Prerequisites: ABD713**
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the knowledge and skills necessary to solve mathematical problems in the workplace. This module is a compilation of the following modules developed by ACTRAC National Vocational Mathematics Curriculum Project:

### ABD718 Reaction Chemistry
**A 30 hour module • Hawthorn • Prerequisites: ABD714**
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with knowledge and skills in organic chemistry, redox reactions and electrochemistry.

### ABD719 Principles of Combustion
**A 40 hour module • Hawthorn • Prerequisites: ABD702, ABD714**
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the knowledge of the principles of combustion, including the necessary conditions for combustion, factors affecting combustion and processes which occur during combustion.

### ABD720 Fire Behaviour
**A 30 hour module • Hawthorn • Prerequisites: ABD719**
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with an overview of the behaviour of fire in enclosures including severity, generation and movement of smoke and products of incomplete combustion.

### ABD721 Structures at Elevated Temperatures
**A 30 hour module • Hawthorn • Prerequisites: ABD702, ABD719**
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the skills and knowledge to analyse and predict behaviour of structural elements in fire conditions.

### ABD722 Material Performance
**A 40 hour module • Hawthorn • Prerequisites: ABD719**
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the knowledge of materials in fire, their contribution to fire growth or resistance to combustion and fire spread.
ABD723 Smoke Control
A 40 hour module • Hawthorn • Prerequisites: ABD705, ABD706, ABD712, ABD720
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to outline the design requirements for smoke control systems.

ABD724 Fire Protection Systems - Applications and Performance
A 40 hour module • Hawthorn • Prerequisites: ABD711, ABD717, ABD715, ABD721, ABD722, ABD723
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to apply performance analysis to fire protection systems with regard to defined fire protection goals.

ABD725 Fire Risk Management
A 40 hour module • Hawthorn • Prerequisites: ABD711, ABD717, ABD715, ABD721, ABD722, ABD723
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to apply performance analysis to fire protection systems with regard to defined fire protection goals.

ABD731 Suppression Systems Design
A 80 hour module • Hawthorn • Prerequisites: ABD724
A subject in the Diploma of Fire Technology.

Content
Provide participants with a detailed knowledge of various suppression systems and skills to select, cost and design, a suppression system which is appropriate to a given task.

ABD732 Detection and Early Warning System Design
A 50 hour module • Hawthorn • Prerequisites: ABD724
A subject in the Diploma of Fire Technology.

Content
Provide participants with a detailed knowledge of various detection and early warning systems and the ability to select, cost and design a suppression system which is appropriate to a given task.

ABD733 Passive Fire Protection Systems
A 50 hour module • Hawthorn • Prerequisites: ABD724
A subject in the Diploma of Fire Technology.

Content
Provide participants with:
(a) the knowledge of available generic passive fire protection systems and common proprietary systems and
(b) the skills necessary to interpret test reports, assessments/opinions and submissions based on design codes which will satisfy provisions in the Building Code of Australia.

ABD734 Storage and Handling of Dangerous Goods
A 20 hour module • Hawthorn • Prerequisites: ABD707
A subject in the Diploma of Fire Technology.

Content
Provide participants with the knowledge and skills to investigate the legal and safety requirements for the storage and handling of dangerous goods.

ABD735 Fire Hazard Identification and Assessment
A 50 hour module • Hawthorn • Prerequisites: ABD725
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to identify and assess fire hazards in a work environment including the use of computer models.

ABD736 Fire Emergency Planning
A 30 hour module • Hawthorn • Prerequisites: ABD735
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to prepare fire emergency plans and conduct emergency procedures.

ABD737 Occupational Health and Safety Management
A 40 hour module • Hawthorn • Prerequisites: ABD708
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to develop and manage an effective workplace health and safety program.

ABD738 Environmental Management
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to develop and effectively manage the environmental health program of an enterprise.

ABD739 Principles of Fire and Explosion Investigation
A 40 hour module • Hawthorn • Prerequisites: ABD711, ABD717, ABD716, ABD721, ABD722, ABD723
A subject in the Diploma of Fire Technology.

Content
Provide participants with the skills and knowledge to recognise the signs of fire ignition and its development and spread in a fire and explosion investigation.

ABD740 Fire and Explosion Investigation 1
A 30 hour module • Hawthorn • Prerequisites: ABD739
A subject in the Diploma of Fire Technology.

Content
Provide participants with the practical skills to undertake fire and explosion investigation.
ABD741 Fire and Explosion Investigation 2
A 60 hour module • Hawthorn • Prerequisites: ABD740
A subject in the Diploma of Fire Technology.

**Content**
Provide participants with the practical skills to undertake fire and explosion investigation.

AC101 Infant and Child Development
AC102
**Hawthorn, Prahran**
A subject in the Certificate in Child Care (Assistant) (General and Bilingual streams).

**Objectives and content**
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.

AC111 Communication and Life Skills
AC112
**Hawthorn, Prahran**
A subject in the Certificate in Child Care (Assistant) (General and Bilingual streams).

**Objectives and content**
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.

AC153 Caregiving Principles and Practices
AC154
**Hawthorn, Prahran**
A subject in the Certificate in Child Care (Assistant) (General and Bilingual streams).

**Objectives and content**
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.

AC171 Children's Experiences
AC172
**Hawthorn, Prahran**
A subject in the Certificate in Child Care (Assistant) (General and Bilingual streams).

**Objectives and content**
This subject deals with providing an enjoyable environment for children which helps to develop their learning and self esteem through play experiences.

AC185 Practical Work With Children
**Hawthorn, Prahran**
A subject in the Certificate in Child Care (Assistant) (General and Bilingual streams).

**Objectives and content**
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.

AC284 First Aid
24 hours • Carlton
A subject in the Advanced Certificate in Koori Child Care.

**Objectives and content**
This field of study is designed to provide students with skills which will enable quick and appropriate responses to accidents and emergencies.

AC502 Communication 1
(Also AC516)
**90 hours • Prahran**
A subject in the Advanced Certificate in Residential and Community Services.

**Content**
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
(Also AC517)
**60 hours • Prahran**
A subject in the Advanced Certificate in Residential and Community Services.

**Content**
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
(Also AC578)
60 hours • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
(Also AC527)
60 hours • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
30 hours • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
(Also AC535)
60 hours • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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.

AC510 Stream Studies in Youth/Child Care
(Also AC528)
60 hours • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
30 hours • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
(Also AC529)
72 hours • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
(Also AC530)
Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
Refer to AC502.

AC517 Human Development
Refer to AC504.

AC518 Individualised Service Delivery
Refer to AC505.
AC526  Severe Physical Disability
30 hours  • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
Refer to AC506.

AC528  Stream Studies in Youth/Child Care
Refer to AC510.

AC529  Facility Visits 2
Refer to AC513.

AC530  Field Education — Block Placement 2
Refer to AC514.

AC531  Health and Safety
60 hours  • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
30 hours  • Prahran
A subject in the Advanced Certificate in Residential and Community Services.

Content
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
Refer to AC509.

AC601  Early Childhood Development
AC602  70 hours  • Carlton
A subject in the Advanced Certificate in Koori Child Care.

Objectives and content
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
20 hours  • Carlton
A subject in the Advanced Certificate in Koori Child Care.

Objectives and content
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 discipline.

AC610  Communication Skills
68 hours  • Carlton
A subject in the Advanced Certificate in Koori Child Care.

Objectives and content
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
48 hours  • Carlton
A subject in the Advanced Certificate in Koori Child Care.

Objectives and content
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.

AC671  Children’s Experiences and Program
AC672  Planning
102 hours  • Carlton
A subject in the Advanced Certificate in Koori Child Care.

Objectives and content
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
34 hours  • Carlton
A subject in the Advanced Certificate in Koori Child Care.

Objectives and content
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)  
12 hours University, 350 hours placement  
• Carlton  
A subject in the Advanced Certificate in Koori Child Care.  

**Objectives and content**  
The placements in child care settings enable students to practise the vocational skills they have obtained from the University component of the course in a work setting.

**AC686**  Supervised Field Placement (Koori Organisation)  
48 hours  
• Carlton  
A subject in the Advanced Certificate in Koori Child Care.  

**Objectives and content**  
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  
12 hours  
• Prahran  
A subject in the Certificate in Child Care (Homebased).  

**Objectives and content**  
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.

**AC712**  Professional Development  
12 hours  
• Prahran  
A subject in the Certificate in Child Care (Homebased).  

**Content**  
This subject is considered an integral component for homebased care workers in providing a child care service. It examines the historical aspect of homebased child care and provides the skills and resources to deliver a professional quality service to the community which reinforces the status of family day care workers as professional providers of a children's service.

**AC713**  Children's Growth and Development  
20 hours  
• Prahran  
A subject in the Certificate in Child Care (Homebased).  

**Objectives and content**  
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 homebased care.

**AC714**  Daily Care and Routines  
22 hours  
• Prahran  
A subject in the Certificate in Child Care (Homebased).  

**Objectives and content**  
This subject will provide the skills in basic caregiving in the areas of home safety, hygiene, occupational health for the care and nurturing of children taking into account the cultural diversity of the children in care.

**AC715**  Play and Learning  
22 hours  
• Prahran  
A subject in the Certificate in Child Care (Homebased).  

**Objectives and content**  
This subject will provide the skills and knowledge required to provide an enjoyable environment for children which facilitates learning and development. It is also designed to help the carer provide an environment which reinforces children's pride in their own ethnicity and enhances their self-esteem.

**AC716**  Families in Australia  
10 hours  
• Prahran  
A subject in the Certificate in Child Care (Homebased).  

**Content**  
This subject looks at the different cultures, environments and ideas of caring for children in their communities.

**AC717**  Practical Placement  
100 hours  
• Prahran  
A subject in the Certificate in Child Care (Homebased).  

**Objectives and content**  
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 playgroup.

**AC718**  Developing Skills in the Workplace  
12 hours  
• Carlton  
A subject in the Certificate in Child Care (Koori Homebased and Homebased Foster Care).  

**Objectives and content**  
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.
AC719 Professional Development
12 hours  •  Carlton
A subject in the Certificate in Child Care (Koori Homebased and Homebased Foster Care).

Objectives and content
This subject is considered an integral component for homebased care workers in providing a child care service. It examines the historical aspect of homebased child care and provides the skills and resources to deliver a professional quality service to the community which reinforces the status of family day care workers as professional providers of a children's service.

AC720 Growth and Development
22 hours  •  Carlton
A subject in the Certificate in Child Care (Koori Homebased and Homebased Foster Care).

Objectives and content
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.

AC721 Daily Care and Routines
22 hours  •  Carlton
A subject in the Certificate in Child Care (Koori Homebased and Homebased Foster Care).

Objectives and content
This subject will provide the skills in basic caregiving in the areas of home safety, hygiene, occupational health for the care and nurturing of children taking into account the cultural diversity of the children in care.

AC722 Play and Learning
22 hours  •  Carlton
A subject in the Certificate in Child Care (Koori Homebased and Homebased Foster Care).

Objectives and content
This subject will provide the skills and knowledge required to provide an enjoyable environment for children which facilitates learning and development. It is also designed to help the carer provide an environment which reinforces children's pride in their own ethnicity and enhances their self-esteem.

AC723 Families in the Koori Community
10 hours  •  Carlton
A subject in the Certificate in Child Care (Koori Homebased and Homebased Foster Care).

Objectives and content
This subject looks at the different cultures, environments and ideas of caring for Koori children in their communities.

AC724 Practical Placement
100 hours  •  Carlton
A subject in the Certificate in Child Care (Koori Homebased and Homebased Foster Care).

Objectives and content
Practical work with children is an essential component of the course. It gives the students the opportunity to relate theoretical knowledge to their work with children, families and coordinating staff. Approximately one two-hour visit by University staff is required to assess each student. The one visit per student is a minimum course requirement. If further visits are required this can be done in consultation with students and coordinating staff. The visit can be either in the caregivers home or at the family day care play group.

AC818 Communication Skills
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care.

Objectives and content
Students will study National Communication Skills modules, specifically Workplace Communication (NCS001) and Negotiation Skills (NCS009).

AC819 Policy
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care.

Objectives and content
Students will develop an understanding of policy making processes, and how to relate policy to practice.

AC820 Health and Safety
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care.

Objectives and content
Students will learn about stress management, principles of hygiene, safety in the home and workplace, and First Aid Level 1.

AC821 Client Population
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care.

Objectives and content
Students will learn about human development, through the stages of infancy, adolescence, adulthood and old age. The module also includes studies of disabilities, issues and conditions specific to target groups, and clients' rights to independence and dignity.

AC822 Work Environment
Hawthorn, Prahran
A subject in the Certificate in Home and Community Care.

Objectives and content
Students will develop an understanding of the role of a Home and Community Care worker, related industrial issues, and referral processes.
AC823  Field Work Tutorial  
_Hawthorn, Prahran_
A subject in the Certificate in Home and Community Care.

**Objectives and content**
This module examines expectations, responsibilities, and preparation for on-job training.

AC824  Home Care and Personal Assistance  
_Hawthorn, Prahran_
A subject in the Certificate in Home and Community Care.

**Objectives and content**
Students will learn about environmental maintenance, meal preparation, personal care, activities for daily living, and respite care.

AC825  Introduction to Family Support Work  
50 hours  *Prahran*
A subject in the Certificate in Family Support Work.

**Content**
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.

AC826  Workplace Communication  
30 hours  *Prahran*
A subject in the Certificate in Family Support Work.

**Content**
This subject deals with the writing, reading and recording skills needed to undertake the course successfully, as well as provide literacy skills required in family support work.

AC827  Communication and Group Dynamics  
34 hours  *Prahran*
A subject in the Certificate in Family Support Work.

**Objectives and content**
This subject aims to develop communication and group processes that facilitate working with family and community groups.

AC828  Family Health and Safety  
60 hours  *Prahran*
A subject in the Certificate in Family Support Work.

**Content**
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  
34 hours  *Prahran*
A subject in the Certificate in Family Support Work.

**Content**
This subject looks at child to adult development as well as examining optimal family functioning.

AC830  Elective  
_Prahran_
A subject in the Certificate in Family Support Work.

**Content**
This elective offers students specialised study in issues impacting on families.

AC831  Theory and Practice of Family Support Work  
60 hours  *Prahran*
A subject in the Certificate in Family Support Work.

**Content**
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  
70 hours  *Prahran*
A subject in the Certificate in Family Support Work.

**Content**
Students will be required to satisfactorily complete ten days of 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  
**ALC02**
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

**Content**
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.
**AP501 Ideas, Language and Culture 1**  
(Also AP601)  
*Prahran*  
4 hours per week for 34 weeks  
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.  

**Content**  
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 twentieth century which are specifically related to the movements of expressionism and surrealism.

**AP502 Visual Art Studies 1**  
(Also AP602)  
4 hours per week for 34 weeks  
*Prahran*  
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.  

**Content**  
This subject aims to develop a broad appreciation of the visual arts and an understanding of their historical development, with special emphasis on twentieth 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**  
(Also AP603)  
*Prahran*  
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.  

**Objectives and content**  
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**  
(Also AP604)  
5 hours per week for 34 weeks  
*Prahran*  
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.  

**Objectives and content**  
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**  
(Also AP605)  
3 hours per week for 34 weeks  
*Prahran*  
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.  

**Content**  
Basic design concepts are introduced through the disciplines of photography, film and video, drawing and sculpture.

**AP509 Sculpture 1**  
(Also AP609)  
3 hours per week for 34 weeks  
*Prahran*  
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.  

**Content**  
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.

**AP511 Photography 1**  
(Also AP611)  
3 hours per week for 34 weeks  
*Prahran*  
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.  

**Content**  
The basic principles of black and white photography are presented in the context of contemporary gallery practice and theory. Areas covered include: camera operation, exposure, lighting, chemistry, printing techniques, mounting and display.
AP512  Film and Video Production 1  
(Also AP612)  
*3 hours per week for 34 weeks*  • *Pruhran*  
A subject in the Advanced Certificate in *Art* and Design (*Film* and Video Production). Please note: the Advanced Certificate in *Art* and Design (*Film* and Video) is in its final year in 1996.  

**Content**  
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, pre-production procedures, camera operation, lighting techniques, sound recording and editing, VHS and Super 8.

AP513  Painting 1  
(Also AP613)  
*3 hours per week for 34 weeks*  • *Pruhran*  
A subject in the Advanced Certificate in *Art* and Design (*Film* and Video Production). Please note: the Advanced Certificate in *Art* and Design (*Film* and Video) is in its final year in 1996.  

**Content**  
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  
(Also AP614)  
*3 hours per week for 34 weeks*  • *Pruhran*  
A subject in the Advanced Certificate in *Art* and Design (*Film* and Video Production). Please note: the Advanced Certificate in *Art* and Design (*Film* and Video) is in its final year in 1996.  

AP515  Art Business Practices 1  
(Also AP615)  
*3 hours per week for 34 weeks*  • *Pruhran*  
A subject in the Advanced Certificate in *Art* and Design (*Film* and Video Production). Please note: the Advanced Certificate in *Art* and Design (*Film* and Video) is in its final year in 1996.  

AP516  Drawing 3  
(Also AP616)  
*3 hours per week for 34 weeks*  • *Pruhran*  
A subject in the Advanced Certificate in *Art* and Design (*Film* and Video Production). Please note: the Advanced Certificate in *Art* and Design (*Film* and Video) is in its final year in 1996.
AP616 Drawing 4
Refer to AP516.

AP617 Work Practice 2
Refer to AP517.

AP621 Film and Video Production
Refer to AP521.

AP631 Photography
3 hours per week for 34 weeks • Prahran • Prerequisites: no previous knowledge in photography is required
A subject in the Advanced Certificate in Art and Design (Film and Video Production). Please note: the Advanced Certificate in Art and Design (Film and Video) is in its final year in 1996.

Content
35mm black and white techniques are presented in the contexts of film and video production, painting and sculpture.

Areas covered include: exposure, film processing, printing, concept development, photofinishing and lighting.

AP701 Context and Culture 1
5 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
Context and Culture is designed to introduce students to various art forms within a cultural context. Emphasis will be placed on social environment and the identification of one's own social milieu. Through the study of sociological subject 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
2 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
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 General Drawing 1
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
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
2 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
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)
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
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
5 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
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
2 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
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 General Drawing 2
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
To extend on the practical knowledge gained in General Drawing 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
2 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

Objectives and content
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.
**Subject Details**

**AP710  Support Studies 2**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
This module enables students to extend on their experience in other modules of the course by providing them with a range of elective options which relate to their pursuit of enquiry.

**AP711  Painting 1**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
To expand on the knowledge and skills gained in Printmaking 1 and to allow for broader exploration into printmaking disciplines.

**AP717  Sculpture 2**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
1 hour per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
3 hours per week for 16 weeks • Prahran
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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  
*1 hour per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
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  
*1 hour per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
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 (Major)  
*9 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
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.

AP730  Sculpture 3 (Major)  
*9 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
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 philosophy that will enable the student to produce sculpture that invites spectator/audience attention and interest.

AP732  Painting 3 (Minor)  
*6 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
The content of this subject will be the same as for the major but outcomes reflect the hours undertaken in terms of output and levels of the investigative process.

AP733  Printmaking 3 (Minor)  
*6 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
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.

AP734  Sculpture 3 (Minor)  
*6 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
The content of this subject will be the same as for the major but outcomes reflect the hours undertaken in terms of output and levels of the investigative process.

AP735  Photography 3 (Minor)  
*6 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
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.

AP736  Context and Culture 4  
*3 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
This subject is designed for students to apply the research and knowledge gained about social and artistic philosophies, to their art works. Through a research presentation, students will place their own work within an environmental and historical context. A Visiting Artist Program will continue to expose students to other art forms. This program highlights the interrelationship of all modules of the course.

AP737  Occupational Health and Safety  
*1 hour per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
The purpose of this module is to provide visual arts workers with the knowledge and skills required to identify, assess and control chemical, physical, psychological and biological hazards in the art workers environment.

AP738  Drawing 4  
*3 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
To enable students to utilise and interpret information, technique and theoretical approach in the production of a series of works which reflect and reinforce the major area of study.

AP739  Art Business Practice 3  
*2 hours per week for 16 weeks • Prahran*  
A subject in the Associate Diploma of Arts: Visual Arts.  
**Objectives and content**  
This subject aims to identify the broad range of visual arts industry marketing strategies. Students will monitor changes and development in their own work and apply this information to their knowledge of the market. Students identify target consumers and evaluate comparative value of own art works.
**AP740 Painting 4 (Major)**
*9 hours per week for 16 weeks • Prahran*
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
This subject aims to enable students to initiate, plan and execute paintings which are a vehicle for personal expression and demonstrate knowledge of painting as a fine art discipline that meets industry standards.

**AP742 Sculpture 4 (Major)**
*9 hours per week for 16 weeks • Prahran*
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
The focus of Sculpture 4 is to emphasise and reinforce the concept that the successful production of sculpture is linked to research and selection of materials and techniques required to process them.

**AP744 Painting 4 (Minor)**
*6 hours per week for 16 weeks • Prahran*
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
The content of this subject will be the same as for the major but outcomes reflect the hours undertaken in terms of output and levels of the investigative process.

**AP745 Printmaking 4 (Minor)**
*6 hours per week for 16 weeks • Prahran*
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
The subject aims to provide students with the environment and cultural awareness in order to promote the confident production of a major series of prints.

**AP746 Sculpture 4 (Minor)**
*6 hours per week for 16 weeks • Prahran*
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
The content of this subject will be the same as for the major but outcomes reflect the hours undertaken in terms of output and levels of the investigative process.

**AP747 Photography 4 (Minor)**
*6 hours per week for 16 weeks • Prahran*
A subject in the Associate Diploma of Arts: Visual Arts.

**Objectives and content**
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**
*6 hours per week for 16 weeks • Prahran*
A subject in the Associate Diploma of Arts: Design.

**Objectives and content**
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.

**AP761 Graphic Design 2**
*Prahran*
A subject in the Associate Diploma of Arts: Design.

**Objectives and content**
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, tag, point of sale, etc.) layout, typography, symbols and signs.

**AP762 History and Theory of Art and Design 3**
*Prahran*
A subject in the Associate Diploma of Arts: Design.

**Objectives and content**
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**
*Prahran*
A subject in the Associate Diploma of Arts: Design.

**Objectives and content**
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**
*Prahran*
A subject in the Associate Diploma of Arts: Design.

**Objectives and content**
Further develops skills in art direction; examines alternative photographic processes; relates photography to publications.

**AP766 3D Graphics 1**
*Prahran*
A subject in the Associate Diploma of Arts: Design.

**Objectives and content**
Applies three dimensional design principles to the development and production of graphic design solutions; emphasises pure design in the production of graphic objects.
AP768  Electronic Design 1
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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.

AP770  Drawing for Illustration 1
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Introduces the basic principles and practices of illustration; emphasises a creative approach to develop illustration solutions.

AP772  Type, Design and Layout 3
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Applies principles of typography, design and layout to develop typographic design solutions; develops an original typeface design in relation to a given brief.

AP775  Graphic Design 3
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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.

AP782  Electronic Design 2
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Undertake illustration projects utilising analytical, conceptual and technical skills and knowledge.

AP786  Supplementary Studies
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Provides an opportunity for supplementary studies to be included in the course structure appropriate to local conditions and perceived local student and industry needs.

AP801  Design Process 1
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Introduces the basic principles of graphic and product design.

AP802  2D Studies 1
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
An explanation of the visual language, media and materials of the design process.

AP803  3D Studies 1
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Provides a design approach to the development and use of type form; develops sensitivity to letter form and spatial balance through appropriate drafting 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).

AP810 Photography 1
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Provides a practical introduction to the preparation and printing of design work using screenprinting; familiarises design students with printing materials and methods.

AP901 Introduction to Graphic Design 1
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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.

AP903 2D Studies 2
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Expands and applies the elements and principles of the visual language to generate ideas and solve 2D visual problems.

AP904 3D Studies 2
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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 student's design practice.

AP906 Introduction to Critical Studies 1
Prabran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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  Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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  Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Develops drawing as a method of communication and visual research.

AP909  Typography 2  Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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; develops 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.

AP911  Photography 2  Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
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; develops 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.

AP912  Printmaking 2  Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Introduces intaglio printmaking and printmaking methods to assist in design and image development.

AP913  Design for Print 2  Prahran
A subject in the Associate Diploma of Arts: Design.

Objectives and content
Relates design to print through photo-mechanicalprint processes; introduces the process camera; learn to interpret and translate a design to print using screenprinting processes.

AS421  Special Needs
30 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
45 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
(Also AS467)
60 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
(Also AS468)
60 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
(Also AS482)
30 hours • Prabran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
(Also AS607)
50 hours • Prabran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
Refer to AS435.

AS468  Family and Society
Refer to AS436.

AS469  Daily Care, Health and Safety 1 and 2
AS470  (Also AS483, AS614, AS615)
125 hours • Prabran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
Provides students with the knowledge and skills required to provide a safe, healthy 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.

AS471  Human Biology
30 hours • Prabran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
Examines the structure and function of the body and the way in which this relates to appropriate caregiving practices for children. The module covers changes in the human body from birth to maturity, biological development, and caregiving practices which optimise such development. It also provides information regarding a range of common childhood conditions and disorders.

AS472  Nutrition
30 hours • Prabran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
This module promotes the development of positive nutrition practices for infants and children from birth to six years, while enhancing the student’s own nutrition practices. The module covers dietary guidelines and enables students to design and prepare menus which meet these guidelines whilst responding to children’s culture, individual needs and eating styles.

AS473  Children’s Experiences
AS474
60 hours • Prabran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
Equips students with the required knowledge and skills to select, plan, organise and implement indoor and outdoor developmentally appropriate experiences. Aspects covered include creative, sensory, gross motor, science and maths experiences. Emphasis is placed on ensuring the experiences are gender inclusive, anti-bias, accessible to children with additional needs, and that they extend children as active communicators, thinkers, creators and explorers.

AS475  Language and Literature
30 hours • Prabran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
This module enables students to provide a wide variety of appropriate literature and creative language experiences to children under six years. Emphasis is placed on selecting and using high quality picture books, stories and poems, and ones which provide a balanced view of the male and female roles, of a wide range of cultural and socio-economic groups, and which provide positive portrayals of children of varied abilities and needs.
AS476  Music and Movement
30 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
Enables students to provide a wide variety of developmentally appropriate musical experiences for children. The module helps students develop confidence and skills in conducting singing experiences and movement experiences, as well as a range of instrumental and listening experiences.

AS477  Program Planning 1
(Also AS600, AS604)
80 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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 environments, and implementing and evaluating programs.

AS478  Supervised Fieldwork Management 1A
AS479  And 1B
(Also AS522, AS603)
80 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
Prepares and supports students in supervised fieldwork placement. It enables students to identify their progress, and to develop strategies for improving their knowledge and skills in fieldwork. The module integrates University inputs with fieldwork practice and provides learners with an understanding of their professional role and of the role within the community of the agencies in which they are undertaking placements.

AS480  Supervised Fieldwork Placement
AS481  (Also AS520, AS521, AS601, AS620, AS605, AS606)
735 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
Supervised fieldwork placement is a major and central component of the course. Students undertake supervised fieldwork in child care centres and a range of other services including kindergartens and settings working with newborn babies. Students undertake structure and supervised practical experience, during which they implement and directly practise skills and knowledge gained from theory classes.

AS482  Behaviour and Guidance 2
Refer to AS463.

AS483  Daily Care, Health and Safety 3
Refer to AS469.

AS520  Supervised Fieldwork Placement 1A
AS521  And 1B
Refer to AS480.

AS522  Supervised Fieldwork Management 2B
Refer to AS478.

AS526  Neonatal Care
30 hours • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
(Also AS529, AS530)
125 hours per week • Prahran
A subject in the Associate Diploma of Social Science (Child Care).

Objectives and content
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
AS530
Refer to AS528.

AS600  Program Planning 2
Refer to AS477.

AS601  Supervised Field Placement 2A
AS602
Refer to AS480.

AS603  Supervised Fieldwork Management 2A
Refer to AS478.

AS604  Program Planning 3
Refer to AS477.

AS605  Supervised Fieldwork Placement 2B
AS606
Refer to AS480.
AS607  Child Study 2
Refer to AS464.

AS614  Daily Care, Health and Safety 4 and 5
AS615  Refer to AS469.

AS690  Group Dynamics
30 hours per week  •  Prahran
A subject in the Certificate in Parent Education Leadership Training.

  Content
Provides an understanding of the process of communication in order that effective interpersonal communication is enhanced.

AS692  Family Structures
30 hours per week  •  Prahran
A subject in the Certificate in Parent Education Leadership Training.

  Content
Characteristics of healthy parenting, family systems and structures including cultural implications. Characteristics of child and adolescent development.

AS693  Parenting Education Programs
30 hours per week  •  Prahran
A subject in the Certificate in Parent Education Leadership Training.

  Content
Strategies to determine individual community and society needs and planning for appropriate responsive activities to meet those needs.

CA781  Financial Institutions and Markets (1992)
Total hours 51  •  Prahran  •  Prerequisites: TS436 Applied Business Economics 1, TS437 Applied Business Economics 2
A subject in the Associate Diploma in Banking and Finance.

  Content
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
Total hours 54  •  Prahran  •  Prerequisites: TS247 Business Law 1, CA986 Company Law
A subject in the Associate Diploma in Banking and Finance.

  Content
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
Total hours 51  •  Prahran  •  Prerequisites: TS304 Partnership and Introductory Company Accounting, TS305 Financial Management, TS247 Business Law 1
A subject in the Associate Diploma in Banking and Finance.

  Content
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
Total hours 50  •  Prahran  •  Prerequisites: TS247 Business Law 1 or Legal Method (Off-Campus)
A subject in the Associate Diploma in Banking and Finance.

  Content
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.

CBE1  Electrical Fundamentals
5 hours per week  •  Hawthorn  •  Prerequisites: Nil
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics, and the Basic Certificate in Electronics and the Graduate Certificate in Science and Technology.

  Content
Conductors, insulators, serial and parallel circuits inductance, capacitance, AC circuits, reactance impedance, resonance.
CBE1.1  D.C. Fundamentals
4 hours per week • Hawthorn
A subject in the Basic Certificate of Electronics and the New Opportunities for Women course.

Content
Basic electrical quantities, electrical circuits, measurement of resistance, voltage and current, work energy and power, fuses and circuit breaker, resistor colour codes, current/voltage divider, electromagnetism, inductance, capacitance, batteries.

CBE-2/-3 Analogue Fundamentals/Analogue Applications
8 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics and the Basic Certificate in Electronics and an elective in the Diploma of Engineering.

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

CBE4  Digital Electronics
5 hours per week • Hawthorn • Prerequisites: Ear 12
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics and the Basic Certificate in Electronics and an elective in the Diploma of Engineering.

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

CBE5.1 Electronic Assembly Techniques
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics, and the Basic Certificate in Electronics.

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

CBE5.2 Wiring and Soldering Techniques
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics and the Basic Certificate in Electronics and an elective in the Diploma of Engineering.

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

CF026 Office and Computer Systems Management
Total hours 34 • Prahran • Prerequisites: prior or concurrent, all other subjects
A subject in the Associate Diploma of Business: Credit Management.

Content
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.

C1202 General Insurance Principles
Total hours 34 • Prahran
A subject in the Certificate and Advanced Certificate in General Insurance.

Content
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.

C1203 Introduction to Insurance Classes
Total hours 34 • Prahran
A subject in the Certificate and Advanced Certificate in General Insurance.

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

C1204 Insurance Law
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

Content
This subject covers insurance contracts, the duty of disclosure, misrepresentation, warranties, indemnity, insurance claims, insurance agency and property.

C1205 Property—Policy Content and Claims
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

Content
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.

C1206 Liability—Policy Content and Claims
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

Content
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.
Cl207  Property — Risk Assessment and Underwriting
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

Content
This subject explains the basic concept of risk assessment, the concepts of fire technology, fire protection and the principles of property underwriting.

Cl208  Liability — Risk Assessment and Underwriting
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

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

Cl209  Insurance Broking and Risk Management
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

Content
This subject explains the function and role of an insurance broker, the law regulating the insurance broker.

Cl210  Insurance Operations
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

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

Cl211  Insurance Sales and Customer Service
Total hours 34 • Prahran
A subject in the Advanced Certificate in General Insurance.

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

CP001  Principles of Cleaner Production
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Cleaner production, global and local perspective, cleaner production and industry.

CP002  Resource Technology
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Review of resource technology, resource management.

CP003  Environmental Regulation
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Introduction to environmental regulation, environmental legislation requirements.

CP004  Environmental Management
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Environmental policy development, environmental management practices.

CPE01  Biological Waste Management
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Microbiological systems in remediation processes, food and organic waste processing for cleaner production, strategies for the minimisation of industrial and toxic wastes.

CPE02  Environmental Auditing
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Introduction to environmental auditing, practices in environmental auditing.

CPE03  Design and Manufacture for Cleaner Production
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Functional analysis in design and manufacture, innovation in design and manufacture, properties of materials.

CPE04  Minor Research Project

CPE05  Environmental Monitoring
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Graduate Certificate in Cleaner Production.

Content
Environmental sampling and data collection, instrumentation and on-site monitoring.

CX120  Credit Management Project
Total hours 72 • Prahran
A subject in the Associate Diploma of Business: Credit Management.

Content
The subject requires students to conduct a group research project relating to an area of credit management.
CX121 Introduction to Credit Law 1
Total hours 34 • Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.

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

CX122 Introduction to Credit Law 2
Total hours 34 • Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.

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

CX123 Credit Department Management
Total hours 34 • Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.

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

CX124 Credit Control Practices and Procedures
Total hours 34 • Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.

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

CX125 Consumer Credit Finance
Total hours 34 • Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.

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

CX126 Commercial Credit Finance
Total hours 34 • Prahran
A subject in the Associate Diploma of Business (Credit Management).

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

CX127 Commercial Credit Assessment
Total hours x34 • Prahran
A subject in the Advanced Certificate in Credit Procedures and Practices and the Associate Diploma of Business: Credit Management.

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

CY090 Principles of Records Management
Total hours 34 • Prahran • Prerequisite: nil
A subject in the Certificate in Records Management.

Content
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.

CY091 Disposal and Archives
Total hours 34 • Prahran • Prerequisite: CY090
A subject in the Certificate in Records Management.

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

CY092 Manual Control Systems
Total hours 34 • Prahran • Prerequisite: CY090

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

CY093 Training and Management
Total hours 34 • Prahran • Prerequisite: TH433

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

CY094 Mechanical and Computerised Control Systems
Total hours 34 • Prahran • Prerequisites: CY090, CY092, TS421

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

CY095 Reviewing Records Programs
Total hours 34 • Prahran • Prerequisites: CY090, CY092, TS421, CY094

Content
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.
**EF016 Introduction to Computing**  
*Hawthorn/Prahran*  
A course in the Migrant Access Education Program.  

**Objectives**  
Give students a hands-on introduction to using a computer.  

**Content**  
- Overview of computing software and hardware;  
- Use of computer;  
- Hands on wordprocessing;  
- Touch typing techniques and practice;  
- Ergonomic factors associated with the use of computer workstations.

**EF018 English for Work and Study**  
*Hawthorn/Prahran*  
A course in the Migrant Access Education Program.  

**Objectives**  
To enable students to gain the language and study skills they need to successfully enter work, or work-related training.  

**Content**  
ESL, focus on development of literacy and oracy skills related to immediate community, study and work needs. Australian studies, employment and education guidance.

**EF518 English and Study Skills**  
*Hawthorn*  
A subject in the Certificate in English for Vocational Education and Further Study (Laboratory Technology Stream).  

**Objectives**  
To enable students to become familiar with scientific English and the language skills required to undertake further study and employment in the Australian laboratory technology environment.  

**Content**  
- Scientific English;  
- Language skills required to undertake further study and employment in the Australian laboratory technology environment.

**EPC135 Statistical Quality Control**  
*A 40 hour module • Hawthorn • Prerequisite: nil*  

**Content**  
Statistical process control systems, sampling, control charts.

**EPTM01 Soldering**  
*A 40 hour module • Hawthorn • Prerequisites: nil*  
A subject in the Electrical Pre-Apprenticeship Program and a subject in the Basic Certificate in Engineering.  

**Content**  
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**  
*A 40 hour module • Hawthorn • Prerequisites: nil*  
A subject in the Electrical Pre-Apprenticeship Program.  

**Content**  
Provides students with the knowledge and skills to use drawings associated with the electrical industry.

**EPTM05 Component Testing**  
*A 40 hour module • Hawthorn • Prerequisites: nil*  
A subject in the Basic Certificate of Engineering.  

**Content**  
To develop the knowledge and skills to use analogue 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.

**ITA402 3GL Program Design**  
*Total hours 30 • Prahran*  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate III in Information Technology.  

**Content**  
This module is intended to provide the student with the skills and knowledge to use logic and flow control, and to develop and document algorithms in a way that is appropriate for implementation using a third generation programming language (3GL).

**ITA403/ITA404 Programming Concepts 1 and 2**  
*Total hours 20 • Prahran • Prerequisite: ITA402 3GL Program Design*  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate III in Information Technology.  

**Content**  
These modules provide students with knowledge of the levels of computer languages and translation methods, skills to implement simple algorithms involving the three programming structures and nesting them together, techniques for implementing code in a structured fashion, terminal input/output design and debugging in a 3GL programming language, concept of 'case', one-dimensional arrays, and the development of a professional approach to documentation and testing.

**ITA405/ITA406 Programming Techniques 1 and 2**  
*Total hours 20 • Prahran • Prerequisite: ITA403 and ITA404*  
A subject in the Certificate IV and Diploma in Information Technology: Software Development.  

**Content**  
These modules provide students with the skills to design and code algorithms, and produce modularised programs in a 3GL programming language. Problems will involve user defined data types, procedures and functions, single dimension arrays, basic data validation, sequential text and binary files of simple types, structured record types, two dimensional arrays and transaction/master updates.
**ITA411 Introduction to Database Programming**
*Total hours 20 • Prahran • ITB402 Relational Database Logical Design*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
This module provides the skills needed to develop single-table relational database applications using a database programming language. This would incorporate a satisfactory user interface, password security and the ‘automation’ of standard queries and report generation procedures.

**ITA414/ITA415 4GL Programming 1 and 2**
*Total hours 20 • Prahran*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
These modules will enable students to use a Fourth Generation programming language to develop simple business oriented software applications involving flat and multiple file databases, user-friendly form-based input and output, report generation and integration of code modules in other languages.

**ITA416 Program Testing Techniques**
*Total hours 20 • Prahran*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
This module aims to provide the ability to develop an appropriate set of test data for a program or system, document it, use it effectively and document the results of the testing.

**ITA502 Software Development Tools**
*Total hours 20 • Prahran • Prerequisite: At least one programming module at level 4*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
This module intends to provide students with knowledge of and practice with typical computer based ‘tools’ used by professional programmers during the software development process.

**ITA505 Relational Database Programming**
*Total hours 20 • Prahran • Prerequisite: ITA411 Introduction to Database Programming*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
The purpose of this module is to allow students to develop a multi-table relational database application by using a database programming language.

**ITA519 Object Oriented Program Design**
*Total hours 20 • Prahran*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
This module enables programming students to develop and document a program using an Object-Oriented methodology.

**ITA520 Introduction to Object Oriented Programming**
*Total hours 20 • Prahran • Prerequisite: ITA519 Object Oriented Program Design*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
This module aims to provide skills to develop a software application using an Object-Oriented Programming Language.

**ITA521 Object Oriented Programming in a GUI Environment**
*Total hours 20 • Prahran • Prerequisite: ITA520 Introduction to Object Oriented Programming*
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**
This module aims to provide skills to develop a software application using an Object-Oriented Programming Language in a GUI environment.

**ITB301 The Business Environment**
*Total hours 20 • Prahran*
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Occupational Studies; the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate III in Information Technology.

**Content**
This module will enable a student to examine an organisation and identify its goals, objectives, functions, relationship with the financial system, organisational structure and the effects of technological change on an organisation.

**ITB402 /ITB417 Relational Databases • Logical and Physical Design**
*Total hours 20 • Prahran*

**Content**
The aim of these modules is to develop skills in the methods associated with the specification, analysis and documentation of logical relational databases and the physical implementation of logical designs for single-table and multi-table relational databases.
ITB404  Business Information Processing  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate III in Information Technology; and the Certificate II in Information Technology: Computer Applications.

Content  
This module will enable the student to describe the function of the various business sub-systems, the information flow between them and the function and content of typical business internal and external transaction documents. Students will also be able to state the purpose and scope of Decision Support Systems and Management Information Systems.

ITB406  System Documentation Methods  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

Content  
This module aims to provide students with an ability to use standard graphical and written notational techniques to describe typical business data processing systems.

ITB407  Systems Development Models  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content  
This module provides students with an understanding of the purpose and outcomes of the different phases of the traditional and two other non-traditional models of the systems development process used by systems development professionals, and with the criteria to use in order to choose the most appropriate model for a specific project.

ITB408  Systems Development - Preliminary Investigation and System Analysis  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Software Development and the Certificate IV and Diploma in Information Technology: Computer Applications.

Content  
This module provides students with the opportunity to carry out and document a preliminary investigation of a proposed development project and to carry out a systems analysis of a system/task and document the results.

ITB409  Systems Development - Logical Design and Feasibility Analysis  
Total hours 20 • Prahran • Prerequisite: ITB406, ITB408  
A subject in the Certificate IV and Diploma in Information Technology: Software Development.

Content  
This module provides students with the opportunity to learn and practise the skills and techniques used to develop and document the logical design of a new/modified system, and prepare a feasibility analysis.

ITB410  Systems Development - Physical Design and System Implementation  
Total hours 20 • Prahran • Prerequisite: ITB409, ITB402  
A subject in the Certificate IV and Diploma in Information Technology: Software Development

Content  
This module provides students with the opportunity to develop and document the physical design of a proposed system, and document and carry out an implementation program for the proposed system.

ITB411  Information Gathering Methods  
Total hours 20 • Prahran  

Content  
This module provides students of systems analysis with skills and practice in a number of methods used by systems analysis to gather information from large 'pools' of sources.

ITB412  System Survey Techniques  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content  
This module intends to provide students of systems analysis with skills and practice in a number of methods used by systems analysis to carry out, analyse and document surveys amongst data processing system users and clients.

ITB414  Input / Output Design  
Total hours 20 • Prahran  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content  
This module enables students to learn and practise techniques for establishing and documenting appropriate input and output content and dialogues for data processing applications.
**ITB415  User Needs Analysis**

*Total hours 20 • Prahran*


**Content**

This module will provide the knowledge and skills required to carry out a user needs analysis.

**ITB416  CASE Tools**

*Total hours 20 • Prahran • Prerequisite: ITB406 System Documentation Methods*

A subject in the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

This module provides students with knowledge of software products available to aid in the systems development process, the function of each of these tools, the ability to select an appropriate tool.

**ITC301  Computer System Basics**

*Total hours 20 • Hawthorn/Prahran • Prerequisites: nil*

A subject in the Diploma of Applied Science (Materials Engineering); the Certificate IV in Materials Science; the Certificate III in Information Technology; the Certificate II in Information Technology: Occupational Studies; and the Certificate II in Information Technology: Computer Applications.

**Content**

The aim of this module is to familiarise the student with the terminology used to describe the main components of the 'traditional' single-CPU computer system in its various guises, and with the purpose of each component and its contribution to the functioning of the complete system. The student will also become familiar with simple measures of a computer's speed and capacity. The student will have assembled the components of a typical retail personal computer into an operating system.

**ITC302 /ITC407  Microcomputer Hardware and Fault Finding**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

These modules provide students with skills to assemble a microcomputer from components. This will include the ability to select and install appropriate components, perform a range of hardware upgrades, and identify and rectify faults in microcomputer hardware.

**ITC402  Microcomputer Architecture**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate III in Information Technology.

**Content**

The aim of this module is to use the study of a particular microcomputer architecture to provide the student with transferable skills needed to understand the architecture of a typical single-CPU computer system with particular emphasis on the internal structure of the CPU, the nature of its operational cycle and its control, instruction and data connections with other digital devices.

**ITD501  Help-Desk Procedures**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

This module enables students to effectively carry out tasks and provide customer service in a 'help-desk' situation.

**ITD505  Quality Assurance in Information Technology**

*Total hours 20 • Prahran • Prerequisite: ITB301 The Business Environment*


**Content**

This module provides students with the knowledge required to describe quality assurance principles and techniques used in information technology business organisations and apply techniques as appropriate in the workplace.

**ITD506  Project Management Techniques**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

This module enables students to effectively use standard project management techniques to monitor and document their own or a group's project development work.

**ITD508 /ITD509  Operations - DP Administration 1 and 2**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

These modules provide students with skills and knowledge required to carry out routine administrative tasks relating to the maintenance and operation of mini and mainframe computer systems, as well as rostering and supervising of staff in a mainframe environment.
**ITD510**  PC Management Procedures  
*Total hours 20 • Prahran • Prerequisite: ITH404 PC Support*  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  

**Content**  
This module enables students to use appropriate procedures and methods to monitor and co-ordinate the use and maintenance of one or more personal computer systems by a group of workers.

**ITD511**  Software and Data Security  
*Total hours 20 • Prahran*  

**Content**  
This module enables students to recommend and carry out appropriate procedures and techniques to maintain the integrity and security of software and data whilst it is stored in computer memory or while it is being transmitted across a data communications network.

**ITE401**  Introduction to Sales and Marketing  
*Total hours 20 • Prahran*  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV and the Diploma in Information Technology: Technical and User Support; and the Certificate IV in Information Technology: Software Applications.  

**Content**  
This module intends to introduce the student to the commercial function of sales and marketing and to identify and use successful sales and marketing strategies within the commercial environment.

**ITE402**  Hardware / Software Selection and Purchasing  
*Total hours 20 • Prahran • Prerequisite: ITC302 Microcomputer Hardware*  
A subject in the Certificate IV and Diploma in Information Technology: Software Development, the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate N in Information Technology: Software Applications.  

**Content**  
This module provides students with the skills needed to research product information and identify hardware and software to meet a user's needs, and then formulate appropriate acquisition procedures to obtain the selected products.

**ITE405**  Computer Marketing  
*Total hours 20 • Prahran • Prerequisite: ITE401 Introduction to Sales and Marketing*  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate IV in Information Technology: Software Applications.  

**Content**  
This module enables students to carry out effective computer marketing tasks by selecting and using appropriate and effective marketing strategies.

**ITF201**  Word Processing Fundamentals  
*Total hours 20 • Prahran*  
A subject in the Certificate II in Information Technology: Occupational Studies.  

**Content**  
This module will provide a student with skills and knowledge in the use of a word processing package to create, save and retrieve one page documents and use basic formatting commands such as bold and underline.

**ITF205**  Database Fundamentals  
*Total hours 20 • Prahran*  
A subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development, the Certificate II in Information Technology: Occupational Studies; the Certificate II in Information Technology: Computer Applications and the Certificate N in Information Technology: Software Applications.  

**Content**  
This module will provide a student with the skills and knowledge in the use of a database package to set up and maintain single table databases.

**ITF207**  Spreadsheet Fundamentals  
*Total hours 20 • Prahran*  
A subject in the Certificate II in Information Technology: Occupational Studies.  

**Content**  
This module will provide a student with the skills and knowledge in the use of a spreadsheet package to produce simple worksheets in the most efficient manner.

**ITF303**  Introduction to Small Business Software Package  
*Total hours 20 • Prahran*  
A subject in the Certificate IV in Information Technology: Software Applications.  

**Content**  
This module aims to provide students with the ability to create and manage basic word processing and spreadsheet and database files using an integrated business software package.
ITF304  Word Processing Operations  
Total hours 20 • Prahran • Prerequisite: ITF201 Word Processing Fundamentals, ITL201 Keyboarding
A subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Computer Applications and the Certificate IV in Information Technology: Software Applications.

Content
This module will provide a student with the skills and knowledge to produce, format and electronically file multiple-page word processed documents.

ITF304  Word Processing Operations
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Produce, format and electronically file multiple-page word processed documents.

ITF305  Spreadsheet Operations  
Total hours 20 • Prahran • Prerequisite: ITF207 Spreadsheet Fundamentals
A subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Computer Applications and the Certificate IV in Information Technology: Software Applications.

Content
This module will provide a student with the skills and knowledge in the use of a spreadsheet package to produce worksheets incorporating mathematical and financial functions and common formulas according to user specifications.

ITF305  Spreadsheet Operations
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Utilise a spreadsheet to create and edit simple worksheets which incorporate statistical, mathematical, financial functions. Create graphs based on the data stored on these worksheets.

ITF306  Business and Presentation Graphics  
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Occupational Studies; the Certificate II in Information Technology: Computer Applications; and the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student to use a commercial graphical presentation package to produce effective and readable graphs of numerical data, and to prepare a series of graphic 'slides' which will support a formal presentation.

ITF309  Introduction to Desktop Publishing  
Total hours 20 • Prahran • Prerequisite: ITF201 Word Processing Fundamentals
A subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Computer Applications and the Certificate IV in Information Technology: Software Applications.

Content
To enable a student to use the features of a desktop publisher to produce professional quality business documents.

ITF401  Introduction to CAD Graphics Systems  
Total hours 20 • Prahran
A subject in the Certificate III in Information Technology.

Content
This module will enable a student to use a commercial Computer Aided Design package to create, store and print typical non-layered drawings using various drawing sizes, drawing layouts and dimensioning techniques.

ITF402  CAD Graphics Systems 2
Total hours 20 • Prahran • Prerequisite: ITF401 Introduction to CAD Graphics Systems
A subject in the Certificate III in Information Technology.

Content
This module will enable a student with basic CAD skills to use a commercial Computer Aided Design package to create, store and print drawings using standard libraries and layering techniques.
ITF405 Advanced Spreadsheet Skills
Total hours 20 • Prahran • Prerequisite: ITF305
Spreadsheet Operations
A subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Computer Applications; and the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student who has basic skills in using a spreadsheet package to design and create effective spreadsheet applications incorporating security, automation via macros and the import and export of data to and from other applications.

ITF408 Word Processing - Complex Operations
Total hours 20 • Prahran • Prerequisite: ITF304
Wordprocessing Operations
A subject in the Certificate III in Information Technology; the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development; the Certificate II in Information Technology: Computer Applications and the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student to create, modify and manage mail merge documents, documents incorporating indexes, tables of contents and to import data from other applications. A student will also be able to create and use styles, templates and macros.

ITF410 Introduction to Computerised Accounting
Total hours 20 • Prahran
A subject in the Certificate III in Information Technology, the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development.

Content
This module will enable a student to use a commercial small business level accounting software package to perform basic book-keeping tasks.

ITF411 Accounting Software Packages
Total hours 20 • Prahran • Prerequisite: ITF410
Introduction to Computerised Accounting, NAP719
Accounting for Non - Accountants
A subject in the Certificate III in Information Technology; the Certificate II in Information Technology: Computer Applications; and the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student to use a commercial small business accounting software package to carry out typical ledger operations and generate common business reports.

ITF414 4GL Programming
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Utilise a fourth generation programming language to develop simple software applications involving flat-file databases and user-friendly form-based input and output.

ITF415 Commercial Database Packages 2
Total hours 20 • Prahran
A subject in the Certificate III in Information Technology; and the Certificate II in Information Technology: Computer Applications.

Content
This module will enable a student to create and modify a database, design queries and produce reports using both single and multi-tabled systems, using a commercial database package.

ITF416 Commercial Database Packages 2
Total hours 20 • Prahran • Prerequisite: ITF415
Commercial Database Packages 1
A subject in the Certificate IV in Information Technology: Software Applications.

Content
The aim of this module is to provide a general introduction to the more advanced skills and techniques involved in using a commercial database package to create an integrated application using a multi-table database.

ITF417 Introduction to Expert Systems Packages
Total hours 20 • Prahran • Prerequisite: ITB404 Business Information Processing
A subject in the Certificate IV in Information Technology: Software Applications.

Content
This module will enable a student to use a commercial expert - system development package to develop and use an expert - system.

ITF501 Macro Programming
Total hours 20 • Prahran • Prerequisite: ITA402 3GL Program Design
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications.

Content
This module enables students to take advantage of the macro programming facilities of a commercial software package to increase the security, user-friendliness and processing power of an application developed using the package.
**ITG201 Using Computer Networks**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate II in Information Technology: Occupational Studies; and the Certificate II in Information Technology: Computer Applications.

**Content**

This module will enable a student to use a local area network through the sharing of resources and use of the mail facility.

**ITG302 Installing and Managing a Peer-to-Peer Network**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

This module enables students to install and manage a peer-to-peer network in a small business office environment.

**ITG402 Data Communications Networks**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

This module enables students to correctly use standard terminology to describe the main topologies, carrier technologies and hardware and software components used in data communication networks, including the characteristics of such devices and software.

**ITG403 Introduction to Local Area Networks**

*Total hours 20 • Prahran • Prerequisite: ITG401 Data Communications Applications*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate IV and Diploma in Information Technology: Software Development.

**Content**

This module enables students to correctly use standard terminology to describe the main topologies, carrier technologies and hardware and software components used in Local Area Networks, including the characteristics of such devices and software.

**ITG501/ITG502 LAN - Installation, Management and Specification and Selection**

*Total hours 20 • Prahran • Prerequisite: ITG403 Introduction to Local Area Networks*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

These modules provide students with the skills and knowledge required to efficiently create a logical specification, select hardware and software, install, manage a local area network to meet a client's needs.

**ITG504 Wide Area Networks**

*Total hours 20 • Prahran • Prerequisite: ITG402, ITG403*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

This module provides students with an understanding of the concepts of Wide Area Networks, their components and protocols, and of the implementation of multi-protocol networks.

**ITH201 Computer Administration**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

**Content**

This module enables students to apply formal procedures to maintain the integrity of an effective and efficient computer installation.

**ITH202 Using a Graphical Interface**

*Total hours 20 • Prahran*

A subject in the Certificate III in Information Technology; the Certificate II in Information Technology: Occupational Studies; and the Certificate II in Information Technology: Computer Applications.

**Content**

This module will enable a student to use a graphical user interface type operating system to run software on a PC and to manage files stored on secondary storage.

**ITH203 Using a Command Line Interface**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate II in Information Technology: Occupational Studies, the Certificate II in Information Technology: Computer Applications; the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV in Information Technology: Software Applications.

**Content**

This module enables students to use a command line user interface type operating system to run software on a PC and to manage files stored on secondary storage.

**ITH302 PC User Fundamentals**

*Total hours 20 • Prahran*

A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support; the Certificate II in Information Technology: Occupational Studies; and the Certificate II in Information Technology: Computer Applications.

**Content**

This module will give students new to computing an overview of the general components of a computer system, the care of a computer and its disks, and the ability to start up a PC and run a piece of software.
ITH303 Installing and Managing a GUI
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; and the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content
This module enables students to use a graphical user interface type operating system to manage their microcomputer, install and run applications.

ITH305 Developing Batch Files
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV, Diploma in Information Technology: Technical and User Support and the Certificate III in Information Technology.

Content
This module will enable a student to develop batch files to enhance productivity of a single user operating system on a personal computer.

ITH401 Using a Personal Computer
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content
This module enables students to use a 'command line' type operating system to run software on a PC, manage files stored on secondary storage, install software, perform antivirus and backup procedures, and carry out basic preventative maintenance and cleaning.

ITH403 PC Peripheral Devices
Total hours 20 • Prahran • Prerequisite: ITH401 Using a Personal Computer
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV, Diploma in Information Technology: Technical and User Support; and the Certificate III in Information Technology.

Content
This module will enable students to connect, control and maintain common PC peripheral devices such as monitors, printers, scanners, mouses etc.

ITH404 PC Support
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content
This module enables students to carry out tasks involving the regular maintenance of PC systems to support the productivity of users of the systems.

ITH405 Managing a Personal Computer
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content
This module allows students to carry out procedures to modify the configuration of the operating system of a personal computer, create batch files to automate common operating system procedures, load software onto a system and perform software upgrading procedures.

ITH406/ITH407 Operating Systems - Theory and Practice
Total hours 20 • Prahran • Prerequisite: ITH401 Using a Personal Computer
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support and the Certificate IV and Diploma in Information Technology: Software Development.

Content
These modules enable students to define the purpose of an operating system, the characteristics of different types of operating systems, the internal methods used to implement basic functions, and develop skills and techniques to manage three different operating systems, including at least one multi-user system.

ITH408 Using a Multi-user Operating System
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate III in Information Technology.

Content
This module is intended to enable students to carry out user-oriented tasks on a mainframe, mini-computer or PC based multi-user operating system.

ITH409/ITH 502 Multi-user Operating System - Use, Management and Implementation
Total hours 20 • Prahran
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.

Content
These modules enable students to carry out user-oriented tasks on a mainframe, mini-computer or PC based multi-user operating system, carry out the specification, selection and implementation of a small multi-user computer system, and perform the role of a system manager of a small multi-user computer system.
ITH501  Selection and Installation of Operating Systems  
**Total hours 20 • Prahran • Prerequisite: ITH407 Operating Systems - Practical**  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
This module provides students with the knowledge and skills needed to select and install a computer operating system to meet the needs of a client user.

ITJ408  Introduction to User Documentation  
**Total hours 20 • Prahran**  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; the Certificate IV in Information Technology: Software Applications; the Certificate IV and Diploma in Information Technology: Technical and User Support; and the Certificate III in Information Technology.  
**Content**  
This module aims to provide the student an introduction to the purpose and different functions of a variety of user documentation methods, enabling them to create a written specification describing particular user documentation requirements.

ITJ409  User Documentation - Written  
**Total hours 20 • Prahran • Prerequisite: ITJ408 Introduction to User Documentation**  
A subject in the Certificate IV and Diploma in Information Technology: Software Development; and the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
This module enables students to use common industry procedures and methods to develop effective written user-documentation to meet given specifications.

ITJ410  Computer Based User Documentation  
**Total hours 20 • Prahran • Prerequisite: ITJ408 Introduction to User Documentation**  
A subject in the Certificate IV and Diploma in Information Technology: Technical and User Support.  
**Content**  
This module enables students to select an appropriate computerised technique for the presentation of particular user-documentation and use common industry procedures and methods to develop effective computer-based user-documentation.

ITK402  Introductory Analysis Project  
**Total hours 20 • Prahran • Prerequisite: ITB402, ITB404, ITB406**  
A subject in the Certificate IV and Diploma in Information Technology: Software Development.  
**Content**  
This module intends to provide students with an opportunity to practice and demonstrate their skills in using a business software package to develop a solution to an approved task appropriate to their own interest or the area of interest of the course they are studying.

ITK403  Research Project  
**Total hours 20 • Prahran • Prerequisite: ITF306 Business and Presentation Graphics**  
A subject in the Certificate IV and Diploma in Information Technology: Software Development.  
**Content**  
This module intends to provide students with an opportunity to research and present their skills by researching and presenting a 'report' on an approved topic to their own interest or the area of interest of the course they are studying.

ITK502  Minor Application Project  
**Total hours 20 • Prahran • Prerequisite: ITB402, ITD506**  
**Content**  
This module intends to provide students with an opportunity to demonstrate and practise their skills in the area of application system development by developing software changes to an existing system or developing software for a new system and recommending implementation procedures.

ITK503  Application Project  
**Total hours 20 • Prahran • Prerequisite: ITB402, ITB407, ITD506, ITD507, ITB415, ITB410, ITB417, ITJ408**  
A subject in the Certificate IV and Diploma in Information Technology: Software Development.  
**Content**  
This module intends to provide students with an opportunity to demonstrate and practise their skills in the area of application system development by developing software that meets user requirements.
ITL201  Keyboarding
*Total hours 20 • Prahran*

**Content**
Topics include: parts and functions of a keyboard and monitor, ergonomics, touch typing techniques, accuracy and correction, keyboard practice. This module is included to ensure that students understand the function of all the keys and can touch type at least twenty words per minute, with ninety percent accuracy.

ITL205  Information Technology Industry
*Total hours 20 • Prahran*
A subject in the Certificate III in Information Technology; and the Certificate II in Information Technology: Computer Applications.

**Content**
This module will provide students with knowledge of the international and national structure and roles of the IT industry, and the names and function of various industry, professional and interest groups which provide information and support to workers in the IT area.

ITL206  Impact of Personal Computers
*Total hours 20 • Prahran*
A subject in the Certificate III in Information Technology.

**Content**
Students participate in discussions about the impact of the personal computer on the society and culture in which they live.

ITL207  Society and the Future - Information Technology
*Total hours 20 • Prahran*
A subject in the Certificate III in Information Technology.

**Content**
This aims to enable students to use their knowledge and expertise in information technology to effectively participate in discussions about the relationship between the society and culture in which they live and the application of information technology.

ITL303  Workplace Health and Safety
*Total hours 20 • Prahran*

**Content**
This module will enable students to use proper and appropriate health and safety procedures in the work environment, and to identify and report upon health and safety practices to appropriate supervisors or external organisations.

ITL306  Basic Electronics
*Total hours 30 • Prahran*

**Content**
Provides the background knowledge and practical skills in electronics that will enable students to undertake modules relating to more specific aspects of computer hardware and fault finding.

LS101  History of Books, Libraries and Communication
*Total hours 34 • Prahran*
A subject in the Associate Diploma of Social Science: Library and Information Studies.

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

LS102  Library Services
*Total hours 34 • Prahran*
A subject in the Associate Diploma of Social Science: Library and Information Studies.

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

LS103  Organising Resources 1A
*Total hours 34 • Prahran*
A subject in the Associate Diploma of Social Science: Library and Information Studies.

**Content**
The basic elements of descriptive cataloguing, checking and sorting bibliographic data and the use of Cutter-Sanborn tables.
IS104 Organising Resources 1B
Total hours 34 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

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

IS105/106/205 Acquiring Resources A, B, and C
Total hours 34 • Prahran • Prerequisites: A and B are prerequisites for C
A subject in the Associate Diploma of Social Science: Library and Information Studies.

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

IS107/108 Communication Skills A and B
Total hours 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

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

IS109/110 Literature and the Arts A and B
Total hours 34 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

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

IS111/112 Keyboard Skills for Library Technicians A and B
Total hours 34 • Prahran • Prerequisites: A (compulsory), B (elective); A is a prerequisite for B
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
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.

IS115/116 Display and Promotion A and B
Total hours 51 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
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.

IS119/120 Audio-Visual Resources 1A and 1B
Total hours 51 • Prahran • Prerequisite: 1A is a prerequisite for 1B
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
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.

IS124 The Sciences
Total hours 34 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
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.

IS125 Government Publications
Total hours 34 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
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.

IS127 Children’s Literature
Total hours 34 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

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

IS129/130 Reference Services A and B
Total hours 34 • Prahran • Prerequisites: Acquiring Resources A and B and Organising Resources 1A and 1B
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
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.
The subject aims to provide the knowledge and skills necessary for the operation, maintenance, organisation and management of audio hardware and software.

IS223 Organising Resources 2C
Total hours 34 • Prahran • Prerequisite: Organising Resources 1A
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content

IS227 Introductory Subject
Total hours 34 • Prahran
A subject in the Associate Diploma of Social Science: Library and Information Studies.

Content
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.

ME001 Organic Chemistry
A 40 hour module • Hawthorn • Prerequisites: TEA671
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Structures and reactions in basic organic chemistry. Organic chemistry of surface coatings.

ME002 Chemistry Industry Project
A 20 hour module • Hawthorn • Prerequisites: ME001
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Report on placement in a chemical plant observing procedures and systems.

ME003 Mathematics B
A 20 hour module • Hawthorn • Prerequisites: TEA002
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Quadratic, exponential and logarithmic functions.

ME004 Critical Path Analysis
A 20 hour module • Hawthorn • Prerequisites: Year 11 Mathematics
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Network diagrams, Gant charts, organisational flow diagrams. Planning and management projects.

ME005 Bridging Mathematics
A 20 hour module • Hawthorn • Prerequisites: Year 10 Mathematics
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Basic computations, linear relations, algebra.
ME006 Advanced Mathematics
A 20 hour module • Hawthorn • Prerequisites: TEA002
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Matrices, trigonometric functions.

MEW7 Mechanics
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Kinematics and dynamics, statics, friction, work and energy.

ME008 Fluid Mechanics
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content

MEW9 Electrical and Electronic Practices
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Electrical circuits – DC, AC circuits, magnetic effects of current, motors, generators, transformers. Electronics – conductivity, insulators, transducers, test equipment, construction of simple PCBs.

ME010 Materials Testing
A 20 hour module • Hawthorn • Prerequisites: TEA010
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Properties, characteristics, classification and testing of common engineering materials.

ME011 Introduction to Materials Science
A 40 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Structure and composition of the earth, minerals and o.m., polymer materials, composites, timber • structure and properties.

ME012 Introduction to Personal Computer Systems
A 20 hour module • Hawthorn • Prerequisites: nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Utilise a graphical user interface and command line interface operating systems.

ME013 Work Project
A 75 hour module • Hawthorn • Prerequisites: nil

Content
Research, develop, plan and execute a work project within an industrial workplace setting.

ME014 Materials Technology
A 60 hour module • Hawthorn • Prerequisites: MEO02, TEA010, TEB673, ME010

Content
Failure analysis of engineering materials, environmental factors, protection, surface engineering, specialised materials, heat treatment, fracture.

ME015 Polymers – Structure and Properties
A 20 hour module • Hawthorn • Prerequisites: ME002, TEA001

Content
Introduction to polymerisation processes. Structures and rheological behaviour of plastics.

ME016 Polymers – Processing Applications
A 40 hour module • Hawthorn • Prerequisites: ME015

Content
Selected polymerisation technologies, properties and applications of selected polymers.

ME017 Instrumental Analysis – Principles
A 40 hour module • Hawthorn • Prerequisites: nil

Content
Microscopy, non-destructive testing and examination, spectroscopy, thermal analysis - DTA, TGA, DSC, chromatography

ME018 Instrumental Analysis – Practice
A 20 hour module • Hawthorn • Prerequisites: ME017

Content
Develop skills by practising analysis techniques of two selected instruments as described in ME017.
ME019  Principles of Cleaner Production
A 40 hour module • Hawthorn • Prerequisites: nil

Content
Ecological considerations to manufacturing, roles of UNIDO and UNEP, environmental impact programs, efficient use of resources, recycling, waste minimisation, legal requirements.

ME037  Principles of Metals Science
A 40 hour module • Hawthorn • Prerequisites: MEO10, MEO11, TEB673

Content
Lattice structures and defects, dislocation theory, stacking faults, deformation and slip systems, twinning, work hardening, strain ageing, thermal equilibrium diagrams, lever rule. microstructures, fracture mechanics.

ME038  Steel • Structure and Properties
A 40 hour module • Hawthorn • Prerequisites: MEO10, MEO11, TEB673

Content
Categories of steels, strengthening mechanisms, Fe-C diagram, TTT and CCT diagrams, effects of alloying elements on steel, transformations, heat treatment, thermomechanical treatment, structure-property behaviour.

ME039  Non Ferrous Metals • Structure and Properties
A 40 hour module • Hawthorn • Prerequisites: MEO10, MEO11, TEB673

Content
Categories of non-ferrous metals and their alloys- Al, Cu, Zn, Mg, Ti, Pb, precious metals, microstructures, properties, applications.

ME040  Modern Processes for Materials
A 40 hour module • Hawthorn • Prerequisites: ME010, MEO11, TEB673

Content
Continuous casting, deformation processes, sheet metal forming, casting, near-net shape forming, sintering technologies, metals in composite materials, advanced welding and joining processes, thermal spraying.

ME041  Smart Manufacturing With Materials
A 40 hour module • Hawthorn • Prerequisites: MEO10, MEO11, TEB673

Content
Impact of computers in manufacturing, CA, CAM, CAI, JIT, AI, finite element methods, expert systems.

ME042  Computer Aided Design and Modelling for Materials
A 20 hour module • Hawthorn • Prerequisites: MEO10, MEO11, TEB673

Content
CAD, design process, applications of computer modelling to manufacturing.

ME043  Advanced Laboratory Techniques
A 40 hour module • Hawthorn • Prerequisites: MEO10, MEO11, TEB673

Content
Metallography, analysis, quantitative metallography, microphotography, x-ray characterisation, DTA, DSC, FTIR, ICP, GCMS.

ME044  Occupational Hygiene
A 50 hour module • Hawthorn • Prerequisites: Nil

Content
OH&S and workcare, legal issues, dangerous goods act.

ME045  Industrial Waste Management
A 50 hour module • Hawthorn • Prerequisites: Nil

Content
Reduction, treatment, management, transport and disposal of industrial wastes.

ME046  Environmental Management
A 50 hour module • Hawthorn • Prerequisites: ME044

Content
Monitoring, reduction and control of environmental pollutants.

ME047  Air Quality Management
A 50 hour module • Hawthorn • Prerequisites: ME044

Content
Identify, measure and monitor common atmospheric pollutants.
MT131  Materials Technology 1
4 hours per week. Hawthorn. Prerequisites: Nil.
Assessment: practical work, unit tests.
A subject in the New Opportunities for Women course.

Objectives
To orovide an introduction to the sources, structure and properties of materials in use today covering the range of metals, ceramics, plastics and timber.

Content
Materials, structure, crystalline materials, properties of materials.

MTS3R  Research Skills
Prahran
A subject in Tertiary Study Skis.

Objectives and content
This component deals with how academic research is undertaken by using a tertiary library and choosing appropriate resources for assignments. The component also looks at research methods used in the social sciences and the nature of academic knowledge — what are facts, ideologies and theories? — an evaluation and comparison of these.

MTS44  Introduction to Further Studies
Prahran
A subject in Tertiary Study Skis.

Objectives and content
This subject will offer introductions to several specific social science disciplines. There will be focus on content as well as skills.

MTS48  Academic Writing
Prahran
A subject in Tertiary Study Skis.

Objectives and content
This component will assist in improving academic writing skills including the conventions of discourse, academic essay structure and writing, the use of appropriate resources, acknowledging sources: referencing and footnoting.

MTS55  Introduction to Computing and Basic Statistics
Prahran
A subject in Tertiary Study Skis.

Objectives and content
Computer literacy is almost an essential prerequisite to any tertiary study and this component introduces students to word processing, spreadsheets and other useful computer packages. In addition, students are made familiar with basic statistics and the use of computer based statistical packages employed in the social sciences.

MTSA4  Text Analysis
Prahran
A subject in Tertiary Study Skis.

Objectives and content
A detailed examination of a single text which will assist students to develop skills in academic reading. Issues involved here include identifying facts, themes, how a central text is approached, distinguishing fact from opinion, what evidence is trustworthy and what can be challenged.

NAP701/702/703  Computer Accounting Modules

NAP704  Accounting Spreadsheets and Other Applications
Total hours 60. Hawthorn/Prahran. Prerequisites: NAP703, NAP735, NAP731
A subject in the Associate Diploma of Business: Accounting.

Objectives and content
A module which covers the features of a well designed spreadsheet, advanced spreadsheets and the input of data from other spreadsheets and applications.

NAP710  Financial Accounting Applications 1
Total hours 36. Hawthorn/Prahran. Prerequisites: NOS219
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.

Objectives and content
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.

NAP711  Financial Accounting Applications 2
Total hours 36. Hawthorn/Prahran. Prerequisites: NAP710
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.

Objectives and content
A module which introduces students to the accounting procedures applicable to inventories, partnership, primary producers, leases, consignments and investments.

NAP712  Company Accounting and Financial Statements
Total hours 45. Hawthorn/Prahran. Prerequisites: NAP712
A subject in the Associate Diploma of Business: Accounting.

Objectives and content
A module concentrating on types of companies, formation, documentation and statutory records.

NAP713  Company Accounting Advanced
Total hours 45. Hawthorn/Prahran. Prerequisites: NAP712
A subject in the Associate Diploma of Business: Accounting.

Objectives and content
This module covers alterations to share capital, goodwill valuations, amalgamations, takeovers, absorptions, liquidations, receivership and consolidated accounts.
NAP714 Accounting Applications Advanced  
**Total hours 20** • Hawthorn/Prahran • Prerequisites: NAP712  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
This module covers foreign currency transactions, joint ventures, extractive industries and construction accounting.

NAP715 Public Sector Accounting and Finance  
**Total hours 60** • Hawthorn/Prahran • Prerequisites: nil  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
This module covers the statutory regulations and accounting for government departments, statutory authorities and government business enterprises.

NAP716 Issues to Accounting  
**Total hours 60** • Hawthorn/Prahran • Prerequisites: NAP712  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
This module provides the participant with the knowledge and skills to analyse topical accounting issues.

NAP717 Internal Control Principles  
**Total hours 30** • Hawthorn/Prahran • Prerequisites: NAP711  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
A module covering internal control of various accounting systems, Electronic Data Processing (EDP) internal control issues and the role of the external auditor.

NAP718 External Audit Procedure  
**Total hours 60** • Hawthorn/Prahran • Prerequisites: NAP717, NAP754, NAP712  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
This module covers the skills to plan external audits, draw up audit programs and undertake external audit procedures.

NAP719 Accounting for Non-Accountants  
**Total hours 20** • Hawthorn/Prahran  
**Content**  
A module which provides the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.

NAP720 Business Mathematics  
**Total hours 36** • Hawthorn/Prahran • Prerequisites: nil  
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.  
**Content**  
A module which provides the knowledge and skills to apply mathematical techniques to a variety of business applications and decisions.

NAP721 Business Statistics  
**Total hours 36** • Hawthorn/Prahran • Prerequisites: nil  
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.  
**Content**  
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.

NAP722 Economics for Business  
**Total hours 60** • Hawthorn/Prahran • Prerequisites: nil  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
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.

NAP723 Marketing and Planning for Small Business  
**Total hours 60** • Hawthorn/Prahran • Prerequisites: nil  
A subject in the Associate Diploma of Business: Accounting; and the Diploma of Applied Science (Materials Engineering).  
**Content**  
A module looking at the principles and preparation of business plans and marketing plans as they apply to small business.

NAP724 Credit Management  
**Total hours 30** • Hawthorn/Prahran • Prerequisites: NAP753  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
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  
**Total hours 18** • Hawthorn/Prahran • Prerequisites: NOS124  
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.  
**Content**  
This module provides a knowledge of financial management principles as they apply to various types of budgets.

NAP731 Management Accounting Principles  
**Total hours 60** • Hawthorn/Prahran • Prerequisites: NOS219  
A subject in the Associate Diploma of Business: Accounting.  
**Content**  
This module will provide the knowledge and skills to undertake costing procedures in a range of enterprises.
NAP732 Management Accounting Applications
Total hours 50 • Hawthorn/Prahran • Prerequisites: NAP731
A subject in the Associate Diploma of Business: Accounting.

Content
This module investigates job costing, process costing, activity based costing, operations costing, joint and by-product costing and standard costing.

NAP732 Marketing Accounting Application
A 50-60 hour module • Hawthorn • Prerequisites: Nil

Content
Costing analysis and management techniques.

NAP733 Business Planning and Control
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP730, NAP731
A subject in the Associate Diploma of Business: Accounting.

Content
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
Total hours 30 • Hawthorn/Prahran • Prerequisites: NAP735, NAP720, NAP721
A subject in the Associate Diploma of Business: Accounting.

Content
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
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP711
A subject in the Associate Diploma of Business: Accounting.

Content
A module that looks at sources of financing, working capital management, analysis and interpretation of financial statements and capital budgeting decisions.

NAP737 Investment Analysis
Total hours 30 • Hawthorn/Prahran • Prerequisites: NAP735
A subject in the Associate Diploma of Business: Accounting.

Content
This module encompasses the value of shares, investment analysis and strategies for investment.

NAP750 Commercial Law Principles
Total hours 27 • Hawthorn/Prahran • Prerequisites: Nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.

Content
This module provides the participant with a knowledge of basic commercial law principles and application within a business environment.
NAP757 Income Tax Law for Accountants
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP711
A subject in the Associate Diploma of Business: Accounting.

Content
This module covers in detail income tax law as it applies to individuals and commercial enterprises.

NAP758 Income Tax Law for Tax Agents
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP757, NAP712
A subject in the Associate Diploma of Business: Accounting.

Content
This module covers in detail income tax legislation as it applies to tax agents.

NAP759 Electronic Lodgement of Tax Returns
Total hours 20 • Hawthorn/Prahran • Prerequisites: NAP758
A subject in the Associate Diploma of Business: Accounting.

Content
A module that provides the participant with the knowledge and skills to be able to lodge income tax returns under the electronic lodgement system.

NBB01 Communication and Industrial Relations
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering, the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and the Engineering Production Certificate.

Content
Communication skills orally, written and research skills, industrial relations, workings of unions and management.

NBB02 Occupational Health and Safety
A 20 hour module • Hawthorn • Prerequisite: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and Certificate IV in Material Science, the Basic Certificate in Engineering, the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, the Engineering Production Certificate and the Basic Welding Course.

Content
Legal requirements with regard to OH&S — safety, housekeeping, sources of pollution.

NBB04 Computing in Engineering
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering, the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, the Engineering Production Certificate and the Electrical Pre-Apprenticeship course.

Content
Gives the opportunity to develop basic skills and knowledge in use of computers.

NBB05 Quality Concepts
A 20 hour module • Hawthorn • Prerequisite: Nil
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science, the Basic Certificate in Engineering, the Certificate in Engineering – Fabrication, and the Certificate in Engineering – Mechanical.

Content
Principles of quality control, systematic procedures of quality control.

NBB06 Machining
A 40 hour module • Hawthorn • Prerequisite: Nil

Content
Basic operations on lathe, milling machine, cut-off saws and bench work.

NBB07 Hand and Power Tools
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering, the Certificate in Engineering – Fabrication, and the Certificate in Engineering – Mechanical.

Content
Use of hand and power tools – power drills, jigs, circular saws, files, hammers, scribers, centre punches, etc.

NBB08 Electrical Fundamentals
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Electrical Pre-Apprenticeship Course, the Certificate in Electrical and Electronics, the Basic Certificate in Engineering, the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and the Engineering Production Certificate.

Content
Safety in electricity, fundamentals, components, lab equipment.

NBB09 Welding and Thermal Cutting
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering, the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and a subject in the Basic Welding Course.

Content
Welding, fusion, solder, brazing, cutting using oxy acetylene, manual arc, gas metal arc.

NBB10 Fabrication Techniques 1
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering and the Basic Welding course.

Content
Identify fabrication and manufacturing processes. Identify joining and fastening processes. Construct simple fabricated components.
NBB11  Mechanical Components
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering, the Certificate in Engineering—Fabrication, the Certificate in Engineering—Mechanical, and the Engineering Production Certificate.

Content
Two-stroke and four-stroke engines, pre-loading of bearings and lubrication systems.

NBB12  Engineering Drawing Interpretation 1
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering, the Certificate in Engineering—Fabrication, the Certificate in Engineering—Mechanical, and the Engineering Production Certificate.

Content
Interpretation of engineering drawing, orthographic, isometric, oblique. Sketching to AS 1100.

NBB13  Engineering Science
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Basic Certificate in Engineering, the Certificate in Engineering—Fabrication, and the Certificate in Engineering—Mechanical.

Content
Basic mathematics, engineering physics, engineering materials.

NCS001  Workplace Communication
A 40 hour module • Hawthorn • Prerequisite: Year 10 English
A subject in the Electrical Pre-Apprenticeship Course.

Content
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.

NCS002  Writing Skills for Work
A 20 hour module • Hawthorn • Prerequisite: Year 10 English
A subject in the Electrical Pre-Apprenticeship Course.

Content
To provide competency based training to develop effective writing skills for use in the work place.

NCS003  Job Seeking Skills
A 20 hour module • Hawthorn • Prerequisite: Year 10 English
A subject in the Electrical Pre-Apprenticeship Course, the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
This module aims to provide competency based training to develop effective personal and presentation skills for use in job seeking.

NCS004  Work Team Communication
Total hours 20 • Hawthorn
A subject in the Certificate IV in Information Technology: Software Applications.

Content
This module will prepare the student to participate in a small group discussion to reach agreement on a workplace related issue. Co-operate with team members to plan and prepare a simple presentation. Present a job related report to a group.

NCS005  Dealing with Conflict
Total hours 20 • Hawthorn •
A subject in the Advanced Certificate in Management.

Content
Identification of possible workplace conflict. Strategies for constructive conflict resolution.

NCS006  Negotiation Skills
Total hours 27 • Hawthorn •
A subject in the Advanced Certificate in Management.

Content
Effective communications skills to negotiate agreed outcomes in the workplace.

NCS006  Writing Workplace Documents
A 20 hour module • Hawthorn • Prerequisite: Nil
A subject in the Diploma in Fire Technology and the Certificate IV in Fire Technology, the Diploma in Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
The purpose of this module is to provide competency based training in communication skills to write complex work related documents.

NCS009  Presenting Reports
Total hours 27 • Hawthorn •

Content
Designed to develop communication skills to write and present a document which investigates a specified issue.
NCS010  Team Building Communication
Total hours 25 • Hawthorn

Content
Provides training in the communication skills needed to manage a work team to carry out specified tasks.

NCS011  Client Interaction
Total hours 20 • Hawthorn
A subject in the Certificate IV in Information Technology: Software Applications.

Content
This module will prepare the student to demonstrate competency in establishing a working relationship with a client. Plan for the maintenance of a working relationship with clients.

NCS012  Meetings
Total hours 25 • Hawthorn
A subject in the Certificate IV in Information Technology: Software Applications.

Content
Provides training in the communication skills required to organise and conduct structured meetings and record the outcomes of meetings in the workplace.

NCS012  Meetings
A 20 hour module • Hawthorn • Prerequisite: NCS015
A subject in the Diploma of Fire Technology.

Content
The purpose of this module is to provide competency based training in effective communication skills in organising and conducting structured meetings, and in recording the outcomes of those meetings in the workplace.

NCS015  Negotiation Skills
Total hours 27 • Hawthorn
A subject in the Advanced Certificate in General Insurance.

Content
Provides training for effective communication in negotiating.

NCS015  Presenting Reports
A 20 hour module • Hawthorn • Prerequisite: Nil
A subject in the Diploma in Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
The purpose of this module is to provide competency based training in effective communication at the paraprofessional level in writing and presenting a document which investigates a specified issue.

NCS017  Writing Technical Documents
Total hours 20 • Hawthorn
A subject in the Certificate IV in Information Technology: Software Applications.

Content
This module will enable the student to prepare an outline of a technical document relevant to a specified industry. Write the technical document.

NE001  Direct Current Principles
A 40 hour module • Hawthorn • Prerequisite: NBB08
A subject in the Electrical Pre-Apprenticeship Program and the Certificate in Electrical and Electronics, and the Basic Certificate in Engineering.

Content

NE003  Alternating Current Principles
A 40 hour module • Hawthorn • Prerequisites: NE020 and NE001
A subject in the Certificate in Electrical and Electronics, and the Basic Certificate in Engineering.

Content
Analysis of single phase AC circuits. Trigonometry, phasors, AC test equipment, AC circuits containing RL in series and parallel. AC power, power factor.

NE004  Power Supply Principles
A 40 hour module • Hawthorn • Prerequisites: NE003, NE020
A subject in the Certificate in Electrical and Electronics.

Content
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
A 40 hour module • Hawthorn • Prerequisites: NE003
A subject in the Certificate in Electrical and Electronics.

Content
Analysis of single and three phase circuits including: true, reactive and apparent power, power factor and power factor correction.

NE010  AC Machines
A 40 hour module • Hawthorn • Prerequisites: NE004
A subject in the Certificate in Electrical and Electronics.

Content
Principles of operation of single and three phase AC motors. Connection and fault finding of AC motors.

NE011  DC Machines
A 20 hour module • Hawthorn • Prerequisites: NE001
A subject in the Certificate in Electrical and Electronics.

Content
Types of DC machines, theory of operation, characteristics and starting requirements.
NE012  Synchronous Machines
A 40 hour module • Hawthorn • Prerequisite: NEO09
A subject in the Certificate in Electrical and Electronics.
Content
Construction and operation of single and three phase synchronous machines.

NE014  Cords, Cables and Applications
A 40 hour module • Hawthorn • Prerequisite: Prerequisites: NBB08, NEC02
A subject in the Electrical Pre-Apprenticeship Program, the Certificate in Electrical and Electronics, and the Basic Certificate in Engineering.
Content
Isolation, testing and tagging procedures. Colour coding for cords and cables, assembly and testing of a single phase extension lead.

NE019  Basic Transducers
A 20 hour module • Hawthorn • Prerequisite: NE003
A subject in the Certificate in Electrical and Electronics.
Content
Operation of a range of devices and transducers that convert various forms of energy into electrical energy and vice versa.

NE020  Test Equipment
A 20 hour module • Hawthorn • Prerequisite: NBB08
A subject in the Electrical Pre-Apprenticeship Program, the Certificate in Electrical and Electronics, and the Basic Certificate in Engineering.
Content
Selection, operation and use of electrical and electronic test equipment.

NE022  Domestic Installations
A 20 hour module • Hawthorn • Prerequisite: NE125
A subject in the Certificate in Electrical and Electronics.
Content
Use of SAA3000/SAA3008 to: determine maximum demand of single and polyphase domestic installations; select appropriate cable size; determine switchboard requirements; determine requirements for special situations.

NE023  Non-Domestic Installations 1
A 20 hour module • Hawthorn • Prerequisite: NE125
A subject in the Certificate in Electrical and Electronics, and the Basic Certificate in Engineering.
Content
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
A 40 hour module • Hawthorn • Prerequisite: NE009
A subject in the Certificate in Electrical and Electronics.
Content
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
A 40 hour module • Hawthorn • Prerequisites: NEO10, NEO11
A subject in the Certificate in Electrical and Electronics.
Content
Motor starting control, SA3000 and local authority requirements for starting of large electric motors. Operation and connection of various types of motor starters including protective devices.

NE031  Electrical Drawing Interpretation and Connection
A 40 hour module • Hawthorn • Prerequisites: NBB12, NE001
A subject in the Certificate in Electrical and Electronics and the Basic Certificate in Engineering.
Content

NE032  Circuit Development 1
A 40 hour module • Hawthorn • Prerequisite: NE031
A subject in the Certificate in Electrical and Electronics.
Content
Conversion of wiring diagrams into ladder diagrams, design and connect basic control circuits, using appropriate control equipment, fault finding techniques.

NE033  Circuit Development 2
A 40 hour module • Hawthorn • Prerequisite: NE031
A subject in the Certificate in Electrical and Electronics.
Content
Designing, installing and fault finding of advanced control circuits. Including programmable controllers and computer aided design to develop control circuits.

NE049  Programmable Controllers 1
A 40 hour module • Hawthorn • Prerequisite: NE032
A subject in the Certificate in Electrical and Electronics.
Content
Interpretation of Australian Standards governing safe working when using PCs. Relationships between control systems, including the drawing of a wiring diagram for an I/O rack.
NE050 Programmable Controllers 2
A 40 hour module • Hawthorn • Prerequisite: NE049
A subject in the Certificate in Electrical and Electronics.

Content
Advanced programmable control concepts. Programming techniques, basic hardware and software. Fault finding to develop software solutions to basic industrial control problems.

NE052 Transformers
A 20 hour module • Hawthorn • Prerequisite: NE009
A subject in the Certificate in Electrical and Electronics.

Content
Construction, operation, characteristics and cooling of transformers, testing and connection of transformers.

NE053 Illumination 1
A 20 hour module • Hawthorn • Prerequisite: NE052
A subject in the Certificate in Electrical and Electronics.

Content
Basic concepts of illumination, terminology, lamp types and auxiliary control, lamp identification.

NE106 Non-Domestic Installations 2
A 40 hour module • Hawthorn • Prerequisite: NE023
A subject in the Certificate in Electrical and Electronics.

Content
Use of AS3000 and/or AS3008 to determine maximum demand of large non-domestic installations. 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
A 40 hour module • Hawthorn • Prerequisite: NE014
A subject in the Certificate in Electrical and Electronics and the Basic Certificate in Engineering.

Content
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
A 20 hour module • Hawthorn • Prerequisite: NE125
A subject in the Certificate in Electrical and Electronics.

Content
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
A 40 hour module • Hawthorn • Prerequisite: NE022
A subject in the Certificate in Electrical and Electronics.

Content
Practical wiring exercises including lighting and power circuits, hot water units and cooking ranges; switchboard and consumer mains.

NE129 Non-Domestic Practices 1
A 20 hour module • Hawthorn • Prerequisite: NE023
A subject in the Certificate in Electrical and Electronics.

Content
Installation of various cables in simulated non-domestic installations to AS3000 requirements, including TPS, TP1 and MIMS.

NE130 Programmable Controllers — Basic
A 20 hour module • Hawthorn • Prerequisite: NBB08
A subject in the Certificate in Electrical and Electronics.

Content
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
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Electrical Pre-Apprenticeship Program and the Certificate in Electrical and Electronics.

Content
Application of hand and power tools, mechanical fitting skills, fabrication techniques, welding and thermal cutting.

NEC02 Workplace Safety
A 20 hour module • Hawthorn • Prerequisite: nil
A subject in the Electrical Pre-Apprenticeship Program and the Certificate in Electrical and Electronics.

Content
Occupational health and safety legal requirements, personal safety requirements, hazard identification, electrical safety, first aid and C.R.R.

NEC03 Electrical Quality Concepts
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Electrical Pre-Apprenticeship Program.

Content
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
A 60 hour module • Hawthorn • Prerequisite: nil
A subject in the Electrical Pre-Apprenticeship Program.

Content
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
A 60 hour module • Hawthorn • Prerequisites: NEC01, NEC02
A subject in the Electrical Pre-Apprenticeship Program.

Content
Provides the student with the opportunity to develop hand skills through various work projects.

NEC06  Wiring Regulations, Accessories and Circuit Protections
A 40 hour module • Hawthorn • Prerequisite: NEC01
A subject in the Electrical Pre-Apprenticeship Program.

Content
Students will be able to correctly interpret the SAA wiring rules, identify electrical accessories and describe circuit protection devices and earthing systems.

NF001  Manual Metal Arc Welding 1
A 40 hour module • Hawthorn • Prerequisite: NBB09
A subject in the Basic Welding course and the Engineering Post Trade course.

Content
MMAW machines, pad weld, fillet weld, butt weld, weld joints, weld defects, flame gouging, workshop metal identification.

NF002  Gas Metal Arc Welding 1
A 40 hour module • Hawthorn • Prerequisite: NBB09
A subject in the Basic Welding course.

Content
Principles of operation of equipment. Pad, fillet and butt welds in the flat, horizontal and vertical positions on various thickness material.

NF003  Gas Tungsten Arc Welding 1
A 40 hour module • Hawthorn • Prerequisite: NBB09
A subject in the Advanced Welding course.

Content
Select electrodes, gases and accessories for GTAW. Assemble GTAW plant. Butt and fillet welds on low carbon steel, stainless steel and aluminium.

NF004  Oxy Acetylene Welding 1
A 20 hour module • Hawthorn • Prerequisite: NBB09
A subject in the Basic Welding course, the Engineering Post Trade course, and the Basic Certificate of Engineering.

Content
Oxy-fuel gas welding, prepare, assemble and tack weld.

NF005  Manual Metal Arc Welding 2
A 40 hour module • Hawthorn • Prerequisite: NF001
A subject in the Advanced Welding course, and the Engineering Post Trade course.

Content
Electrodes, butt weld (low carbon steel), fillet weld, butt weld (stainless steel sheet) cast iron.

NF006  Manual Metal Arc Welding 3
A 40 hour module • Hawthorn • Prerequisite: NF005
A subject in the Advanced Welding course.

Content

NF007  Gas Metal Arc Welding 2
A 40 hour module • Hawthorn • Prerequisite: NF002 – NF015
A subject in the Advanced Welding course.

Content
Select consumables for welding low carbon and low alloy steels. Fillet and butt welding of low carbon steel and low alloy steel plate and pipe.

NF009  Gas Tungsten Arc Welding 2
A 40 hour module • Hawthorn • Prerequisite: NF003 – NF015
A subject in the Advanced Welding course.

Content
Select consumables for welding low carbon and low alloy steels. Fillet and butt welding using solid and flux cored wires.

NF012  Submerged Arc Welding
A 40 hour module • Hawthorn • Prerequisite: NBB09 – NF015
A subject in the Advanced Welding course.

Content
Pad, fillet and butt welding using the submerged arc process. Principles and operation of electroslag/consumable guide welding.

NF013  Thermal Cutting and Associated Processes
A 20 hour module • Hawthorn • Prerequisite: NBB09
A subject in the Basic Welding course.

Content
Cut components to size and shape using oxygen/fuel gas and plasma cutting equipment. Air arc and flame gouge carbon steel plate.

NF015  Material Science
A 20 hour module • Hawthorn • Prerequisite: nil
A subject in the Basic Welding course.

Content

NF017  Welding Certificate General Theory
A 60 hour module • Hawthorn • Prerequisite: Refer to AS1796
A subject in the Welding Certificate to AS1796.

Content
Theory requirements for syllabus items 1 to 18 of AS1796.
NF065  Welding Certificate 1 and 1E
A 60 hour module • Hawthorn • Prerequisite: NFOOG
A subject in the Welding Certificate to AS1796.

Content
Manual metal arc welding of butt welds in carbon steel plate.

NF066  Welding Certificate 2
A 60 hour module • Hawthorn • Prerequisite: NFOOG
A subject in the Welding Certificate to AS1796.

Content
Manual metal arc welding of butt welds in carbon steel pipe.

NF067  Welding Certificate 3 and 3E
A 60 hour module • Hawthorn • Prerequisite: NFOOG
A subject in the Welding Certificate to AS1796.

Content
Manual metal arc welding using hydrogen controlled electrodes in alloy steel plate.

NF068  Welding Certificate 4
A 60 hour module • Hawthorn • Prerequisite: NFOOG
A subject in the Welding Certificate to AS1796.

Content
Manual metal arc welding using hydrogen controlled electrodes in alloy steel pipe.

NF069  Welding Certificate 5
A 60 hour module • Hawthorn • Prerequisite: NFOOOG-NF009
A subject in the Welding Certificate to AS1796.

Content
Gas and tungsten arc welding using hydrogen controlled electrodes in alloy steel pipe.

NF070  Welding Certificate 6
A 60 hour module • Hawthorn • Prerequisite: NF011
A subject in the Welding Certificate to AS1796.

Content
Fuel gas welding of butt welds in alloy steel pipe.

NF071  Welding Certificate 7
A 60 hour module • Hawthorn • Prerequisite: NF009
A subject in the Welding Certificate to AS1796.

Content
Gas tungsten arc welding of butt welds in pipe.

NF072  Welding Certificate 8F and 8G
A 60 hour module • Hawthorn • Prerequisite: NF008
A subject in the Welding Certificate to AS1796.

Content
Gas metal arc welding of plate and pipe using flux cored wire (8F). Gas metal arc welding of plate and pipe using solid wire (8G).

NF073  Welding Certificate 9
A 60 hour module • Hawthorn • Prerequisite: NF012
A subject in the Welding Certificate to AS1796.

Content
Automatic submerged arc welding of plate.

NGMS101  Managing Information
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
Participants gain an understanding of the role of the information system in gathering, evaluating and storing information for action by user groups.

NGMS102  Managing Operations – Customer Service
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
Skills for identifying internal and external customers. Effective strategies for addressing the product and service requirements of the customer.

NGMS103  Managing Operations – Productivity
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
The provision of knowledge and skills to facilitate operational efficiency and productivity. This module examines the procedure from acquisition of resources through to production and delivery of products and services and the implementation of contingency procedures as required.

NGMS104  Managing Operations – Innovation
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
Utilising a knowledge of current practices, participants are encouraged to adopt an appropriate process to identify and evaluate opportunities to improve services, products and systems.

NGMS106  Managing Effective Working Relationships
Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
Characteristics of effective teams are examined together with strategies for achieving an optimal performance. Participants also study the impact of an organisation’s culture on the development and productivity of teams.
NGMS108 Managing and Organising Work for Goal Achievement

Total hours 40 • Prahran
A subject in the Advanced Certificate in Management.

Content
This module enables participants to plan and allocate work activities effectively to achieve predetermined objectives. An examination of the need for minimum standards of performance and appropriate control mechanisms to ensure a quality outcome.

NGMS110 Managing Grievances and Disputes

Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
The provision of appropriate counselling and negotiating skills to enable the effective management of grievances and disputes which may arise within the workplace.

NGMS111 Managing People • Workplace Practice

Total hours 34 • Prahran
A subject in the Advanced Certificate in Management.

Content
The identification of contemporary industrial affairs issues and their impact on the workplace. This requires an awareness of roles, responsibilities and duties in the workplace and a knowledge of relevant award agreements.

NGMS112 Managing People • Recruitment, Selection and Induction

Total hours 40 • Prahran
A subject in the Advanced Certificate in Management.

Content
This module is aimed at equipping participants with the skills and knowledge necessary to implement suitable recruitment and selection procedures. The design and development of effective induction programs are examined in detail.

NGMS113 Managing Finance • Setting and Achieving Budgets

Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
The provision of knowledge and skills to develop operational budgets and to implement monitoring and control methods necessary for the achievement of financial goals.

NGMS114 Managing Finance • Performance

Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
Participants will acquire the skills, knowledge, attributes and professional practices necessary to facilitate their recognition of the financial implications of operational performance, and manage operations through the use of relevant performance reports to achieve effective financial performance.

NGMS115 Managing Finance • Cost and Efficiency

Total hours 20 • Prahran
A subject in the Advanced Certificate in Management.

Content
Participants will be trained in the fundamentals of financial management in the operation of organisations. The emphasis is on the optimisation of financial performance through the reduction of costs and improved efficiency.

NGMS117 Managing Group Problem Solving and Decision Making

Total hours 40 • Prahran
A subject in the Advanced Certificate in Management.

Content
Participants will develop relevant skills to assist in the selection of appropriate problem solving and decision making techniques. Diagnostic processes, group facilitation and meeting procedures are examined with a view to maximising group benefits of group participation.

NM001 Milling 1

A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

Content
Basic milling operations for both vertical and horizontal milling machines including keyway cutting, indexing, form milling etc.

NM002 Milling 2

A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

Content
Using milling attachments such as slotting and vertical milling attachments. Form milling and production of splines.

NM003 Milling 3

A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

Content
Helical milling of gears and milling cutters.

NM005 Engineering Calculations

A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical.

Content
Engineering calculations including use of calculations, use of calculator, right angle triangle problems, manipulation of algebraic expressions, sine, and cosine rules.
NM006 CAD 1
A 40 hour module • Hawthorn • Prerequisite: NBB12
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Engineering Post Trade course.

Content
Introduction to AutoCAD and workstation components, basic 2D drawing, including the use of all commonly used commands. Produce engineering drawings.

NM007 Principles of Machining
A 20 hour module • Hawthorn • Prerequisite: nil
A subject in the Basic Certificate in Engineering.

Content
Advanced cutting tool geometry.

NM008 Engineering Materials
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Basic Certificate in Engineering and the Certificate in Engineering • Mechanical.

Content
Steel, heat treatment, plastics, processes of production of materials.

NM009 CNC Machining
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering – Mechanical, and the Engineering Post Trade course.

Content
Basic programming and operating of CNC machines, e.g. mill and lathe.

NM010 CNC Turning 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Contouring (internal and external), circular programming tapers, tool radius, compensation, screw cutting, canned cycles.

NM011 CNC Turning 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
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
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Contouring (internal and external), circular programming angular features, cutter radius compensation, canned cycles, drilling, tapping, boring.

NM013 CNC Milling 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
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
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Basic Certificate in Engineering and the Certificate in Engineering • Mechanical.

Content
Fitting using scrapers and reamers and dowels, pins, pegs and other fabrication methods.

NM016 Drills and Drilling
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Basic Certificate in Engineering and the Certificate in Engineering • Mechanical.

Content
Types, function and use of drills and drilling machines.

NM017 Grinding 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Surface grinding flat, square, angled, parallel grooves etc. to a high degree of accuracy.

NM018 Grinding 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course, and the Certificate in Engineering • Mechanical.

Content
Cylindrical grinding, internal and external parallel, tapered, shoulders and form grinding.

NM019 Tool Sharpening Off-Hand
A 20 hour module • Hawthorn • Prerequisite: nil
A subject in the Basic Certificate in Engineering and the Certificate in Engineering • Mechanical.

Content
Grinding of lathe cutting tools and drills using off-hand grinding methods.

NM020 Tool and Cutter Grinding
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Sharpening of milling cutter using a tool and cutter grinder. Production of small cylindrical ground components using an AT&C grinder.
NM021 Precision Measurement
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course and the Certificate in Engineering • Mechanical.

Content
Study of all types of precision measurement equipment, sources of error and methods of reducing errors.

NM022 Machine Repair and Installation
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Lifting and slinging, machine installation, fault finding, bearing repairs, crack detection.

NM023 Plant Condition and Monitoring
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Safety, instruments, terminology, awareness of principles of operation, uses, environmental controls, lubrication and coolant, programmable controllers and sequencers, bearing condition monitoring.

NM024 Turning 4
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Multi start screw cutting V-threads and square threads.

NM025 Turning 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Basic parallel turning to tolerated drawings.

NM026 Turning 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Advanced turning of tapers, parallel form turning, face plate work and use of steadies.

NM027 Turning 3
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Single start screw cutting V-threads metric and imperial.

NM028 Fitting Techniques 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
V-belts — couplings, balance of pulleys, pipe bending, fitting of pipe work, mechanical and static seals.

NM029 Mechanical Power Transmission
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Belts, chain drives, gears and reduction systems, mechanical power transmission, clutches, bearings, types of transmission.

NM030 Fluid Power
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Basic hydraulic and pneumatic systems.

NM031 Pneumatics 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical.

Content
Compressed air generation and distribution, pneumatic components, pneumatic circuitry, servicing.

NM032 Hydraulics 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Mechanical, and the Engineering Post Trade course.

Content
Basic hydraulics. Basic hydraulic component specifications, graphic symbols, fault finding in hydraulic circuits.

NM033 Fluid Power Control 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Safety in auto fluid power systems, fluid power control systems, control switching, relay logic, electro-hydraulic/pneumatic controls, electrical equipment.

NM034 Air Compression Distribution
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Air compressors, air receivers, compressed air distribution systems, maintenance procedures of compressors.

NM044 Engineering Drawing Interpretation 2
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering • Electronics.

Content
Advanced engineering drawing interpretation, formal third angle projection drawing, sectioning, detail drawing, assembly drawing.
NM045 Electrical Discharge Machines
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate in Engineering - Electronics and the Engineering Post Trade course.

Content
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
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Typical pressed components, stainless steel aluminium copper and brass, zinc allots, 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, locators etc.

NM047 Press Tool 2 Blank and Pierce
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
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
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Presses used, bending and forming operations, calculate shut height, force, blank lengths. Use of rubber, die cushions, springback.

NM049 Press Tool 4 Draw Dies
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content

NM051 Press Tool 5 Progressive Dies
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content

NM081 Computer Aided Machining 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Engineering Post Trade course.

Content
Introduction to Computer Aided Machining (CAM), use of CAM methods of programming to produce parts on CNC equipment.

NMTS1.20 Computer Skills
A 10 hour module • Hawthorn • Prerequisite: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
The purpose of this module is to provide the participant with the knowledge and skills to:
- operate effectively in an environment with standard information technology equipment;
- process information common to the fire industry;
- prepare correspondence and reports using word processing packages.

NMTS3.09 Workplace Trainer Category 1
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
The purpose of this module is to provide the participant with the knowledge and skills to provide training in the workplace on a one-to-one basis or to small groups of trainees.

NMTS3.21 Introduction to Law
A 20 hour module • Hawthorn • Prerequisite: nil
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
The purpose of this module is to provide the participant with the knowledge and skills to:
- represent the fire industry in a court of law;
- present evidence in a court room in accordance with the rules of evidence for a civil/criminal trial.
NMTS4.20 Fire Law
A 20 hour module. Hawthorn. Prerequisite: NMTS3.21
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

Content
The purpose of this module is to develop a basic understanding and knowledge of the law as it relates to the provision of fire services.

NOS116 Introduction Computing Modules 24 hrs
NOS118 12 hrs
NOS213 12 hrs
Prahran. Prerequisites: nil
A subject in the Advanced Certificate in General Insurance.

Content
The three 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
Total hours 27. Prahran. Prerequisites: nil
A subject in the Advanced Certificate in Management.

Content
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
Total hours 40. Prahran. Prerequisites: nil
A subject in the Advanced Certificate/Associate Diploma: Office Administration.

Content
An elementary module covering the preparation of accounting records to trial balance stage.

NOS215 Database Fundamentals
Total hours 27. Prahran
A subject in the Advanced Certificate in Management.

Content

NOS216 Spreadsheet Fundamentals
Total hours 27. Prahran
A subject in the Advanced Certificate in Management.

Content
The provision of the necessary knowledge and skills to effectively implement a spreadsheet package.

NOS219 Accounting — Basic Reports
Total hours 36. Hawthorn/Prahran. Prerequisite: NOS124
A subject in the Advanced Certificate/Associate Diploma: Office Administration.

Content
This module follows on from Accounting To Trial Balance. It covers the preparation of final accounting reports and the manual processing of payroll.

NOS222 Word Processing: Introduction
Total hours 24. Prahran
A subject in the Advanced Certificate in Management.

Content
The provision of basic knowledge and skills for the efficient utilisation of a word processing software package.

NOS225 18 hrs
NOS225/226/227
Total hours 18. Hawthorn/Prahran. Prerequisites: nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.

Content
The seven modules offered provide students with the knowledge and skills to operate computerised software in a wide range of accounting applications.

NOS226 18 hrs
NOS227 18 hrs See NAP701

SZ700 Introduction to the Theatre Industry
Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will introduce students to the activities, environment, occupations and opportunities in the theatre industry.

SZ701 Introduction to Industrial Relations
Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will introduce students to the concepts and processes of industrial relations relevant to the theatre industry.

SZ702 Workplace Safety
Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will provide participants with an overview of the obligations and legal requirements of occupational health and safety in the theatre industry.

SZ703 First Aid
Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream) and the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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.
SZ704 Development of Technology in European Theatre

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will develop students’ ability to place a performance in an historical cultural framework.

SZ705 Non-European Theatre Traditions

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will provide students with a background to non-European performance traditions which impact on the Australian theatre industry.

SZ706 Practical Placement 1

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
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.

SZ710 Introduction to Costume

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
This subject will provide students with basic skills and knowledge in costume construction techniques and processes relevant to the theatre industry.

SZ711 Garment Assembly 1

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
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.

SZ712 Millinery 1

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
The subject will provide students with the skills and knowledge to cut and sew a range of soft hats.

SZ713 Costume Maintenance

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
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

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
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.

SZ732 Practical Placement 2

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

Objectives and content
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

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream) and the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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

Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream) and the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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.
52744 Make-Up and Mask
Prahran
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream) and the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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.

52745 Basic Lighting
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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.

52747 Basic Set Design
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Visits to different performance venues; materials; use of tools and maintenance; floor plans; scale models; basic set construction.

52748 Movement for Performers
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
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.

52749 Voice
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Vocal warm-up; employing techniques of some of the major theorists; emphasis is on the easy, natural release of voice.

SZ751 Introduction to the Australian Theatre Industry
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Scope and historical development of Australian theatre and community arts organisation; organisational structures; funding sources; career paths.

52752 Scriptwriting
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Action; scenario; conflict; character status; dialogue; reading of performance of short script.

52754 Project Administration
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Funding sources; budgeting; Front of House tasks; box office administration; project organisation.

52755 Improvisation
Prahran
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Improvisation techniques; story-telling and narrative forms; actor/audience relationship; downing; commedia dell'arte.
**SZ763 Basic Sound**  
*Prahran*  
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**  
Sound terminology; patch and operation of simple sound system; basic recording and editing; use and placement of microphones in various setting.

**SZ766 Performing Arts in Context**  
*Prahran*  
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**  
Six performance visits; relationship between drama and society; major innovators; relationship of performing space, performer and audience.

**SZ770 Publicity, Marketing and Event Management**  
*Prahran*  
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**  
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.

**SZ771 Research and Consultation**  
*Prahran*  
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**  
Skills appropriate to event projects: strategic planning; documenting research skills; time management; education skills.

**SZ776 Acting**  
*Prahran*  
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**  
Performance styles; actor/launderence relationships; character development; script analysis; monologues; duologues; reading texts.

**SZ794 Music in Performance**  
*Prahran*  
A subject in the Associate Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**  
Rhythmic patterns; use of a range of percussive instruments; simple instrument making.

**SZ900 Undergarments**  
*Prahran*  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

**Objectives and content**  
This subject provides students with the skills and knowledge required to construct undergarments including those which alter body silhouette for the stage.

**SZ901 Period Millinery**  
*Prahran*  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

**Objectives and content**  
This subject provides students with the skills and knowledge required to interpret designs and create period millinery.

**SZ902 Period Costume**  
*Prahran*  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

**Objectives and content**  
This subject provides students with the skills and knowledge required to research, make patterns, and produce period costumes.

**SZ903 Staffing**  
*Prahran*  
A subject in the Associate Diploma of Arts: Theatre Technology (Costume Stream).

**Objectives and content**  
This subject will provide students with the skills and knowledge required to undertake basic personnel procedures such as recruitment, selection and induction.

**TC101 Physics 1**  
2 hours per week • Hawthorn • Prerequisite: NIL  
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**  
Measurement and error analysis, composition and resolution of vectors, linear and rotation motion, precision and gyration.

**TC102 Physics 3**  
2 hours per week • Hawthorn • Prerequisite: NIL  
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**  
Field theory; photons, electrons and atoms, nuclear physics, heat.
TC111  Mathematics 1  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Relations, functions, graphs.

TC112  Mathematics 2  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Differential calculus.

TC113  Mathematics 3  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Integral calculus.

TC114  Mathematics 4  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Boolean algebra, complex numbers.

TC121  Electronics 1  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Electrical properties of materials, semiconductors, capacitors, inductors, transformers, AC and DC circuit analysis, power supplies, transistor amplifiers.

TC122  Electronics 2  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Digital electronics including logic circuits, Boolean algebra, counters, displaces, logic families and an introduction to microprocessors.

TC123  Electronics 3  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Microprocessor fundamentals, assembly language programming, instruction outcome and timing, address decoding circuits, logic interfacing to memory and ports.

TC151  Professional Communication 1  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Interpreting and producing graphic material for specific purposes; planning and presenting technical reports and other documents.

TC152  Professional Communication 2  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Skills and strategies for effective client relationships and for building and managing a work team.

TC161  Laboratory Technology 1  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Laboratory applications of measurement, linear and rotational motion and particle dynamics.

TC162  Laboratory Technology 2  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Laboratory applications of field theory capacitance, DC circuit theory, sound, basic modern physics and heat.

TC180  Introduction to Programming 1  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Program design! program control and the programming environment using a structural programming language.

TC181  Introduction to Computing 1  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
PC usage, keyboard skills, DOS, virus control, hardware trouble shooting, PC configuration and system software maintenance.

TC182  Introduction to Programming 2  
*2 hours per week • Hawthorn • Prerequisite: Nil*
A subject in Semester 2 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Graphic screen techniques, programming with procedures, arrays and records using a structured programming language.
TC183  Computer Applications
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Usage of DOS, spreadsheet, database, word processing, PC hardware configuration repairs and maintenance.

TC190  Laboratory Workshop Practices (3D Animation)
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

Content
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, 3D animation introduction.

TC192  3D Animation
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 1 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Using 3D Studio Release 4 to develop skills in animation technique.

TC202  Physics 3
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Elasticity, simple harmonic motion, wave motion, hydrostatics and hydrodynamics.

TC203  Physics 4
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Thermodynamics, physical optics, magnetism and project work.

TC204  Laboratory Workshop Practices (Autocad)
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
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. Autocad introduction.

TC211  Mathematics 5
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Determinants, matrices and vectors.

TC212  Mathematics 6
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Ordinary differential equations.

TC213  Mathematics 7
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Numerical methods and error analysis.

TC214  Mathematics 8
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Sampling and statistics.

TC261  Laboratory Technology 3
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Laboratory applications of material physics, simple harmonic motion, fluid statics and dynamics.

TC262  Laboratory Technology 4
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Laboratory applications of thermodynamics, physical optics and magnetism.

TC271  Computer Technology 1
2 hours per week • Hawthorn • Prerequisite: TC180, TC182
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Principles of computer interfacing, principles of data acquisition and control, construction of IBM expansion bus interface circuits, serial and IEEE-488 instrument control programs and use of a spreadsheet for data analysis and display.

TC272  Computer Technology 2
2 hours per week • Hawthorn • Prerequisite: TC180, TC182
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Use of commercial packages for the development of data acquisition and process control applications.
TC273  Computer Technology 3
2 hours per week • Hawthorn • Prerequisite: TC271, TC272
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Microcontroller system design, microprocessorsupport IC chips, programmablelogic controllers and data loggers.

TC274  Computer Technology 4
2 hours per week • Hawthorn • Prerequisite: TC271, TC272
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Computer control project utilising skills gained from the course.

TC275  Networking 1
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Introduces students to the physical requirements and protocol for data transmission; gives students experience in using a local area network as a model for a commercial networking station.

TC280  C Programming
2 hours per week • Hawthorn • Prerequisite: TC180, TC182
A subject in Semester 3 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Introduction to C programming language, data structures, arrays, records, and sorting techniques.

TC281  Structured Programming 1
2 hours per week • Hawthorn • Prerequisite: TC280
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Pointers, linked lists, stacks and queues, records and files in a structured programming language.

TC282  Structured Programming 2
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma of Applied Science (Scientific Computing).

Content
Database management and programming in a database language including the use of an application generator.

TC283  Software Development
2 hours per week • Hawthorn • Prerequisite: Nil
A subject in Semester 4 of the Associate Diploma of Applied Science (Scientific Computing).

Content
Practical introduction to 5GL programming, such as Prolog Programming.

TD015  Engineering Materials 1B
2 hours per week • Hawthorn • Prerequisite: TD014
An elective in the Diploma of Engineering.

Content
The heat treatment of plain carbon steels; cast iron; alloy steels. Aluminium, copper, magnesium, nickel, zinc, lead, tin and other alloys; plastics; adhesives.

TD028  Applied Mechanics 3A
3 hours per week • Hawthorn • Prerequisites: TD026/7, TD034/5
An elective in the Diploma of Engineering.

Content
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
3 hours per week • Hawthorn • Prerequisites: TD028
An elective in the Diploma of Engineering.

Content
The study of machine frames, mechanisms, balancing reciprocating masses, rotational speed variation and control, pressure vessels, strain gauges.

TD030  Final Project (Applied Mechanics)
2 hours per week • Hawthorn • Prerequisite: concurrently with TD029
An elective in the Diploma of Engineering.

Content
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.

TD042  Production Planning and Control 1A
2 hours per week • Hawthorn • Prerequisites: TD047/ TD048
An elective in the Diploma of Engineering.

Content
The terminology, nature and purpose of production control. The organisation of product control and the functions within the production department. Preparation of forecasts, schedules, machine loading and inventory control.

TD043  Production Planning and Control 1B
2 hours per week • Hawthorn • Prerequisites: TD042
An elective in the Diploma of Engineering.

Content
Production control procedures, work estimating, manufacturing authority and master scheduling preparation together with material control.
TD044  Production Planning and Control 2A  
2 hours per week • Hawthorn • Prerequisites: TD043  
An elective in the Diploma of Engineering.

Content
The production function and its relationship with organisational policies. Budgeting and control, capacity analysis, planning techniques and quality control.

TD045  Production Planning and Control 2B  
2 hours per week • Hawthorn • Prerequisites: TD044  
An elective in the Diploma of Engineering.

Content

TE145  Mathematics 1E  
4 hours per week • Hawthorn • Prerequisite: nil •  
Assessment: topic tests and final examination.

A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems) and the Advanced Certificate in Industrial Electronics.

Content
Algebraic manipulation, equations and formulas, digital mathematics, indices, surds and logarithms, trigonometry, complex numbers.

TE245  Mathematics 2E  
4 hours per week • Hawthorn • Prerequisites: TE145 or equivalent • Assessment: classwork and final examination

A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems).

Content
Boolean algebra, complex numbers, differentiation, integration, differential equations.

TE345  Mathematics 3E  
4 hours per week • Hawthorn • Prerequisites: TE245 or equivalent  
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

Content
Complex numbers, transcendental functions, calculus, Fourier analysis, laplace transform, bessel and singularity functions.

TE445  Mathematics 4E  
Summer School subject • Hawthorn • Prerequisites: TE345 or equivalent  
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems).

Content
Sequences and series, power series and taylor series, differential equations, vectors, matrices, functions of several variables.

TE663  Programmable Logic Controllers 1  
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

Content
Interpretation of Australian Standards governing safe working when using a PC. Relationships between control systems, including the drawing of a wiring diagram for an 110 rack.

TE664  Programmable Logic Controllers 2  
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Advanced Certificate in Industrial Electronics.

Content
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  
4 hours per week • Hawthorn • Prerequisites: CBE-4
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems) and the Advanced Certificate in Industrial Electronics. An elective in the Diploma of Engineering.

Content
Microprocessor instruction set, problem solving techniques, address decoding circuits, microprocessor interfacing, parallel input/output devices and interrupts.

TE701  Electronic Software Tools  
4 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

Content
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, CAD for circuit schematics.

TE702  Linear Electronics 1  
4 hours per week • Hawthorn • Prerequisites: CBE-2, CBE-3, TE145
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

Content
Diode protection and reference circuits, power supply circuits, attenuators, BJT and FET biasing, amplifiers — frequency response and feedback, operational amplifiers and oscillators.
TE703  Circuit Analysis 1
2 hours per week • Hawthorn • Prerequisites: CBE-1, CBE-145
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

Content
DC network analysis, resonant circuits, AC fundamentals, complex impedances and time and frequency domain.

TE704  Digital Design 1
4 hours per week • Hawthorn • Prerequisites: CBE-2, CBE-3, CBE-4
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

Content
Combinational circuits, encoded sequential circuits, circuit design with multiplexers and demultiplexers, oscillators, buffering and interfacing and state machines.

TE705  Microprocessor Interfacing
4 hours per week • Hawthorn • Prerequisites: TE700, TE701, TE704
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems) and Advanced Certificate in Industrial Electronics. An elective in the Diploma of Engineering.

Content
Basic system design principles, data entry and display systems, software development programmable LS1 devices, minimum system design and construction.

TE706  Electronics 3L
4 hours per week • Hawthorn • Prerequisites: TE702
A subject in the Associate Diploma of Engineering (Electronics). An elective in the Diploma of Engineering.

Content
Audio power amplifiers, operational amplifier applications, power supplies, amplifier frequency response, negative feedback.

TE707  Communications 1
4 hours per week • Hawthorn • Prerequisites: TE702, TE703
A subject in the Associate Diploma of Engineering (Electronics). An elective in the Diploma of Engineering.

Content
Amplitude, frequency and pulse modulation, parameters of multiplex carrier telephone systems, filters, cables, antennas, wave propagation, application of resonance to tuned amplifiers.

TE708  Design Projects
2 hours per week • Hawthorn • Prerequisites: CBE5.2
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

Content
Systems design considerations and philosophy, including design for safety margins, reliability and ergonomics.

TE709  Electronic Instrumentation
4 hours per week • Hawthorn • Prerequisites: TE700, TE701, TE702
A subject in the Associate Diploma of Engineering (Electronics). An elective in the Diploma of Engineering.

Content
Standard measurement considerations, digital system measurement, signal (source), frequency and time measurements, signal sources, waveform analysis, reflectometer measurements, communication system measurements, automated testing – research topic.

TE710  Quality Control and Management
2 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

Content
This subject introduces students to the concept of quality in various aspects of their employment. Total Quality Control (TQC), excellence in personal presentation and communication skills are covered. Students are also introduced to the elements of project management and time management.

TE711  Microprocessor Control
4 hours per week • Hawthorn • Prerequisites: TE700, TE705
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems) and Advanced Certificate in Industrial Electronics. An elective in the Diploma of Engineering.

Content
Design principles, transducer interfacing, control circuitry design and development, major project.

TE712  Electronics 4L
4 hours per week • Hawthorn • Prerequisites: TE706
A subject in the Associate Diploma of Engineering (Electronics). An elective in the Diploma of Engineering.

Content
Frequency response, large signal amplifiers, power supplies, noise and component selection, system considerations and fault finding.
TE713  Digital Design 2  
4 hours per week • Hawthorn • Prerequisites: Nil  
A subject in the Associate Diploma of Engineering (Electronics). An elective in the Diploma of Engineering.  

Content  
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  
4 hours per week • Hawthorn • Prerequisites: TE703  
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.  

Content  
Resistance, AC series/parallel analysis, AC network theorems, equivalent circuits, three-phase circuits, non sinusoidal waves, transforms, loading effects.  

TE716  Data Communications 1  
4 hours per week • Hawthorn • Prerequisites: TE700, TE701  
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.  

Content  
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  
4 hours per week • Hawthorn • Prerequisites: TE700, TE701, TE702, TE704  
A subject in the Associate Diploma of Engineering (Electronics).  

Content  
Systems programming, hardware testing and diagnostic programs, automated testing systems, programmable logic controllers, project.  

TE719  Operating Systems  
4 hours per week • Hawthorn • Prerequisites: TE701  
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems).  

Content  
This subject reviews Operating System concepts and provides a detailed coverage of MSDOS and a typical multi-tasking/multi-user operating system, e.g. UNIX.  

TE720  High Level Languages  
2 hours per week • Hawthorn • Prerequisites: TE700, TE701  
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems).  

Content  
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  
2 hours per week • Hawthorn • Prerequisites: TE700, TE704  
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems).  

Content  
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  
4 hours per week • Hawthorn • Prerequisites: TE700, TE701, TE702  
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems).  

Content  
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  
4 hours per week • Hawthorn • Prerequisites: TE705, TE719, TE722  
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems).  

Content  
This subject provides students with system level knowledge of the hardware and software components of a typical computer system. Emphasis is placed on the interaction of hardware and software and the strategic issues of supporting the computer in terms of maintenance and performance enhancement/upgrading. The applications of diagnostic utilities for systems and peripherals are also included.
**TE725 Interfacing Applications Using C**

4 hours per week • Hawthorn • Prerequisites: TE701, TE705, TE720

A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems).

**Content**

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**

4 hours per week • Hawthorn • Prerequisites: TE700, TE701, TE704, TE705

A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems).

**Content**

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**

2 hours per week • Hawthorn • Prerequisites: TE716, TE719

A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems).

**Content**

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**

2 hours per week • Hawthorn • Prerequisites: Nil

A subject in the Advanced Certificate in Industrial Electronics.

**Content**

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**

4 hours per week • Hawthorn • Prerequisites: Nil

A subject in the Advanced Certificate in Industrial Electronics.

**Content**

Introduction to control, control circuits, timing devices and circuits, and sensing and output devices.

**TE731 Systems and Applications Software**

4 hours per week • Hawthorn • Prerequisites: Nil

A subject in the Advanced Certificate in Industrial Electronics.

**Content**

This subject addresses the installation, upgrading, customisation and maintenance of software packages to configuration typical of those found in a commercial environment.

**TE732 Single User DOS**

4 hours per week • Hawthorn • Prerequisites: Nil

A subject in the Advanced Certificate in Industrial Electronics.

**Content**

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**

4 hours per week • Hawthorn • Prerequisites: Nil

A subject in the Advanced Certificate in Industrial Electronics.

**Content**

Topic areas covered are: Three-phase reduced voltage starting, protection of motors, braking of AC motors, DC motor starting, introduction to AC speed control and, commissioning and fault-finding.

**TE734 Static and Rotating Electrical Machines**

4 hours per week • Hawthorn • Prerequisites: Nil

A subject in the Advanced Certificate in Industrial Electronics.

**Content**

Provides foundation studies in the areas of static and rotating electrical machines. Topic areas covered are: DC Machines, single phase AC motors, three-phase induction motors, synchronous machines and transformers.

**TE735 Electrical/Electronics Drafting Principles**

4 hours per week • Hawthorn • Prerequisites: Nil

A subject in the Advanced Certificate in Industrial Electronics.

**Content**

Provides foundation studies in drafting. It also covers a range of topics in the electro-mechanical drafting area, orthographic projection, pictorial drawing, sketching, sectioning, scaling and assembly drawings. An introduction to electrical/electronic symbols and diagrams is also included.
**TEA000** Basic Statistics
A 20 hour module • Hawthorn • Prerequisites: Year 11 Mathematics
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Statistical methods involving engineering examples.

**TEA001** Calculus
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Differential calculus — limits, rules of differentiation, second derivatives, applications. Integral calculus — integration methods, applications.

**TEA002** Engineering Mathematics A
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Arithmetic and algebraic manipulation of equations and formulas, 2D geometry and linear graph functions.

**TEA003** Engineering Mathematics B
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Matrix algebra, quadratic functions, trigonometric functions, exponential and logarithmic functions.

**TEA010** Materials Science
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Classification of material, properties and recognition of materials, testing, processing and finishing of materials, applications.

**TEA011** Science
A 40 hour module • Hawthorn • Prerequisites: Year 10 Mathematics or metal trade qualification
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
SI system of units, motion, work, energy, power, heat and temperature, electromagnetic waves, error and uncertainty.

**TEA040** Occupational Health and Safety
A 20 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
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
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Types of computer operation systems, common applications of computer in industry, the use of spreadsheet, database and word processor.

**TEA060** Engineering Design Concepts
A 40 hour module • Hawthorn • Prerequisites: Nil

Content
Design philosophy, design specification, Australian standards, application of design methodology, economic considerations, ergonomic considerations.

**TEA061** Engineering Graphics
A 40 hour module • Hawthorn • Prerequisites: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical, a subject in the Certificate IV in Fire Technology.

Content
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.
TEA065  Computer Aided Drafting B
A 40 hour module • Hawthorn • Prerequisite: NM006
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Create library files of elements, production of CAD drawings to industry specific standards.

TEA160  Advanced PLC
A 40 hour module • Hawthorn
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Elements of a PLC system, Ladder diagram, advanced instruction set, PLC software programs.

TEA501  Production and Planning Control Main Functions
A 20 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
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, size and structure. Decision making process, lean manufacturing, and structural change.

TEA502  Jig and Tool Drafting Jigs and Fixtures
A 40 hour module • Hawthorn • Prerequisite: TEA701
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
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
A 40 hour module • Hawthorn • Prerequisite: TEA502
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Fixtures — purpose, uses and fixture design of conventional production milling and turning machines. Introduction to numerical control fixture design.

TEA670  Applied Chemistry
A 40 hour module • Hawthorn • Prerequisite: TEA671
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Thermodynamics, acid-base theory, Hess's law, equilibrium and free energy charge, chemical reactions, electrochemistry.

TEA671  Constitution of Matter
A 40 hour module • Hawthorn • Prerequisite: VCE Chemistry or equivalent
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

Content
Laboratory techniques, constitution of matter, periodic table, bonding, valencies, reactions, Avogadro's number, gas laws, oxidation and reduction.

TEA700  Computer Aided Manufacturing Systems
A 40 hour module • Hawthorn • Prerequisite: TEA069
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Selection and operation of a CAM system for a manufacturing environment.

TEA701  Engineering Drawing 1
A 40 hour module • Hawthorn • Prerequisite: TEA061
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical, and the Certificate IV in Fire Technology.

Content
Standard drawing, freehand sketches, isometric projection, detailed drawings, auxiliary views and sections. Dimension limits and fits, surface texture. Assembly drawings.

TEA703  Engineering Drawing 3
A 40 hour module • Hawthorn • Prerequisite: TEA701
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Structural steel sections, structural and high strength bolts, welding symbols. Key and Keyway sizes for given shaft diameters. Drawing machine components.

TEA706  Fluid Mechanics 1
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
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.

TEA711  Mechanical Drive Components
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Shafting/couplings, gearing, chaindrives, belt drives, mechanical variable speed drives. Brake and clutch, bearings, winch equipment, reciprocating drive, linear to rotational drive.
TEA714 Thermodynamics 1
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Energy and humanity, basic concepts, energy, energy transfer in open and closed systems, heat engines.

TEA740 Workshop Practices (Fabrication)
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Rolling, pressing, cropping, punching, manual metal arc, oxygen/acetlene, gas metal arc, gas tungsten arc, submerged arc welding, safety and hazards.

TEA741 Workshop Processes (Machine Shop)
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Machine tools and operations, cutting tools, work holding methods, machine set-up, centre lathe, milling machine, grinding machine.

TEA750 Materials Testing and Heat Treatment
A 60 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Structure of materials, iron and steel, non-ferrous alloys, properties of materials, materials testing, corrosion, polymers, ceramics, composite materials.

TEA772 Introductory Dynamics
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Theory and practical applications of simple rigid bodies in motion. Problems 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
A 40 hour module • Hawthorn • Prerequisite: TEA703
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content

TEA790 Manufacturing Process
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Forming processes, powder metallurgy, automatic lathes, grinding machines and applications of CNC in metal cutting.

TEA800 Advanced Strength of Materials
A 40 hour module • Hawthorn • Prerequisite: TEA804
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Stress and strain, strain energy, bending and shear in beams, combined stress, beam deflection, buckling of columns.

TEA804 Introductory Strong of Materials
A 40 hour module • Hawthorn • Prerequisite: TEA859
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Stress and strain, bolted connections, welded connections, thin walled pressure vessels, properties of plane figures, beams, torsional stress, thermal stress.

TEA859 Statics
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
Force, equilibrium of concurrent coplanar forces, movement and torque, couples, equilibrium of non-concurrent co-planar forces, friction, forces in frames.

TEB——— Numerical Control 1
A 60 hour module • Hawthorn • Prerequisite: TEA741
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Introduction to numerical control. The planning procedure, preparation and writing of manual part programs for a CNC lathe and machining centre.
TEB030  Advanced Quality Concepts
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical.

Content
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
A 40 hour module • Hawthorn • Prerequisite: TEA040
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Introduction to project management, contract documents, graphical representation of project, budgeting and tracking project progress.

TEB072  Critical Path and Project Analysis
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content
Critical project path scheduling, contractual data analysis, quantitative evaluation of production progress.

TEB504  Materials Handling System Design 1
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content
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
A 20 hour module • Hawthorn • Prerequisite: TEA501
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content
Production control, charting, machine loading, gantt 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
A 40 hour module • Hawthorn • Prerequisite: TEB507
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content
Manufacturing Resource Planning (MRP2), Master Production Scheduling (MPS), Just-in-Time (JIT), Total Quality Control (TQC). Work estimating, production control and material control.

TEB509  Production Planning and Control Forecasting
A 40 hour module • Hawthorn • Prerequisite: TEB508
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content
Forecasting, estimating, budget and control, methods of costing, capacity management, resource planning, quality assurance, quality monitoring techniques.

TEB511  Injection Mould Processing and Tooling
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content

TEB512  Injection Moulding Tool Construction and Design Practices
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

Content
Moulds (components and function), mould terminology, mould construction. Tool design process.
**TEB650** Materials for Engineering  
A 40 hour module • Hawthorn • Prerequisite: TEA010  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Manufacturing/Mechanical. An elective in the Diploma of Engineering.  

**Content**  
Structure of materials, phase equilibrium diagrams, heat treatment processes, structure specification and properties of engineering materials, failure of engineering materials.

**TEB673** Crystallography  
A 40 hour module • Hawthorn • Prerequisite: ME011, TEA010  

**Content**  
Crystalline structures of minerals and metals, miller indices, stereographic projections.

**TEB701** Advanced Machine Design  
A 40 hour module • Hawthorn • Prerequisite: TEA001, TEA780, TEB073, TEB770  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

**Content**  

**TEB702** Dynamics of Industrial Machines  
A 40 hour module • Hawthorn • Prerequisite: TEA001, TEB770  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

**Content**  
Free vibration, forced vibration, damped vibration, balancing and static balance measurement. Vibration measurement.

**TEB703** Machine Design  
A 40 hour module • Hawthorn • Prerequisite: TEA772  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

**Content**  
Drive shaft materials, tensile, shear and bending strength. Fatigue, stress raisers and endurance.

**TEB704** Mechanical Design  
A 40 hour module • Hawthorn • Prerequisite: TEA771, TEA772, TEB703  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

**Content**  
Introduction, rolling contact bearings, bolted connections, welded connections.

**TEB705** Project Mechanical Design Synthesis  
A 80 hour module • Hawthorn • Prerequisite: TEB030, TEB071, TEB701  
An elective in the Diploma of Engineering.

**Content**  
Detailed drawings of parts and assemblies showing linear and geometric tolerancing. Tender documents and contracting. Engineering project specifications, client interaction (interpersonal skills), assessment of client need, report writing, preliminary design sketches, preliminary design calculations, general arrangement drawing, component design — sizing, material selection and bought outside selection of standard components.

**TEB711** Thermodynamics 2  
A 40 hour module • Hawthorn • Prerequisite: TEA714  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

**Content**  
Heat transfer, combustion and fuels, steam, refrigeration/heat pump.

**TEB712** Plant Layout  
A 40 hour module • Hawthorn • Prerequisite: TEA740 or TEA741  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

**Content**  
Process design, system design, flow charts. Materials handling system design, activity relationship charts, production methods.

**TEB720** Fluid Mechanics 2  
A 40 hour module • Hawthorn • Prerequisite: TEA706  
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

**Content**  
Reynold's number and flow regime, characteristics of laminar, turbulent and mixed (transition), flow, heat loss in pipes and fittings, pipe networks, fluid machinery, and pumping systems.
**TEB770  Robotics**

A 20 hour module • Hawthorn • Prerequisite: TEB771

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical). An elective in the Diploma of Engineering.

**Content**

Industrial robot selection, robot installation, interfacing, robot sensors, trouble shooting and diagnostics, maintenance, advanced programming.

**TEB771  Advanced Dynamics**

A 40 hour module • Hawthorn • Prerequisite: TEB772

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) An elective in the Diploma of Engineering.

**Content**

Friction, band brakes, clutches, belt drives and power screws, centrifugal forces, static and dynamic balance of unbalanced masses on shafts and flywheels, simple and transmissibility, direct central impact, accelerating bodies, work energy method.

**TEB840  Advanced Strength Of Materials**

A 40 hour module • Hawthorn • Prerequisite: TEB804

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

**Content**

Axii stresses and strains, strain energy and resilience, rivets and bolts, SF and BM diagrams, combined axial and bending stresses, resultant stress caused by shear and normal stresses being present simultaneously. Johnson or Euler equations, buckling loads for ductile materials, deflection at any point on a beam.

**TF195  Organisation and Management for Quality A**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control.

**Content**


**TF196  Organisation and Management for Quality B**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control.

**Content**


**TF197A  Statistical Quality Control A**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control.

**Content**


**TF197B  Statistical Quality Control B**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control.

**Content**


**TF253  Computer Appreciation and Application to Quality Control**

2 hours per week • Hawthorn • Prerequisite: Nil

A subject in the Swinburne Certificate in Quality Control.

**Content**

This subject is aimed at people who have no experience in working with computers. It is a 'hands-on' subject throughout the semester and the objective is to give students the ability to perform simple operations on DOS, spreadsheet, data base, word processing and simple programming and to show their application to quality control.

**TF297  Statistical Quality Control 2**

2 hours per week • Hawthorn • Prerequisite: Nil


**Content**

Acceptance sampling inspection by variables to AS2490. The design and analysis of experiments. Continuous sampling techniques to MIL-STD.1235. Cumulative sum control charts to AS 3940. Failure mode and effect analysis.

**TF317  Dimensional Metrology**

2 hours per week • Hawthorn • Prerequisite: Nil


**Content**

Precision measuring techniques and application of principles of measurement. Length metrology (standards and gauges), flatness assessment, auto-collimator and alignment telescope, surface texture, roundness, squareness and parallelism, co-ordinate measurement.
A study of the relationship between human factors and quality control. Ergonomics, motivation programs, job design and job quality, planning for people.

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.

Introduces the concepts of reliability and looks at the application of basic reliability analysis techniques to technical, administrative and managerial areas of quality control. Also covers aspects relating to personnel in the reporting of results.

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.

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, ISO9000 series, quality control system and product audits.

A subject in the Swinburne Certificate in Quality Control.

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.

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.

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
Hawthorn/Prahran

Objectives and content
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
Hawthorn/Prahran

Objectives and content
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
Hawthorn/Prahran

Objectives and content
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
Hawthorn

Objectives and content
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
Hawthorn

Objectives and content
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
Hawthorn

Objectives and content
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
Hawthorn

Objectives and content
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
Hawthorn

Objectives and content
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
Hawthorn

Objectives and content
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
Hawthorn

Objectives and content
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
Hawthorn/Prahran

Objectives and content
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 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 difference stages of the life span, and community resources available to assist growth and development.

TG017 English as a Second Language (ESL)
Hawthorn/Prahran

Objectives and content
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 VBOS ESL guidelines if they have been living in Australia for less than six years and their first language is not English.

TG039 Further Mathematics
Hawthorn/Prahran

Objectives and content

TG040 Specialist Mathematics
Hawthorn/Prahran

Objectives and content
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**  
*Hawthorn/Prahran*


**Objectives and content**
Assumed knowledge: Mathematical Methods Units 1 and 2. Content: Coordinate geometry; trigonometric functions; calculus; algebra; statistics and probability.

**TG042 Business Management**  
*Hawthorn/Prahran*


**Objectives and content**
Unit 3 focuses on the role of management in the development and implementation of human resources 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**  
*Prahran*


**Objectives and content**
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 Cultures**  
*Prahran*


**Objectives and content**
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 as 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**  
*Prahran*


**Objectives and content**
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**  
*Prahran*


**Objectives and content**
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
Prahran

Objectives and content
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
Prahran

Objectives and content
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.

TH133  Communication Skills 1
Hawthorn
4 hours per week • Hawthorn • Prerequisite: Nil • Assessment: assignment, written tests and satisfactory participation
A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology and the Advanced Certificate in Industrial Electronics.

Objectives
To develop skills in writing for specific purposes, oral presentations, scientific literature searches, report writing and communicating occupational health and safety issues.

Content
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
Hawthorn
4 hours per week • Hawthorn • Prerequisite: TH133 • Assessment: assignment
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Objectives
To develop skills in writing for specific purposes, oral presentations, scientific literature searches, report writing, communicating occupational health and safety issues.

Content
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.

TH188  English Language Skills
4 hours per week • Hawthorn • Prerequisite: Nil • Assessment: satisfactory completion of tasks/assignment. Test of specific skills
A subject in the Bridging Technology course.

Objectives
To provide, as far as possible the language skills needed for mainstream TAFE courses (i.e. Year 11–12 VCE) standard.

Content
This subject aims to develop essential language skills for effective written and oral communication.

TH200F  Sociology
Hawthorn
A subject in the Certificate in English for Vocational Education and Further Study (Laboratory Technology Stream).

Content
Covers the structures, forces and pressures which operate within Australian society, concentrating on key sociological concepts like inequalities and their emergence in the areas of class, gender and ethnicity.
TH201 Introduction to Community Development
4 hours per week for 17 weeks • Hawthorn • Assessment: community project
A subject in the Associate Diploma of Social Science (Community Development).
Content
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
4 hours per week for 17 weeks • Hawthorn • Assessment: one class paper, one research assignment
A subject in the Associate Diploma of Social Science (Community Development).
Content
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
3 hours per week for 17 weeks • Hawthorn • Assessment: class exercises and participation
A subject in the Associate Diploma of Social Science (Community Development).
Content
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
3 hours per week for 17 weeks • Hawthorn • Assessment: preparation of finding submission
A subject in the Associate Diploma of Social Science (Community Development).
Content
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
3 hours per week for 34 weeks • Hawthorn • Assessment: two major research papers and one class paper
A subject in the Associate Diploma of Social Science (Community Development).
Content
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
3 hours per week for 17 weeks • Hawthorn • Assessment: reflective journal and class exercise
A subject in the Associate Diploma of Social Science (Community Development).
Objectives and content
Community development workers need to be able to communicate effectively and understand communication issues relating to ethnicity, gender and ableness. Emphases will be on listening skills, non-verbal communication, interviewing skills, negotiation, advocacy and mediation skills.

TH208 Research 1
3 hours per week for 17 weeks • Hawthorn • Assessment: comparative research analysis; preliminary research brief
A subject in the Associate Diploma of Social Science (Community Development).
Content
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
3 hours per week for 17 weeks • Hawthorn • Assessment: action research project
A subject in the Associate Diploma of Social Science (Community Development).
Objectives and content
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
3 hours per week for 17 weeks • Hawthorn • Assessment: interview, case study and book review
A subject in the Associate Diploma of Social Science (Community Development).
Content
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
3 hours per week for 17 weeks • Hawthorn • Assessment: one research assignment, one class exercise
A subject in the Associate Diploma of Social Science (Community Development).

Content
This subject examines bureaucracy, its history, its structure and its control systems. Modern organisations will be contrasted with their more flexible structures and workforces but may retain bureaucratic elements. Community organisations 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
3 hours per week for 17 weeks • Hawthorn • Assessment: case studies and class paper
A subject in the Associate Diploma of Social Science (Community Development).

Content
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 Freire.

TH213 Group and Personal Communication 2
4 hours per week for 17 weeks • Hawthorn • Assessment: reflective journal and class exercise
A subject in the Associate Diploma of Social Science (Community Development).

Content
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
3 hours per week for 17 weeks • Hawthorn • Assessment: a project based on a community development campaign
A subject in the Associate Diploma of Social Science (Community Development).

Content
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 Fieldwork 1
B and C
550 hours per week over 2 years full-time) and 4 years (part-time) • Hawthorn • Assessment: completion of placement and submission of report
A subject in the Associate Diploma of Social Science (Community Development).

Objectives and content
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
3 hours per week for 18 weeks • Hawthorn • Assessment: one major research paper and one class paper
A subject in the Diploma of Social Science (Justice).

Objectives and content
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. 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
3 hours per week for 18 weeks • Hawthorn • Assessment: one research paper, practical exercises, class presentations and a practical interview assessment
A subject in the Diploma of Social Science (Justice).

Objectives and content
The aim of this subject is to develop students’ effectiveness in the use of communications skills for interviewing, negotiating and speaking to groups in a legal environment.

TH252 Australian Politics
3 hours per week for 18 weeks • Hawthorn • Assessment: one research paper and one class presentation
A subject in the Diploma of Social Science (Justice).

Objectives and content
The aim of this subject is to inform students of the governmental and political environment in which they live.

TH253 Community Law 1
3 hours per week for 18 weeks • Hawthorn • Assessment: court visit report, class exercise, ‘take home’ test, written assignments (related to legal practice and ethics), development of resource guide and class participation
A subject in the Diploma of Social Science (Justice).

Objectives and content
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.
This module will provide students with a general introductory framework of Australian law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop the participant's legal research skills.

**TH254 Psychology**
3 hours per week for 18 weeks • Hawthorn • Assessment: one research paper, one class presentation, class exercises
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
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**
3 hours per week for 18 weeks • Hawthorn • Assessment: tribunal visit report, class exercise, take home test; development of resource guide, written assignment and class participation
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
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.

**M256 Elective 1**
3 hours per week for 18 weeks • Hawthorn
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
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**
3 hours per week for 18 weeks • Hawthorn
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
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.

**TH261 Foundations of Law 1**
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, short answers, final examination
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
This module will provide students with a general introductory framework of Australian law making bodies and various aspects of the law within which to critically examine the criminal justice system and develop the participant's legal research skills.

**TH262 Foundations of Law 2**
4 hours per week for 19 weeks • Hawthorn • Assessment: class test, written assignment, short answer questions, class presentation
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
The purpose of this module is to familiarise the student with the judicial system, procedures of conducting an investigation, case file management, preservation and recording of evidence, the law of evidence, presentation of evidence in a court of law and witness responsibilities, court procedure and etiquette.

**TH263 Administrative Law for Justice Studies**
3 hours per week for 18 weeks • Hawthorn • Assessment: case study, short answers, multiple choice, class presentation
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
The purpose of this module is to provide the learner with knowledge of the general principles of administrative law and legislative provisions governing review of administrative decisions.

**TH264 Statute and Criminal Law**
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, multiple choice, examination
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
The purpose of this module is to introduce and familiarise learners with aspects of statute and criminal law as might be relevant to a person working in justice delivery.

**TH265 Sociology 1**
2 hours per week for 17 weeks • Hawthorn
A subject in the Diploma of Social Science (Justice).

**TH266 Sociology 2**
2 hours per week for 17 weeks • Hawthorn • Assessment: class test, short answers, final examination
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
These modules explore the nature and development of Australian society, the major forces and historical events that have shaped Australian society, the nature and experience of inequality, the power structures and processes that influence and maintain inequality and some of the major theories that explain why our society operates this way.
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
The purpose of this module is to introduce students to the science of psychology. On completion of this module, students will be able to apply knowledge of human behaviour provided by psychological research and study, in instances of those phenomena presented, to promote appropriate and effective interactions in the course of their work, including appropriate referral of people in crisis.

**TH268 Criminology**
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, short answer questions, class presentation
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
To introduce students to the study of crime, substantive areas of offending behaviour, and the implications of criminological knowledge for policy formulation and crime prevention.

**TH269 Australian Criminal Justice System**
3 hours per week for 18 weeks • Hawthorn • Assessment: case studies, class/individual project
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
The purpose of this module is to provide students with the knowledge and understanding of the relevant criminal justice functions of law enforcement systems, sentencing, correctional and court systems, within the framework of the Australian social environment. Students should also be familiar with recent changes in legislation, government policy interpretation and implementation and the introduction of privatisation within the fields of the constituent subject content.

**TH270 Justice Delivery**
3 hours per week for 18 weeks • Hawthorn • Assessment: written report, class presentation, field visit
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
The purpose of this module is to develop an understanding of the role, function and organisation of the departments and agencies which comprise the justice delivery system. An emphasis will be placed on current issues relevant to community justice worker.

**TH271 Cultural Diversity in Australia**
3 hours per week for 18 weeks • Hawthorn • Assessment: assignment, report, short answer questions
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
On completion of this module students will have gained a better awareness and understanding of the origins and nature of Australia's multicultural society. By providing accurate information as well as opportunities for students to make contact with aboriginal and migrant individuals and services it seeks to dispel popular myths and develop attitudinal change and empathy in the participants.

**TH272 Social Research and Analysis**
3 hours per week for 18 weeks • Hawthorn • Assessment: class test, short answer questions, written assignment
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
On completion of this module students will be familiar with concepts in quantitative and qualitative social research, be able to carry out basic research and understand the role of research in community justice.

**TH273 Occupational Health and Safety**
20 hours total • Hawthorn • Assessment: oral and written
A subject in the Diploma of Social Science (Justice).

**Objectives and content**
The module is intended to train participants to ensure that their responsibilities under health and safety legislation, codes of practice, and Australian and other standards are met. It aims to equip participants with the skills, knowledge, and attitudes required to identify health and safety hazards encountered in the workplace and to employ appropriate methods of control, and to promote the provision of a safe and healthy workplace environment.

**Field Placement**
152 hours • Hawthorn
A subject in the Diploma of Social Science (Justice). Details will be provided to students on enrolment.

**TH303 Images of Australia Through Film and Television**
Hawthorn
A subject in the Tertiary Entry Program.

**Objectives and content**
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
Hawthorn
A subject in the Tertiary Entry Program.

Objectives and content
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
Hawthorn
A subject in the Tertiary Entry Program.

Objectives and content
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 contacts.

TH315  Australian Writing as Cultural Critique
Hawthorn
A subject in the Tertiary Entry Program.

Objectives and content
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
1 hour per week • Hawthorn
A subject in the Tertiary Entry Program.

Objectives and content
This course introduces students to the IBM format PC, DOS Windows, some Windows based applications especially Word for Windows, in order to demystify information technology and give students a basis on which to build their word processing and file management skills. Students are assessed on a folio of work which demonstrates the skills taught during the course. A substantial part of this assessment must be completed in formal classes to ensure authenticity. Result categories are satisfactory and unsatisfactory.

TH317  Introduction to Statistics
1 hour per week for 1 semester • Hawthorn
A subject in the Tertiary Entry Program.

Content 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.

TH433  Applied Business Communications
Total hours 51 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Certificate and Advanced Certificate in General Insurance; the Advanced Certificate/Associate Diploma of Business (Operations Management) Purchasing and Planning; the Associate Diploma of Business: Credit Management; the Associate Diploma of Business: International Trade; the Certificate in Records Management; the Advanced Certificate in Sales Management; the Associate Diploma of Business: Marketing and the Associate Diploma in Banking and Finance.

Content
Inter-personal and organisational communication, using appropriate listening and questioning skills, preparing letters and reports.
**TH434  Management Skills 1**  
*Total hours 54 • Hawthorn/Prahran • Prerequisites: nil*
A subject in the Certificate and Advanced Certificate in General Insurance; the Associate Diploma of Business: Credit Management; the Associate Diploma of Business: International Trade; the Advanced Certificate in Sales Management; the Associate Diploma of Business: Marketing and the Associate Diploma in Banking and Finance.

**Content**
The role of a manager, the purpose of a business plan, leadership, motivation, interviewing skills and stress management.

**TH435  Management Skills 2**  
*Total hours 36 • Prahran • Prerequisites: TH433 and TH434*
A subject in the Associate Diploma of Business: Credit Management, and the Associate Diploma of Business: Marketing.

**Content**
Occupational health and safety and social justice issues in the work environment, why industrial disputes occur, current issues facing management today, counselling techniques.

**TJ007  Advanced English**  
*Hawthorn*
A subject in the Migrant Access Education Program.

**Objectives**
Develop language and communication skills for work and study.

**TK110  Physics**  
*15 creditpoints • A 60 hour subject • Hawthorn • Prerequisite: Nil*
A subject in the Graduate Certificate in Science and Technology.

**Content**
Motion, energy, heat and light, electricity, magnetism, fluids.

**TK120  Chemistry**  
*15 creditpoints • A 60 hour subject • Hawthorn • Prerequisite: Nil*
A subject in the Graduate Certificate in Science and Technology.

**Content**
Chemistry laboratory techniques, physical, chemical and electrical properties of materials, chemical reactions and their uses in our society, carbon-based materials (polymers), designing chemical experiments.

**TK130  Biological Science**  
*12 creditpoints • A 48 hour subject • Hawthorn • Prerequisite: Nil*
A subject in the Graduate Certificate in Science and Technology.

**Content**
Cell biology, the biochemical basis for nutrition, environmental biological, microbes, introduction to biotechnology, biological laboratory techniques.

**TK150  Earth and Beyond**  
*12 creditpoints • A 48 hour subject • Hawthorn • Prerequisite: Nil*
A subject in the Graduate Certificate in Science and Technology.

**Content**
Structure and composition of the Earth, the solar system, weather, resources on the Earth.

**TL001  Biology Laboratory Techniques**  
*2 hours per week • Hawthorn • Prerequisite: VCE Biology or equivalent • Assessment: based on theory and practical work*
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Safety in the laboratory, legislation and ethics, microscopy, collection and preservation, classification, protein synthesis, reproduction and development, ecology.

**TL002  Chemistry Laboratory Techniques**  
*2 hours per week • Hawthorn • Prerequisite: VCE chemistry or equivalent • Assessment: based on theory and practical work*
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
Laboratory safety, atomic structure, bonding and properties, volumetric analysis and acids and bases, laboratory skills.

**TL003  Physics Laboratory Techniques**  
*2 hours per week • Hawthorn • Prerequisite: VCE physics or equivalent • Assessment: assignments, written tests, practical work*
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
General safety in the laboratory, measurement and heat, hydromechanics, optics and radiation.

**TL101  Chemistry Practices 1**  
*3 hours per week part-time or 4 hours per week fill-time • Hawthorn • Prerequisite: nil • Assessment: based on theory and practical work*
A subject in the Advanced Certificate in Laboratory Technology.

**Content**
Laboratory safety, atomic structure, bonding and properties, stoichiometry, laboratory skills.
**TL102 Chemistry Practices 2**  
3 hours per week part-time or 4 hours per week full-time  
Hawthorn • Prerequisite: TL101 • Assessment: based on theory and practical work  
A subject in the Advanced Certificate in Laboratory Technology.  

**Content**  
- volumetric analysis introduction  
- acids and bases  
- electrochemistry  
- organic chemistry  

**Recommended reading**  
All students must have their own copy of:  

**TL111 Physics Practices 1**  
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: based on theory and practical work  
A subject in the Advanced Certificate in Laboratory Technology.  

**Content**  
- general safety in the laboratory  
- units, errors and graphs  
- heat and temperature  
- hydromechanics  
- electricity  

**Recommended reading**  

**TL112 Physics Practices 2**  
3 hours per week • Hawthorn • Prerequisite: TL111 • Assessment: based on written tests and practical work  
A subject in the Advanced Certificate in Laboratory Technology.  

**Content**  
Kinematics and mechanics, optics and radiation, work power and energy.  

**Recommended reading**  

**TL130 Biology Practices 1**  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: practical work and reports, assignments and tests  
A subject in the Advanced Certificate in Laboratory Technology.  

**Content**  
Safety in the laboratory, law, ethics and research methods, microscopy, living matter and cells, tissues, organs and systems, collection maintenance and preservation, extension work.  

**TL131 Biology Practices 2**  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL130, TL143 • Assessment: practical work, reports, assignments, and tests  
A subject in the Advanced Certificate in Laboratory Technology.  

**Content**  
- collection, maintenance and preservation  
- classification  
- reproduction, development and inheritance  
- evolution and speciation  
- ecology  
- extension work  

**Recommended reading**  
Students will need to have their own copy of:  
Mudie, K. and Bmitherton, J. (eds.) *Core Biology Practical*. 2nd edn, Sydney, Sofima, 1993  
Core Biology, by Bmitherton 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**  
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: mastery tests on an ongoing basis, final examination  
A subject in the Advanced Certificate in Laboratory Technology; and the Certificate in Vocational Education and Further Study (Laboratory Technology Stream).  

**Content**  
Arithmetic, measurement, ratio, proportion and variation, equations and formulas, equation solving, graphs, introduction to statistics.  

**Recommended reading**  
Students must have access to a scientific calculator with statistical functions, and supply their own graph paper  

**TL144 Quality Control Statistics**  
3 hours per week • Hawthorn • Prerequisites: nil • Assessment: written tests and assignments  
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.  

**Content**  
Concept of variation, basic tools for describing variation, sampling, theoretical distributions, tests and samples for statistical control, relationship between variables, process control, non-conformity.  

**Recommended reading**  
TL201  Chemistry Practices 3
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL002 • Assessment: based on theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
- 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.

Recommended reading
Students are not expected to purchase their own text. A number of texts can be recommended for reference, and the teacher will advise students who wish to buy their own book. All students must have their own lab coat, safety glasses and calculator.

TL202  Chemistry Practices 4
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL201 • Assessment: based on theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
Sampling and spot-testing, solubilities and gravimetric analysis, electrochemistry, introduction to instrumental techniques.

TL203  Physics Practices 3
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL003 • Assessment: based on written tests and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
Light, statics, physical testing, heat, nuclear physics.

Recommended reading

TL210  Laboratory Workshop Practices 1
3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
Introduction to workshop and safety, materials and properties, use of tools and machines, introduction to technical drawing, joining techniques.

TL211  Laboratory Workshop Practices 2
3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: written tests, practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
Basic electricity, basic electronic, electrodes, maintenance, first aid, extension work.

TL225  Specimen Preservation 1
3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: written tests, practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
- The purpose of museum collections;
- collection and preservation procedures — general;
- dried mounts;
- skins;
- skeletons;
- working drawings;
- freezedrying;
- spirit specimens;
- regulations.

All students will need their own lab coats, safety glasses and calculators.

TL226  Specimen Preservation 2
3 hours per week • Hawthorn • Prerequisites: TL225 • Assessment: written tests, practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
- Objectives, safety tools and suppliers;
- animal anatomy drawing;
- bird mount;
- mammal mount;
- fish mount;
- finishing.

All students will need their own lab coats, safety glasses and calculators.

TL227  Modelling of Biological Specimens
3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
Modelmaking, building a model (scale down), building a model (scale up), finishing.

TL228  Moulding and Casting of Biological Specimens
3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: practical work and written tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
Rigid piece moulding and casting, applications of flexible mediums, combination, flexible and rigid medium.
**TL245** Botany  
3 hours per week • Hawthorn • This will include two to three hours of class time each week and three fill day excursions at weekends • Prerequisites: Nil • Assessment: written reports, written tests, practical assessments, excursion participation  
A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology, the New Opportunities for Women course, and the Graduate Certificate in Science and Technology.  
**Content**  
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  
- [hysigonomy](https://en.wikipedia.org/wiki/Horticulture)  
- weed ecology  
- agronomic plant taxonomy.  
**Recommended reading**  
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.

**TL257** Mammalian Anatomy and Physiology 1  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: Nil • Assessment: written and practical tests, class participation  
A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology, and the New Opportunities for Women course.  
**Content**  
Respiratory system, digestive system, urinary system, nervous system, endocrine system, reproductive system.

**TL301** Biochemistry 1  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: Nil • Assessment: based on theory and practical work  
A subject in the Associate Diploma of Applied Science (Laboratory Technology).  
**Content**  
Introduction to biochemistry, biochemical methods, polysaccharide lipids, proteins, protein analysis and nucleic acids.  
**Recommended reading**  
Students will also be required to have their own lab coat, safety glasses and a calculator.

**TL302** Biochemistry 2  
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL256 • Assessment: based on theory and practical work  
A subject in the Associate Diploma of Applied Science (Laboratory Technology).  
**Content**  
Enzymes, thermodynamics, introduction to metabolism, glycolysis, citric acid cycle, respiration, fatty acid metabolism, amino acid and nucleotide metabolism, biochemistry of exercise.

**TL309** Electron Microscopy 1  
3 hours per week • Hawthorn • Prerequisites: TL480 • Assessment: written tests, folio, practical assessment  
A subject in the Associate Diploma of Applied Science (Laboratory Technology).  
**Content**  
Introduction to electron microscopes, histological equipment for electron microscopy, histological techniques for electron microscopy, preparation of biological material for scanning electron microscopy.
**TL310  Electron Microscopy 2**
3 hours per week • Hawthorn • Prerequisite: TL309 • Assessment: folio work, written tests, practical work
A subject in the Associate Diploma of Applied Science (Laboratory/Technology).

**Content**
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**
3 hours per week • Hawthorn • Prerequisites: TH133, TL327 and concurrent work experience • Assessment: assignments and written reports related to students' own workplace
A subject in the Associate Diploma of Applied Science (Laboratory/Technology) and the Advanced Certificate in Laboratory/Technology.

**Content**
Laboratory operations, guidelines and regulations, laboratory safety, audit, first aid, evacuation, portable fire extinguishers, laboratory control, storage, inventory and stock control, equipment servicing, purchasing, budgeting, decision management.

**TL320  Invertebrate Zoology**
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, practical work
A subject in the Associate Diploma of Applied Science (Laboratory/Technology) and the Advanced Certificate in Laboratory/Technology.

**Content**
Protozoa, poriferans, cnidaria, ctenophora, molluscs, anthropods, echinoderms, helminthes, onychophora, chordates.

**TL327  Laboratory Computing**
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: written tests, practical work
A subject in the Associate Diploma of Applied Science (Laboratory/Technology) and the Advanced Certificate in Laboratory/Technology.

**Content**
Using a personal computer, computer equipment and jargon, software.

**Recommended reading**
Sala, P. Lotus 123. Hawthorn, Vic. Swinburne Press, 1992. All students will be required to have their own disks as follows: 1 x 31/2" and 1 x 51/4" disks.

**TL329  Tissue Culture**
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: written tests, practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory/Technology) and the Advanced Certificate in Laboratory/Technology.

**Content**
Laboratory familiarisation, sterilisation principles and practices, media, culture environment, surgical technique, basic culture methods, specialised culture methods, legalities and hygiene.

**TL331  Organic Chemistry**
3 hours per week • Hawthorn • Prerequisite: TL202 • Assessment: written tests, practical work
A subject in the Associate Diploma of Applied Science (Laboratory/Technology).

**Content**
- 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;
- methyl orange;
- reactivity in substitution reactions;
- reactions of alcohols;
- P-bromonitrophenol.

**TL333  Polymer Science 1**
3 hours per week • Hawthorn • Prerequisite: TL201 • Assessment: written tests, assignments, practical work
A subject in the Associate Diploma of Applied Science (Laboratory/Technology).

**Content**
- Petroleum and petroleum products;
- petroleum refining;
- properties of plastics;
- classification of polymers;
- molecular weight;
- crystallinity in polymers;
- glass transition temperature;
- fracture and deformation modes in polymers;
- environmental stress cracking;
- polymerization 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**

3 hours per week • Hawthorn • Prerequisite: TL333 •
Assessment: written tests and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
- Designing with polymers;
- processing techniques;
- identification of plastics;
- polydiene elastoners;
- polyamides;
- adhesives.

**TL347 Occupational Hygiene**

3 hours per week • Hawthorn • Prerequisite: Nil •
Assessment: written assessments, tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**
- Industrial toxicology;
- classification of chemical substances;
- local and systemic effects;
- threshold limit values;
- industrial cancers and carcinogens;
- epidemiology;
- safety data sheets;
- radiation effects;
- occupational stresses.

**Recommended reading**

Students will be required to purchase their own copy of the ACGIH TLV booklet which will be available through the Bookshop. Worksafe Australia (NOHSC) Guidance Note for completion of Material Safety Data Sheets.

**TL390 Chromatographic Analysis 1**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL202 • Assessment: theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
- Ion-exchange chromatography;
- adsorption and partition chromatography (paper, column and thin layer chromatography);
- solvent extraction;
- electrophoresis.

**Recommended reading**

All students must have their own copy of:
Ewing, GW. *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.

**TL391 Chromatographic Analysis 2**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL202 • Assessment: theory and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**
- Gas chromatography and high performance liquid chromatography.

**Recommended reading**

All students must have their own copy of:
Ewing, GW. *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.

**TL411 Computer Programming**

3 hours per week • Hawthorn • Prerequisite: TL327 •
Assessment: written and practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the New Opportunities for Women course.

**Content**
- Structured programming;
- problem solving;
- writing programs;
- program testing and documentation;
- program techniques;
- programming in another language;
- project work.

**Recommended reading**

There are a number of texts on programming which would be suitable. If you wish to purchase a text, consult your teacher.

**TL413 Ecology 1**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, class participation and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**
- Introduction to ecology, introduction to ecosystems, the significant Australian ecosystems, energy flow, nutrient cycles, excursion/seminar.
TL414 Ecology 2
3 hours per week part-time or 4 hours per week part-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, class participation and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology and the Graduate Certificate in Science and Technology.

Content
Basic life processes, the influence of physical limiting factors on organisms, interactions, organization of populations, organization of a community, development of an ecosystem, excursion/seminar.

TL418 Entomology
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests, assignments, class participation and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
Structure and function, classification and metamorphosis, collection methods, identification of major orders.

TL445 Pharmacological Methods
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests and practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
Drugs, effects of drugs, drug action, apparatus, animals, statistics.

TL448 Vertebrate Zoology
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: written tests and practical assessment
A subject in the Associate Diploma of Applied Science (Laboratory Technology), the Advanced Certificate in Laboratory Technology and the Graduate Certificate in Science and Technology.

Content
Fish, amphibians, reptiles, birds, mammals.

TL453 Glassworking
3 hours per week • Hawthorn • Prerequisite: Nil • Assessment: practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

Content
• 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
3 hours per week • Hawthorn • Prerequisite: TL201 • Assessment: assignments and practical work
A subject in the Associate Diploma of Applied Science (Laboratory Technology).

Content
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
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: Nil • Assessment: assignments, written and practical tests
A subject in the Associate Diploma of Applied Science (Laboratory Technology) the Advanced Certificate in Laboratory Technology, and the Certificate in English for Vocational Education (Laboratory Technology Stream).

Content
History of microbiology, microscopy, prokaryotic and eukaryotic cells. Basic microbial metabolism, physical and chemical growth, measurement of microbial populations, control of microbial growth.

Recommended reading
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.
**TL461 Microbiology 2**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL460 • Assessment: assignments, tests, practical tests

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**

The origin of micro-organisms, classification of micro-organisms, cyanobacteria, typical *gram* negative cell-walled bacteria, typical *gram* positive cell-walled bacteria, wall-less bacteria, bacteria with unusual cell walls, the fungi, the algae, the protozoa, the multicellular parasites, viruses.

**Recommended reading**

* Barnett, M.E. Microbiology Laboratory Exercises.* Dubuque, Iowa, Wm. C. Brown, 1992

**TL462 Microbiology 3**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL461 • Assessment: assignments, tests, practical tests

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

Determinants of health and disease, diagnosis of infectious disease, the immune response, disorders associated with the immune system, antimicrobial drugs and chemotherapy, diseases of the skin, diseases of the respiratory tract, diseases of the digestive tract, diseases of the urogenital system, diseases of the nervous system, diseases of the cardiovascular and lymphatic system.

**Recommended reading**

As for Microbiology 1 and 2

**TL463 Microbiology 4**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL462 • Assessment: assignments, tests, practical tests

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

Advanced metabolism, metabolic regulation, advanced virology, mutation and gene-function at the molecular level. The expression of mutation in viruses and cells, genetic recombination, the industrial exploitation of microbes, the agricultural exploitation of microbes, microbes in the food industry.

**Recommended reading**

* Barnett, M.E. Microbiology Laboratory Exercises.* Dubuque, Iowa, Wm. C. Brown, 1992

Students also require a lab coat, goggles and a calculator.

**TL465 Electrochemical Analysis 1**

3 hours per week • Hawthorn • Prerequisite: TL202 • Assessment: written tests, assignments and practical work

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

Conductivity (theory and experimental), potentiometry (theory and experimental).

**TL466 Electrochemical Analysis 2**

3 hours per week • Hawthorn • Prerequisite: TL465 • Assessment: written tests, assignments and practical work

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

Electrodeposition, polarography, coulometry.

**TL470 Work Project**

3 hours per week • Hawthorn • Prerequisite: TH133, concurrent work experience • Assessment: submission of satisfactory written report

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate in Laboratory Technology.

**Content**

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.
**TL471 Molecular Genetics**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL302, TL461 • Assesment: laboratory tests, written tests, assignments

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Objectives**

- 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 subjects in biotechnology (i.e., Genetic Engineering and Biomolecular Engineering (1) and (2)), whilst complementing other subjects in the biological sciences.

**Content**

Comparison of transcription and translation in prokaryotes and eukaryotes. Replication of DNA; mutation; genes and proteins; gene expression. Chromosomes and recombination; microbial genetics.

**Recommended reading**

No single text or reference is recommended. Students will be advised of a variety of suitable references.

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**TL472 Genetic Engineering**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL471 • Assessment: laboratory tests, written tests, assignments

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Objectives**

To introduce students to the fundamental principles and techniques of genetic engineering.

To provide 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.

**Content**

Ligation, cloning and recombinant gene expression, use of plasmids as vectors and the role of vectors in genetic manipulation. Gel electrophoresis, restriction endonucleases, ligations and transformation of E coli, Southern blotting, DNA probing, gene libraries, PCR technology, ethics and safety guidelines for recombinant DNA studies.

**Recommended reading**

Students will be advised of a variety of suitable references.

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**TL473 Biomolecular Engineering**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL472 • Assessment: laboratory tests, written tests, assignments

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Objectives**

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.

**Content**

DNA technology in research and industry, phage DNA preparation, DNA extraction and purification techniques, nick translation, Western blotting, DNA sequencing techniques, gene mapping, vector/host experimental design.

**Recommended reading**

Students will be advised of a variety of suitable references.

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**TL474 Bioprocessing**

3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL473 • Assessment: laboratory tests, written tests, assignments

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Objectives**

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.

**Content**

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.

**Recommended reading**

Students will be advised of a variety of suitable references.
**TL480 Scientific Photography**

*3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: written and practical assignments*

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate of Laboratory Technology.

**Content**

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.

**Recommended reading**

Students will not be expected to purchase any texts

**TL483 Applied Imaging Techniques**

*3 hours per week • Hawthorn • Prerequisites: TL480 • Assessment: assignment and practical work*

A subject in the Associate Diploma of Applied Science (Laboratory Technology) and the Advanced Certificate of Laboratory Technology.

**Content**

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**

*3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL202 • Assessment: written tests, assignments and practical work*

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

- Electromagnetic radiation;
- ultra-violet/visible spectroscopy (instrumentation);
- UV/visible spectroscopy (experimental).

**Recommended reading**

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**

*3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisites: TL202 • Assessment: written tests, assignments and practical work*

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

- the theory of atomic absorption spectroscopy;
- flame absorption spectroscopy;
- furnace absorption spectroscopy;
- flame/furnace A.A.S. experimental;
- infra-red spectroscopy.

**Recommended reading**

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**

*3 hours per week for two semesters • Hawthorn • Prerequisites: TL201, or TL301, TL302 and TL327 • Assessment: assignments and tests*

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

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 techniques;
- differential calculus and applications;
- integral calculus and applications;
- differential equations.

**Recommended reading**

Cohen, G.L. University Revision Notes: Calculus. Sydney, Addison-Wesley, 1992

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.
**TL502  Articulation Chemistry (Kinetics and Thermochemistry)**

*3 hours per week • Hawthorn • Prerequisites: TL201, or TL301 and TL302 • Assessment: practical reports, assignments and tests*

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

This subject is intended for students wishing to articulate to a degree course. Topics include:

- Organic reaction mechanisms;
- electrophiles and mechanisms of electrophilic addition reactions;
- carbocations and their reactivities;
- stability of alkenes;
- reactions of benzene and other aromatic compounds;
- electrophilic substitution reactions and their mechanisms;
- 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**

*3 hours per week • Hawthorn • Prerequisites: TL003 • Assessment: practical work, assignments and tests*

A subject in the Associate Diploma of Applied Science (Laboratory Technology).

**Content**

Wave model of light, electrostatics, electricity & circuits, electromagnetism, electricity circuits with inductive elements, electricity AC circuits.

**Recommended reading**


**TM190  Bridging Mathematics 1**

*6 hours per week • Hawthorn • Prerequisites: Nil • Assessment: topic tests*

A subject in the Bridging Technology course.

**Objectives**

To develop the students’ confidence and competence in the basic mathematical operations, in the areas of arithmetic, algebra and geometry.

**Content**

Arithmetic: revision of various arithmetic techniques
- Trigonometry: the study of triangles
- Algebra and coordinate geometry: formulas, graphs and equations.

**Recommended reading**


**TM191  Bridging Mathematics 2**

*6 hours per week • Hawthorn • Prerequisites: Nil • Assessment: topic tests*

A subject in the Bridging Technology course.

**Objectives**

To develop the students’ competence in mathematical operations in the areas of algebra, coordinate geometry and trigonometry so that further studies may be undertaken.

**Content**

Topics include: set theory, trigonometry, algebra and coordinate geometry, calculus.

**Recommended reading**


**TM192  Bridging Biology**

*3 hours per week • Hawthorn • Prerequisites: Nil • Assessment: assignments and test, practical reports*

A subject in the Bridging Technology course and the New Opportunities for Women course.

**Objectives**

To introduce the formal study of biology.

**Content**

An introduction to the study of living things – their general characteristics; cell structure and function; anatomy and physiology of mammals, in particular humans.

**Introduction** to the scientific method. Includes library and research skills culminating in an assignment. Involves practical work.

**Recommended reading**

TM193  Basic Chemistry
3 hours per week • Hawthorn • Prerequisites: Nil •
Assessment: laboratory reports, research questions in worksheet and assignment format
A subject in the Bridging Technology course.

Objectives
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.

Content
An introduction to the language and methods of chemistry. Areas of study include: the safe handling and use of chemicals and equipment; basic atomic theory; the structure of matter; the scope and applications of chemistry.

Recommended reading
Asimov, I. Atom: Journey Across the Subatomic Cosmos. New York, Plume, 1992

TM194  Bridging Physics
6 hours per week • Hawthorn • Prerequisites: Nil •
Assessment: laboratory reports, research questions in assignment format and open book tests
A subject in the Bridging Technology course.

Objectives
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 or TAFE certificate courses involving further physics studies.

Content
Practical work and problem solving, measurement, units and vectors, mechanics, electrostatics, electricity and magnetism, wave motion, heat and temperature.

Recommended reading

TM196  Bridging Chemistry
3 hours per week • Hawthorn • Prerequisites: Nil •
Assessment: laboratory reports, research questions in assignment format and open book tests
A subject in the Bridging Technology course.

Objectives
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. TAFE certificate courses involving further studies in chemistry, nursing or health science courses.

Content
Introduction to: chemical concepts, the elements, compounds likely to be encountered in the home and workplace, acids and bases, carbon chemistry (organic chemistry). Students complete practical work.

Recommended reading
Asimov, I. Atom: Journey Across the Subatomic Cosmos. New York, Plume, 1992
Hawkins, M.D. Technician Chemistry I. Cassell, 1981

TM197  Basic Physics
3 hours per week • Hawthorn • Prerequisites: Nil •
Assessment: laboratory reports, research questions in worksheet and assignment format
A subject in the Bridging Technology course.

Objectives
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.

Content
An introduction to the study of practical and theoretical physics. An investigation of the scope of physics and how physics describes the world around us.

Recommended reading

TM198  Microcomputing
3 hours per week • Hawthorn • Prerequisites: Nil •
Assessment: performance on in-class open book practical tasks
A subject in the Bridging Technology course.

Objectives
To familiarise students with the components of a microcomputer based information system. To enable students to use: a word processing package; a spreadsheeting package; a database management system.

Content
Introduction to using personal computers, including the use of software packages. These will include wordprocessors and spreadsheets with the aim of utilising them to expand understanding of other subjects taken in the course.

Recommended reading
Sala, P. Lotus 123. Hawthorn, Vic., Swinburne Press, 1992
TM200  Skills in Science
2 hours per week  • Hawthorn  • Prerequisites: Nil
Assessment: Library research assignment; comprehension, summary and writing under test conditions; critical analysis of scientific data under test conditions; oral presentation
A subject in the Bridging Technology course and the Graduate Certificate in Science and Technology.

Objectives
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.

Content
Basic comprehension and critical analysis of scientific literature. Basic research skills and practical experiment writing.

Recommended reading

TM882  Womens Bridging Mathematics
3 hours per week  • Hawthorn  • Prerequisites: Nil
A subject in the New Opportunities for Women course.

Content
This subject is made up of the following modules:
- introduction to skills;
- some maths from the real world;
- an introduction to algebra;
- spaces.

TM883  Mathematics for Engineering and Science
5 hours per week  • Hawthorn  • Prerequisites: Nil
A subject in the New Opportunities for Women course.

Content
This subject is made up of the following modules:
- applied trigonometry
- coordinate geometry
- factorization part 1
- equations
- introduction to statistics
- simultaneous equations
- index laws, logarithm and surd
- trigonometry around the circle
- factorization part 2
- function notations
- introduction to calculus

TM884  Chemistry in Everyday Life
3 hours per week  • Hawthorn  • Prerequisites: Nil
A subject in the New Opportunities for Women course.

Content
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
5 hours per week  • Hawthorn  • Prerequisites: Nil
A subject in the New Opportunities for Women course.

Content
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

Students familiar with these principles could confidently enrol in VCE Chemistry, TAFE certificate courses involving further studies in Chemistry, nursing or health science courses.

TM886  Understanding Physics
3 hours per week  • Hawthorn  • Prerequisites: Nil
A subject in the New Opportunities for Women course.

Content
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

TM887  Physics for Engineering and Science
5 hours per week  • Hawthorn  • Prerequisites: Nil
A subject in the New Opportunities for Women course.

Content
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**  
*3 hours per week • Hawthorn • Prerequisites: Nil*

A subject in the New Opportunities for Women course.  

**Content**

This subject is made up of the following modules:

- the development of scientific **thinking** in **western** culture
- study **skills**
- scientific methodology
- careers in science

**TQ001**  
**Applied International Finance and Insurance**

*Total hours 25.5 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 34 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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**

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business: International Trade.  

**Content**

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
Total hours 34 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

**Content**
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

TQ016  Trade I and II
Total hours 51 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

**Content**
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 undemanding 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
Total hours 34 • Hawthorn
A subject in the Associate Diploma of Business: International Trade.

**Content**
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.

TR001F  Communication Skills
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
Knowledge of consumer awareness, citizens’ rights, community agencies. Reading, writing, talking, listening.

TR002F  Community and Career Studies
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
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
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
Develops knowledge and confidence to enable the use of mathematical skills in relevant vocational and personal contexts.

TR006F  Vocational Studies
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
Practical elective classes to develop vocational skills e.g. electrical, welding, horticulture, office procedures, hospitality.

TR007F  Information Technology — MIDA
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
Develops understanding of basics of computer software and hardware and practical use of data bases and word processing.

TR008F  Work Placement
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
Practical work experience in two week blocks, three times per year.

TR010F  Communication Skills 2
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
An extension of TR001F.

TR011F  Community and Career Studies 2
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
An extension of TR002F.

TR012F  Numeracy
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
An extension of TR005F.

TR013F  Vocational Studies
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
An extension of TR006.

TR014F  Information Technology
Hawthorn
A subject in the Certificate in Work Education.

**Objectives and content**
An extension of TR007F.
**TR01SF**  Work Placement  
*Hawthorn*  
A subject in the Certificate in Work Education.  
**Objectives and content**  
An extension of TR008.

**TR016F**  Electrical  
*Hawthorn*  
A subject in the Certificate in Work Education.  
**Objectives and content**  
An extension of TR112F.

**TR017F**  Horticulture  
*Hawthorn*  
A subject in the Certificate in Work Education.  
**Objectives and content**  
An extension of TR119F.

**TR090F**  Vocational Studies (Trans.)  
*Hawthorn*  
A subject in the Transition Program (MIDA).  
**Objectives and content**  
Practical elective classes to develop vocational skills, e.g. electrical, horticulture, office procedures.

**TR091F**  Work Placement (Trans.)  
*Hawthorn*  
A subject in the Transition Program (MIDA).  
**Objectives and content**  
Practical work experience in three, two-week blocks.

**TR092F**  Electrical (Trans.)  
*Hawthorn*  
A subject in the Transition Program (MIDA).  
**Objectives and content**  
A practical vocational subject to develop knowledge of workshop procedures, safety and basic assembly methods.

**TR094F**  Maths for Living  
*Hawthorn*  
A subject in the Vocationally-Oriented Evening Class.  
**Objectives and content**  
Covers basic mathematical concepts for shopping, banking, travel on public transport.

**TR100**  Basic Literacy  
*Hawthorn*  
A subject in the Transition Program (MIDA).  
**Objectives and content**  
Topics covered include adult learning theory and practical ways to develop reading and writing skills.

**TR101**  English Workshop  
*Hawthorn*  
A subject in the Basic Studies Program.  
**Objectives and content**  
The subject gives students the opportunity to upgrade their oral and written skills to enable entry into more formal courses. Participants are expected to be able to speak and write basic English before taking this subject.

**TR102**  Mathematics Workshop  
*Hawthorn*  
A subject in the Basic Studies Program.  
**Objectives and content**  
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  
*Hawthorn*  
A subject in the Basic Studies Program.  
**Objectives and content**  
A short course offered both during the day and evening for adults who are keen to improve their spelling.

**TR106**  Life Skills  
*Hawthorn*  
A subject in Volunteer Tutor Training.  
**Objectives and content**  
The tutor training course is two hours per week for seven weeks. Topics include strategies used in tutoring adults with a mild intellectual disability.

**TR107**  Volunteer Tutor Program (Adult Literacy)  
*Hawthorn*  
A subject in the Basic Studies Program.  
**Objectives and content**  
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)  
*Hawthorn*  
A subject in the Basic Studies Program.  
**Objectives and content**  
Students are matched with a tutor for tuition in literacy and numeracy related to life-coping skills. It is a program for mildly intellectual disabled adults.

**TR109**  Literacy in the Workplace — MIDA  
*Hawthorn*  
A subject in the Basic Studies Program.  
**Objectives and content**  
For mildly intellectually disabled adults. Literacy emphasis on life skills — banking, time, advertising, consumer education.

**TR112F**  Electrical Studies  
*Hawthorn*  
A subject in the Certificate in Work Education.  
**Objectives and content**  
Develops knowledge of workshop procedures and safety, and basic assembly methods.
TR117F  Introduction to Computers
Hawthorn
A subject in Transition Program (MIDA).

Objectives and content
Develops understanding of basics of computer software and hardware and practical use of data bases and word processing.

TR119F  Horticulture
Hawthorn
A subject in the Certificate in Work Education.

Objectives and content
An introduction to the horticulture industry and the basic principles of the trade.

TR121F  Literacy/Numeracy — MIDA
Hawthorn
A subject in the Vocationally - Oriented Evening Class.

Objectives and content
Develops literacy and numeracy skills for daily living.

TR125  Literacy/Oracy
Hawthorn

Objectives and content
Develops literacy/oracy skills relevant to the workplace.

TR127  Literacy/Oracy ESL
Hawthorn

Objectives and content
For long term migrants who speak fluent English. Develops confidence in presenting ideas, focuses writing on practical purposes and enhances reading comprehension.

TR139  Nursing (SRN)
Hawthorn
A subject in the Vocational Preparatory Program.

Objectives and content
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
Hawthorn
A subject in the Vocational Preparatory Program.

Objectives and content
Two evenings per week concentrating on English and mathematical skills and test techniques.

TR152  Algebra
Hawthorn
A subject in the Adult Basic Education Program.

Objectives and content
Sixteen hour introduction to basic algebra. Use of indices. Solution of linear equations. No prior knowledge needed.

TR175  Introduction to Psychology
80 hours • Hawthorn

Objectives and content
Focuses on developing an understanding of the individual by exploring topics such as goal setting, group dynamics, assertiveness and self-esteem.

TR180  Business Maths
Hawthorn
A subject in Compensatory Education—Maths and Academic Writing.

Objectives and content
A short refresher course covering topics such as basic algebra, equations, and formulae, use of calculator, introductory statistics.

TR181  Return to Study
Hawthorn
A subject in Compensatory Education—Maths and Academic Writing.

Objectives and content
A short course covering topics such as time management, efficient use of the library, group work, planning and organising written answers.

TR182  Academic Writing
Hawthorn
A subject in Compensatory Education—Maths and Academic Writing.

Objectives and content
A short refresher course covering topics such as analysing questions, brainstorming topics, notetaking and referencing, writing clear sentences and paragraphs.

TR183  Technical Maths
Hawthorn
A subject in Compensatory Education—Maths and Academic Writing.

Objectives and content
A short refresher course covering topics such as basic algebra and coordinate geometry, indices and logarithms, trigonometry, introductory calculus, probability and statistics.
TS222  Accounting for Operations Management  
Total hours 36  •  Hawthorn
A subject in the Advanced Certificate/Associate Diploma of Business: (Operations Management) Purchasing and Planning.

Content
The subject aims to explain the principles of financial analysis and management and the operations of accounting systems. Topics include: The nature of accounting, accounting reports, analysis of accounting reports, cost accounting, budgets.

TS247  Business Law 1  
Total hours 54  •  Hawthorn/Prahran  •  Prerequisites: nil
A subject in the Certificate and Advanced Certificate in General Insurance; the Advanced Certificate/Associate Diploma: Office Administration; the Associate Diploma of Business: Credit Management; the Advanced Certificate in Credit Procedures and Practices; the Associate Diploma of Business: International Trade; the Advanced Certificate in Sales Management and the Associate Diploma of Business: Marketing.

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

TS248  Business Law 2  
Total hours 36  •  Hawthorn/Prahran  •  Prerequisite: TS247
A subject in the Certificate and Advanced Certificate in General Insurance.

Content
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  
Total hours 72  •  Hawthorn/Prahran  •  Prerequisites: nil
A subject in the Certificate and Advanced Certificate in General Insurance; the Associate Diploma of Business: Credit Management; the Advanced Certificate in Credit Procedures and Practices; and the Associate Diploma in Banking and Finance.

Content
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  
Total hours 72  •  Hawthorn/Prahran  •  Prerequisites: TS301
A subject in the Associate Diploma of Business: Credit Management; the Advanced Certificate in Credit Procedures and Practices, and the Associate Diploma in Banking and Finance.

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

TS303  Accounting Systems  
Total hours 72  •  Prahran  •  Prerequisites: completion or concurrent completion of TS302, TS421 and TS415
A subject in the Associate Diploma of Business: Credit Management.

Content
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  
Total hours 54  •  Prahran  •  Prerequisite: completion of TS301
A subject in the Associate Diploma in Banking and Finance.

Content
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 documentation 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
Total hours 54  •  Prahran  •  Prerequisites: completion of; or concurrent completion of TS409 and TS314
A subject in the Associate Diploma of Business: Credit Management, and the Associate Diploma in Banking and Finance.

Content

TS308  Auditing
Total hours 54  •  Prahran  •  Prerequisites: TS301, TS302, TS303, TS415, TS304
A subject in the Associate Diploma in Banking and Finance.

Content
Examination of various aspects of external auditing and internal control as they relate to business organisations.

TS311  Taxation Fundamentals
Total hours 90  •  Prahran  •  Prerequisites: completion of TS301, TS302, TS303, TS415, TS304
A subject in the Associate Diploma in Banking and Finance.

Content
Concepts relating to assessable income, allowable deductions, tax rebates and preparation of taxation returns for individuals and businesses.

TS314  Company Financial Reporting
Total hours 54  •  Prahran  •  Prerequisites: completion of TS301, TS302, TS304
A subject in the Associate Diploma in Banking and Finance.

Content
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)
Total hours 36  •  Prahran
A subject in the Associate Diploma in Banking and Finance.

Content
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)
Total hours 54  •  Prahran  •  Prerequisites: nil
A subject in the Associate Diploma in Banking and Finance.

Content
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
Total hours 54  •  Prahran  •  Prerequisites: completion of TS301, TS302 and completion of or concurrent completion of TS306
A subject in the Associate Diploma of Business: Credit Management.

Content
Completion of appropriate budgets and performance reports for trading and service organisations.

TS415  Computer Based Accounting 1
Total hours 54  •  Prahran  •  Prerequisites: completion of TS301 and TS421
A subject in the Associate Diploma of Business: Credit Management, and the Advanced Certificate in Credit Procedures and Practices.

Content
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
Total hours 54  •  Hawthorn/Prahran  •  Prerequisites: nil
A subject in the Certificate and Advanced Certificate in General Insurance; the Advanced Certificate in Office Administration; the Certificate in Records Management; the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing, and the Associate Diploma in Banking and Finance.

Content
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**

*Total hours 54 • Hawthorn/Prahran • Prerequisite: TS421*

A subject in the Advanced Certificate in General Insurance; the Advanced Certificate/Associate Diploma in Office Administration; the Associate Diploma of Business: Credit Management; the Advanced Certificate in Credit Procedures and Practices; the Associate Diploma of Business: International Trade; the Advanced Certificate in Sales Management; the Associate Diploma of Business: Marketing; and the Associate Diploma in Banking and Finance.

**Content**

Spreadsheets, databases and optional software.

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**TS445 Applied Business Mathematics**

*Total hours 72 • Hawthorn • Prerequisites: nil*

A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management) Purchasing and Planning; the Associate Diploma of Business: Credit Management; and the Associate Diploma in Banking and Finance.

**Content**

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.

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**TS426 Introduction to Management**

*Total hours 36 • Hawthorn*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

This subject aims to define and describe the management process, the importance of objectives setting within the process and how a manager operates in today's business environment. Topics include: management concepts and development, business community, the social responsibility of management, the management process, people in the management process, groups in the management process, organisational structures, managerial control, successful management, occupational health and safety at the workplace, the manager in the future.

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**TS436 Applied Business Economics 1**

*Total hours 54 • Hawthorn/Prahran • Prerequisites: nil*

A subject in the Associate Diploma of Business: Credit Management; the Associate Diploma of Business: International Trade; the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing; and the Associate Diploma in Banking and Finance.

**Content**

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.

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**TS437 Applied Business Economics 2**

*Total hours 54 • Hawthorn • Prerequisite: TS436*

A subject in the Associate Diploma of Business: Marketing, and the Associate Diploma in Banking and Finance.

**Content**

The nature and function of macroeconomic theory within the framework of an open economy.

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**TS525 Productivity and Work Methods Improvement**

*Total hours 34 • Hawthorn*

A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management) Purchasing and Planning.

**Content**

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.

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**TS526 Implementation of Changes**

*Total hours 34 • Hawthorn • Prerequisite: TS525*

A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management) Purchasing and Planning.

**Content**

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.

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**TS530 Facility Layout and Workplace Design**

*Total hours 34 • Hawthorn • Prerequisites: TS525, TS502*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

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.
**TS534**  Introduction to Computer Applications

*Total hours 34 • Hawthorn*

A subject in the Advanced Certificate/Associate Diploma of Business (Operations Management) Purchasing and Planning.

**Content**

This subject aims to use application software in word processing and spreadsheet packages. Topics include: software applications, fundamentals of word processing, fundamentals of spreadsheets.

**TS535**  Operations Research

*Total hours 34 • Hawthorn • Prerequisite: Advanced Certificate in Operation Management*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

This subject aims to apply operations research techniques to manufacturing and non-manufacturing industries. Topics include: linear programming, simulation, waiting line theory, decision theory.

**TS536**  Total Quality Management

*Total hours 34 • Hawthorn • Prerequisite: Advanced Certificate in Operations Management*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

This subject aims to implement strategies for quality excellence in industry. Topics include: quality excellence and people, quality management concepts, statistical quality control.

**TS538**  Computer Applications in Operations Management

*Total hours 34 • Hawthorn • Prerequisite: a pass in all twenty-six diploma subjects as prescribed by the course stream, or undertaking final year subjects*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

This subject aims to use microcomputer software packages in solving operations management problems. Topics include: introduction to computer operating systems, computer systems software, operations management software.

**TS603**  Time Study

*Total hours 34 • Hawthorn • Prerequisite: TS525*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

This subject aims to apply time study techniques to establish standard times for operations. Topics include: introduction to work measurement, breaking the job into elements, timing and rating each element, establishing standard times.

**TS615**  Human Management

*Total hours 51 • Hawthorn*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

This subject aims to develop knowledge, skills and attitudes necessary for a manager to relate to people within the organisation. Topics include: taking charge, power, authority and leadership, motivation and team building, delegation of authority, problem solving and decision making, appraising employee performance, discipline, equal opportunity in management, time management, fitness and coping with stress, counselling techniques, negotiating skills.

**TS616**  Financial Analysis of Capital Investment

*Total hours 34 • Hawthorn • Prerequisite: Advanced Certificate in Operations Management*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

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

*Total hours 36 • Hawthorn*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

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

*Total hours 36 • Hawthorn • Prerequisite: A pass in TS538*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

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

*Total hours 36 • Hawthorn • Prerequisite: Advanced Certificate in Operations Management*

A subject in the Associate Diploma of Business (Operations Management).

**Content**

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.
**TS627 Materials Handling and Packaging**
*Total hours 36 • Hawthorn*
A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to optimise the use of materials handling equipment and packaging principles in the total logistics concept. Topics include: materials handling equipment, materials handling regulations, solving storage problems, packaging.

**TS628 Transport and Distribution Systems**
*Total hours 36 • Hawthorn*
A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to explain the nature of transport and distribution as an integrated system. Topics include: characteristics and modes of transport, ownership, organisation and marketing of transport, economic and safety policies and regulations, freight transport, urban transport and future trends.

**TS632 Marketing Management**
*Total hours 36 • Hawthorn*
A subject in the Associate Diploma of Business (Operations Management).

**Content**
This subject aims to describe and analyse the basic elements that make up an overall marketing management function within an organisation. Topics include: marketing concepts and philosophy, marketing information systems, consumer behaviour, marketing communications, pricing decisions, new products, distribution process, after sales responsibilities.

**TS651 Resource Requirements Planning**
*Total hours 36 • Hawthorn*
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
This subject aims to be able to implement resource requirements strategy as a total strategy. Topics include: resource requirements planning, plant manufacturing capacity, material requirements planning (MRP1), capacity requirements planning.

**TS652 Production Planning and Control**
*Total hours 36 • Hawthorn • Prerequisite: TS651*
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
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**
*Total hours 36 • Hawthorn*
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
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**
*Total hours 36 • Hawthorn*
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
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**
*Total hours 36 • Hawthorn*
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
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**
*Total hours 36 • Hawthorn • Prerequisite: TS671*
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
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**
*Total hours 36 • Hawthorn • Prerequisite: TS672*
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

**Content**
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.
TS734 Purchasing 4
Total hours 36 • Hawthorn • Prerequisite: TS673
A subject in the Advanced Certificate/Associate Diploma (Operations Management) Purchasing and Planning.

Content
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.

TS732 Introduction to Systems Analysis and Design
Total hours 36 • Hawthorn • Prerequisites: 73718, TS740
A subject in the Associate Diploma of Business (Computer Programming), and the Associate Diploma of Business (Microcomputing).

Content

TS735 Advanced Systems Analysis and Design
Total hours 34 • Hawthorn • Prerequisites: TS732
A subject in the Associate Diploma of Business (Computer Programming).

Content
Comparison of alternative SDLC’s; system implementation; system modelling tools; design specifications/documentation. Feasibility studies.

TS736 Applied Systems Analysis and Design
Total hours 34 • Hawthorn • Prerequisites: TS735, TS737 • Corequisite: 73738, TS747
A subject in the Associate Diploma of Business (Computer Programming).

Content

TS737 Project Management Techniques
Total hours 34 • Hawthorn • Prerequisite: TS732
A subject in the Associate Diploma of Business (Microcomputing).

Content
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
Total hours 34 • Hawthorn • Prerequisite: TS732
A subject in the Associate Diploma of Business (Computer Programming).

Content
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.

TS746 Application Project A
Total hours 34 • Hawthorn • Prerequisites: TS732, TS748 • Corequisites: TS735, TS749
A subject in the Associate Diploma of Business (Computer Programming).

Content
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
Total hours 119 • Hawthorn • Prerequisites: TS735, TS749 • Corequisites: TS736, TS738
A subject in the Associate Diploma of Business (Computer Programming).

Content
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
Total hours 34 • Hawthorn • Prerequisite: TS720
A subject in the Associate Diploma of Business (Computer Programming).

Content
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
Total hours 34 • Hawthorn • Prerequisite: TS748
A subject in the Associate Diploma of Business (Computer Programming).

Content
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
  Total hours 34 • Hawthorn • Prerequisites: TS720, TS718
  • Corequisite: 15732
  A subject in the Associate Diploma of Business (Computer Programming), and the Associate Diploma of Business (Microcomputing).

  Content
  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
  Total hours 34 • Hawthorn • Prerequisite: TS718
  A subject in the Associate Diploma of Business (Computer Programming), and the Associate Diploma of Business (Microcomputing).

  Content
  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
  Total hours 34 • Hawthorn • Prerequisites: TS732, TS751, TS752
  A subject in the Associate Diploma of Business (Microcomputing).

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

TS754  Data Communications
  Total hours 34 • Hawthorn • Prerequisite: TS733
  A subject in the Associate Diploma of Business (Microcomputing).

  Content
  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 Telstra services.

TS755  3GL Programming Option A and B

TS756  4GL Programming Option
  Total hours 34 • Hawthorn • Prerequisite: TS718
  A subject in the Associate Diploma of Business (Microcomputing).

  Content
  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'.

TS757  Data Communications
  Total hours 34 • Hawthorn • Prerequisite: TS733
  A subject in the Associate Diploma of Business (Microcomputing).

  Content
  Use and explain the basic commands of a database language, and use the relevant editor. Create and modify database. Query databases. Managing databases.

TS758  Local Area Networks
  Total hours 17 • Hawthorn • Prerequisite: TS733
  A subject in the Associate Diploma of Business (Computer Programming).

  Content
  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 LAN's such as 3COM ethernet, IBM token ring. Novell and Wangnet.

TS759  Production Control
  Total hours 17 • Hawthorn • Prerequisite: TS731
  A subject in the Associate Diploma of Business (Microcomputing).

  Content
  Batch processing systems; job assembly and scheduling; offline strategies; output verification; error correcting methods; job procedure documentation.
TS760  Console Operations A
Total hours 34 • Hawthorn • Prerequisites: TS730, TS731
A subject in the Associate Diploma of Business (Microcomputing).

Content
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
Total hours 34 • Hawthorn • Prerequisite: TS760
A subject in the Associate Diploma of Business (Microcomputing).

Content
Virtual memory; memory management strategies. User accounts. Back-up procedures; system boot-up and shutdown procedures; command procedures.

TS762  Operation of Peripheral Devices
Total hours 34 • Hawthorn • Prerequisites: TS728, TS730
A subject in the Associate Diploma of Business (Microcomputing).

Content
Different types of printers; printer operation. Disk storage and maintenance. Magnetic tape media and devices. Documentation of peripheral use and maintenance.

TS763  Computer Room Layout and Procedures
Total hours 34 • Hawthorn
A subject in the Associate Diploma of Business (Microcomputing).

Content
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
Total hours 17 • Hawthorn
A subject in the Associate Diploma of Business (Microcomputing).

Content
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
Total hours 102 • Hawthorn • Prerequisites: TS732, TS733, TS737, TS765 Corequisite: TS773
A subject in the Associate Diploma of Business (Microcomputing).

Content
During this project students will:
- work within a framework administered by a manager/supervisor;
- meet all formal obligations to a manager/supervisor;
- provide regular progress reports to or attend regular meetings with a manager/supervisor;
- consult with a manager/supervisor when project problems arise;
- enter into and adhere to agreements with users/clients, and communicate with users/clients, in a manner befitting a professional analyst/microsystems consultant;
- work effectively within a systems development team;
- respect confidentiality, privacy, and individual and group sensitivities;
- apply an appropriate system development methodology using specific techniques to develop a substantial micro-computer information system, in a team environment.

TS768  Microcomputer Development Tools
Total hours 17 • Hawthorn • Prerequisite: TS757
A subject in the Associate Diploma of Business (Microcomputing).

Content
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.

TS769  Multiuser Microcomputer Systems
Total hours 17 • Hawthorn • Prerequisite: TS756
A subject in the Associate Diploma of Business (Microcomputing).

Content
Focuses on multiuser microcomputer operating systems. Installation of multiuser operating systems. Multiuser microcomputer system management.
**TS770  Microcomputing Architecture and Assembly Programming**  
*Total hours 34 • Hawthorn • Prerequisite: TS727*

A subject in the Associate Diploma of Business (Microcomputing).

**Content**
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 contents 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.

**TS771  User Training Techniques**  
*Total hours 34 • Hawthorn • Prerequisites: TS721, TS722, TS723, TS724*

A subject in the Associate Diploma of Business (Microcomputing).

**Content**

**TS772  User Documentation**  
*Total hours 17 • Hawthorn • Prerequisite: TS771*

A subject in the Associate Diploma of Business (Microcomputing).

**Content**

**TS773  Microcomputer Systems Analysis and Design**  
*Total hours 34 • Hawthorn • Prerequisites: TS732, TS753, TS737, TS765 Corequisites: TS766, TS757, TS768*

A subject in the Associate Diploma of Business (Microcomputing).

**Content**

**TS774  Electronic Principles**  
*Total hours 34 • Hawthorn • Prerequisite: TS727*

A subject in the Associate Diploma of Business (Microcomputing).

**Content**
Concepts of electricity, electrical quantities, series and parallel circuits, AC and DC voltage, analogue and digital circuits.

**TS775  Advanced Local Area Networks**  
*Total hours 34 • Hawthorn • Prerequisite: TS733*

A subject in the Associate Diploma of Business (Microcomputing).

**Content**
Definition and characteristics of LAN, types of LAN topologies and media, networking operations, use of IEEE standards, practical applications, management issues, trouble-shooting strategies.

**TS776  Microcomputer Systems**  
*Total hours 34 • Hawthorn • Prerequisites: TS770, TS774*

A subject in the Associate Diploma of Business (Microcomputing).

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

**TS800  Practical Placement**  
**TS801**

*Total hours 18 • Hawthorn/Prahran*

A subject in the Advanced Certificate/Associate Diploma in Office Administration.

**Content**
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.
**TS872** Document Production 1  
**TS873** Document Production 2  
*Total hours 144 • Hawthorn/Prahran*  
A subject in the Advanced Certificate/Associate Diploma in Office Administration.

**Content**  
These subjects are designed to develop keyboniding skills to achieve a minimum speed of forty-five words per minute with 98 percent 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  
*Total hours 54 • Hawthorn/Prahran*  
A subject in the Advanced Certificate/Associate Diploma in Office Administration.

**Content**  
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.

**TS897** Document Production 3  
**TS898** Document Production 4  
*Total hours 144 • Hawthorn*  
A subject in the Advanced Certificate/Associate Diploma in Office Administration.

**Content**  
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 percent 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  
*Total hours 54 • Hawthorn*  
A subject in the Advanced Certificate/Associate Diploma in Office Administration.

**Content**  
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  
*Total hours 72 • Hawthorn/Prahran*  
A subject in the Advanced Certificate/Associate Diploma in Office Administration.

**Content**  
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  
*Total hours 54 • Hawthorn/Prahran • Prerequisite: Electronic Publishing 1*  
A subject in the Advanced Certificate/Associate Diploma in Office Administration.

**Content**  
These subjects further develop 'hands on' desktop publishing skills to assist students in producing professional publications. Topics included the operation of scanning hardware, drawing/paint software, design skills, the evaluation of desktop publishing systems, and producing a style manual.

**TS952** Business Statistics  
*Total hours 72 • Hawthorn/Prahran • Prerequisites: nil*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.

**Content**  
Differentiation between descriptive and inferential statistics, requirements for collection and description of samples, requirements for statistical validity, application of computer packages to business data.

**TS954** Selling  
*Total hours 54 • Hawthorn • Prerequisites: nil*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.

**Content**  
**TS955**  
**Buyer Behaviour**  
*Total hours 72 • Hawthorn • Prerequisites: TS958*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.  
**Content**  
Basic psychology and sociology and their use in marketing. The buyer's decision-making process as it applies to both consumer and industrial buying behaviour.

**TS956**  
**Sales Management**  
*Total hours 54 • Hawthorn • Prerequisites: TS954, TH433, TH434 (concurrently)*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.  
**Content**  
Setting sales targets. How to plan, organise and manage the sales operation. Staffing and training the sales team. Motivation of sales staff. Analysis and evaluating sales and sales staff performance. Implementation and control of company policies, procedures and identity.

**TS957**  
**Marketing Communication**  
*Total hours 72 • Hawthorn • Prerequisites: TS954, TS955, TS956, TS958*  
A subject in the Associate Diploma of Business: Marketing.  
**Content**  
The role of promotions in marketing strategies and mixes. How to plan, develop, implement and monitor a sales promotion campaign. Promotional techniques for varying industries. Telephone selling and promotional techniques. Basic principles of copywriting for direct mail and advertising.

**TS958**  
**The Marketing Concept**  
*Total hours 72 • Hawthorn/Prahran • Prerequisites: nil*  
A subject in the Associate Diploma of Business: Credit Management; the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.  
**Content**  
What is a marketing orientation? The role of marketing research. The marketer's environment. Selection of target groups. Market segmentation. The development, implementation and monitoring of a marketing strategy plan. Marketing control. Creativity and its role in marketing.

**TS959**  
**Marketing Research**  
*Total hours 72 • Hawthorn • Prerequisites: TS952, TS421, TS422, TS955, TS958*  
A subject in the Associate Diploma of Business: Marketing.  
**Content**  
Where marketing research is used. Marketing research procedures. Sources of information. Questionnaire construction and other survey methods. Interviewing techniques. Sampling techniques. The field workers responsibilities and techniques. Selection, training, supervising and monitoring field workers. Collection, collation, analysis, validation and presentation of data. Marketing research recommendations.

**TS960**  
**The Law of Marketing**  
*Total hours 72 • Hawthorn • Prerequisites: nil*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.  
**Content**  
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.

**TS961**  
**Strategic Marketing**  
*Total hours 72 • Hawthorn • Prerequisite: TS958*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.  
**Content**  
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 and control.

**TS962**  
**Product Innovation**  
*Total hours 54 • Hawthorn • Prerequisite: TS958*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.  
**Content**  

**TS963**  
**Marketing Distribution**  
*Total hours 36 • Hawthorn • Prerequisites: TS958, TS961*  
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.  
**Content**  
Marketing channel and physical distribution strategy. Channel management decisions. Physical distribution decisions. Retail and wholesale strategy.
TS964 Direct Marketing
*Total hours 36 • Hawthorn • Prerequisites: TH433, TS955, TS954, TS957, TS956, TS959, TS421*
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.

**Content**
This subject aims to provide an appreciation of the process of direct response management of linking marketers with end consumers. It examines the ways in which direct marketing principles and techniques can assist in the total marketing strategy plan in either its own right or as part of a total marketing package. The emphasis is on techniques and skills in the direct marketing area.

TS965 Retail Marketing
*Total hours 36 • Hawthorn • Prerequisites: TS954, TS955, TS956, TS958, TS963*
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.

**Content**
The role and nature of the retailing operation in modern marketing systems. Covers the requirements of retailers including research, merchandising and promotions, location, organisational requirements and staff training.

TS966 Services Marketing
*Total hours 36 • Hawthorn • Prerequisites: TS955, TS958, TS959*
A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.

**Content**
What is a service industry? Its role in the Australian economy. The types of services marketing — organisations, persons, place and ideas marketing. The marketing of services both onshore and offshore. Services marketing and the future.

TS967 International Marketing
*Total hours 36 • Hawthorn • Prerequisites: TS955, TS957, TS958, TS959*
A subject in the Associate Diploma of Business: International Trade, and the Associate Diploma of Business: Marketing.

**Content**
The relationship between international trade and international marketing. The international environment — economics, culture, political and legal. The techniques of international marketing — the right attitude, competitive factors, gathering overseas intelligence, product policy, distribution, promotions, pricing. Controls for international marketing.

TS968 Small Business Marketing
*Total hours 36 • Hawthorn • Prerequisites: TS955, TS958*
A subject in the Associate Diploma of Business: Marketing.

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

TS969 Industrial Marketing
*Total hours 36 • Hawthorn • Prerequisites: TS955, TS958, TS959 (concurrently)*
A subject in the Associate Diploma of Business: Marketing.

**Content**
The purpose of this module is to provide training in both the conceptual and practical aspects of marketing to primarily industrial users and to contrast the distinguishing features of industrial marketing with that of consumer marketing.

TS970 Organisations and Management
*Total hours 72 • Hawthorn*
A subject in the Associate Diploma of Business: Marketing.

**Content**
Organisations and Management provides participants with the knowledge and skills necessary to understand the issues facing managers in organisations and the organisational context in which they operate. Particular emphasis will be focused on organisational strategies, structures and behaviour. In addition, participants will have the opportunity to develop competencies in the following:
- research skills
- written and verbal skills
- interview and questioning skills
- report and essay writing skills
- presentation skills
- goal setting and planning skills
- analytical skills

TS971 Accounting for Non-Accountants
*Total hours 72 • Hawthorn • Prerequisites: nil*
A subject in the Associate Diploma of Business: International Trade, and the Associate Diploma of Business: Marketing.

**Content**
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.

TS976 Industrial Law
*Total hours 40 • Hawthorn*

**Content**
Gives participants the knowledge and skills to analyse the impact of relevant case law and legislation on human resource policies and procedures.
TS977  Staffing  
*Total hours 40 • Hawthorn*  

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

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TS978  Implementing Change  
*Total hours 40 • Hawthorn*  

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

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TS979  Applying Training  
*Total hours 40 • Hawthorn*  

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

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TS981  Human Resource Information Systems  
*Total hours 40 • Hawthorn*  

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

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TS982  Workplace Industrial Relations  
*Total hours 40 • Hawthorn*  

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

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TS983  Organisation Behaviour  
*Total hours 40 • Hawthorn*  

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

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TS984  Consulting Skills  
*Total hours 40 • Hawthorn*  

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

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TS985  HR Planning  
*Total hours 40 • Hawthorn*  

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

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TS986  HR Statistics  
*Total hours 40 • Hawthorn*  

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

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TS987  Costing HR Activities  
*Total hours 20 • Hawthorn*  

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

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TS988  Enterprise Agreements  
*Total hours 40 • Hawthorn*  

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

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TS989  Employee Participation  
*Total hours 40 • Hawthorn*  

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

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TS990  Analysis of a Dispute  
*Total hours 20 • Hawthorn*  

**Content**  
Participants research and analyse a serious industrial dispute.

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TS991  Training Design  
*Total hours 40 • Hawthorn*  

**Content**  
Participants learn to identify training needs and design appropriate training programs.
**TS992 Training Delivery**
*Total hours 40 • Hawthorn*

**Content**
Participants learn to deliver and evaluate training programs.

**TS993 Managing Training**
*Total hours 20 • Hawthorn*

**Content**
Participants learn how to coordinate and manage training activities.

**TS994 Quality Management**
*Total hours 40 • Hawthorn*

**Content**
Provides training to enable participants to effectively contribute to a total quality management program within the workplace.

**TS995 Performance Management**
*Total hours 40 • Hawthorn*

**Content**
Provides the knowledge and skills to coordinate a performance management program and develop performance improvement plans.

**TS996 OHS Management**
*Total hours 54 • Hawthorn*

**Content**
Provides the knowledge and skills to coordinate an organisation’s OHS program.

**TT160 Personnel Emergency Treatment**
*2 hours per week • Hawthorn • Prerequisites: Nil*
A subject in the New Opportunities for Women course, the Graduate Certificate in Science and Technology and the Associate Diploma in Applied Science (Scientific Computing).

**Content**
Structure and function of the body, asphyxia, burns, lifting and moving casualties, and a number of medical/accident conditions and procedures.
Procedures
TAFE Division

Educational Philosophy Statement

A. Preamble
Approved by Academic Board 25 June 1995 for University-wide dissemination

The University's educational philosophy is intricately linked to the University's mission. The educational objectives listed below are intended to guide implementation of the mission specifically with respect to the promulgation of best practice in the teaching/learning process and in staff/student relationships. This implementation involves:

1. The development of the student's personal qualities and attitudes.
2. The development of the student's knowledge, skills and understanding.
3. The effective management of the teaching/learning process.

B. The University Mission

1. The mission of Swinburne is to provide a continuum of educational opportunities from initial vocational education and training to postgraduate masters and doctoral degrees and to support the community it serves through research, consultancy and continuing education.

To achieve this mission Swinburne undertakes to:

2. Provide educational programs and initiatives, resources and a climate of academic freedom which:
   2.1 instil knowledge and skills and develop creativity, innovation and the inquiring mind;
   2.2 promote research and development;
   2.3 encourage and facilitate community understanding and use of technology and ensure that education and training in the latest technology are available at all levels;
   2.4 anticipate employment demands for specialist knowledge and skills in advanced technology and human services;
   2.5 provide the environment, entry levels, courses, transition arrangements and support for individuals needed to overcome barriers to further education; and
   2.6 offer opportunities for the more meaningful use of leisure and for personal development and enrichment.
3. Foster close and cooperative relationships with the community, industry, commerce and government, anticipate and respond to their needs and ensure they are aware of the opportunities it is able to provide.
4. Increase education and work opportunities for young people and for all disadvantaged groups in society.
5. Maintain an environment which attracts and develops a staff of the highest quality, committed to the pursuit of academic, teaching and administrative excellence.
6. Develop a spirit of community embracing students, staff and alumni.
7. In all its activities Swinburne strives for an internationally recognised standard of excellence and to equip its graduates with the depth of education, the breadth of vision and the personal qualities needed to contribute to the development of a prosperous, equitable and just society.
8. Promote an international perspective among students.

C. Educational Objectives

1. Development of the Student’s Personal Qualities and Attitudes

Swinburne aims to develop in its students those personal qualities needed to contribute to a prosperous, equitable and just society. More specifically, it aims to develop and inculcate in students a spirit of enquiry and questioning, a respect for learning, a capacity for creativity, the ability to show both independent initiative and to work in a team, the ability for objective self evaluation, an awareness of the ethical implications of their actions, and a sense of responsibility to society.

1.1 To foster a spirit of enquiry

To foster the value of search for truth, of curiosity, integrity and critical appraisal, and to nurture these in students.

1.2 To encourage questioning of accepted views and theories

To provide an intellectual climate that encourages the questioning of currently accepted knowledge, modes of inquiry and prevailing social paradigms, their foundations and their suppositions.

1.3 To foster respect for learning

To foster students’ interest in and respect for their discipline and for learning generally, the need for personal progress towards competence and maturity, and a commitment to maximise their contribution to society.

1A To encourage creativity

To encourage students to develop their potential for creativity and original thinking.

1.5 To encourage independence

To provide students with opportunities and encouragement to be actively involved in the structuring and evaluation of their own learning experiences.

1.6 To develop both individual initiative and teamwork skills

To develop in students both the individual initiative and teamwork skills needed to work cooperatively with their peers.

1.7 To encourage self-evaluation

To encourage students to develop the habit of continual self-assessment for correctness and quality of their work.
1.8 To inculcate an ethical awareness and sense of responsibility
To inculate an awareness of the ethical issues associated with their chosen fields of study and their consequent responsibility to society and the environment.

2. Development of the Student’s Knowledge, Skills and Understanding
Swinburne aims to develop its students with a depth of education and a breadth of vision. More specifically it aims to educate to professionally recognised standards by fostering knowledge, understanding and scholarly perspective, and developing thinking, self-learning, problem-solving, communication and requisite technical skills.

2.1 To facilitate effective learning
To ensure that teaching facilitates effective learning, that is, to enable students to reach their highest possible level of knowledge, understanding, skills and attitudes, both during their courses and in later life.

2.2 To educate to professionally recognised national and international standards
To ensure that graduates of the University are able to operate in Australia or overseas by ensuring that their qualifications comply with recognised national and international vocational and professional standards.

2.3 To engage students in the fostering of knowledge
To engage students in the creation, preservation, evaluation, interpretation and transmission of knowledge, its most recent advances and its applications.

2.4 To develop thinking skills
To assist in the development of students’ analytical and critical thinking skills by demonstrating these skills, and provide students with tasks appropriate to the development of these skills.

2.5 To demonstrate scholarly perspective
To achieve depth and perspective in matters relating to knowledge, society, technology and culture, and to impart this perspective to students.

2.6 To develop self-learning skills
To develop in students a culture of life-long learning and in particular the self-learning skills necessary to successfully pursue careers in an environment where the knowledge base is continuously changing.

2.7 To develop confidence in problem-solving and decision making
To develop students’ confidence in problem-solving and decision making; to assist them to identify the real problem behind an expressed need, to define the problem independently of any solution, to creatively generate solutions, and to evaluate their goodness.

2.8 To develop communication skills
To assist in the development of students’ communication skills by providing opportunities for oral, graphic, practical and written presentations and for feedback on their performance.

2.9 To develop relevant vocational and technical skills
To develop vocational and technical skills requisite to the exercise of professional competence in the academic disciplines in accordance with the relevant competency standards or recognised benchmarks.

2.10 To extend students’ capacity for application
To extend students’ capacity to apply knowledge, skills and attitudes by using them in relevant work and social situations.

2.11 To prepare students for postgraduate work
To prepare students where applicable for postgraduate research, teaching, and other forms of academic involvement.

3. Effective Teaching and Learning Processes
Swinburne aims for an internationally recognised standard of excellence in the effectiveness of its teaching and the management of the teaching/learning process. Swinburne has a philosophy of continuous improvement through course maintenance and quality assurance procedures. More specifically it aims to provide students with intellectual challenge, motivate them in the learning process, provide them with role models, maintain its vitality through research, and respect students’ individuality and opinions.

In the management of the teaching/learning process Swinburne aims to use appropriate teaching methods, encourage continual feedback from students, manage subjects coherently, provide constructive feedback to students, ensure relevance to students’ goals, provide appropriate assessment, be concerned about student welfare, and provide a supportive and stimulating learning environment.

3.1 To provide intellectual challenge
To develop the students’ confidence by challenging them with high academic expectations relevant to the subject aims, and encouraging them to achieve beyond their own expectations.

3.2 To motivate students in the learning process
To motivate students in the learning process by ensuring staff competence in the subject areas they teach; effective communication of their knowledge and experience; interest in and enthusiasm for their subject; the ability to make it interesting and to arouse the students’ curiosity and excitement.
To provide role models
To provide students with role models who exhibit a commitment to scholarly values, to life long learning, to professional and personal growth through critical reflection and self-evaluation, to accountability for their own professional activities, and to a responsible and ethical practice of their profession.

3.4 To maintain teaching vitality
To maintain teaching vitality through research, scholarship, industrial or business experience, consultancy, professional development and the application of the experience gained to teaching.

3.5 To respect students
To respect students, their individuality and opinions, encourage their self respect, and be prepared to learn from them.

3.6 To use appropriate teaching methods
To use teaching methods, media, technology, teaching resources and experiences which are the most appropriate to the desired learning outcomes, and to ensure that the associated physical resources are conducive to the learning process.

3.7 To learn from students
In accord with course maintenance and quality assurance procedures to encourage continual feedback on the effects that instruction has on learning, and modify that instruction in the light of evidence collected.

3.8 To manage subjects coherently
To manage subjects coherently by documenting aims and objectives, staff details, schedule of activities, expected workloads, assessment requirements, subject content, prerequisite subjects, and learning resources, and by liaising with colleagues teaching associated material.

3.9 To provide constructive feedback
To provide constructive and timely advice and feedback on each student’s achievement and progress.

3.10 To ensure relevance
To ensure subjects and courses are relevant to the goals of students, needs of industry, professional groups and other stakeholders, and where possible to integrate learning with professional guidance and practice in the workplace.

3.11 To assess appropriately and to recognise prior learning
To assess with methods which meet the criteria of validity, fairness, and appropriateness for subject goals and specify these clearly and unambiguously.

3.12 To be concerned for student welfare
To be concerned for the total welfare of students and to actively assist them in their educational objectives through group and individual mentoring arrangements.

3.13 To provide a supportive environment
To provide students with a supportive environment to learn and demonstrate that learning regardless of the context in which the particular components of the course are offered, the disciplines and their particular concerns, the background and characteristics of the student, and the level and standards commonly agreed.

The Learning Relationship
TAFE Division
Preamble
This document aims to clarify the values, rights, responsibilities, expectations and widely agreed standards in and of the teacher-student exchange.

Dear Student,
We, the academic staff of the TAFE Division of the University, hope your time as a student here will be a productive and satisfying learning experience for you.

As a staff group, we believe that being a student carries with it certain rights and responsibilities, as does being a staff member.

In setting out some of these rights and responsibilities we aim to clarify what you, as a student, can reasonably expect of us, and what our expectations are of you, as a student.

You should also read the Handbook, the Minimum Standards of Education Charter, Procedures Relating to Student Assessment and Appeals and your Course Outlines for additional information.

1. It is expected that each staff member will show respect and concern for students as persons by:
   • taking care not to misuse in any way his/her position of relative power and authority over you;
   • demonstrating respect for your right to hold different points of view;
   • regarding you as an associate in the learning experience;
   • being available for student consultation at negotiated times;
   • providing constructive and timely advice and feedback on your achievement and progress;
   • assessing your work in accordance with the regulations and procedures relating to student assessments and appeals; and
providing an outline of course content, assessment and expectations of performance, as outlined in the Minimum Standards of Education document.

2. In our pursuit of quality education you can expect us to seek and encourage regular feedback from you:
   - on the quality of our teaching performance, and
   - the quality of your learning experiences as a whole.

3. You can also expect us to provide feedback for you by:
   - returning graded work within a reasonable time after receipt, or being willing to account for delays; and
   - making reasonable efforts to provide written and/or oral comments.

4. We will conduct ourselves in a professional manner as educators, so you can also expect us to:
   - provide the best quality education possible;
   - show enthusiasm for our subject(s);
   - maintain and enhance our knowledge of all relevant developments in relation to our disciplines;
   - keep to scheduled class times; and
   - hold high expectations of you as a student and be willing to offer support to help you reach your best standard.

5. We will expect of you, as a student, that you:
   - treat us with the courtesy and respect that we show you;
   - are punctual and prepared for classes;
   - conduct yourself with consideration and regard for your fellow students;
   - will and should seek help and advice and clarification from staff when you need it;
   - will attend all classes required unless prevented by circumstances beyond your control;
   - attempt and submit all assessable work by the due dates;
   - will respect the buildings, facilities, grounds and other property of the University; and
   - will take serious responsibility for your own learning. We can do many things, but we cannot make you learn.

6. We believe that you have rights in this learning association:
   - you should not tolerate negative discrimination;
   - you have the right to offer considered feedback to staff even if it has not been expressly solicited;
   - after offering feedback to staff, you have the right to seek a second opinion on assessment matters where you have strong reason to believe that you are being unfairly treated; and
   - after offering feedback to staff, you have the right to complain to the Head of Department, Head of School, Student Union or Manager, Equity if you believe that a staff member is behaving unacceptably.

We look forward to working with you in your studies at Swinburne.

Principles of Best Teaching Practice
TAFE Division

1. This document sets out the principles of best teaching practice for the staff of the University. It is a statement of beliefs and approaches, and expectations of the attitudes and behaviour of academic staff either in a full-time, part-time, temporary or permanent capacity. It should be read in conjunction with the Swinburne Handbook, Procedures Relating to Student Assessment and Appeals - TAFE Division and other documents including the Educational Philosophy and the Minimum Standards of Education Charter.

2. The academic staff have a strong commitment to providing a high quality educational experience for all of our students and accept the desirability of modelling teaching efforts on best practice. The academic staff value cooperation, fairness, honesty and directness, respect for others as individuals, commitment to Swinburne and the work of a particular School or area of the University. The academic staff also support an environment which renders mutual respect, devoid of discrimination, as stated in the Equal Opportunity Policy and the Disability Discrimination Act.

3. Staff relations with students
   It is expected that each staff member will show respect and concern for students as persons by:
   3.1 Taking care not to in any way exploit our position of relative power and authority over students.
   3.2 Demonstrating respect for students’ different points of view.
   3.3 Regarding students as associates in the learning experience.
   3.4 Being available for student consultation.
   3.5 Providing constructive and timely advice and feedback on a student’s achievement and progress.
   3.6 Assessing a student’s work in accordance with the procedures relating to student assessment and appeals.
   3.7 Providing an outline of course content, assessment and expectations of performance, as outlined in the Minimum Standards of Education Charter.
4. **Inter Staff Relations**

In our relations with each other as staff, we expect that each staff member will collaborate with colleagues by:

4.1 Working constructively with colleagues through discussion, sharing of materials and educational methods and course maintenance procedures.

4.2 Playing an effective part as a member of a course or unit team

4.2.1. As **Convenor/Co-ordinator**
- by clearly communicating expectations to colleagues who teach in that unit;
- by providing opportunities for consultation;
- by facilitating access to appropriate resources and expertise.

4.2.2 As a Teaching Team Member
- by providing the convenor with assessment marks punctually and at appropriate times;
- by following accepted guidelines;
- by covering our absences from any duties by making appropriate arrangements;
- by completing administrative tasks punctually;
- by participating in course maintenance procedures.

5. **Consistent with the principles of best teaching practice, we will aim to:**

5.1 Maintain and enhance our knowledge of all relevant developments in relation to our disciplines.

5.2 participate in consultation on curriculum matters, where required.

6. **Implementing the principles of best teaching practice requires:**

6.1 The **full** commitment of the Heads of School and of the teaching staff within each School.

6.2 Regular discussions within each School on the implementation and maintenance of these principles.

6.3 Informing all new members of staff about the principles.

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**Statement to Students on Confidentiality of Personal Information**

"This is a statement of the University's obligations in relation to the personal information which we hold about you.

You are entitled to protection of your privacy, as are staff and others who might have dealings with the University. Privacy considerations apply to a great deal of information the University may hold about you, including factual data (name, student I.D. number, address, telephone number, age, enrolment status, employment details, digital image etc.) academic progress (course details, examination results, evaluation and assessment and academic standing) and personal welfare (emergency contacts, financial matters, etc.).

Staff of the University may require access from time to time to personal information about you in your interests. To the extent that this information is private, the University will restrict access to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests as a student of the University.

The University will not disclose personal information about you to other students, to people outside the University (other than in accordance with any legal or academic obligation) or to staff who have no need of access to the information, unless you tell us, in writing, that you have given permission.

This means that we do not release information we hold about you, including your address or your results, even to close relatives, without your permission.

There are some exceptions to the general application of this policy, which may reflect obligations imposed on us by law. These include the following:

1. We inform Austudy of your enrolment details (but not your results) if you are receiving payments;
2. We release statistical information to the Department of Employment, Education and Training (DEET) as noted on your enrolment form;
3. We release information to the extent required by a subpoena, a search warrant, an Ombudsman's request and the Freedom of Information Act 1982;
4. If you are a Higher Education Division student we tell the Australian Taxation Office about your HECS liabilities each semester (you consent to this by signing your Payments Options form);
5. If you are an international student we give the Department of Immigration, Local Government and Ethnic Affairs, Australian International Development Assistance Bureau (AIDAB) and DEET certain information we are required to release;
6. If you are in receipt of social security benefits then we may be asked to provide information to the Department of Social Security;
If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and

If you transfer to another tertiary institution we may release to that institution information about your academic progress at this University, although normally you will have consented to this in your application to the new institution."

A.R. Grigg
Academic Registrar

Procedures relating to Student Assessment and Appeals

These Procedures are currently being reviewed by a Board of Technical Studies Working Party and will operate in 1996 in an amended form.

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
The formal testing, during a period specified by the University or relevant external bodies for the purpose, of students enrolled in a subject. Such an examination is subject to the control of the Academic Registrar through a designated officer. Competency based curricula normally does not require examinations in the formal sense as outlined in Section 7.

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.

Mischief
Intentional breach of any directions by an assessor will constitute mischief. 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.

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 by 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.

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;

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 of 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.

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;

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.
• 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/Co-ordinator 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 lodgement 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 convener 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 Convener 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 Convener of the Field of Study Assessment Panel to be responsible for dissemination of information (to students and relevant staff) giving details of:
   - timetable 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 the 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 Convener 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;
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 Chancellery 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 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.

9.1.2 The procedure for hearing an appeal lodged with the Assessment Appeals Committee shall be as follows:

a) 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 relevant staff member and the written statements of any witnesses;

b) the Chair of the Field of Study Panel and the Chair of the Assessment Conduct Committee may address the Assessment Appeals Committee and provide such information and call such others as the committee may agree;

c) the student concerned and/or his/her advocate may address the committee and provide such information and call such others as the committee may agree. The advocate may not also be a member of the committee.

9.2 Powers of the Assessment Appeals Committee

9.2.1 The actions available to the committee shall include finding:

a) the decision of the Assessment Conduct Committee proven and allow the penalty imposed by that Committee to stand;

b) the decision of the Assessment Conduct Committee proven but modifying the penalty, if in the circumstances, it is deemed to be too harsh;

c) the decision of the Assessment Conduct Committee not proven and cancelling the penalty imposed upon the student;

d) the decision of the Assessment Conduct Committee not proven and allow the student to submit another piece of assessment, or sit another exam, should action under c) not be sufficient to recompense the student academically.

9.3 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 from 1995 results. New categories may be introduced for 1996 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.

<table>
<thead>
<tr>
<th>MIS Code</th>
<th>Letter Grade</th>
<th>Description on Result Sheet (Optional)</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>S21</td>
<td>C</td>
<td>Complete</td>
<td>Optional</td>
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<tr>
<td></td>
<td>PR</td>
<td>Pass RPL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NC</td>
<td>Not Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DEF</td>
<td>Deferred</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CNW</td>
<td>Ceased — No Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

### Marks are to be allocated to the student

<table>
<thead>
<tr>
<th>MIS Code</th>
<th>Letter Grade</th>
<th>Description on Result Sheet (Optional)</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>S15</td>
<td>HD</td>
<td>High Distinction</td>
<td>85-100</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Distinction</td>
<td>75-84</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Credit</td>
<td>65-74</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>Pass</td>
<td>50-64</td>
</tr>
<tr>
<td></td>
<td>PR</td>
<td>Pass RPL</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Fail</td>
<td>0-49</td>
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<td></td>
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<td></td>
<td>SPX</td>
<td>Special Exam</td>
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</tr>
<tr>
<td></td>
<td>CNW</td>
<td>Ceased — No Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

### Other Categories of Result
These two other categories of results, S11 and S13, which are used for subjects/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 via an 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 then 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 each 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

17.1 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 Chancellery 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.

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 Chancellery 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 date 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.

19.9.3 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 assesseee. Opportunities must be provided to allow learners to challenge assessments and provision must be made for reassessment.

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 for 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:

— 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

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 deficto 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 deficto 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 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 School.

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

4.4 The Head of School 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 School 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 School 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 School may proceed with conciliating and resolving the complaint.

4.8 With the agreement of the complainant, the Head of School 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 School will meet informally with the respondent for the purposes of:
   a) outlining the grievance and naming the complainant (except as covered by Clause 4.7);
   b) making a written record of the respondent's reply to the complaint, which is signed and considered a true record;
   c) attempting to reach an agreement with the respondent that is acceptable to the complainant;
   d) attempting to ensure that there are no reprisals taken against a student who has made a complaint in good faith;
   e) outlining the requirements of State and Federal Government anti-discrimination legislation or Swinburne Council policy, where relevant.

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 School.

6. Follow-up actions

6.1 The Head of School 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 School will ensure wherever practicable, 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 School or Pro Vice-Chancellor where appropriate and an investigation will be instituted.

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

7. Formal procedure

7.1 If a grievance cannot be successfully conciliated by the Head of School to the satisfaction of the complainant, the complainant may instruct the Head of School 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 AEU or NTEU, 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 School and signed by the complainant and the respondent will be forwarded by the Head of School 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 School. 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:

- reparation 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 School feels that to undertake conciliation of a complaint would place him/herself in the situation of a conflict of interest, the Head of School will direct the student to take the grievance to the Pro Vice-Chancellor or the Head of School.

13.2 A complainant may at any stage of the informal procedure seek the assistance of the Pro Vice-chancellor 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 School.

14.3 The respondent may approach the staff association or union for advice and support.

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).

a) The Manager, Computer Services and Information Technology shall ensure that a written record of the student counselling session is made. This record will be retained for one year from the date counselling took place, after which time the record will be destroyed.

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 five 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 of 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 two 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 five working days; or

iii) counsel the student without proceeding further, in which case the student’s network access shall be immediately restored. The Manager,
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 ten 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 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 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:
   (a) Dismissing the allegation;
   or
   (b) 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 Discipline 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 to 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 is 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 transfer for formal prior learning. See also the Recognition of Prior Learning (RPL) Policy and Implementation Guidelines on page 287.

It is Swinburne University of Technology's policy to grant credit to students with prior post-secondary studies who have been admitted to the University's programs. The credit granted will be at the highest level consistent with
the student’s chance of success and will be at least up to the level recommended by the Australian Vice-Chancellors’ Committee. This overarching policy will be implemented under the following more specific credit transfer principles and guidelines.

1. The University will ensure that current and prospective students are aware of their rights to credit for prior studies through the following publications and information systems:
   (a) The University Handbooks will include the latest available information on approved credit transfer agreements at the time of publication.
   (b) Credit transfer information will be made available on the University’s Management Information Systems (MIS) and distributed throughout the University and outside bodies, including Job and Course Explorer (JAC).

2. 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.

3. The University is committed to the granting of credit to students in a timely manner. Unless circumstances are unusual all credit will be granted no later than 31 March in the year of first enrolment in the course, or where appropriate, within one month of the publication of any relevant examination results. The University will endeavour to grant credit in such a way as to allow the recipient to complete the course in the minimum possible time.

4. Where prerequisite prior knowledge is required, the Divisions/Schools will publish advice to prospective students through the Handbook and other appropriate publications on ways in which requirements can be met. These may include any bridging courses, conversion units and the like which are available, particularly, during the summer semester.

5. 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. This mechanism should allow any student to appeal against a decision made by a Division or School within the framework of the above policy and procedures of the University’s credit transfer.

6. The Divisions and Schools will determine the maximum credit to be granted for the courses under their jurisdiction. In the Higher Education Division, students must normally undertake at least the final two academic semesters (equivalent to one academic year) of study at the University before taking out their awards.

Recognition of Prior Learning (RPL) policy and implementation guidelines - TAFE Division

Preamble

The Recognition of Prior Learning policy and implementation guidelines were approved by the Board of Technical Studies on 28 July 1995, following amendments put forward by the Academic Development Committee, which have been incorporated here. This document includes a Glossary, the RPL Policy and Implementation Guidelines.

Glossary

Competency
Competency focuses on what is expected of an employee in the workplace rather than on the learning process.

Competency Based Training
Competency Based Training (CBT) is training which is provided to develop the skills, knowledge and application necessary for the attainment of 'competency'.

Learning Outcomes
Learning Outcomes are the building blocks of Competency Based Training and define the desired outcome of the learning and the criteria for assessing the standard of performance. Learning Outcomes may themselves be competencies where the context under which performance is demonstrated is representative of the actual work environment.

Prior Learning
Prior Learning refers to skills and knowledge gained from life and work experience, informal training or formal training. At Swinburne TAFE, recognition of a person’s current skills and knowledge may occur via:

1. Credit Transfer
Credit transfer in the TAFE Division is granted when the same unit of study is completed within another course or within the same course but at another institution.

2. Exemption
Exemptions are granted on the basis of formal studies completed in a related course. The units of study differ but the outcomes are the same as those in units for which the exemption is granted.

3. Recognition of Prior Learning (RPL)
Recognition of prior learning recognises a person’s skills and knowledge gained through work experience,
life experience and/or informal training. RPL applies where it is not possible to grant an exemption or credit transfer.

4. **Advanced Standing**
Credit may be given in one course on the basis of prior formal studies in another course without the direct correlation of learning outcomes. For example, advanced standing into the second year of a degree course may be granted on the basis of studies in a TAFE Diploma without the one-to-one correlation of learning outcomes.

**Policy**

1. **Declaration:**
Swinburne University of Technology, TAFE Division (Swinburne TAFE), promotes the principle of recognition of skills and knowledge which students bring to a formal course of study, regardless of when, where or how they were obtained. Swinburne TAFE will strive to maximise the recognition of a student's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

Swinburne University of Technology is committed to providing RPL to all students in courses for which RPL is appropriate.

2. **Benefits of Recognition of Prior Learning**
RPL offers many advantages to Swinburne and the individual student.

**For Swinburne, RPL:**
- increases our ability to meet the training requirements of industry
- may reduce the cost of training students to the required level of proficiency
- addresses issues of social justice and equity.

**For our students, RPL:**
- gives fair recognition of current skills and knowledge
- reduces the time required to achieve the learning outcomes of a course of training and hence the time to obtain a formal qualification
- provides an added incentive to undertake further and formal courses of study
- promotes a sense of worth and self esteem for skills and knowledge gained through life and work activities.

3. **Principles**
Swinburne TAFE endorses and adopts the following guiding principles for the recognition of prior learning:

**Principle 1: Competence**
The recognition of prior learning must focus on the skills and knowledge gained as a result of formal and informal training, not how, when or where the learning occurred.

**Principle 2: Currency**
Recognition of prior learning must assess an applicant's current skills and knowledge.

**Principle 3: Commitment**
Swinburne TAFE will demonstrate its commitment to recognising prior learning by developing and promoting clear and concise guidelines and procedures for gaining recognition.

**Principle 4: Access**
Recognition of prior learning will be available to all potential applicants.

**Principle 5: Fairness**
Recognition of prior learning will involve processes that are fair to all parties involved.

**Principle 6: Support**
The recognition of prior learning will involve the provision of adequate support to potential applicants.

**Implementation Guidelines**

1. **Scope**
These guidelines apply to all applications for credit which are not able to be processed under credit transfer and/or exemption criteria, or for which advanced standing is not available.

2. **Administration**

2.1 **Enrolment**
Before being eligible to apply for RPL a student must be enrolled in a course of study, including those subjects for which RPL is to be sought.

2.2 **Fees and Charges**
No fee is payable for exemptions or credit transfer applications or for advanced standing. The present fee for RPL at Swinburne TAFE is set at $50 per assessment. The definition of an ‘assessment’ is left to the discretion of each department and may differ from case to case or course to course, depending upon many variables including the:
- nature and amount of evidence provided by the applicant;
- scope of subject matter covered by the application;
- specific needs of the applicant (language, special needs, etc);
- number of equivalent student contact hours involved.
A student granted recognition for prior learning may be eligible for a refund of part of the tuition fee. The fee structure may differ from year to year. Applicants for RPL should consult the Department or School Office to ascertain the fee and any subsequent refund entitlement.

Schools should establish an account code designated for RPL fees.

2.3 Recording of Results

For modules in courses which have been converted to Competency Based Training, recognition of prior learning may be granted for whole modules or parts of modules. Where recognition is for a whole module, the result is recorded as 'competent'. If RPL is granted for less than a complete module, a record is kept by the Department until the student successfully completes all requirements for a module, at which time a result of 'competent' will be recorded.

Students wishing to gain entry to higher education courses must be advised of the potential difficulty of having 'ungraded' results recognised.

Recognition of prior learning in courses which are not expressed in competency based terms is at the discretion of the course coordinator. Where students are seeking graded assessment by RPL (credit, distinction, etc), these grades must be based on the same criteria as for those who have completed the course requirements. RPL will be processed through the School Board in the same manner as for exemptions.

2.4 Processing of Results

Results for RPL assessments will be processed in the same manner as results for all other assessments, with the added requirement that the result must be authorised by an individual identified by the department as competent to undertake RPL assessments.

3. Resources

3.1 Competent Staff

Staff undertaking RPL assessments should be made aware of the principles which underpin RPL at Swinburne TAFE. Individually, or as a team, staff should be:

- knowledgeable of the principles of RPL;
- knowledgeable of the curriculum and learning outcomes which form the benchmark for assessment;
- knowledgeable of competency based training and assessment;
- competent in the processes, procedures and techniques for RPL.

It is the responsibility of the individual School or Department to ensure that an adequate number of competent RPL assessors are available to handle the number of applications received.

3.2 Time Commitment

It is not possible to establish definite limits to the time expended by a department in carrying out an assessment for an RPL application. As a broad guideline however, assessments are likely to be between 15% to 20% of the nominal duration of the module or modules being assessed.

Counsellors should be aware of the RePlay Program. Information is available from Swinburne's Equity Unit.

3.3 Support to Applicants

In order that RPL achieves maximum benefit for students and Swinburne, assessments must be carried out as soon as possible following enrolment. This coincides with periods of peak activity in departments. Therefore, procedures developed for RPL should make provision for an initial 'counselling' of a student to gauge the likelihood of success in gaining RPL. This should optimise the success rate of RPL applications.

Students seeking RPL must be provided with information on the correct procedure to follow and the evidence required to support their application.

Consideration must be given to a student's language skills and cultural norms in the conduct of an RPL assessment.

3.4 Procedure for Recognition of Prior Learning

Each School must establish its procedure(s) for processing applications for RPL.

The procedure must reflect the principles endorsed by Swinburne TAFE and must include provision for appeal by students against an unfavourable outcome. Every effort should be made to develop a procedure in consultation with other Schools. This will simplify and facilitate the process. These school-based procedures should be lodged with the Curriculum Services Unit as part of the Division's document management system.

Students must be informed of the availability of RPL and procedure for application at enrolment/counselling time.

4. Extent of Recognition of Prior Learning

Each department must identify courses/modules for which RPL will be available.

In time, RPL must be made available in all courses which
are written in competency based training format. The extent of RPL possible in a course is subject to a number of considerations, and, whilst all efforts will be made to maximise recognition, there may still remain some practical limitations such as:

- difficulty in obtaining evidence of prior learning;
- availability of staff competent in the relevant subject areas;
- availability of the module(s) for which RPL is claimed;
- courses not expressed in competency based terms;
- acceptability of RPL by professional organisation and/or industry.

While theoretically possible, it is unlikely that an individual will be granted RPL for an entire course. As a general rule there is a need to set an upper limit to the amount of RPL granted with the provision that there is a procedure for appeal. Advice should be sought from the Course Advisory Committee and the relevant professional organisation and/or industry on the extent of limitations to credit granted through RPL when this is not already specified in the curricula.

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

The following is an extract from the 1992 OTFE Regulations Examination Instruction Booklet (TEXI). 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.

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

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

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

3.9 In certain circumstances, Colleges who strongly feel that a special examination should be provided (and if a special examination does not exist) may be requested to provide the examination. The procedure is set out clearly on page 4 of the Office of Training and Further Education TEX 20 examiners handbook. Colleges must not proceed without the permission of the OTFE Examinations Branch.

3.10 Guidelines for Special Consideration

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

3.10.1 Special consideration is requested from examiners in the following instances:

(a) Sudden severe illness certified on a written report on the appropriate form. Other unspecific doctor's certificates are not acceptable.
(b) Close death in a family involving immediate family members.
(c) Chronic handicapped disabilities.
(d) Court appearances.

3.10.2 Applications for above must reach the Office of Training and Further Education Examinations Branch within strict time limits.

3.10.3 (a) & (b) must be received by the Office of Training and Further Education Examinations Branch within seventy-two hours from examination.

3.10.4 (c) & (d) must be received by the Office of Training and Further Education Examinations Branch 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

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 make 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 OTFE.

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

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

A fee is 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 for examination script.
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<tr>
<td>Abstudy</td>
<td>29</td>
</tr>
<tr>
<td>Academic Calendar (see inside front cover)</td>
<td>50</td>
</tr>
<tr>
<td>Academic Statements</td>
<td>123</td>
</tr>
<tr>
<td>Academic Writing, Compensatory Education</td>
<td></td>
</tr>
<tr>
<td>- Maths and Academic Writing</td>
<td></td>
</tr>
<tr>
<td>Access Community and Language Programs</td>
<td>120</td>
</tr>
<tr>
<td>Programs</td>
<td>120</td>
</tr>
<tr>
<td>Staff</td>
<td>110</td>
</tr>
<tr>
<td>Access Education</td>
<td>29</td>
</tr>
<tr>
<td>Accident Insurance, Student</td>
<td>40</td>
</tr>
<tr>
<td>Accommodation, Student</td>
<td>37</td>
</tr>
<tr>
<td>Accounting</td>
<td>69</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td>59</td>
</tr>
<tr>
<td>Associate Diploma</td>
<td></td>
</tr>
<tr>
<td>Administration, Office</td>
<td>73</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Associate Diploma</td>
<td>63</td>
</tr>
<tr>
<td>Administration Enquiries Offices, Student</td>
<td>48</td>
</tr>
<tr>
<td>Hawthorn</td>
<td></td>
</tr>
<tr>
<td>Prahran</td>
<td>48</td>
</tr>
<tr>
<td>Administration and Services</td>
<td>29</td>
</tr>
<tr>
<td>Admission (see Entrance Requirements)</td>
<td></td>
</tr>
<tr>
<td>Adult Basic Education - Maths Workshop</td>
<td>123</td>
</tr>
<tr>
<td>Adult and General Education Department</td>
<td>125</td>
</tr>
<tr>
<td>Advanced Certificates</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>69</td>
</tr>
<tr>
<td>Applied Language, Japanese/Mandarin</td>
<td>120</td>
</tr>
<tr>
<td>Art and Design (Film and Video Production)</td>
<td>120</td>
</tr>
<tr>
<td>Credit Procedures and Practices</td>
<td>69</td>
</tr>
<tr>
<td>Estate Agency</td>
<td>69</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>95</td>
</tr>
<tr>
<td>General Insurance</td>
<td>70</td>
</tr>
<tr>
<td>Human Resource Operations</td>
<td>71</td>
</tr>
<tr>
<td>Hospitality Operations</td>
<td>71</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>86</td>
</tr>
<tr>
<td>Koori Child Care</td>
<td>130</td>
</tr>
<tr>
<td>Laboratory Technology</td>
<td>94</td>
</tr>
<tr>
<td>Management</td>
<td>73</td>
</tr>
<tr>
<td>Managing Social and Community Services</td>
<td>130</td>
</tr>
<tr>
<td>Manufacturing Engineering</td>
<td>101</td>
</tr>
<tr>
<td>Materials Technology</td>
<td>102</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>101</td>
</tr>
<tr>
<td>Nursing</td>
<td>131</td>
</tr>
<tr>
<td>Office Administration</td>
<td>73</td>
</tr>
<tr>
<td>Operations Management</td>
<td>73</td>
</tr>
<tr>
<td>- Purchasing and Planning</td>
<td></td>
</tr>
<tr>
<td>Residential and Community Services</td>
<td>132</td>
</tr>
<tr>
<td>Sales Management</td>
<td>73</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>29</td>
</tr>
<tr>
<td>Application Procedure (see also Enrolment Regulations)</td>
<td>46</td>
</tr>
<tr>
<td>Applied Aspects of Loss and Grief, Certificate</td>
<td>133</td>
</tr>
<tr>
<td>Applied Language, Japanese/Mandarin</td>
<td>120</td>
</tr>
<tr>
<td>Applied Science (see Industrial Sciences)</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship courses (see also Post Trade courses)</td>
<td>88</td>
</tr>
<tr>
<td>Electrical and Electronics Certificate</td>
<td>89</td>
</tr>
<tr>
<td>Electrical Pre-Apprenticeship Program</td>
<td>105</td>
</tr>
<tr>
<td>Mechanical (Fining and Machining)</td>
<td></td>
</tr>
<tr>
<td>Art and Design (Film and Video Production)</td>
<td>120</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Articulation (see also Pathways)</td>
<td>50, 286</td>
</tr>
<tr>
<td>Ark</td>
<td></td>
</tr>
<tr>
<td>Art and Design (Film and Video Production)</td>
<td>120</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>115</td>
</tr>
<tr>
<td>Design, Associate Diploma</td>
<td>115</td>
</tr>
<tr>
<td>Graphic, Associate Diploma</td>
<td>116</td>
</tr>
<tr>
<td>School of Social Sciences and Arts</td>
<td>108</td>
</tr>
<tr>
<td>Small Companies and Community Theatre</td>
<td>151</td>
</tr>
<tr>
<td>Theatre Technology (Costume Stream)</td>
<td></td>
</tr>
<tr>
<td>Associate Diploma</td>
<td>117</td>
</tr>
<tr>
<td>Visual, Associate Diploma</td>
<td>119</td>
</tr>
<tr>
<td>Arts Department</td>
<td>115</td>
</tr>
<tr>
<td>Assessment Procedures</td>
<td>265</td>
</tr>
<tr>
<td>Assistance, Student</td>
<td>38</td>
</tr>
<tr>
<td>Associate Diplomas</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>59</td>
</tr>
<tr>
<td>Arts (Design)</td>
<td>115</td>
</tr>
<tr>
<td>Arts (Graphic)</td>
<td>116</td>
</tr>
<tr>
<td>Arts: Theatre Technology (Costume Stream)</td>
<td>117</td>
</tr>
<tr>
<td>Arts: Small Companies and Community Theatre</td>
<td>118</td>
</tr>
<tr>
<td>Arts (Visual)</td>
<td>119</td>
</tr>
<tr>
<td>Banking and Finance</td>
<td>60</td>
</tr>
<tr>
<td>Computer Systems Engineering</td>
<td>56</td>
</tr>
<tr>
<td>Credit Management</td>
<td>61</td>
</tr>
<tr>
<td>Engineering (Electronics)</td>
<td>85</td>
</tr>
<tr>
<td>Engineering (Mechanical)</td>
<td>100</td>
</tr>
<tr>
<td>International Trade</td>
<td>62</td>
</tr>
<tr>
<td>Laboratory Technology</td>
<td>92</td>
</tr>
<tr>
<td>Library and Information Studies</td>
<td>68</td>
</tr>
<tr>
<td>Manufacturing Engineering</td>
<td>100</td>
</tr>
<tr>
<td>Marketing</td>
<td>63</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>100</td>
</tr>
<tr>
<td>Office Administration</td>
<td>63</td>
</tr>
<tr>
<td>Operations Management</td>
<td>64</td>
</tr>
<tr>
<td>- Purchasing and Planning</td>
<td>65</td>
</tr>
<tr>
<td>Small Companies and Community Theatre</td>
<td>118</td>
</tr>
<tr>
<td>Social Science (Child Care)</td>
<td>127</td>
</tr>
</tbody>
</table>
Bilingual

Children's Services, Certificate ................................................. 134
Home and Community Care, Certificate ........................................ 136

Board of TAFE ......................................................................... 46

Board of Technical Studies (TAFEDivision) ........................................ 46

Bookshop (Hawthorn and Prahran) ...................................................... 29

Bridging and Preparatory Courses

Bridging Technology ........................................................................ 96
Foundation Year, Business ......................................................... 77
Foundation Year, Engineering ....................................................... 96
General Education for Adults, Certificate ...................................... 122
Migrant Access Education Program ............................................. 124
Migrant Women's Course ............................................................. 124
New Opportunities for Women ...................................................... 124
Special Schools Transition Program ............................................ 157
Tertiary Entry Program .................................................................. 125
Tertiary Study Skills ...................................................................... 126
Transition Program (MIDA) .......................................................... 124
Vocational Certificate of Education (Adult) .................................... 126
Vocational Preparatory Program (Nursing, Fire Brigade, Police) ......................................................... 124

Bridging Technology ........................................................................ 96
Bus, Union .................................................................................. 41

Business and Information Systems, School of .................................. 53
Centre for Industry Consulting ...................................................... 59
Courses Chart ................................................................................. 56
Diploma of Information Technology ............................................. 66
Software Development .................................................................. 66
Technical User Support ................................................................. 67
Associate Diploma of Business Accounting .................................... 59
Banking and Finance ..................................................................... 60
Credit Management ....................................................................... 61
International Trade ........................................................................ 62
Marketing ....................................................................................... 63
Office Administration ..................................................................... 63
Operations Management .................................................................. 64
• Purchasing and Planning .......................................................... 65

Associate Diploma of Social Science
Library and Information Studies ................................................. 68
Advanced Certificate/Certificate IV .................................................. 69
Accounting ..................................................................................... 69
Credit Procedures and Practices ................................................... 69
Estate Agency ................................................................................ 69
General Insurance .......................................................................... 70
Hospitality Operations .................................................................. 71
Human Resource Operations ......................................................... 71
Information Technology .................................................................. 72
• Software Applications .................................................................. 72
• Software Development ............................................................... 66
• Technical and User Support Management ................................... 67
Office Administration .................................................................... 73
Operations Management .................................................................. 73
• Purchasing and Planning .......................................................... 73
Sales Management Certificates ..................................................... 73
General Insurance .......................................................................... 74
Information Technology ................................................................. 74
• Computer Applications .............................................................. 74
• Occupational Studies ................................................................. 74
Records Management ..................................................................... 76
Vocational Studies (Traineeships) (Career Start, Finance, Insurance Office, Real Estate, Retail, Sports Administration) ......................................................... 76

Other courses

Foundation year ............................................................................. 77
Sub-Agency Practice ....................................................................... 77
Victorian Certificate of Education (Evening Classes) ......................... 78
Financial Studies, Department ....................................................... 54
Industry Consulting Centre ............................................................. 59
Information Studies, Department ................................................... 54
Management Studies, Department .................................................. 55
Marketing Studies Department ....................................................... 55
Staff ............................................................................................... 54
Subject details ................................................................................ 139

CAD Skills (Short courses) ................................................................. 84

Calendar - Important dates (see inside front cover)

Campuses
Hawthorn ..................................................................................... 8
Lilydale ......................................................................................... 20
Mooroolbark ................................................................................. 21
Prahran ......................................................................................... 19

Car Parks (see Parking) ................................................................... 35

Career Start, Certificate in Vocational Studies (Traineeships) ......................................................... 76

Careers Services ............................................................................. 36

Centres
Access Education ........................................................................... 29

Authorised AutoCAD Training ....................................................... 84

Child Care ...................................................................................... 31
Computer. Student Union .......................................................... 42
ELICOS ......................................................................................... 115
Engineering Technology ............................................................... 84
English Language .......................................................................... 115
Industry Consulting ....................................................................... 59
Migrant Education Unit ................................................................. 115
National Scientific Instrumentation Training ............................... 84
Training and Development Support Unit ........................................ 84
Workplace Skills Unit .................................................................... 115

Certificates
Applied Aspects of Loss and Grief .................................................. 132
Adult General Education ................................................................ 122
Basic Electronics ........................................................................... 87
Basic Engineering .......................................................................... 103
Basic Welding ................................................................................ 107
Child Care (Homebased and Homebased Nanny Stream) .............. 135
Child Care (Koori Homebased and Homebased Foster Care) ......... 135
Children's Services: Early Childhood Care .................................... 134
Children's Services: Out of School Hours Care ............................. 134
Electrical and Electronics ............................................................... 88
Engineering (Electrical and Electronics) .......................................... 88
English for Vocational Education and Further Study ................. 121
Fabrication .................................................................................... 104
Family Support Work ..................................................................... 136
General Education for Adults ......................................................... 122
General Insurance ......................................................................... 74
Home and Community Care (General Koori Bilingual) ................. 136
Information Technology ................................................................. 74
Mechanical (Fitting and Machining) ............................................... 105
Parent Education Leadership Training .......................................... 137
Quality Technology (Swinburne) .................................................... 103
Records Management ..................................................................... 76
Victorian Certificate of Education (Adult VCE) ............................. 78
Vocational Studies (Traineeships) (Career Start. Finance, Insurance Office. Real Estate. Retail. Sports Administration) ....... 76
Work Education ............................................................................ 123
Chancellory .................................................................................... 22
Chaplaincy .................................................................................... 30
Child Care Centre .......................................................................... 31
Child Care Courses
Associate Diploma of Social Science .......................................... 127
Early Childhood Care. Certificate III ............................................ 134
Homebased and Homebased Nanny Stream. Certificate ............... 135
Homebased Koori Foster Care. Certificate .................................... 135
Koori. Advanced Certificate ........................................................ 130
Out of School Hours Care. Certificate III ..................................... 134
Child Studies and Health Department .......................................... 110
Cleaner Production. Graduate Certificate ..................................... 97

Clubs and Societies ................................................................. 40
Coat of Arms ................................................................................ 13
Commercial Centres
Centre for Engineering Technology ............................................. 84
Centre for Industry Consulting ..................................................... 59
English Language Centre ............................................................. 115
National Scientific Instrumentation Training Centre .................. 84
Workplace Skills Unit .................................................................... 115

Community Development
Associate Diploma of Social Science ............................................ 128
Community Options Program ....................................................... 137
Community Services (see School of Social Sciences and Arts courses)
Community Theatre. Associate Diploma of Arts: Small Companies and Community Theatre .......................... 118
Compensatory Education .............................................................. 123
Maths and Academic Writing ....................................................... 123
Computer Centre, Student Union ................................................ 42

Computer Courses
Information Technology. Diploma ................................................ 66
Information Technology. Certificate IV ........................................ 66
Information Technology. Certificate III ........................................ 74
Information Technology. Certificate II .......................................... 74

Computer and Network Student Code ......................................... 284

Computing Facilities ..................................................................... 31
Concession Tickets ........................................................................ 38
Contact/Activities (Student Union) ................................................. 40
Corporate Services ......................................................................... 23

Costume Stream. Associate Diploma of Arts: Theatre Technology .......................................... 117

Council. Swinburne ....................................................................... 22
Counselling Services. Student ....................................................... 36

Course Codes (see appropriate School for details of course subjects)

Courses offered
School of Business and Information Systems ................................ 56
School of Engineering and Industrial Science .............................. 82
School of Social Sciences and Arts .............................................. 112

Course Structure changes ........................................................... 46

Credit Management. Associate Diploma ....................................... 61
Credit Procedures and Practices. Advanced Certificate ................ 69

Credit Transfer and Articulation (Pathways) ................................. 50, 286
<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma. Applied Science</td>
<td>97</td>
</tr>
<tr>
<td>Diploma. Associate (see Associate Diploma)</td>
<td></td>
</tr>
<tr>
<td>Diploma. Fire Technology</td>
<td>90</td>
</tr>
<tr>
<td>Diploma. Engineering</td>
<td>99</td>
</tr>
<tr>
<td>Diploma. Social Science (Justice)</td>
<td>129</td>
</tr>
<tr>
<td>Disabled Students</td>
<td></td>
</tr>
<tr>
<td>Counselling</td>
<td>36</td>
</tr>
<tr>
<td>Equity Unit</td>
<td>32</td>
</tr>
<tr>
<td>Examinations (TAFE Division)</td>
<td>268</td>
</tr>
<tr>
<td>Parking</td>
<td>36</td>
</tr>
<tr>
<td>Discipline, student. General Policy and Procedure</td>
<td>279</td>
</tr>
<tr>
<td>Divisions (see also Schools, TAFE Division, Sectors)</td>
<td>45</td>
</tr>
<tr>
<td>Early Childhood Care, Certificate III Children's Services</td>
<td>134</td>
</tr>
<tr>
<td>Electrical and Electronics</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship</td>
<td>88</td>
</tr>
<tr>
<td>Electrical and Electronics Technology Department</td>
<td></td>
</tr>
<tr>
<td>(see School of Engineering and Industrial Science)</td>
<td>85</td>
</tr>
<tr>
<td>ELICOS Programs</td>
<td>115</td>
</tr>
<tr>
<td>Employment, Student</td>
<td></td>
</tr>
<tr>
<td>Career Planning</td>
<td>36</td>
</tr>
<tr>
<td>Part-time and vacation</td>
<td>37</td>
</tr>
<tr>
<td>Engineering (see Engineering and Industrial Science, School of)</td>
<td>79</td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
</tr>
<tr>
<td>Diploma Materials Engineering</td>
<td>97</td>
</tr>
<tr>
<td>Associate Diploma</td>
<td>115</td>
</tr>
<tr>
<td>Electronics</td>
<td>85</td>
</tr>
<tr>
<td>Computer Systems</td>
<td>86</td>
</tr>
<tr>
<td>Mechanical</td>
<td>100</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>100</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>86</td>
</tr>
<tr>
<td>Mechanical</td>
<td>101</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>101</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Engineering, Electrical and Electronics</td>
<td>88</td>
</tr>
<tr>
<td>Engineering and Industrial Science, School of Engineering Technology</td>
<td>84</td>
</tr>
<tr>
<td>Electrical and Electronics Technology Department</td>
<td>85</td>
</tr>
<tr>
<td>Associate Diploma of Engineering</td>
<td></td>
</tr>
<tr>
<td>Electronics</td>
<td>85</td>
</tr>
<tr>
<td>Computer Systems</td>
<td>86</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>86</td>
</tr>
<tr>
<td>Certificate</td>
<td></td>
</tr>
<tr>
<td>Basic Electronics</td>
<td>87</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Electrical and Electronics</td>
<td>88</td>
</tr>
<tr>
<td>Engineering Fabrication</td>
<td>104</td>
</tr>
<tr>
<td>Engineering Mechanical</td>
<td>105</td>
</tr>
<tr>
<td>Other courses</td>
<td></td>
</tr>
<tr>
<td>Pre-Apprenticeship Program</td>
<td>89</td>
</tr>
<tr>
<td>Industrial Sciences Department</td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate in Science and Technology</td>
<td>90</td>
</tr>
<tr>
<td>Diploma of Fire Technology</td>
<td>90</td>
</tr>
<tr>
<td>Associate Diploma of Applied Science</td>
<td></td>
</tr>
<tr>
<td>Laboratory Technology</td>
<td>92</td>
</tr>
<tr>
<td>Scientific Computing</td>
<td>93</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Laboratory Technology</td>
<td>94</td>
</tr>
<tr>
<td>Certificate IV Fire Technology</td>
<td>95</td>
</tr>
<tr>
<td>Bridging and Preparatory Courses</td>
<td></td>
</tr>
<tr>
<td>Bridging Technology</td>
<td>96</td>
</tr>
<tr>
<td>Foundation Year</td>
<td>96</td>
</tr>
<tr>
<td>New Opportunities for Women</td>
<td>96</td>
</tr>
<tr>
<td>Mechanical and Manufacturing Department</td>
<td>97</td>
</tr>
<tr>
<td>Graduate Certificate in Cleaner Production</td>
<td>97</td>
</tr>
<tr>
<td>Diploma of Engineering</td>
<td>99</td>
</tr>
<tr>
<td>Diploma of Applied Science</td>
<td></td>
</tr>
<tr>
<td>(Materials Engineering)</td>
<td>97</td>
</tr>
<tr>
<td>Associate Diploma of Engineering</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>100</td>
</tr>
<tr>
<td>Manufacturing Engineering</td>
<td>100</td>
</tr>
<tr>
<td>Advanced Certificate</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>101</td>
</tr>
<tr>
<td>Manufacturing Engineering</td>
<td>101</td>
</tr>
<tr>
<td>Certificate IV in Materials Science</td>
<td>102</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Mechanical (Fitting and Machining)</td>
<td>105</td>
</tr>
<tr>
<td>Post-Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Engineering, Post Trade</td>
<td>105</td>
</tr>
<tr>
<td>Engineering Production Certificate (Levels 1, 2 &amp; 3)</td>
<td>106</td>
</tr>
<tr>
<td>Certificate</td>
<td></td>
</tr>
<tr>
<td>Basic Certificate in Engineering</td>
<td>103</td>
</tr>
<tr>
<td>Fabrication</td>
<td>104</td>
</tr>
<tr>
<td>Quality Technology</td>
<td>103</td>
</tr>
<tr>
<td>Welding</td>
<td></td>
</tr>
<tr>
<td>Advanced Welding</td>
<td>107</td>
</tr>
<tr>
<td>Basic Welding Certificate</td>
<td>107</td>
</tr>
<tr>
<td>Welding Certificate to AS1796</td>
<td>107</td>
</tr>
<tr>
<td>National Scientific Instrumentation Training</td>
<td></td>
</tr>
<tr>
<td>Centre</td>
<td>84</td>
</tr>
</tbody>
</table>
Japanese and Mandarin, Advanced Certificate

Japanese and Mandarin, Advanced Certificate of Applied Language

Justice, Diploma of Social Science

Koori Child Care

Laboratory Technology

Languages

Library

Library and Information Studies, Associate Diploma of Social Science

Lilydale Campus

Loans, Student

Loss and Grief, Applied Aspects, Certificate

Machinists (Fitting and Machining) Certificate

Management

Marketing, Associate Diploma

Marketing Studies Department

Materials Engineering, Diploma of Applied Science

Maths and Academic Writing, Compensatory Education

Mechanical Engineering

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)

Migrant Education Unit

Migrant English Course

Migrant Women’s Course

Mooroolbark Campus (Higher Education Division)

National Scientific Instrumentation Training Centre

New Opportunities for Women (Science and Maths)

Nursing, Advanced Certificate

Occupational Studies, Certificate* (Business, Business Services, Retailing)

Office Administration

Office Certificate in Vocational Studies

Office of Training and Further Education, examinations


Records, Certificate

Sales, Advanced Certificate

Management Studies Department

Managing Social and Community Services, Advanced Certificate

Mandarin/Japanese, Advanced Certificate of Applied Language

Manufacturing Engineering (see also Mechanical and Manufacturing Technology Department)

Advanced Certificate of Engineering

Associate Diploma of Engineering

Maps of Campuses

Materials Science Certificate

Mechanical Engineering

Advanced Certificate

Apprenticeship - Fitting and Machining, Associate Diploma

Mechanical and Manufacturing Technology Department (see School of Engineering and Industrial Science)
Operations. **Hospitality**, Advanced Certificate .................. 71
Operations Management
Advanced Certificate .................................................. 73
Associate Diploma of Business ...................................... 64
Purchasing and Planning ................................................ 65
Out of School Hours Care, Certificate III in
Children’s Services ....................................................... 134
Overseas Students (see Foundation Year, International
Student Unit and Programs for Overseas Students)
Parent Education Leadership Training, Certificate .......... 137
PARKING
Car Parks ........................................................................ 35
Enquiries ......................................................................... 35
Permits etc ....................................................................... 35
**Pathways**, Articulation and Credit Transfer ................. 50, 286
Post-Apprenticeship (see Post Trade) ............................... 105
Post-Apprenticeship courses (Post Trade)
Engineering - Post Trade ................................................... 105
Engineering **Production** Certificate
(Levels 1, 2 & 3) ............................................................... 106
Prahran Campus ............................................................... 19
Bookshop ........................................................................ 29
Library ............................................................................ 33
Student Administration ...................................................... 48
Student Services .............................................................. 36
Student Union ................................................................. 42
**Preparatory** Courses (see Bridging and Preparatory
Courses)
Prior learning ................................................................. 50, 287
Procedures and Regulations ............................................. 259
Programs for Overseas Students ..................................... 23, 32,
...................................................................................... 115
Publicity and Information Unit ......................................... 23
Purchasing and Planning
Advanced Certificate in Operations Management ............. 73
Associate Diploma of Business (Operations Management) .. 65
**Quality** Technology Certificate (**Swinburne**) .......... 103
Reading (see Volunteer Tutor Training) ............................ 124
Real Estate
Certificate invocational Studies ....................................... 76
Estate Agency, Advanced Certificate ............................... 69
Sub-Agency Practice Course ............................................ 77
Records Management, Certificate ..................................... 76
Recognition of Prior Learning .......................................... 50, 287
Regulations (see Procedures) .......................................... 259
Residential and Community Services, ........................... 71
Advanced Certificate ..................................................... 132
Operations ................................................................. 71
Retail
Certificate in Occupational Studies* ............................ 73
Certificate in Vocational Studies ..................................... 76
Return to Study ............................................................... 123, 126
Sales Management, Advanced Certificate .................... 73
See also Associate Diploma of Business
(Marketing) ..................................................................... 63
**Schools**
Business and Information Systems ............................... 53
Engineering and Industrial Science ................................. 79
Social Sciences and Arts .................................................. 109
Science
Engineering and Industrial Science, School of .............. 79
Industrial Sciences Department ....................................... 90
Social Sciences and Arts, School of .............................. 109
Science and Technology, Graduate Certificate ......... 90
**Sector**
Higher Education .......................................................... 15, 24
**Services**
Administration ............................................................... 48
Computer and Information Services .............................. 23
Student and Educational ............................................... 36
Short Courses
Arts ................................................................................ 115
Centre for Engineering Technology (CAD Skills) .......... 34
Industry Consulting ......................................................... 59
Language and Community Programs ........................... 115
Showbiz Programs’
Small Companies and Community Theatre, Associate
Diploma of Arts ............................................................... 118
Social and Community Services
Managing, Advanced Certificate .................................. 130
**Social Science**, **Associate** Diploma
Child Care ......................................................................... 127
Community Development .............................................. 128
Library and Information Studies .................................... 68
Welfare Studies ................................................................. 129
Social Sciences and Arts, School of .............................. 109
Access, Community and Language Programs
Advanced Certificate of Applied Language ................. 120
**Japanese/Mandarin**
Certificate in English for Vocational Education
and Further Study ......................................................... 121
Certificate of General Education for Adults ............... 122
Certificate in Work Education ......................................... 123
Adult Basic Education - **Maths** Workshop ................. 123
Basic Studies **Program** .................................................. 123
Compensatory Education - Maths and Academic Writing 123
Living Skills for People with Disabilities 123
Migrant Access Education Program 124
Migrant Women's Course 124
Special School Transition Program 14
Transition Program (Mildly Intellectually Disabled Adults) 124
Vocational Preparation Program (Nursing, Fire Brigade, Police, Ambulance Officers, Defence Force) 124
Vocationally-oriented Evening Classes 124
Volunteer Tutor Training 124
Adult and General Education Certificate of Occupational Studies: Recreation 125
Tertiary Entry Program 125
Tertiary Study Skills 126
Victorian Certificate of Education (Adult VCE) 126
Arts Associate Diploma 115
Design 116
Graphic Design 118
Small Companies and Community Theatre 118
Theatre Technology (Costume Stream) 117
Visual 119
Advanced Certificate Art and Design (Film and Video Production) 120
Showbiz Programs* 111
Family and Community Studies, Department 111
Social and Community Services Diploma, Social Science (Justice) 129
Associate Diploma Social Science (Child Care) 127
Social Science (Community Development) 128
Social Science (Welfare Studies) 129
Advanced Certificate Koori Child Care 130
Managing Social and Community Services 130
Nursing 131
Residential and Community Services 132
Certificate Applied Aspects of Loss and Grief 133
Child Care (Homebased and Homebased Nanny Stream) 135
Child Care (Koori Homebased and Foster Care) 135
Children's Services: Early Childhood Care 134
Children's Services: Out of School Hours Care 134
Family Support Work 136
Home and Community Care (General, Koori, Bilingual) 136
Parent Education and Leadership Training 137
Community Options Program 137
Staff 110
Subject Details 139
Workplace Skis Unit 115
Societies and Clubs 40
Software Applications, Certificate IV Information Technology 72
Special Schools Transition Program 124
Spelling (see Access Education Programs) 29
Sports Administration, Certificate Invocational Studies 76
Staff, Senior TAFE Division 24
Student Administration Enquiries Offices 48
Prahran 48
Student Discipline: General Policy and Procedure 279
Student and Educational Services Counselling 36
Employment Career Planning and Industry Liaison 36
Part-time and Vacation 37
Finance 37
Health 37
Housing 37
Learning and Educational Development 36
Student Assistance Schemes (Austudy, loans, concessions, etc.) 38
Student Services 29
Access Education 29
Alumni 29
Bookshops 29
Chaplaincy 30
Child-care Centre 31
Computing Facilities 31
English Language for Migrants 32
Equity 32
Graduate Research 33
International Student Unit 33
Library 33
Transport Access and Parking 35
Student Union 39
Activities 40
Appeals and Counselling 40
Cafes 41
Clubs and Societies 40
Computer Centre 42
Ethel Hall 40
Functions 42
Insurance - Personal Accident 40
Legal Adviser 40
Management 39
Mooroolbark Campus 42
Night Bus 41
Office/Reception 39
Orientation Program 40
Personal Accident, Insurance Scheme 40
Photocopying 41
Sub-Agency Practice Course ............................................ 77

Subjects (see appropriate TAFE School)

Subject Details - subjects listed in each course outline are detailed in order of subject code. 139

Support Work. Family, Certificate .................................. 136
Swinburne at Lilydale ...................................................... 20

Technical and User Support. Diploma and Certificate IV in Information Technology ........ 67
Technology. Quality, Certificate .................................... 103
Tertiary Entry Program .................................................. 125
Theatre Technology (Costume Stream). Associate Diploma ...................................... 117
Theatre. Small Companies and Community Theatre. Associate Diploma ................. 118

Tool Library .............................................................. 41
Trade. International Trade. Associate Diploma ........................................ 62

Traineeships
Vocational Studies Certificate ........................................ 76
Training and Development Support Unit ........................................ 84

Transition Program for Mildly Intellectually Disabled Adults .................................. 124
Transition Program. Special Schools .................................. 124

Tutor Training. Volunteer .............................................. 124

Units
Curriculum Development .................................................. 24
Equity ........................................................................... 32
Health ........................................................................... 37
International Student ......................................................... 33
Publicity and Information .................................................. 23
Training and Development Support .................................. 84
Workplace Skills ............................................................. 115

Visual Arts. Associate Diploma .......................................... 119

Video and Film Production, Art and Design
Advanced Certificate ....................................................... 120

VCE (Adult) ...................................................................... 126

English as a Second Language .......................................... 115, 124
Evening Classes. Business .................................................. 58
Preparatory. Certificate in General Education for Adults ........................................ 122

Vocational Preparation Program ........................................

Vocational Studies. Certificate (Traineeships)

Vocationally Oriented Evening Classes .................................. 124

Volunteer Tutor Training ................................................. 124

Welding
Advanced ........................................................................ 107
Basic ............................................................................ 107
Certificate to AS1796 ....................................................... 107

Welfare
Associate Diploma in Social Science.
Welfare Studies .............................................................. 129
Social and Community Services Courses .................................. 127

Withdrawal from Study .................................................. 50

Women
Equity Unit .................................................................... 32
New Opportunities for Women ........................................... 96
Migrant Women's Course .................................................. 123

Work Education. Certificate .............................................. 123

Workplace Skills Unit ....................................................... 115

VCE (Adult) ...................................................................... 126

English as a Second Language .......................................... 115, 124
Evening Classes. Business .................................................. 58
Preparatory. Certificate in General Education for Adults ........................................ 122
Notes
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