# Calendar

## January
- New Year's Day
- Swinburne reopens
- H.Ed. and TAFE enrolment period begins for Round 1 offers through VTAC
- Australia Day

## February
- H.Ed. and TAFE enrolment period begins for Round 2 offers through WAC
- TAFE non-VTAC and Apprenticeship classes commence
- TAFE VTAC entry courses commence

## March
- H.Ed. classes commence
- Labour Day
- H.Ed. classes end for Easter break
- TAFE classes end for Easter break
- Good Friday
- Easter Monday
  - H.Ed. Census date for HECS (semester 1)
  - H.Ed. and TAFE last day for applications for refund of General Service Fee
  - H.Ed. last day for withdrawal of a first semester subject, unit or course without penalty of failure
  - TAFE last day for variation to enrolments for semester 1 without penalty

## April
- H.Ed. classes resume after Easter break
- TAFE classes resume after Easter break
- Anzac Day

## May
- H.Ed. last day for application for awards for students completing courses in semester 1, 1997

## June
- Queen's Birthday
- TAFE semester 1 exam period begins
- H.Ed. semester 1 exam period begins
- TAFE semester 1 exam period ends
- TAFE last day for applications for awards for students completing courses in semester 1, 1997

## July
- H.Ed. semester 1 exam period ends
- H.Ed. semester 1 ends
- TAFE semester 2 classes commence
- H.Ed. semester 2 classes commence

## August
- H.Ed. Census date for HECS [semester 2]
- H.Ed. last day for withdrawal of a second semester subject, unit or course without penalty of failure
- TAFE last day for subject variations to enrolments for semester 2 without penalty
- H.Ed. and TAFE last day for applications for refund of General Service Fee

## September
- TAFE classes end for mid-semester break
- H.Ed. classes end for mid-semester break

## October
- H.Ed. and TAFE classes resume after mid-semester break
- H.Ed. last day for applications for awards for students completing courses in semester 2, 1997
- H.Ed. semester 2 exam period begins

## November
- Melbourne Cup Day
- TAFE semester 2 exam period begins
- H.Ed. semester 2 exam period ends
- TAFE semester 2 exam period ends
- TAFE last day for application for awards for students completing courses in semester 2, 1997

## December
- Swinburne closes for Christmas break

*Students should be aware that some schools have an earlier deadline for addition of new subjects. Students should consult their Divisional office.
Swinburne
University of Technology

TAFE

Handbook
You enter a building, one you've never seen before. Cold, foreign and unknown. Uncertainty and trepidation consume the air.

You press the button. The glowing light, reassuring and warm lets you know your direction. You know you're on your way.

There's only one way to go and that's up.

These thoughts are realised in Swinburne's high graduate employment rates. Swinburne graduates have enjoyed one of the highest graduate employment rates in Australia over the past three years.

The TAFE Handbook is published each year. Students should carefully read all official correspondence, the student newspaper 'The Swine', and University noticeboards to be aware of changes to this information.

Caution
While Swinburne University of Technology has used all reasonable care and skill in collating or presenting the information, the University cannot guarantee or take responsibility for the accuracy of the information provided. The information contained in this Handbook is as correct as possible at the date of publication, being September 1996.

The Freedom of Information Act 1982 ("the Act"), which came into force on 5 July 1983, applies to Swinburne University of Technology. The purpose of the Act is to extend the right of access to information to persons requesting a document held by an agency. Applicants are required to lodge their request in writing to the Freedom of Information Officer. It is the policy of the University to conform with the spirit and intent of the Act with regard to disclosure.

Swinburne University of Technology is committed to providing a learning and working environment that is based on equality of opportunity for all.

There has been a total ban on smoking in all University buildings and vehicles since 1 January 1991.
Sections

General University Information

General TAFE Information

School of Business and Information Systems courses

School of Engineering and Industrial Sciences courses

School of Social Sciences and Arts courses

Subject Details

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## General University Information

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Coat of Arms

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

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

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

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

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

The crest: the demi-Boar and the cinquefoil perpetuate the Swinburne connection; the book is symbolic of learning. The motto: the College of Arms' translation of the motto is: Achievement through learning.

A proud history

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

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

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

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

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

An extensive reorganisation 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.
**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 education.

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 at four campuses: Hawthorn, Lilydale, 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 *The Swine*, the newspaper published by the Swinburne Student Union.

**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 9 872 students were enrolled in the Higher Education Sector in 1996, made up of 5 972 full-time students and 3 900 part-time students.

**Technical and Further Education Division (TAFE)**

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

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

A total of 12 125 students were enrolled into TAFE courses in 1996, made up of 2 606 full-time and 5 519 part-time students, and over 4 000 full-fee and short course students.
LOCATION MAP OF SWINBURNE CAMPUSES
Swinburne at Lilydale

General enquiries: 9215 7000
The Lilydale campus is located on 24 hectares on a hillside overlooking Lillydale Lake and within three quarters of a kilometre from Lillydale 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 available.
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, the Bachelor of Applied Science offers a major in Computing 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, across degree programs 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, while enjoying a high degree of amenity and facility on the Lilydale site. The campus is fully equipped with library facilities, student cafe, microcomputer laboratories, student services, student lounge and bookshop. Emphasis is placed on the use of appropriate technologies as tools and means for teaching and learning.
Hawthorn Campus

General enquiries: 9214 8000

Hawthorn, Swinburne's original campus, is home to the central administration, and the bulk of its undergraduate and postgraduate programs. It is also the site of many of Swinburne's research and training centres.

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.

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. It boasts three impressive new TAFE buildings with excellent student computer laboratories, practical science laboratories and major engineering technological facilities.

Both TAFE and Higher Education students enjoy the extensive four-storey library, the bookshop, cafeterias, sports centre, Student Union and other services. A student residence and carpark are due to be completed by 1997.

The complex includes an 86 bedroom residential college, 38 two and three bedroom apartments and parking for 680 cars.

The Hawthorn Campus is located seven kilometres east of the city, and is easily accessible by train and tram. The campus is situated in the heart of Hawthorn and is close to restaurants, cafes and shops.
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 diploma and certificate courses via full-time or part-time enrolment. The Swinburne School of Design offers a range of graphic and industrial design courses up to postgraduate level.

A large number of fee-for-service short courses are also offered in the areas of entertainment, arts, language, fitness, 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 historic buildings. Major redevelopments have been undertaken on the campus, including a refurbished School of Design building, a new Performing Arts complex and a new building housing social sciences, library, student facilities and cafeteria. Only five kilometres south of Melbourne, Prahran campus is easily accessible by train, tram and bus.
UNIVERSITY COUNCIL

Membership as at July 1996

Chancellor
R. Pratt, AO

Appointed by the Governor-in-Council
M.L. Cattermole, BSc(Melb), FACS
R.J. Coughlin, DipAppSc(SIT), TSTC(MSTC)
W.G. Elms, FCIA, AFAIM
N.J. Maughan, MLA
S.M. Nguyen, MLC
Professor B. van Ernst, BA, MEd(LaT), PhD(LaT), TPTC, MACE
R. Varty, MLC
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 T.H. Randle, BEd(Melb), MSc(LaT), PhD(Salford), ARACI, MRSC, MACA

Appointed by the Board of Technical Studies
P. Veenker, DipBBus(Acc)(PAAE), 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
V.C. Deeker, CMechEng(SIT)

N.H. Nilsen

Elected by Higher Education Undergraduate Students
K. Brady

Elected by Higher Education Postgraduate Students
L. Bongiorno, BA(Melb)

Elected by TAFE students
D.C. Lilja

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

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

Academic Registrar
A.R. Grigg, BA(Hons), PhD(Otago)

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 (Academic, Business, Humanities and Social Science Division)
Professor M.C. Frazer, BA(Deakin), BSc(Hons)(Mon), GradDipEdTerr(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), CompIE Aust.
Director, TAFE Division
P. Veenker, DipBus(Acc)(PCAE), BBus(SIT), MEdStud(Mgt)(Mon), TTC(HIE), CPA, MACE
Pro Vice-Chancellor (Academic, Industry and Business Liaison)
Professor L.M. Gillin, BMetE, MEngSc, MEd(Melb), PhD(Cantab), ASMB(Ball’t), FTS, FIE Aust, FIPENZ, FACE, FAIM, FWACE
Pro Vice-Chancellor, Information Services
H. Gunn, MSc, PhD(Otago), GradDip(CIT), MBA (Deakin)
Pro Vice-Chancellor, Research
Professor K.C. Pratt, BE(Chem), PhD(Melb), FICE, FIEAust, FTS
Manager, Planning & Information Systems
R.D. Sharma, BSc(Tas), DipEd(Tas), GradDipOpsRes(RMIT), MEdAdmin(NewEng), PhD
Executive Officer to the Vice-Chancellor
M.A. Tomlinson, BA(Hons)(Melb), MA(LaT), PhD(Camb)
Executive Officer to the Deputy Vice-Chancellor
S.P. Jervis, BA(Adel)
Legal Officer
K. Ziegler, BA, LLB, DipEd(Mon)
Freedom of Information Officer
V. Anderson

Information Services
Pro Vice-Chancellor
H. Gunn, GradDipEDP(CIT), MBA(Deakin), MSc, PhD(Otago)

Information Technology Services
Director
A. Young, BEng, MEng, MIREE

Computer and Network Services
Manager
J. McDonell, BSc, MBA(Mon), PhD(LaT)

Applications Management Services
Manager
H.J. Uffindell, GradDipEdAdmin(Haw)

Learning Services
Director (Acting)
R. Philp, ABCTechCert

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

Office for Quality and Educational Development
Head
R. Carmichael, BA(Mon), BEd(LaT), TSTC(MonTC)

International Office
Dean
I.A. McCormick, BComm(Melb), MAdmin(Mon), FASA, CPA

Research and Graduate Studies
Pro Vice-Chancellor
Professor K.C. Pratt, BE(Chem), PhD(Melb), FICE, FIEAust, FTS

Research and Graduate Studies, General Manager
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 (Hawthorn)
N. Drago
Manager Maintenance (Prahran)
D. Baker
Manager, Property and Services
D. Sharp
Staff Architect
S. Bartlett, BArch (Melb), RIBA, ARAIA

Finance Department
Director
P.F. Read, DipComm(FIT), AASA, CPA
Systems Accountant
J.F. Rayner, BSc(Melb), DipEd(Melb)
Divisional Accountant, Higher Education Sector
P. Hotchin, BA(Deakin), GradDipBusAdmin(SIT), AASA, CPA

Human Resources Department
Manager
Vacant
Deputy Manager
A. McFarland, BA(LaT), GradDipBus(HRM)(VicColl)
Safety Coordinator
A. Skotnicki, BAppSc(FIT), GradDipIndHygene(Deakin)

External Affairs
Executive Director
J. Oliver, DipMkt(Chartered Inst of Marketing)
Manager, Alumni and Fundraising
Associate Professor B.C. McDonald, BCom, DipEd(Melb), FCPA
Manager, Careers and Employment
R. Ware, BA(LaT), Dip Ed(MSC), GradDipCareers(VicColl)
Manager, Marketing Department
J. Cooper, BA(Hons)(Melb)
Manager, Swinburne Press
L. Scheuch-Evans, BS in Foreign Service(G'town)

Academic Registrar’s Department
Academic Registrar
A.R. Grigg, BA(Hons), PhD(Otago)

Security Department
Chief Security Officer
N. Burge

Equity Unit
Manager (Acting)
E. Shave, BEd(Rusden), GradDipEOAdmin(SIT)

Student and Educational Services
Manager
Z. Burgess, BA(Mon), GradDipEdPsych(Mon), MEd(LaT), MAPs, VAFT, AIM

Higher Education Sector

Division of Business, Humanities and Social Science
Pro Vice-Chancellor
Professor M.C. Frazer, BA(Deakin), BSc(Hons)(Mon), GradDipEdTert(DDIAE), MAdmin(Mon), PhD(Camb), FAIM, MAIP, MACE
Deputy Head of Division
D.G. Adams, BCom(Melb), MAdmin(Mon), TSTC
Head, School of Commerce
N.J. Allport, BEd(Mon), BCom, MBA(Melb), FCPA
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), MEd(Melb), MAPs, MAHRI
Head, School of Social and Behavioural Sciences
Associate Professor K.J. Heskin, BA(Hons)(Queens), MA(Dub), PhD (Dunelm), CPsychol, AFBPsS, MAPsS

Division of Science, Engineering and Design
Pro Vice-Chancellor
Professor J.G. McLean, BVSc(Syd), HDA(Hons), PhD(Melb), ComplIEAust
Deputy Head of Division
R.B. Sandie, BCE, MEngSc(Melb), FIEAust, CPEng
Head, School of Biophysical Sciences and Electrical Engineering
D. Murphy, BE(Mon), MSc(Lond), DPhil(Oxon), FIE(Aust), CPEng
Head, School of Chemical Sciences
I.K. Jones, BAgSc, DipEd, PhD(Melb), FRACI
Head, School of Civil Engineering and Building
R.B. Sandie, BCE, MEngSc(Melb), FIEAust, CPEng
Head, School of Computer Science and Software Engineering
D.D. Grant, MSc(Melb), PhD(Reading)
Head, School of Mathematical Sciences
P.L. Jones, DipEd(Mon), BS(Melb), PhD(Mon)
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, FDSAA, FSTD, FRSA
TAFE Division

Director
P. Veenker, DipBus(Acc)(PCAE), BBus(SIT), MEdStud(Mgt)(Mon), TTTC(HIE), CPA, MACE
Deputy Director (Operations)
D. Bennett, BA, DipEd, BEd, MEd(Melb), MACE
Assistant Director TAFE Planning and Educational Services
Peter Lochert, BSc(Biol)(LaT)
Assistant Director TAFE Administration and Information Systems
Philip Wilkins, BBus(VicC), GradDipAIS(CIT), AASA
Manager, TAFE Institutional Development
G. Wickes, AssDipPA(RMIT), GradCertEntMan(SIT)
Senior Curriculum Development Officer
C. Grayson, BSc(Hons), DipEd(Mon), BArch(Hons)(RMIT)
Senior Executive Officer to Director
J. Johnston, BSc(Ed)(Melb)
Head, PC Support Services
D. Williamson, CNE(SIT)

School of Business and Information Systems

Head
R. Conn, BBus(SIT), DipEd(Mon), CPA
Assistant Head
D. Tonkin, BipBusStud(Acc), DipEd
Head, Financial Services
M.J. Joyce, BBus(SIT), DipEd(HIE), ASCPA
Head, Management Studies
H. Hayes, BA(RMIT), DipEd(HIE), GradCertBusAdmin(SIT)
Head, Marketing and Administration Studies
C. Kent, NZTC(CSTC), BA(SIT)
Manager, Centre for Business Development and Training
Vacant

School of Engineering and Industrial Science

Head
Ray Fallu, BSc(Mon), DipEd(Mon), CompIEAust
Deputy Head (Acting)
A.G. Hampton, TechCert(Electronics)(HIE), BEd(Deakin)
Head, Electrical and Electronics Technology Department (Acting)
M. Cadilac, COT(Elec)(SIT), DIPTT(HIE), BEng(CompSys)(SUT)
Head, Industrial Sciences Department
J. Cashion, BSc(Melb), DipEd, DipCompSc, GradAIP
Head, Mechanical and Manufacturing Technology Department (Acting)
K. Deed, Jig&ToolTechCert(SIT), BEd(HIE)
Manager, Centre for Engineering Technology
L.J. McLaughlan, Cert(Jig&ToolDraft)(Haw), GradCert(Toolmaking)(TTrlC), DipTT(Haw)
Manager, Training and Development Support Unit
P. 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 Head)
L. Cutting, GradCertSecStudies(uk), DipEd(LaTrobe), MA(Melb)
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, TPYC, BA, BSc(Hons)(Mon)
Head, Arts
P. Creed, BA(Hons), DipTeaching
Head, Family and Community Studies
M. Juchnowski, BA, DipEd, MA
Manager, Workplace Skills Unit
G. Cohen, BEd
Swinburne University of Technology

Governance Structure
Organisational Chart

Council

Statutory Boards of the University

- Academic Board
- Board of TAFE

Committees of Council

- Joint Planning and Resources (JPRC)
- Finance
- Staffing
- Campus Planning & Building
- Legislation
- Executive
- Search
- Honorary Degrees
- Professor Emeritus
- Remuneration
- Ethics Committees

• Divisional Boards
• Higher Degrees Committee
• Degree and Diploma Review Committee
• Finance & Resources Committee
• Academic Policy & Planning Committee
Swinburne University of Technology

University Structure
Organisational Chart

Council

Chancellery
Vice-Chancellor
Deputy Vice-Chancellor

Research and Graduate Studies
Pro Vice-Chancellor

Information Services
Pro Vice-Chancellor

Swinburne at Lilydale
Pro Vice-Chancellor

Division of Business, Humanities and Social Science
Pro Vice-Chancellor *

Division of Science, Engineering and Design
Pro Vice-Chancellor *

TAFE Division Director

Corporate Services

* Further details in the following charts
University Services

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
H. Heathcock, 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, including international students.

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 40 to 44 William Street in Hawthorn and room 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 also responsible for providing access to any members of the community who wish to improve their English and/or mathematics skills.
Consequently, a variety of courses in mathematics and English are available at a range of different skill levels from one-to-one tuition to small group classes. 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 by organising reunions, seminars 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.

On payment of a fee, alumni can use the library, sports association, tool library and bookshop.
For further information contact:
Jennifer Cookson,
Telephone: 9214 8705
(For information about chapter groups, consult divisional entries.)

Bookshops
(Student Bookshop Co-operative Limited)
Manager
R. Wilkens, 9214 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.
Phone: 9214 6730
Lilydale
The bookshop is located in the LA Building next to the library and cafeteria. Phone: 9215 7181

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
Lilydale campus
Monday-Friday 9.00am-4.00pm
During semester breaks and other times please check the Bookshop noticeboard.
History
The co-operative began trading in February 1978, its objective being to provide an efficient and convenient service to the Swinburne community.

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

Membership
For the co-operative to continue to operate successfully it must have members. Members who buy shares and patronise the bookshop are in turn ensuring the Bookshop has an inflow of share capital for growth and ensures its viability.

In return the co-operative provides a convenient and efficient service on campus. Members are also entitled to attend and vote at all Annual General Meetings and are also eligible to be elected as a board member of the co-operative as per the society's rules.

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

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

We sell:
- Text and references, novels, secondhand books and general interest books
- Full range of stationery supplies
- Full range of office supplies
- Gifts, cards, wrapping paper and novelties
- Audio and video cassettes
- Film and film processing
- 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 a time to be of use for that semester.

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

Centre for Business Development & Training
Originally established in 1986 as a centre to service small business, the Centre for Business Development and Training has evolved to become Swinburne's premier corporate and industry training centre.

The Centre for Business Development and Training is totally committed to providing quality training to all our clients - whether they be individuals seeking to acquire new skills or companies seeking to develop their staff as part of a greater change process. Our trainers are highly qualified industry based specialists who provide tailored "hands-on" programs to our clients.

In essence, the Centre has embraced a "can-do" approach working with you, the client, as the prime focus of our activities.

Careers and Employment Unit
The Unit offers a range of services to assist with choice of a career, assessing interests and abilities, investigating course and employment options, improving job hunting skills, and establishing contact with potential employers.

Services for students include
- career counselling
- résumé writing
- employment interview preparation
- careers/employment information and resources
- professional links program
- vocational assessment

Services for staff and community include
- course information
- schools liaison
- career development workshops
- resource development for careers practitioners
- individual consultations

Chaplaincy
Hawthorn Campus
Chaplain
Mavis Payne
Office Location
473 Burwood Rd, Room 475B106 (alongside Student Health Centre)
Telephone: 9214 8489
Available: Monday, Tuesday, Wednesday
Assistant Chaplain
Christopher Gibson
Available: Thursday (office), Wednesday (The Place - see below) and Friday (office)
Lilydale 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 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 Centre aims to encourage beneficial contact that will produce an understanding of the needs of individual children 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.

Evening child-care
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 Child-care Service on 9214 8519.

Computing Facilities
Open Access Computing Laboratories
Student access to computing laboratories is provided by Computer and Network Services (CNS) at each campus.
Together with a team of student cadets, CNS 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 colour 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)
Monday - Friday: 8.00am - 9.30pm
Saturdays (some): 12.00pm - 5.00pm
Sundays (some): 1.00pm - 5.00pm
Enquiries: 9214 8574

The West Wing is not open every weekend so please call to check before coming in.
CNS 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
Monday - Thursday: 8.30am - 8.00pm
Friday: 8.30am - 7.00pm
Saturday: 10.00am - 3.00pm
Enquiries: 9214 8037
**Opening Hours – Prahran TAFE**
Monday - Friday: 8.00am - 9.30pm
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

**Opening hours – Lilydale**
Monday - Friday: 9.00am - 5.00pm

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**
CNS manage seven 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 CNS’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 Lilydale campuses of the University. 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 1200/2400 bps modems and 9214 5219 for 9600 modems. SLIP/PPP access is now available, the dial-in number is 9214 5109.

**Help Desk**
For assistance with any facilities supported by CNS contact the ISG central Help Desk on 9 214 5000 or email helpdesk@swin.edu.au. The Help Desk is open between 8.00am and 6.00pm 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 has been reprinted in the separate publication, Policies and Procedures handbook and is also available from the Help Desk 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

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**English Language for Migrants**

**Migrant Education Coordination**
Gina Gawenda
Prahran 9214 6957
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 — Hawthorn and Prahran campus.

**Part-time, evening courses**
Preparation for further study and work — Hawthorn and Prahran campus.

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

**Language support within a mainstream course**
At both campuses, when circumstances allow, ESL students 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 (Acting)
L. Shave, 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, age,
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.

**International Office**

473 Burwood Road, Hawthorn, 9214 8151, 9214 8647

Dean
I.A. McCormick

The International Office is the first point of contact for enquiries regarding Swinburne's international activities. It is responsible for coordinating Swinburne's international programs, and for formulating policy and guidelines on the conduct of these activities.

**International Student Unit**

Head
Ms Catherine Chu

The International Student Unit (ISU) provides a focal point for international students at Swinburne. ISU is responsible for international applications and admissions to Swinburne's University, TAFE and ELICOS courses. ISU is also responsible for the welfare of international students during their studies, and provides a range of support services. All prospective international students should contact ISU for information on studying at Swinburne. All applications by international students must be sent directly to ISU.

**Off-Shore Programs**

Swinburne conducts a number of education programs off-shore. For further information contact the International Office.

**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 other Victorian university and TAFE libraries, and a number of networked access arrangements to electronic resources including Internet access.

Library staff work closely with teaching staff to develop collections and 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 service desks on each campus during opening hours. A range of printed guides to library 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.

**Lilydale campus**
Tel.: 9215 7115
Monday-Thursday: 8.30am-6.00pm
Friday: 8.30am-5.00pm
Some Saturdays, Anzac Day, Queen’s Birthday, Melbourne Cup Day.

**Prahran Campus**
Tel.: 9214 6998
Monday-Thursday: 8.15am-8.30pm
Friday: 8.15am-5pm
Queen’s Birthday, Melbourne Cup Day, most Saturdays

Check library guides, on-line catalogue, bulletin board, Library home page 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 the library on payment of a membership fee to the Swinburne Library Information Service or the Alumni Association.

The managers of campus libraries, or the senior staff member on the premises, may refuse entry to the library to any person not registered as a borrower.

**Persons entitled to borrow from the library**

Members of the Council and Board of TAFE 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 and Alumni Association.

Such other persons or organisations as the University 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.

Identity cards

A current Swinburne identity card must be presented each time an item is borrowed, otherwise service will be refused. Cards are not transferrable and lost identity cards must be reported and replaced immediately.

Borrowing periods

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

Reserve collections

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

Items not available for 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 not available for home 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 is dependent upon the student having no overdue items. Conferring of 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.

Mobile phones must be switched off in the library.

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

An atmosphere of quiet must be maintained in the library so that it is at all times a place conducive to independent study and quiet reading. Discussion is permitted only in areas so designated.

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

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

If a student 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 University Librarian.

At the discretion of the University 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.

Library services for students with disabilities

A range of specialized equipment to assist students with disabilities is available at Prahran and Hawthorn campus libraries. For example, a Xerox scanner with voice...
The Office for Quality and Educational Development (QED) was formed in 1996. It employs the principles and practices of quality management in order to assist staff with their efforts to achieve the University’s strategic teaching and learning, and institutional development goals. QED consists of the following core functions:

- the course evaluation system to survey student and graduate perceptions of course quality;
- the Educational development Unit, to assist the professional development of teaching staff;
- the Quality Unit, to support and develop the improvement of University’s management of its work processes through the Swinburne Quality Management System (SQMS).

Through these functions QED provides a range of projects, training programs and consultancy services to help continuously improve the quality of the University’s educational programs, related services and administrative procedures.

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 line, 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**
Swinburne at Lilydale is served by train and buses. The campus is on the Lilydale train line. Numerous buses leave from Lilydale Station.

Parking

Enquiries, Facilities and Services Group

**Hawthorn campus**
9214 8760

**Lilydale campus**
9215 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 of Swinburne Parking or Security Officers.

Parking permits

Available from Facilities and Services. Student identity card is required.

Part-time students

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

Short course students

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

Hours of access

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

Infringement of parking rules

Failure to comply with parking regulations could incur a Parking Infringement Notice of up to $40.00. Under the Road Safety Act 1986, the fines are enforceable in court. Those who abuse the system are also liable to have their parking privileges withdrawn and the parking permits for their cars revoked.
Students with disabilities
Consideration is given to the provision of reserved spaces for students with physical disabilities. Enquiries should be directed to 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 each campus.

Location of car parks
On-campus parking areas are indicated on the campus maps in 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. It is expected that parking fees will be changed from 1 January 1997.

Student Residence & Carpark
A student accommodation college including apartments and car parking is due to be completed by the beginning of 1997. The complex contains an 86 bedroom student residential college and 38 two and three bedroom apartments. It will provide much needed accommodation for Swinburne students from the country and overseas. In addition the complex will provide parking for more than 680 cars. The five deck car park will solve many of the problems local residents and the Swinburne community has faced as Swinburne has grown.

Student Services
Director
Zena Burgess
Room BA206e, Business & Arts Building, Hawthorn
9.00am - 5.00pm (Monday-Friday)
Phone: 9214 8423

Prahran Campus
Coordinator
Dinesh Balgovind, Room U206, Building U, Level 2
9.00am - 5.00pm (Monday)
9.00am - 6.00pm (Tuesday, Wednesday, Thursday)
9.00am - 4.00pm (Friday)
Phone: 9214 6720

Lilydale Campus
Coordinator
Edie Wallis
9.00am - 5.00pm (Monday-Friday)
Phone: 9215 7103
The following services are available to all students and staff. The majority of services listed at the Hawthorn campus are also available at the Lilydale campus and the Prahran campus. Swinburne students can use services at any campus.

Counselling Service (Hawthorn)
Head
Fay Oberklaid, Room BA206c, Business & Arts Building
9.00am - 5.00pm (Monday, Tuesday and Friday)
9.00am - 6.00pm (Wednesday and Thursday)
Phone: 9214-8622
The Counselling Service is available to students and their partners, staff and graduates up to 12 months after completion of their course. The Service is free and strictly confidential.
The service includes individual counselling by appointment or on a ‘drop-in’ basis, group workshops for students and staff and consultancy to staff to enhance their work environment. The counsellors, who are registered psychologists, assist with areas such as:
- Life skills and personal development
- Relationship and interpersonal education
- Effective strategies for stress management and problem solving
Cross-Cultural Counselling and Workshops for:
- Adjustment to Australian society and university life
- Cross-cultural communication
- Awareness of cultural differences
- Specialised strategies to improve learning and academic performance
The Learning Skills area enhances student learning and assists students who are having problems with their learning. Counselling and workshops are offered in the areas of:
- Study techniques
- Learning approaches and strategies
- Time management/organisation
- Exam preparation/anxiety
- Overcoming procrastination
- Improving motivation
- Reading, listening and note-taking
- Educational counselling
Health Service (Hawthorn)
Coordinator
Jan Fischer
Room SH107, Laneway behind library
8.45am - 5.00pm (Monday-Friday)
Phone: 9214-8703
Medical practitioners by appointment
Nursing staff available on a 'drop-in' basis
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

Housing & Part-time Employment & Finance (Hawthorn)
Coordinator (Housing & Part-time Employment)
Gabrielle Rolan, Room 463B203, Phone: 9214-8882
465 Burwood Road, Hawthorn (access via laneway behind library)
9.00am - 5.00pm (Monday-Friday)
Coordinator (Finance, Austudy & Student Loans)
Beth Graham, Room 463B204, Phone: 9214-8953
465 Burwood Road, Hawthorn (access via laneway behind library)
9.00am - 5.00pm (Monday and Thursday)
9.00am - 1.00pm (Wednesday)
1.15pm - 5.00pm (Friday)
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.

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 full-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 hints 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.
The Student Homeless Rate may assist students who do not get any support from their families. Ask the financial adviser on your campus for more details.
Austudy offers 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**
ABSTUDY 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.

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 and 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**
Tutoring assistance may be available to you. Ask at Student Services.

**Travel Concession**
If you are a full-time student and wish to travel on the metropolitan transport network at concession 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, full-time students may obtain financial assistance 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 full-time paying overseas students. Students must present their student card when applying for a concession form. Australian Airlines and Ansett Airlines concessions are available from the Contact Centre, Student Union, or from STA Travel Agencies. Full-time students are also eligible for an international student card, available from the Contact Centre, Student Union.

**Student Union**

**Brief description**
The Student Union is 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 1996 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; and all students are entitled to use services, whether they are members or not.

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 considerable emphasis was 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 and in many instances are 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 better reflect the decision-making flow of the University.
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. At monthly meetings the Executive receive and consider 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**

Telephone: 9214 5440

Facsimile: 9819 2256

The office is situated on the fourth level of the Union Building. Union personnel located on this level include the president, administrative officer, manager, accountant and executive.

Various services are provided here including room bookings, Legal Adviser bookings, insurance claims, facsimile 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 is in fact an unbeatable offer.

**Other services offered:**

**Book Vouchers**

Needy students can apply for book vouchers, which are jointly funded by the Student Union, Bookshop and Chancellery. They are available from the University's Housing, Part-time Employment and Finance Department.

**Ethel Hall**

Clubs and Societies can use the hall for their functions. Bookings must be made at least two weeks in advance.

**Emergency Loans**

The Student Union provides funding for short term emergency loans for students. Loans are allocated by the University's Housing, Part-time Employment and Finance Department. Repayments are made to the Student Union Administration Officer.

**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 5440.

**Personal Accident Insurance Scheme**

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

**Tax Return Advice**

The Union has arranged for 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 The Swin. Appointments must be made through the Union administration officer.

**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.

**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 Lilydale at a reasonable cost. The covers are A4 with a clear acetate cover.
**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, ensuring 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 helping them to find 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 effective.

A number of community projects are coordinated by SAASC to provide individual students with greater opportunities and to foster the community spirit. In 1997 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. SAASC provides support to the constituencies, which are groups of students who meet regularly to discuss their courses, concerns and the subsequent steps to take to ensure a satisfactory resolution. The Youth Initiative provides scholarships for students who undertake work for disadvantaged youth in the wider community.

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

Opening hours: Monday–Thursday 9.00am–7.00pm, Friday 9.00am–4.00pm.
Telephone: 9214 5455.

**Communications and Information 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**
Students 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 Rasa Writers Club or come to the Media Office.

Telephone: 9214 5448

**Visual and Performing Arts (VPA) 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. VPA works closely with clubs and societies in order to promote activities jointly between clubs and the Student Union. The VPA office is located on Level 4 of the Union Building, Hawthorn campus.
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 Student Union will assist with queries regarding the starting of clubs, affiliation and support with resources.
Telephone: 9214 5455

**Orientation**
All new students are invited to attend the orientation 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, before classes start 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, wallpaper remover, carpet steamer - and a whole lot more. 

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

Telephone: 9214 8291

**Night Bus**

To ensure 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 to Thursday from 6 pm to 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 close by. At the Union Services desk all types of queries can be resolved by the staff. The staff welcome all enquiries and possess a high level of knowledge about the campus. Student and staff may be referred to other services on campus.

Notices for notice boards 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, 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 Corner Building, corner of John and Wakefield Streets. Photocopying is cheaper here than in the library and high quality colour and black-and-white copying on recycled paper is available. Copying on transparencies for overheads is also available at a very reasonable price, and there are staff present to give assistance.

A copytext card machine with a choice of $2.00 and $5.00 cards is available for the use of Student Union photocopiers.

**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: 8.00am–9.00pm, Monday–Thursday during teaching semester times.

8.00am–3.00pm, 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 caf offers a large space for student clubs to run special activities and seats about 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 9.00am–6.00pm, Thursday–Friday 9.00am until late and weekends depending on functions. Seats 120 inside, 48 outside.

Telephone: 9214 5453, 9214 8174

**Corner Caf**

Located on the corner of John and Wakefield streets, this extremely popular cafeteria provides an upmarket range of salads, gourmet sandwiches and snacks at a reasonable price. The Corner Caf has a clean and pleasant environment and is convenient to both University and TAFE students and staff.

Seats 70.

Opening hours: Monday–Friday 8.00am–8.00pm, Friday: 8.00am–3.30pm

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 working days notice for refreshments and five working days for larger functions.

Telephone: 9214 8174, 9214 8172 or 9214 8172

**Lilydale Campus**

Student Union facilities at the Lilydale 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 membership and formation of educational clubs. The Student Union also offers a student meeting room and a student lounge with a pool table, access to CD player and reading material.

**Manager, Lilydale**

A. McGill, 9215 9351 or 9215 7181

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

**Catering - Lilydale**

The Student Union also provides limited catering facilities at Lilydale. These can be found at the kiosk on the ground floor, set back from the Atrium next to the Student Union Services Desk. We offer a small range of hot and cold food, such as sandwiches, cakes, pies and snacks.

Opening hours: Mon - Thurs 8.00 am - 3.30 pm
Fri 8.00 am - 3.00 pm.

Telephone: 9761 9350 or 9215 7181.

**Catering - Prahran**

Located in Building U on John Street, the Caf is proving to be a match for any of the food on Chapel Street 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 clubs and internal departments.

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

Telephone: 9214 6501

**Sports Association**

**Opening hours and contact**

**Hawthorn**

Monday - Friday 7.00am - 10.00pm
Saturday - Sunday 12.00pm - 5.00pm

Sports Centre (Building 19)

Phone: 9214 8018

**Lilydale**

Monday - Friday 10.00am - 4.00pm

**Prahran**

Monday - Friday 9.00am - 5.00pm
Room Student Services, Building K
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 over 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, snowskiing, sky-diving, bush walking and waterskiing. The Sports Association's club structure emphasises a beginner-up approach so that members of any skill level can have a go.

Over the last four years the number of clubs continued to grow, especially in the outer east 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 of the Lilydale 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 in local, state and national inter-university sporting 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 clubs, recreations, facilities and services offered.

**Swinburne Graduate Research School (SGRS)**

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 and 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 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 92145223.

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.
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Board of TAFE

Mission Statement
The function of the Board is to administer the affairs of the TAFE Division of the University under authority delegated by Council.

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.

Please note:

Changes in TAFE course titles and structures in 1997

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. This is gradually being phased in from January 1996 to 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.

Old and new titles & course duration
The titles of TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses as noted above. This table lists the new and old titles and notes the length of time taken to complete the qualification on a full-time basis.

<table>
<thead>
<tr>
<th>New</th>
<th>Old</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>Associate Diploma</td>
<td>2 yrs</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>Advanced Certificate</td>
<td>1 yr</td>
</tr>
<tr>
<td>Certificate III</td>
<td>New</td>
<td>9 mths</td>
</tr>
<tr>
<td>Certificate II</td>
<td>Certificate</td>
<td>6 mths</td>
</tr>
</tbody>
</table>
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 Equity Unit.

Application procedure

Full-time
Applications for most full-time TAFE courses can 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 27 September 1996
Late VTAC applications close 6 December 1996
($50 late fee)

Part-time study
Applicants should contact the appropriate department or see the specific course descriptions listed in this Handbook for information on application procedures and closing dates.

International students
Applications by international students for entry to all Swinburne courses must be made through the International Student Unit. Because of Australian government regulations, part-time study is not available to full-fee paying international students.

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, academic statements, 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 10).
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.

Prahran campus
Enquiries: 9214 6744
The Student Administration Enquiries Office is located in Room F107, Building F, 142 High Street, Prahran (see map - p. 12).
Office hours are as follows:
8.30am – 5.00pm Monday to Friday
Note: The Office is closed on public holidays.

Enrolment procedures

Definitions
In this section:

*Enrolment* includes 're-enrolment'

*Enrolment form* includes 're-enrolment form'.

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

*Awarding Department* means the Department or School responsible for the particular course.

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

*Abandonment* means the discontinuation of enrolment without formal notification.

**Conditions of enrolment**
Enrolment at Swinburne TAFE Division is conditional upon:

- the 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;
- 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.

Any student who has had their identity card stolen, will be issued with a free replacement identity card upon producing a copy of the police report.

**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
Students must notify the School Office of any withdrawal and/or additions of subjects:
(a) by 31 March 1997 for subjects with a mid-year final examination/result and
(b) by 31 August 1997 for subjects with an end of year final examination/result.
Failure to notify will affect the student’s examinations and results in those subjects.
Note: If a class has been cancelled by the department due to insufficient enrolments after a student's official enrolment, students are still required to lodge an Amendment to Enrolment form.

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

Notwithstanding any department rules, after 31 March 1997 (for subjects concluding at the end of the first semester) or 31 August 1997 (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
All students contemplating a TAFE course should read the following as it may affect how your course is structured.

TAFE system of interchangeable courses and subjects
If any subjects in a TAFE qualification 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.

General rules for granting exemptions
(1) Credit will not be given for subjects which are at or below Australian university entrance standard, i.e. at or below the standard of 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. RPL recognises what has already been learnt from:
- other courses
- work experience
- training provided in the workplace

This previous learning is measured against a particular module in the course. If previous learning matches the learning outcomes of the module then exemptions may be given. 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)**

In education, the term 'Pathways' refers to the formal links connecting different courses. These formal links ensure proper credit is given for prior study, and enable a student to enter a new course with advanced standing.

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 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.

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

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

**Fees**

**Enrolment fees**

Students will be required to pay a fee on enrolment which is made up of a tuition fee and a student services and amenities fee. The actual amounts will be available prior to enrolment or by contacting Swinburne. Some fee exemption and concessions exist. Payment of this fee does not confer membership of the Swinburne Student Union or any other student organisation.

The general service fee is based on student contact hours. For 1996 these were:

- 0-119 hours $40.00
- 120-539 hours $60.00
- 540+ hours $90.00

**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.

**International students**

For information regarding fees applicable to full-fee paying international students, please contact the International Student Unit.

**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 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 1997 for semester one or 31 August 1997 for semester two.
**Academic statements**

**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.

**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.

**Official Swinburne documentation**

Academic Statement

Award letter

Enrolment Status letter

Exemption letter

**Result/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 Section 16 of the TAFE Procedures Relating to Student Assessment and Appeals in the separate publication 'TAFE Policies and Procedures'.

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 separate publication 'TAFE Policies and Procedures' 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 30 November for students who anticipate completing courses in December and on 30 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 on the previous pages.
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Information Technology (Records Management)
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General Insurance
Library and Information Studies
Associate Diplomas
Accounting
Banking and Finance
Credit Management
International Trade
Library and Information Studies
Marketing
Office Administration
Operations Management
Operations Management: Purchasing and Planning
Certificate IV
Estate Agency
General Insurance
Hospitality
Information Technology (Software Applications)
Information Technology (Software Development)
Information Technology (Technical and User Support)
Records Management
Advanced Certificates
Accounting
Credit Procedures and Practices
Estate Agency
Hospitality Operations
Human Resource Operations
Management Skills
Office Administration
Operations Management
Sales Management
Certificates III
General Insurance
Hospitality
Information Technology
Library and Information Studies
Certificates
Records Management
Vocational Studies (Traineeships)
Certificates II
Information Technology: Computer Applications
Information Technology: Occupational Studies
Records Management
Other courses
Foundation Year
Real Estate for Agents Representatives
VCE Classes

TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses. The contents of this chapter include both new and old titles.
Staff — School of Business and Information Systems

Head of School (Acting)
R. Conn, BBus(SIT), DipEd(Mon), ASCPA

Secretary
M. Broukoumis, COSS

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

School Administrator
P.E. Cosham

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

Department of Management Studies

Head of Department (Acting)
H. Hayes, BA(RMIT), DipEd(HIE), GradCertBusAdmin(SUT)

Program Coordinator - Management
D. Dobbie, BA, DipEd, GradDipBusStud, GradDipAppPsy

Program Coordinator - Real Estate
J. Mardling, BEd, LicEA, CertREMan & Vals

Program Coordinator - Tourism and Hospitality
C. Pontin, DipT(TAFE), GradDipEdAdmin(Melb)

Academic Staff
R. Ballantyne, DipT(Prim), AssocDipPersAdmin, GradDipPersAdmin(Deakin), MBA(HRM)
H. Besley, BA, DipEd
K. Birtles, CertBusStud, RESubAgnt, ABusAgnt(REIV)
R. Black, BA(Hons), BEd
D. Brelaz, LicEA, TPTC
C. Brennan, BA, DipEd
G. Demitriou, BAEd
J. Elms, DipSecStud, BA
C. Foard, CertTrain, AssDipTrain&Dev(Melb)
V. Fox, BA, DipEd(Melb), BEd(Mon)
L. Francis, LBA, LLB(Mon), CertRE(SUT)
S. Gould, BEd(Mon), DipEd
C. McGimpsey
E. Marr-Reid, DipSupply(RMIT)
A. Oldridge, BBus, CertPers
S. Powell, BEd(Mon)
T. Sironic, DipAppSci(RMIT)

Secretary
I. Orfandis, AssDipMark, AdvCertInfTech, AdvCertInfMgmt

Department of Marketing Studies

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

Program Coordinator - Marketing
J. Wills, BEc(Hons)(VicUniNZ), DipEd(Melb), MBus(RMIT), FMMA, FMRS

Academic Staff
S. Beaumont, BBus(SIT)
P. Butler, BA(Ecs)Hons(Manchester)
L. Cimmino, AssDipBus(LegalPrac)(RMIT), AssDipSecAdminStudies(NMCOT), GradDipBusM'gment(Mon), DipTT(HIE)
M. Colley, BA(FI)
B. Crawford, DipT(HIE)
F. Fowler, BBus(SUT), GradDipBusAdmin(SUT)
G. Jaffer, CAT(AUT)
K. Kilsby, AccDipRetailMarketing(Mon)
R. Peoples, BEc(Hons), DipEd(LaT)
H. Pitt, GradDipEd(HIE)
S. Quail, BA, DipEd(Mon)
D. Sullivan, BEc(LaT), GradDipLegalStudies(LaT), GradDipEd(LaT), GradCerEnt(Deakin)(AIMM)
J. Tulk, BEd(Melb), GradDipAppSci(BusTech)(Mon), MBIT(RMIT)
R. Turnbull, BA(Hons) (WOntario)

Secretary
H. Laskari, BA(LaTrobe)

Centre for Industry Consulting

Manager
Vacant

Secretary
Vacant

Academic Staff
M. Farone, BA, DipEd
M. Hanseyde, BEd
Department of Financial Studies

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

Program Coordinator – Accounting
G. Steinfort, BEd(VicColl)
G. Kirby, DipTch, Grad Dip ACC, BEd, ASCPA

Program Coordinator – Finance
R. Ryan, BBus(SIT), Grad Dip Ed(Melb), ASA

Academic Staff
A. Allen, Dip Bus, Grad Dip Ed(GIE), ASCPA
A. Aronfeld, Dip Bus Studs(SIT), Dip Ed(SCUH), ASCPA
P. Baker, BBus, Dip Ed, ASCPA
S. Bouse, BCom(SCU), BBus(RMIT), Dip Ed(Melb), Grad Dip Info Tech(SUT), MBA(CUQ), ACIS, ACIM, ASCPA
P. Brewster, BBus(WIAE), Dip Ed(Melb)
J. Chong, BEd(LAT), Dip Ed(HIE), Grad Dip Info Tech(SUT)
C. Davy, Ad Cert Real Estate (OECT), BBus(SIT), Dip Ed(SCUH), CPA
G. Dickman, BEng(SIT), Dip Ed(HIE)
G. Doig, BBus(RMIT), Dip Ed, ASCPA
H. Doyle, Dip Bus, FTMA
B. Halloran, BEd(Mon), Dip Ed(HIE)
R. Hughes, Dip Acc(PTC), Grad Dip Bus Studs(CISA), Dip T(WAU)
C. Langridge, BBus(SIT), Grad Dip Tax(RMIT), Grad Dip Ed(Mon), ASCPA
F. Lawlor, Dip Bus Studs(SIT), BA(Mon), Grad Dip Acc(VUT), Dip Ed(Melb)
D. Lilburne, BBus(Acc), Dip Ed, ASA
D. Livingston, Grad Dip Ed(Melb), Grad Dip Ed Admin, ACA
B. McDonnell, BEd(Mon), Dip Ed(Rusden)
E. McLennan, BSc, BA, Dip Ed(Melb), Grad Dip Info Tech(SUT)
J. Pozzobon, BSc(Hons), Grad Dip Ed(Mon), Grad Dip Careers(Rus), Grad Dip SpSt(Rus)
M. Reaper, BEd(VicColl)
S. Romanic, BBus(SUT), ASCPA
J. Rudolph, BEd(Mon), Dip Ed(Melb)
L. Satchakova, BEd(USSR), Grad Dip Bus Acc(Mon), ASA
G. Senarathne, FCMA(UK), Dip Ed(HIE), MSc(Melb), Grad Dip Bus Tech(Mon), ASA, MACS
P. Whiteman, BSc(Hons), Dip NAAC(Syd)

Secretary
L. Gottlieb, COSS
M. McKay

Department of Information Studies

Head of Department (Acting)
B. Tyrer, BSc, Dip Ed, Grad Dip Comp Stud(SUT)

Program Coordinator – Computing
M. Kasprzyk, BApSc(Mon), Grad Cert Ent Man(SUT), Grad Dip Ed(HIE), Grad Dip Comp Sim(SUT)

Program Coordinator – Office Administration
J. Ryan, Ass Dip Bus Studs(PSP)(RMIT), BEd(Melb), Grad Dip Info Tech(Melb), TTTC

Program Coordinator – Library Studies and Records Management
J. Brain, Cert Ed, BSc, Dip Lib, MA

Academic Staff
J. Blunden, BA, Dip Ed, Grad Dip Lib, Grad Dip Comp, MEd(Child Lit)
J. Bott, Dip Bus(Acc), Grad Dip Comp, CPA
B. Cheevers, Assoc Dip Sec Prac(CIT), TTTC, Grad Dip Bus Mgmt(Mon), Dip TT(HIE)
V. Church, T Cert(UK), BA, Grad Dip Bus Tech, MA
P. Corrigan
R. Denniss-Lewis, ADipSS, DTT, FSS, BEd,
Grad Dip Ed Admin, Grad Dip Info Tech
M. Foot, Ass Dip Bus(Prog), Grad Dip BIT(SUT), MACS
D. Frost, Grad Dip Info Tech(SUT)
G. Gissing, Ass Dip Bus(Off Admin)(SUT), Grad Dip Comm Ed, Dip TT
A. Hewitt, BA, Dip Ed, Further CMS(Manag)
D. Leslie, Ass Dip Lib Tech
R. Lewis, BComm(Melb), Dip Ed(SCVH), Grad Dip App Psy(Mon), ASCPA
P. Lundberg, BA(SIT), Grad Dip Comp Ed(Melb), Grad Dip Cur Hist(HIE), Grad Dip Ed Admin(Melb)
S. Nicholson, BBus, BEd, Grad Dip Computing
E. Orenstein, BBus(Acc), Grad Dip Comp(Mon), Dip Ed(Melb)
D. Phillips, CBS(Sec), Dip TT, BEd, Grad Dip Info Tech
J. Poloni
M. Reardon, BEd, Grad Dip Ed Admin(HIE), Grad Dip ITCE(Melb), MACS
A. Rogers, Dip TT
P. Ryan, Ass Dip Data Processing, Dip Tech T
J. Salvatore, BA(Hons), Grad Dip Lib, AALIA
C. Taylor, BA, Dip Ed, Grad Dip Lib, MLS(Melb), AALIA
J. Tedesco, Dip App Phys(Med Radi), Grad Dip Ed, Grad Dip Off & Admin St, MBIT(RMIT)
S. Tomkinson, Dip TT(HIE)
G. Valoppi, BEd
N. Zubekis, OSC(RMIT), BA(ANU), Dip Ed(LAT)

Secretaries
C. Aljaro, COSS
T. Gagali
Changes in TAFE course structures and titles

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

<table>
<thead>
<tr>
<th>New Title</th>
<th>Old Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>Associate Diploma</td>
<td>2 yrs</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>Advanced Certificate</td>
<td>1 yr</td>
</tr>
<tr>
<td>Certificate III</td>
<td>New</td>
<td>9 mths</td>
</tr>
<tr>
<td>Certificate II</td>
<td>Certificate</td>
<td>6 mths</td>
</tr>
</tbody>
</table>

**Graduate Certificates**

- **5801BA Human Resource Management**
  - Course Code: H
  - Course Mode: Fulltime
  - Course Length: 1 yr (120 hrs)
  - Entry Requirements: See description
  - How to apply: NA Direct

**Diplomas (new title)**

- **2504ADC Information Technology:**
  - Course Code: P
  - Course Length: 370-410 hours
  - Entry Requirements: Offered in 1998 Direct Direct

**Diplomas (old title)**

- **5000DBD Accounting**
  - Course Code: H, P
  - Course Length: 2 yrs
  - Entry Requirements: NA 1 VTAC Direct

**Associate Diplomas (old title)**

- **3500DBD Accounting**
  - Course Code: H, P
  - Course Length: 2 yrs
  - Entry Requirements: NA 1 VTAC Direct

**Certificates IV (new title)**

- **2404ADA Estate Agency**
  - Course Code: P
  - Course Length: 3 yrs
  - Entry Requirements: See description NA Direct

**Advanced Certificates (old title)**

- **3300DBH Accounting**
  - Course Code: H, P
  - Course Length: 1 yr
  - Entry Requirements: See description NA Direct
## Certificates I (new title)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Mode</th>
<th>Length</th>
<th>Part-time</th>
<th>Entry requirements</th>
<th>How to apply</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSW3429</td>
<td>General Insurance</td>
<td>P</td>
<td>NA</td>
<td></td>
<td>1*</td>
<td>See Admin Direct</td>
<td>Direct</td>
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</tr>
<tr>
<td>2211AHC</td>
<td>Hospitality**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2309AEC</td>
<td>Information Technology</td>
<td>H, P</td>
<td>1 yr</td>
<td>700 hrs</td>
<td>2</td>
<td>Direct VTAC</td>
<td>Direct</td>
<td></td>
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</tbody>
</table>

## Certificates (old title)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Mode</th>
<th>Length</th>
<th>Part-time</th>
<th>Entry requirements</th>
<th>How to apply</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3222DAM</td>
<td>General Insurance</td>
<td>P</td>
<td>NA</td>
<td>2 yrs</td>
<td>2*</td>
<td>NA Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DGA</td>
<td>Records Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate in Vocational Studies (Traineeships)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DHA</td>
<td>Australian Public Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DBB</td>
<td>Credit Control</td>
<td>P</td>
<td>1 yr</td>
<td>NA</td>
<td>3</td>
<td>via CES NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DBD</td>
<td>Financial Services</td>
<td>P</td>
<td>1 yr</td>
<td>NA</td>
<td>3</td>
<td>via CES NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DBE</td>
<td>Insurance</td>
<td>P</td>
<td>1 yr</td>
<td>NA</td>
<td>3</td>
<td>via CES NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DFG</td>
<td>Office Admin **</td>
<td>H, P</td>
<td>1 yr</td>
<td>NA</td>
<td>3</td>
<td>via CES NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DGC</td>
<td>Real Estate</td>
<td>P</td>
<td>1 yr</td>
<td>NA</td>
<td>3</td>
<td>via CES NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DFA</td>
<td>Records Management</td>
<td>P</td>
<td>NA</td>
<td>2 yrs</td>
<td>2*</td>
<td>NA Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3222DFA</td>
<td>Sports Administration</td>
<td>P</td>
<td>1 yr</td>
<td>NA</td>
<td>3</td>
<td>via CES NA</td>
<td></td>
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## Certificates II (new title)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Mode</th>
<th>Length</th>
<th>Part-time</th>
<th>Entry requirements</th>
<th>How to apply</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2209ABC</td>
<td>Information Technology: Computer Applications</td>
<td>H, P</td>
<td>6 mths</td>
<td>1 yr</td>
<td>2</td>
<td>Direct Direct</td>
<td></td>
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</tr>
<tr>
<td>2209ACB</td>
<td>Information Technology: Occupational Studies</td>
<td>H, P</td>
<td>1 yr</td>
<td>NA</td>
<td>2</td>
<td>Direct NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2204AIC</td>
<td>Records Management*</td>
<td>P</td>
<td>NA</td>
<td>270 hrs</td>
<td>See description</td>
<td>NA Direct</td>
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</tbody>
</table>

## Other courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Mode</th>
<th>Length</th>
<th>Part-time</th>
<th>Entry requirements</th>
<th>How to apply</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200LZO</td>
<td>Foundation Year</td>
<td>H</td>
<td>1 yr</td>
<td>NA</td>
<td>4</td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004AAA</td>
<td>Real Estate for Agents Reps</td>
<td>P</td>
<td>2 weeks</td>
<td>6 weeks</td>
<td>2</td>
<td>Direct</td>
<td></td>
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</tr>
</tbody>
</table>

### Entry requirements notes

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.
**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) & Pathways (articulation and credit transfer policy)**

Information on RPL and Pathways procedures are listed in the earlier chapter: General TAFE Information. A brochure detailing the subjects available for RPL assessment in the current year is available from the School.

**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.

**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 diploma, associate diplomas or advanced certificates. See chart for details.

**Career potential**

The general aim of the certificate and 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.

**School administration unit**

The School Administration Unit hours during teaching periods will be:

- Monday-Thursday 8.30 am-8.00 pm
- Friday 8.30 am-5.00 pm.

**Hawthorn campus**

Room TA 109 (See Map)
Phone: 9214 5364 or 9214 8957

**Prahran campus**

Room PH440 (See Map)
Phone: 9214 6793

**Application procedures**

**Full-time diploma, associate diploma, advanced certificates**

**Semester 1 1997**

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 VTAC applications is 27 September 1996, and there will be an application fee of $24. Late applications will be accepted until 29 November 1996, at an additional late fee of $14, and from 30 November 1996, to 10 January 1997, at an additional fee of $40.

**Semester 2 — June 1997**

Full-time intakes for second semester 1997 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 Departmental Office.

**Hawthorn campus**

36 Wakefield St., Hawthorn 3122
Phone: 9214 8165 or 9214 8720

**Prahran campus**

Building H, 144 High St., Prahran 3181
Phone: 9214 6754 or 9214 6828 or 9214 6765
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.

Course descriptions

Graduate courses

5801 BA Graduate Certificate in Human Resource Management

This course is offered at the Hawthorn campus

This course is offered on a part-time evening basis only. It is made up of 120 hours of core modules and provides a comprehensive overview of the human resource function.

Course aims

The aim of the course is to provide comprehensive specific knowledge in Human Resource Management that will enable graduates to perform at management level within public and private organisations.

Career potential

Graduates will operate at the senior officer or management level in the human resource management field and be responsible for adding value to the organisation through human resource management intervention.

Professional recognition

On completion graduates may be eligible for membership of the Australian Human Resources Institute and/or the Australian Institute of Training and Development.

Entry requirements

In order to gain entry into this course applicants should have a recognised undergraduate degree or experience as deemed as appropriate by the selection panel to successfully complete the course.

Course availability and duration

This course is offered on a part-time, evening basis only and will take one year to complete.

Course structure

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 002</td>
<td>Employee Relations</td>
<td>30</td>
</tr>
<tr>
<td>OH200</td>
<td>Recruitment and Selection</td>
<td>30</td>
</tr>
<tr>
<td>HRM 001</td>
<td>Human Resource Management</td>
<td>30</td>
</tr>
<tr>
<td>OH300</td>
<td>Training and Career Planning</td>
<td>30</td>
</tr>
</tbody>
</table>

All modules are compulsory.
Application procedure
All applicants must apply directly to Library Studies and Records Management, Information Studies Department, 144 High Street, Prahran, 3181, Telephone, 9214 6765.

Course structure
The course is made up of the following types of modules:
- NRM National Records Management modules
- NOS National Office Skills modules
- NCS National Communication Skills modules
- ITF National Computing & Information Technology modules
- NGMS National Generic Management Skills modules

Certificate Level II
- NRM001 Records and Information Industry
- NRM002 Records Management Principles
- NRM003 Records Management Operations
- NRM004 Records Management Software: Usage Multimedia Records Storage & Usage I
- NOS143 Computing Operations - Fundamentals
- NOS213 Computing Operations
- NOS116 Keyboarding - Techniques & Operations
- ITF205 Database Fundamentals
- NCS001 Workplace Communications
- NCS002 Writing Skills for Work

Certificate IV
- NRM007 Classifying Records
- NRM008 Indexing Records
- NRM009 Multimedia Storage Equipment
- NRM010 Records Management Document Abstracting
- NRM011 Records Management & the Law
- NRM012 Records Retention & Disposal
- NRM013 Records Management Client Services
- NRM014 Conservation & Storage of Non Current records
- NRM015 Records Management Software: Evaluation
- NGMS102 Managing Operations - Customer Service
- NGMS106 Managing Effective Work Relations
- NCS004 Work Team Communication
- NCS005 Dealing with Conflict
- NCS007 Presenting Information
- ITF416 Commercial Data Base Packages

Diploma
- NRM016 Electronic Media Evaluation
- NRM017 Forms Design & Management
- NRM018 Marketing Records Management
- NRM019 Thesaurus Design & Evaluation
- NRM020 Ethical & Legal Issues in Records Management
- NRM022 Information Resources Management

Plus elective modules in computing and information technology, and management
Diploma in Information Technology (Software Development)

Certificate IV 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 duration
The Certificate IV may be obtained after one year of full-time study or up to three years of part-time study.

Students wishing to complete the Diploma of Information Technology (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
Certificate IV

Semester 1

ITA402 3GL Program Design
ITA403 Programming Concepts 1
ITA404 Programming Concepts 2
ITB404 Business Information Processing
ITC304 Microcomputer Hardware
ITF304 Word Processing Operations
ITF305 Spreadsheet Operations
ITF415 Commercial Database Packages 1
ITH203 Using a Command Line Interface
ITH303 Installing and Managing a Graphical User Interface

Certificate IV

Semester 2

ITB401 Database Systems
ITB402 Relational Databases Logical Design
ITB406 System Documentation Methods
ITF405 Advanced Spreadsheet Skills
ITF408 Work Processing Complex Operations
ITG401 Data Communication Applications
ITG402 Data Communication Networks
ITG403 Introduction to Local Area Networks
ITH406 Operating Systems Theory
ITH407 Operating Systems Practical
ITH408 Using a Multi-User Operating System
ITHL303 Workplace Health and Safety
NCS011 Client Interaction

Diploma

Semester 1 & 2

ITA413 Intro to Programming with an Applications Framework
ITA414 4GL Programming 1
ITA415 4GL Programming 2
ITA416 Program Testing Techniques
ITA501 Programming with an Applications Framework
ITA502 Software Development Tools
ITA505 Relational Database Programming
ITA507 Algorithms and Data Structures - Sorting and Searching
ITA508 Algorithms and Data Structures - Files
ITA509 Algorithms and Data Structures - Linked Lists and Trees
ITB406 Systems Development Preliminary Investigation
ITB407 Systems Development Models
ITB409 Systems Development Logical Design
ITB410 Systems Development Physical Design
ITB414 Input/Output Design
ITB415 User Needs Analysis
ITB416 CASE Tools
ITB417 Relational Database Physical Design
ITD506 Project Management Techniques
ITD507 Project Personnel Management
ITF501 Macro Programming
ITJ409 User Documentation Written
ITK601 Major Applications Project
NCS012 Meetings
NCS014 Speaking in Public

Further information
Contact the Information Studies Department at Hawthorn on 9214 5206 or Prahran on 9214 6765.
Diploma of Information Technology (Technical And User Support)

Certificate IV in Information Technology (Technical And User Support)

This course is offered at both Hawthorn and Prahran campuses.

Course aims
This course is primarily designed to prepare students for employment in technical and user support in computing.

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 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.

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
The first year is common to both courses.

Certificate IV
Semester 1
ITA402 3GL Program Design
ITA403 Programming Concepts 1
ITA404 Programming Concepts 2
ITB404 Business Information Processing
ITC302 Microcomputer Hardware
ITF304 Word Processing Operations
ITF305 Spreadsheet Operations
ITF415 Commercial Database Packages 1
ITH203 Using a Command Line Interface
ITH303 Installing and Managing a Graphical User Interface

Semester 2
ITC402 Configuring and Optimising a Graphical User Interface
ITC407 Microcomputer Architecture
ITE402 Hardware and Software Selection
ITF306 Business and Presentation Graphics
ITF405 Advanced Spreadsheet Skills
ITF408 Word Processing Complex Operations
ITG401 Data Communication Applications
ITG402 Data Communication Networks
ITG403 Introduction to Local Area Networks

Diploma
Semester 1 & 2
ITB415 User Needs Analysis
ITD501 Help Desk Procedures
ITD505 Quality Assurance in Information Technology
ITD506 Project Management Techniques
ITD508 Operations - DP Administration I
ITD510 PC Management Procedures
ITD511 Software and Data Security
ITE404 Trends and Opportunities
ITF501 Macro Programming
ITF503 Image Capture and Processing
ITF504 Advanced Digital Image Processing
ITG302 Installing and Managing Peer to Peer Networks
ITG404 Local Area Network Media
ITG501 LAN Installation and Management
ITG502 LAN Specifications and Selection
ITG503 Protocol and Software Consideration
ITG504 Wide Area Networks
ITH404 PC Support
ITH405 Managing a Personal Computer
ITH406 Operating Systems Theory
ITH407 Operating Systems Practical
ITH408 Using a Multi-User Operating System
ITL303 Workplace Health and Safety
NCS011 Client Interaction
NCS014 Speaking in Public

Semester 3
NCS012 Meetings
NCS014 Speaking in Public

Further information
Contact the Information Studies Department at Hawthorn on 9214 5206 or Prahran on 9214 6765.
Certificate in General Insurance

General insurance covers all aspects of the insurance industry from general insurance principles to insurance sales and customer services. The certificates in General Insurance 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.

Flexible Learning
Students may be able to undertake all or part of this course through the University Off-Campus Centre. Inquiries should be directed to the Off-Campus Centre on 9214 6798.

Entry requirements
The normal pre-requisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 and current employment in the insurance industry. However, persons without the Year 12 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.

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. Full-time students will be given the opportunity for extra English tuition of up to three hours per week.

Professional recognition
Completion of the certificate entitles students to apply for membership of the Australian Insurance Institute.

Completion of the Diploma academically qualifies students for admission as an associate member of the Australian Insurance Institute. The Australian Insurance Institute applies a six year rule on exemption applications for students transferring to their self-study program.

Course duration
The Diploma consists of twenty-four modules normally completed over four to five years part-time. Certificate III consists of nine modules. To complete Certificate IV an additional seven modules are required.

Course structure
This area of study is made up of three courses. Completion of units for each level is as follows:

Certificate III in General Insurance
- INS031 Insurance Principles 50
- INS032 Insurance Classes 50
- INS033 Policy Processing 25
- INS034 Claims Handling 25

Any two of
- NCS007 Presenting Information 20
- NCS009 Negotiating Skills 20
- NCS015 Presenting Reports 20
- NCS006 Writing Workplace Documents 20
- NAP750 Commercial Law Principles 40
- NAP752 Contract Law 40
- NOS124 Accounting to Trial balance 50

Certificate IV in General Insurance

Certificate III modules plus:
- INS041 Insurance Law and Regulation 50
- INS042 Policy Coverage I 50
- INS043 Underwriting I 50
- INS044 Claims Management I 50
- NAP720 Business Mathematics 25
- NAP721 Business Statistics 25
- NAP730
- NGMS107 Organisation Behaviour 50
- or Managing and Developing Teams 40

Diploma of Business (General Insurance)
Certificate III and IV modules plus:
- INS051 Underwriting II 50
- INS052 Claims Management II 25
- INS053 Insurance Company Reporting 25
- INS054 Insurance Distribution 25
- INS055 Policy Coverage II 25
- INS056 Marketing Fundamentals 50
- NAP735 Financial Management Principles 50

Application procedure
Full-time applicants
The course is not normally undertaken on a full-time basis. Anyone considering this must see the Head, Department of Financial Studies prior to completing their application form.

Part-time applicants (semester 1 and 2)
All part-time applicants must apply directly to the School of Business and Information Systems. Applications close on 30 November and 31 May for semester two enrolment. Late applications may be accepted depending on availability of places.

Part-time applicants for Prahran campus should apply to:
Department of Financial Studies
School of Business and Information Systems
144 High Street, Prahran, 3181.
Phone 9214 6828.
Fax 9214 6836 or 9529 4031
Diploma of Library and Information Studies

Course aims
The Associate Diploma of Business (Accounting) is designed to provide graduates with the knowledge and skills required for employment in professional accounting positions. Candidates will be able to work independently in small organisations or be involved in positions requiring a minimum of supervision.

Course structure
Year 1 • Certificate III Level 1

Library Modules
- LIS001: The Information Industry 40 hrs
- LIS002: Information Literacy 20 hrs
- LIS003: Information as a Product 30 hrs
- LIS004: Collection Maintenance 20 hrs
- LIS005: Lending Services I 20 hrs

Communication Modules
- NCS004: Work Team Communication 40 hrs
- NCS005: Managing Self 40 hrs
- NCS006: Managing Others 40 hrs
- NCS007: Managing Change 40 hrs
- NCS008: Managing Performance 40 hrs
- NCS009: Managing Business 40 hrs

Electives
- NGMS101: Introduction to Management 40 hrs
- NGMS102: Introduction to Business Studies 40 hrs
- NGMS103: Introduction to Financial Accounting 40 hrs
- NGMS104: Introduction to Management Information Systems 40 hrs

Year 2 • Certificate III Level 2

Library Modules
- LIS010: Library Service and Policy 60 hrs
- LIS011: Library Management 60 hrs
- LIS012: Library Administration 60 hrs
- LIS013: Library Personnel 60 hrs
- LIS014: Library Development 60 hrs

Communication Modules
- NCS015: Business Communication 60 hrs
- NCS016: Business Writing 60 hrs
- NCS017: Business Language 60 hrs
- NCS018: Business Research 60 hrs

Electives
- NGMS105: Business Studies 60 hrs
- NGMS106: Management Information Systems 60 hrs
- NGMS107: Management Information Systems Advanced 60 hrs

Associate Diploma of Business (Accounting)

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

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

**Course description**
The structure of the Associate Diploma of Business (Accounting) requires the successful completion of stages one to four. The structure of the Advanced Certificate in Accounting requires the successful completion of stages one and two.

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

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

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

**Entry requirements**
This course is post Year 12 or mature-age entry level.

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

**Course structure**

**First year — full-time**
Recommended structure:

<table>
<thead>
<tr>
<th>Stage one modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP750  Commercial Law Principles*</td>
<td>30</td>
</tr>
<tr>
<td>NAP753  Consumer Law*</td>
<td>30</td>
</tr>
<tr>
<td>NAP756  Office Tax Procedures</td>
<td>30</td>
</tr>
<tr>
<td>NOS119  Work Environment</td>
<td>30</td>
</tr>
<tr>
<td>NOS124  Accounting to Trial Balance</td>
<td>50</td>
</tr>
<tr>
<td>NOS213  Computer Operations</td>
<td>15</td>
</tr>
<tr>
<td>NOS216  Spreadsheet Fundamentals</td>
<td>20</td>
</tr>
<tr>
<td>NOS219  Accounting — Basic Reports</td>
<td>30</td>
</tr>
</tbody>
</table>

Communications modules
NCS006  one other from framework
NCS009  Negotiation Skills
NCS015  Presenting Reports

Introduction computing modules
NOS116  Keyboarding
NOS118  Computer Organisations — Data Retrieval
NOS215  Database Fundamentals
NOS222  Word Processing Introduction

<table>
<thead>
<tr>
<th>Stage two modules</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAP710  Financial Accounting Applications 1</td>
<td>20</td>
</tr>
<tr>
<td>NAP711  Financial Accounting Applications 2</td>
<td>50</td>
</tr>
<tr>
<td>NAP720  Business Mathematics</td>
<td>30</td>
</tr>
<tr>
<td>NAP721  Business Statistics*</td>
<td>30</td>
</tr>
<tr>
<td>NAP730  Budgeting</td>
<td>25</td>
</tr>
</tbody>
</table>

NAP751  Partnership and Bankruptcy Law*           | 30    |
NAP752  Contract Law*                             | 30    |

**Computing accounting modules**
NAP701  Inventory — Computerised                  | 15    |
NAP702  Fixed Assets — Computerised               | 15    |
NAP703  Integrated Computer Accounting            | 15    |
NOS225  General Ledger — Computerised             | 10    |
NOS226  Accounts Receivable — Computerised        | 20    |
NOS227  Accounts Payable — Computerised           | 20    |
NOS234  Payroll — Computerised                    | 20    |

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

* Recommended modules for 100 hours electives.

**Second year — full-time**

**Stage three modules**
NAP712  Company Accounting and Financial Statements | 60    |
NAP717  Internal Control Principles                | 60    |
NAP722  Economics                                   | 60    |
NAP731  Management Accounting Principles            | 60    |
NAP735  Financial Management Principles             | 60    |
NAP757  Income Tax Law for Accountants              | 60    |
NAP754  Company and Incorporated Associations Law   | 60    |

**Elective modules**
NAP713  Company Accounting Advanced                | 45    |
NAP714  Accounting Applications Advanced           | 40    |
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         | 30    |
NAP733  Business Planning and Control              | 30    |
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    |

**Module sequence — part-time students**

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

**Semester 1**
NOS116  Keyboard                                20
NOS118  Computer Operations Data Retrieval      10
NOS124  Accounting to Trial Balance              20
NOS213  Computer Operations                      20
NOS222  Word Processing — Introduction            15

**Semester 2**
NAP756  Office Tax Procedures                    20
NOS215  MySQL Fundamentals                       20
NOS216  Spreadsheets                             20
NOS219  Accounting Basic Reports                 20

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

NB This course was progressively converted from subjects to modules. In 1996 all accounting subjects were replaced by modules.

Further information
Department of Financial Studies on 9214 8165 (Hawthorn) or 9214 6828 (Prahran).

3500DBC Associate Diploma of Business (Banking and Finance)

NB The Associate Diploma of Business (Banking and Finance) maybe undergoing changes in 1997.

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

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 bankinng 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 Banking and Finance 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
As the course is in the process of being changed, the following modules are listed in a general sequence only. The School reserves the right to alter the sequence.

Stage 1
NOS124 Accounting - to Trial Balance 50
NAP722 Economics for Business 60
NCS006 Workplace Documents
NCS009 Negotiation Skills
NCS015 Presenting Reports
NAP750 Commercial Law Principles 30
NAP752 Contract Law 30
NAP720 Business Mathematics 30
NAP721 Business Statistics 30

Stage 2
NOS219 Accounting - Basic Reports 20
NAP710 Financial Accounting Applications 1
NAP712 Company Accounting and Financial Statements 60
NAP754 Company and Incorporated Associations Law 60
TS970 Organisations and Management

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

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

Further information
Further information may be obtained from the Department of Financial Studies on 9214 6828 (P) or 9214 8165 (H).
**3500DBA  Associate Diploma of Business (Credit Management)**

NB The Associate Diploma of Business (Credit Management) maybe undergoing changes in 1997.

This course is offered at the Prahran campus.

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

**Course description**
The Advanced Certificate
The Advanced Certificate is normally undertaken on a part-time basis over two years.

The Associate Diploma
The Associate Diploma 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 intending to take 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 also offered on a full-time basis through VTAC.

**Course structure**
Normally completion of the first two stages fulfil the requirements of the Advanced Certificate, however, students should check with the Co-ordinator to determine eligibility as specific modules are scheduled according to demand. As the course is in the process of being changed, the following modules are listed in a general sequence only. The school reserves the right to alter the sequence.

**Stage 1**
- NC5006 Workplace documents
- NC5009 Negotiation Skills
- NC5015 Presenting Reports
- NAP750 Commercial Law Principles 30
- NOS124 Accounting to Trial Balance 50
- NOS219 Accounting to Basic Reports 30
- NAP722 Economics 60
- NAP752 Contract Law 30
- CX123 Credit Department Management

**Stage 2**
- CX121 Credit Law 1
- CX124 Credit Control Practices & Procedures
- NAP701 Inventory — Computerised 15
- NAP702 Fixed Assets — Computerised 15
- NAP703 Integrated Computer Accounting 15
- NAP710 Financial Accounting Applications 1 20
- NOS215 Database Fundamentals 20
- NOS216 Spreadsheets
- NOS225 General Ledger — Computerised 10
- NOS226 Accounts Receivable — Computerised 20
- NOS234 Payroll — Computerised 20
- NOS227 Accounts Payable — Computerised 20

**Stage 3**
- CX122 Introduction to Credit Law 2
- CX125 Consumer Credit Finance* 1
- CX127 Commercial Credit Assessment* 1
- TS409 Budgeting 1 1 Elective

**Stage 4**
- CF026 Office and Computer Systems Management
- CX120 Credit Management Project
- CX126 Commercial Credit Finance 1 Elective

**Electives**
- TH435 Management Skills 2
- 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.

Course structure

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH433</td>
<td>Applied Business Communication</td>
</tr>
<tr>
<td>TH434</td>
<td>Management Skills 1</td>
</tr>
<tr>
<td>TS247</td>
<td>Business Law 1</td>
</tr>
<tr>
<td>TS422</td>
<td>Business Computer Applications 2</td>
</tr>
<tr>
<td>TS436</td>
<td>Applied Business Economics 1</td>
</tr>
<tr>
<td>TS967</td>
<td>International Marketing</td>
</tr>
<tr>
<td>TS971</td>
<td>Accounting for Non-Accountants</td>
</tr>
<tr>
<td>TQ001</td>
<td>Applied International Finance and Insurance</td>
</tr>
<tr>
<td>TQ002</td>
<td>Customs Practice</td>
</tr>
<tr>
<td>TQ003</td>
<td>Introduction to Transport Systems</td>
</tr>
<tr>
<td>TQ004</td>
<td>International Data and Documentation</td>
</tr>
<tr>
<td>TQ005</td>
<td>International Commercial Law</td>
</tr>
<tr>
<td>TQ006</td>
<td>International Business</td>
</tr>
<tr>
<td>TQ007</td>
<td>International Economic Geography</td>
</tr>
<tr>
<td>TQ008</td>
<td>Marketing Analysis</td>
</tr>
<tr>
<td>TQ009</td>
<td>International Marketing Analysis</td>
</tr>
<tr>
<td>TQ014</td>
<td>International Transport Systems</td>
</tr>
<tr>
<td>TQ015</td>
<td>Cultural Differences in International Trade 1</td>
</tr>
<tr>
<td>TQ016</td>
<td>Cultural Differences in International Trade 2</td>
</tr>
<tr>
<td>TQ017</td>
<td>Marketing Fundamentals</td>
</tr>
</tbody>
</table>

Elective streams

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

<table>
<thead>
<tr>
<th>Transport</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>TQ010</td>
<td>Japanese 1A</td>
</tr>
<tr>
<td>TQ011</td>
<td>Japanese 1B</td>
</tr>
</tbody>
</table>

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.

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

This course is offered at the Prahran campus. The course is being phased out to be replaced by ACT3497 Diploma of Library and Information Studies.

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

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

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

Elective subjects

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS109</td>
<td>Literature and the Arts A</td>
</tr>
<tr>
<td>LS110</td>
<td>Literature and the Arts B</td>
</tr>
</tbody>
</table>


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

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

This course is offered at the Hawthorn campus.

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

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

**3300DCC  Advanced Certificate in Sales Management**

This course is a subset of the Associate Diploma and may be completed on its own or as an intermediate step towards the Associate Diploma.

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

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

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

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

**Course structure**

**First year**
- 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
- TS965  Retail 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
- 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 campus only.

**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 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
NOS124 Accounting - to Trial Balance
TS247 Business Law 1
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
TS904 Page Layout Software
Plus one elective from the following subjects:
NOS219 Accounting Basic Reports
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:
TH435 Management Skills 2
TS248 Business Law 2
TS906 Electronic Publishing 2
TS907 Electronic Publishing 3
TS919 Legal Office
TS955 Buyer Behaviour
TS958 The Marketing Concept
TS970 Organisations and Management

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).

3500DGB 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.

Career potential
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
Students must complete fourteen subjects from the following:
Group A Six compulsory subjects 6
Group B Eight specified or elective subjects 8
14

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 28

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 Materials Management (IPSM)
- Australian Institute of Materials Management (AIMM)
- Institute of Industrial Engineers (IIEA)
- 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

a. Advanced Certificate in Operations Management 510 hours over 3 years for 2 evenings a week totaling 14 modules

b. Associate Diploma of Business (Operations Management) 1,030 hours over 6 years for 2 evenings a week totaling \((14 + 14=) 28\) modules

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

Course structure

Group A

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH433</td>
<td>Applied Business Communication</td>
</tr>
<tr>
<td>TS222</td>
<td>Accounting for Operations Management</td>
</tr>
<tr>
<td>TS445</td>
<td>Applied Business Mathematics</td>
</tr>
<tr>
<td>TS525</td>
<td>Productivity and Work Methods Improvement</td>
</tr>
<tr>
<td>TS526</td>
<td>Implementation of Changes</td>
</tr>
<tr>
<td>TS534</td>
<td>Introduction to Computer Application</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS651</td>
<td>Resource Requirement Planning</td>
</tr>
<tr>
<td>TS652</td>
<td>Production Planning and Control</td>
</tr>
<tr>
<td>TS653</td>
<td>Inventory Management</td>
</tr>
<tr>
<td>TS654</td>
<td>Warehouse Management</td>
</tr>
<tr>
<td>TS671</td>
<td>Purchasing 1</td>
</tr>
<tr>
<td>TS672</td>
<td>Purchasing 2</td>
</tr>
<tr>
<td>TS673</td>
<td>Purchasing 3</td>
</tr>
<tr>
<td>TS674</td>
<td>Purchasing 4</td>
</tr>
</tbody>
</table>

Group B - 4 electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS530</td>
<td>Facility Layout and Workplace Design</td>
</tr>
<tr>
<td>TS603</td>
<td>Time Study</td>
</tr>
<tr>
<td>TS627</td>
<td>Materials Handling and Packaging</td>
</tr>
<tr>
<td>TS628</td>
<td>Transport and Distribution Systems</td>
</tr>
</tbody>
</table>

Group C

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS426</td>
<td>Introduction to Management</td>
</tr>
<tr>
<td>TS535</td>
<td>Operations Research</td>
</tr>
<tr>
<td>TS536</td>
<td>Total Quality Management</td>
</tr>
<tr>
<td>TS538</td>
<td>Computer Applications in Operations Management</td>
</tr>
<tr>
<td>TS615</td>
<td>Human Management</td>
</tr>
<tr>
<td>TS616</td>
<td>Financial Analysis</td>
</tr>
<tr>
<td>TS617</td>
<td>Industrial Relations Management</td>
</tr>
<tr>
<td>TS618</td>
<td>Operations Management Project</td>
</tr>
<tr>
<td>TS619</td>
<td>Project Management</td>
</tr>
<tr>
<td>TS632</td>
<td>Marketing Management</td>
</tr>
</tbody>
</table>

Note: Not all subjects may be offered.

Further information

Contact the Information Studies Department, Hawthorn campus on 9214 8856.

3500DGB Associate Diploma of Business (Operations Management) Purchasing and Planning

Course aims

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

Course description

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

Career potential

The course is designed to educate support staff for professional officers and higher-level management, including department supervisors, senior clerical staff and staff with important specialist areas of responsibility, e.g. production managers, purchasing and supply officers.

Profession recognition

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

Entry requirements

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

Course availability and duration

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

Course structure

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

Group A

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

Group B

Eight specified subjects, as listed below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS651</td>
<td>Resource Requirement Planning</td>
</tr>
<tr>
<td>TS652</td>
<td>Production Planning, Scheduling and Control</td>
</tr>
<tr>
<td>TS653</td>
<td>Inventory Management</td>
</tr>
<tr>
<td>TS654</td>
<td>Warehouse Management</td>
</tr>
<tr>
<td>TS671</td>
<td>Purchasing 1</td>
</tr>
<tr>
<td>TS672</td>
<td>Purchasing 2</td>
</tr>
<tr>
<td>TS673</td>
<td>Purchasing 3</td>
</tr>
<tr>
<td>TS674</td>
<td>Purchasing 4</td>
</tr>
<tr>
<td>TS615</td>
<td>Human Management</td>
</tr>
<tr>
<td>TS616</td>
<td>Financial Analysis</td>
</tr>
<tr>
<td>TS617</td>
<td>Industrial Relations Management</td>
</tr>
<tr>
<td>TS618</td>
<td>Operations Management Project</td>
</tr>
<tr>
<td>TS619</td>
<td>Project Management</td>
</tr>
<tr>
<td>TS632</td>
<td>Marketing Management</td>
</tr>
</tbody>
</table>
Completion of these fourteen subjects leads to the award of Advanced Certificate in Operations Management. A further fourteen subjects must be completed for the award of Associate Diploma of Business (Operations Management) which consist of four elective subjects from Group B (not previously studied) and ten compulsory subjects from Group C. For a full list of these subjects see Associate Diploma of Business (Operations Management).

Certificate IV courses

2404ADA **Certificate IV in Business (Estate Agency Practice)**

The Certificate IV in Business (Estate Agency Practice) is designed to meet the educational requirements for the issue of an estate agent’s licence under the Estate Agents Act 1980 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, land economics, or valuations, who wish to satisfy the educational requirements to be licensed as an estate agent.

**Career potential**

Completion of the twenty-seven modules listed at the end of this brochure meets the educational requirements for application for an estate agent’s licence and entitles the student to be issued a Certificate IV in Business (Estate Agency Practice). A further requirement for licensing is that the applicant has gained the equivalent of one year of full-time experience as an agent’s representative. This experience can be gained at any time during the three years immediately before applying for a licence.

**Course duration**

This course is normally undertaken by three years of part-time study. Attendance of five to seven class contact hours per week will normally be required.

**Flexible learning**

Students may be able to undertake all or part of this course through the University Flexible Learning Centre where enquiries can be made by ringing 9214 6798.

**Entry requirements**

The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 or employment in real estate or a related industry. However, mature-age persons with sufficient relevant industrial experience to undertake the course successfully will be admitted. Term two and three applicants are assumed to have completed, or too be concurrently studying the Course in Real Estate for Agent’s Representatives.

**Subject exemptions**

Any person who has satisfactorily completed the Course in Real Estate for Agents’ Representatives or the Course in Sub Agency Practice will be exempted from the first three Modules of the Certificate IV, namely Real Estate Industry Overview, Introduction to Sales and Introduction to Property Management.

For other exemption information see the: General TAFE Information chapter.

**Application procedure**

Full-time applicants

Selection is normally made after an interview organised by the Department of Management Studies.

Part-time applicants (term 1, 2 and 3)

All part-time applicants must apply directly to the Department of Management Studies. Applications close on 15th December for term 1, 30th April for term 2 and August 15th for term 3 enrolment. Late applications may be accepted depending on availability of places.

Applications should be made to the: Department of Management Studies - Prahran campus 144 High Street, Prahran 3181 Telephone: 9214 6754 or 9214 6703

**Credit transfer - Pathways**

An undergraduate degree program is offered by the Faculty of Business, Department of Marketing, Logistics and Property at RMIT University of Technology. It has five separate specialist streams - Valuation; Agency and Marketing; Investment and Management, Plant and Equipment and Finance. Specific details should be obtained from the Department of Marketing, Logistics and Property at RMIT. For other Pathways information see the: General TAFE Information chapter.

**Related courses**

Swinburne and other TAFE institutions also conduct a Course in Real Estate for Agent’s Representatives 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 content**

Students must complete all modules to obtain the Certificate IV in Business (Real Estate Practice). The first stage comprises the Course in Real Estate for Agents Representatives where modules are delivered full-time, or two nights a week for six weeks part-time. As already mentioned, term two and three applicants are assumed to have completed, or to be concurrently studying the Course in Real Estate for Agent’s Representatives.

During the second and third stage, subjects are delivered over twelve week terms.

**Course structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABH500</td>
<td>Real Estate Industry Overview (20 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH501</td>
<td>Introduction to Sales (20 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH502</td>
<td>Introduction to Property Management (15 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH503</td>
<td>Real Estate Computing (15 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH 504</td>
<td>Real Estate Accounting (45 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH505</td>
<td>Real Estate Computer Accounting (15 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH507</td>
<td>Property Research and Analysis (12 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH508</td>
<td>Real Estate Consumer Protection (15.20 Hrs)</td>
<td></td>
</tr>
<tr>
<td>ABH510</td>
<td>Contract Law for Real Estate (20 Hrs)</td>
<td></td>
</tr>
</tbody>
</table>
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 1
- ITA402 3GL Program Design
- ITA403 Programming Concepts 1
- ITA404 Programming Concepts 2
- ITB301 The Business Environment
- ITI404 Business Information Processing
- ITC302 Microcomputer Hardware
- ITP205 Database Fundamentals
- ITP303 Introduction to Small Business Software Package
- ITP304 Word Processing Operations
- ITP305 Spreadsheet Operations
- ITH203 Using a Command Line Interface
- ITH303 Installing and Managing a GUI
- ITH305 Developing Batch Files
- ITH403 PC Peripheral Devices
- ITHL201 Keyboarding
- NAP719 Accounting for Non-Accountants
- NCS015 Presenting Reports
- NCS017 Writing Technical Documents

Semester 2
- ITE401 Introduction to Sales and Marketing
- ITE402 Hardware/Software Selection and Purchasing
- ITP205 Computer Marketing
- ITP306 Business and Presentation Graphics
- ITP309 Introduction to Desktop Publishing
- ITP405 Advanced Spreadsheet Skills
- ITP408 Word Processing - Complex Operations
- ITP411 Accounting Software Packages
- ITP416 Commercial Database Packages 2
- ITP417 Introduction to Expert Systems Packages
- ITP501 Macro Programming
- ITH408 Using a Multi-User Operating System
- ITJ408 Introduction to User Documentation
- NCS004 Work Team Communication
- NCS011 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.
2409AAC Certificate IV in Information Technology (Software Development)

See 2509AAC Diploma in Information Technology (Software Development) for information on this course.

2409AAC Certificate IV in Information Technology (Technical and User Support)

See 2509AAC Diploma in Information Technology (Technical and User Support) for information on this course.

2404ADC Certificate IV in Records Management

See 2504ADC Diploma of Information Technology (Records Management) for information on this course.

Advanced Certificate courses

3300DBI Advanced Certificate in Accounting

This course is offered at the Hawthorn and Prahran campuses.

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

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

Course structure:

Stage 1 modules
- NAP750 Commercial Law Principles*
- NAP753 Consumer Law*
- NAP756 Office Tax Procedures
- NOS116 Keyboarding
- NOS118 Computer Operations — Data Retrieval
- NOS119 Work Environment
- NOS124 Accounting — to Trial Balance
- NOS213 Computer Operations
- NOS215 Database Fundamentals
- NOS216 Spreadsheet Fundamentals
- NOS219 Accounting — Basic Reports
- NOS222 Word Processing Introduction

Stage 2 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 has been replaced by the Certificate IV in Estate Agency and is being phased out. New applications are not accepted.

This course is offered at the Prahran campus.

Availability of similar programs

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

Course aims

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

Career potential

Completion of the twenty-three modules listed under Course structure meets the academic requirements for application for an Estate Agent’s Licence and entitles the student to be issued an Advanced Certificate in Estate Agency. A further requirement for licensing is that the applicant must have held a Sub-Agent’s Licence for the two years immediately preceding the licence application, and during this period have gained the equivalent of one year of full-time experience as a sub-agent.

Entry requirements

The normal prerequisite for entry into this course is the satisfactory completion of an approved course of study at Year 12 and employment in real estate or a related industry. However, mature-age persons with sufficient relevant industrial experience to undertake the course successfully will be admitted.
Course 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
500513 Introduction to Valuations
500514 Valuation Methods and Concepts
500515 Trust Accounting and Legislative Requirements
500516 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.

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
500001 Introduction to the Hospitality Industry
500002 Principles of Cookery
500004 Cooking as a Science
500007 Hygiene
500010 Computations
500018 Supervision
500013 Hospitality Accounting
500016 Front Office 1
500017 Housekeeping 1
500011 Australian Wine Studies
500012 Quantity Foods
500014 Sales and Customer Relations
500015 Food and Beverage Service 2
500018 Introduction to Computers

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

3300KAC Advanced Certificate in Hospitality Operations
This course is being phased out and students are being transferred to the Certificate IV in Hospitality.

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.
Professional recognition
On completion those who are employed in human resource functions may be eligible for Chartered membership of the 'Australian Human Resources. (Everyone is eligible to apply for ordinary membership). 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
- NCS012 Meetings
- NCS015 Negotiation Skills
- TS976 Industrial Law
- TS977 Staffing
- TS978 Implementing Change
- TS979 Applying Training
- TS981 Human Resource Information Systems
- 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 6754.

3300DGC Advanced Certificate in Management Skills
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
Core subjects
- NCS005 Dealing with Conflict
- NCS009 Negotiating Skills
- NGMS101 Managing Information
- NGMS102 Managing Operations - Customer Service
- NGMS106 Managing Effective Working Relationships
- NGMS107 Managing and Developing Teams
- NGMS108 Managing and Organising Work for Goal Achievement
- NGMS110 Managing Grievances and Disputes
- NGMS111 Managing People - Workplace Practice
- NGMS113 Managing Finance - Setting and Achieving Budgets
- NGMS117 Managing Group Problem Solving and Decision Making
- NOS215 Database Fundamentals
- NOS216 Spreadsheet Fundamentals
- NOS222 Word Processing - Introduction

Electives
- NGMS103 Managing Operations - Productivity
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.

3300DGA 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
TS247  Business Law 1
NOS124  Accounting to Trial Balance
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 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.

3300DGN Advanced Certificate in Operations Management

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

3300DCC Advanced Certificate in Sales Management

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

Certificate III courses

NSW3429 Certificate III in General Insurance

See Diploma of Business (General Insurance) for information on this course.

2211ALC Certificate III in Hospitality

No information was available about this course at the time of printing. Please contact the Department of Management Studies for details.

2309AAC Certificate III in Information Technology

This course is offered at both Hawthorn and Prahran campuses. However, it will only be offered if sufficient numbers apply.

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>Code</th>
<th>Title</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>JTH201</td>
<td>Using a Graphical Interface</td>
</tr>
<tr>
<td>JTH203</td>
<td>Using a Command Line Interface</td>
</tr>
<tr>
<td>JTH302</td>
<td>PC User Fundamentals</td>
</tr>
<tr>
<td>JTH305</td>
<td>Developing Batch Files</td>
</tr>
</tbody>
</table>
Elective modules

Nine modules to be chosen as follows:

Information Technology modules
*ITB301 The Business Environment
*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
ITJ 408 Introduction to CAD Graphics Systems
ITC301 Computer System Basics

Accounting modules
*NAP719 Accounting for Non-Accountants
*ITF410 Introduction to Computerised Accounting
ITF411 Accounting Software Packages

Computer Applications modules
ITF408 Word Processing - Complex Operations
ITF405 Advanced Spreadsheet Skills
ITF415 Commercial Database Packages 1
ITF402 CAD Graphics Systems 2

Preferred Modules

Further information

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

ACT 3498 Certificate III in Library and Information Studies

See ACT 3497 Diploma of Library and Information Studies for information on this course.

Certificate courses (old titles)

3222DGA Certificate in Records Management

This course is being phased out and replaced by 2504ADC Diploma of Information Technology (Records Management).

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.
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 in Vocational Studies, a statement of results, and a Traineeship Certificate of Competency issued by the State Training Board of Victoria.

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

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

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

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

Entry requirements
Contact your local CES Office.

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

Certificate II courses

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 workplace;
- 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:
* ITC201 Using Computer Networks
* ITP205 The Information Technology Industry
* ITF306 Business and Presentation Graphics
* ITF309 Introduction to Desktop Publishing
Course structure

Compulsory Modules

- ITF201 Word Processing Fundamentals
- ITF207 Spreadsheet Fundamentals
- ITG201 Using Computer Networks
- ITH200 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
- NCS004 Numeracy and Problem Solving Module

Elective Modules

The optional modules are to be chosen from:

- ITL206 Impact of Personal Computers
- ITL303 Workplace Health and Safety
- ITB301 The Business Environment
- ITC301 Computer System Basics
- ITC302 Microcomputer Hardware
- IFF306 Business and Presentation Graphics
- IFF307 Introduction to Desktop Publishing

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

Preferred Modules

Further information

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

Certificate II in Information Technology: Occupational Studies

This course may not be offered in 1997. Please contact the Department of Information Studies for details on all computing courses.

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 full-time only at Hawthorn campus. The minimum completion time for full-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.

Other courses

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.

2004AAA Course in Real Estate for Agents Representatives
This course is being phased out and may not be offered in 1997.

Course aims
The Course in Sub-Agency Practice is being offered by the University to train people wishing to enter the real estate profession. The course is designed to give participants a broad practical knowledge of the industry and fulfills the academic conditions required by the Estate Agents Board for licensing as a sub-agent.

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

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

Entry requirements
Preference is given to people who are working in the real estate industry. The Estate Agents Board subsidises the cost of places for applicants who are employed in the industry. Other applicants are required to pay the full course fee. Applications will be treated in the following priority order:
- first priority will be given to applicants who can present an Application by an Individual for a Sub-Agent's Licence signed by a licensed estate agent. Applicants in this category will be offered subsidised places immediately their offer is received;
- second priority will be given to applicants who are employed by a licensed estate agent or with a letter of offer of employment from a licensed estate agent. Applicants in this category will be offered subsidised places no earlier than five days prior to the course beginning;
- all other applicants will be offered places on a full-fee basis as they become available.

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

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

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

Course structure
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
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TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses. The contents of this chapter include both new and old titles.
Staff — School of Engineering and Industrial Science

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Deputy Head (Acting)
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Vacant

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Administrative Officer
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Project Group
Manager
P. DeFelice, BSc(Mon), DipEd(Rusden)

Administrative Officer
R. Passlow, 9214 5119

The Project Group supports the operation of the School of Engineering and Industrial Science in the context of its mission statement by:

- providing 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

Head
M. Cadilac, COT(Elec)(SIT), DIPTT(HIE), BEng(CompSys)(SUT)

Academic staff
- I. Adams, SECV A Grade Lic, RECV, DipTeach(TAFE), TechCert(MotorCont)
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- R. Bernard, AssDip(Elec)(Box Hill), T.V. TechCert(Stotts), DigServ(Moorb), F&MCert(Preston), DipITT
- P. Brewin, HNCert(Electrical & Electronics)(Leicester Polytechnic), CertEd(Leeds), MIEETE
- M.J. Clarke, ElectrFit, CertTechElec(SIT), BEng(SUT)
- G. Clisby, SEC A Grade Lic, HighTechCert(CivilEng), TechCert(MotorCon), RECV, DipTeach(TAFE)
- L. Eapen, CProgCert(RMIT), GradDipCompApp(ER&DC)(India), BElecTech(IndianInstSc), BSc(UniKerala)
- R.M. Edwards, SEC A Grade Licence, DipTT(HI), TechCert(Electronics)(RMIT)
- V. George, M Tech(IITBombay), GradDipEd(Melb), MIEAust
- A. Hackett, BEng(Elec)(Melb), DipEd(Melb)
- G. Heald, BSc(Physics)(Hons)(Hob), CEE(TAFE)(Hob)
- 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), RECV
- I. Simmonds, SEC A Grade Lic, TechCert(Elec), AssDipSocWel, RECV, BEd(HI), DipTT(HI)
- G.H. Sutherland, DipEE(SIT), DipEd
- Z. Zablocki, BDeg(Elec)(Warsaw), CompSysDeg(Warsaw)

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C. Webster
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K. McDonald, BSc, MBioTech(Mon)
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B. Tyrer, BSc, DipEd, GradDipCompStuds(SUT)
G. Ulehla, BSc(Ed)(Melb), GradDipCompSc(LaT)

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R. Ramsay, BSc(QUT)
J. Wiegard, DipBiochem, GradDipAppSc(SIT)

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Mechanical and Manufacturing Technology Department

Acting Head
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M. Baum, TTrIC
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S.D. Scott-Branagan, TTrIC
R.S. Somerville, TTrIC, DipTT
B. Stevens, DipMechEng(SIT), DipEd(HIE)
P. Stroude, DipTT, TechCert(Radio)(RMIT)
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)

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

Secretary
B. Malone, 9214 8504

Secretary (Engineering Technology Programs)
C. Brodie, 9214 8079
Courses offered
School of Engineering and Industrial Science

Changes in TAFE course structures and titles

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Mode</th>
<th>Course Type</th>
<th>Pre-requisites</th>
<th>How to apply</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>Grad. Cert. in Disaster M'ment</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>1 yr</td>
<td>Undergrad. or Postgrad. qual.</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>1 yr</td>
<td>Undergrad. or Postgrad. qual. or industry experience</td>
<td>NA</td>
<td>Directed</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>1 yr</td>
<td>VCE with science in technology background</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>Ass. Dip. or Cert. of Techn., plus sig. work exp. in a pos. of resp. chemistry and physics</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>4 yrs</td>
<td>VCE 3 &amp; 4 or industry experience</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</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>H</td>
<td>NA</td>
<td>4 yrs</td>
<td>Basic language skills</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>VCE, or equiv. - level 3/4 passes in 2 maths and physics</td>
<td>WAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>VCE, or equiv. - level 3/4 passes in 2 maths and physics</td>
<td>WAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>VCE, or equiv. - level 3/4 passes in maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>4 yrs</td>
<td>VCE, or equiv. - passes in maths and biology</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>VCE, or equiv. - passes in maths and physics</td>
<td>VTAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>1 yr FT+</td>
<td>VCE 3 &amp; 4 or industry experience</td>
<td>WAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>VCE 3 &amp; 4 or industry experience</td>
<td>WAC</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>NA</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>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>Basic language skills</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>H</td>
<td>NA</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>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>See course description</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- H: Full-time
- NA: Not Applicable
- Direct: Direct Entry
- WAC: WACE or WACE equivalent
- VTAC: VTAC or VTAC equivalent

Courses offered
School of Engineering and Industrial Science

Changes in TAFE course structures and titles

The titles of TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses. This table lists the new and old titles. The box below notes the length of time taken to complete the qualification on a full-time basis.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Duration</th>
<th>Fulltime</th>
<th>Part-time</th>
<th>Pre-requisites</th>
<th>How to apply</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3300EED</td>
<td>Engineering</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>VCE, or equiv. — level 3/4 passes in VTAC maths and physics</td>
<td>Direct</td>
<td>NA</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 1/2 passes in maths, English and technology subjects</td>
<td>Direct</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>3300ABB</td>
<td>Laboratory Technology</td>
<td>H</td>
<td>1 yr FT+4 yrs 2 yrs PT</td>
<td>VCE, level 1/2 — passes in maths and science subjects. Mature age considered</td>
<td>Direct</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2306AEC</td>
<td>Electrical (Electrician)</td>
<td>H</td>
<td>NA</td>
<td>3 yrs</td>
<td>Employed in electrical trade industry</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>2106ADC</td>
<td>Electrical (Pre-Apprent'ship)</td>
<td>H</td>
<td>1 yr</td>
<td>NA</td>
<td>No previous experience necessary</td>
<td>Direct</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>3222ECE</td>
<td>Basic Electronics (CBE)</td>
<td>H</td>
<td>1 yr</td>
<td>1 yr to 3 yrs</td>
<td>VCE level 1/2 with passes in English, Direct maths and science. Mature age considered</td>
<td>Direct</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>3100ERA+</td>
<td>Engineering Production</td>
<td>H</td>
<td>NA</td>
<td>NA</td>
<td>Employed in industry</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3221ERA+</td>
<td>Certificate (Level 1, 2, 3)</td>
<td>H</td>
<td>NA</td>
<td>2 yrs min.</td>
<td>Must be over 15 and have basic numeracy and literacy</td>
<td>Direct</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>3222ERA+</td>
<td>Swinburne Certificate in Engineering (Basic)</td>
<td>H</td>
<td>1 yr</td>
<td>NA</td>
<td>Some relevant industrial exp., pref. in quality control</td>
<td>Direct</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Swinburne Certificate in Engineering Practice</td>
<td>H</td>
<td>NA</td>
<td>2 yrs min.</td>
<td>Some relevant industrial exp., pref. in quality control</td>
<td>Direct</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>3500EEB</td>
<td>Swinburne Certificate in Quality Technology</td>
<td>H</td>
<td>NA</td>
<td>2 yrs min.</td>
<td>Direct</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3212ERA/F</td>
<td>Certificate in Engineering (Fabrication)</td>
<td>H</td>
<td>NA</td>
<td>3 yrs</td>
<td>Employed in industry and have a contract of training with employer</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3212ERA/M</td>
<td>Certificate in Engineering (Mechanical) (Fitting &amp; Machining)</td>
<td>H</td>
<td>NA</td>
<td>3 yrs</td>
<td>Employed in industry and have a contract of training with employer</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>4200ERB</td>
<td>Engineering (Post Trade)</td>
<td>H</td>
<td>NA</td>
<td>2 yrs</td>
<td>Completed an app. course in Fitting</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- CNC Machining</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Press Toolmaking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Maintenance/Fluid Power</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2200AZY</td>
<td>Bridging Technology</td>
<td>H</td>
<td>6 months</td>
<td>6 months</td>
<td>No formal prerequisites</td>
<td>Direct</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>2200AZO</td>
<td>Foundation Year Science</td>
<td>H</td>
<td>1 yr</td>
<td>NA</td>
<td>Year 11. for overseas students to improve English</td>
<td>Direct</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>2200NOW</td>
<td>New Opportunities for Women</td>
<td>H</td>
<td>1 yr</td>
<td>2 yrs</td>
<td>No formal prerequisites</td>
<td>Direct</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>Swinburne Certificates in Welding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Direct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100EFA</td>
<td>Basic Welding</td>
<td>H</td>
<td>NA</td>
<td>1 yr min.</td>
<td>No formal prerequisites</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>3222EWA</td>
<td>Advanced Welding</td>
<td>H</td>
<td>NA</td>
<td>1 yr min.</td>
<td>Basic Welding</td>
<td>NA</td>
<td>Direct</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>Advanced Welding</td>
<td>NA</td>
<td>Direct</td>
<td></td>
</tr>
</tbody>
</table>

* The Diploma and Certificate IV in Laboratory Technology will run in 1997. For information on the content of these courses please see the Associate Diploma and Advanced Certificate in Laboratory Technology.

** These courses are being phased out and may not be offered in 1997.

*** At time of printing course codes had not been assigned to these new courses.

Details on the content of each course are listed in the pages that follow. Courses are listed in school order, alphabetically within qualification type.
**Electrical and Electronics Technology Department**

**Associate Diploma courses**

**3500EYA  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, operations 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 entry to second year of related degree courses. In some cases, some first year subjects may still be required.

**Entry requirements**
Successful completion of VCE incorporating any of the following:

Prerequisite units 1 & 2: Mathematical Methods or
Prerequisite units 3 & 4: Mathematics (any)

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

| **Semester 2** |          |         |
| TE245         | Mathematics 2E 4 | 72 |
| TE700         | Microprocessor Systems 4 | 72 |
| TE701         | Electronics Software Tools 4 | 72 |
| TE702         | Linear Electronics 4 | 72 |
| TE703         | Circuit Analysis 1 2 | 36 |
| TE704         | Digital Design 1 4 | 72 |
| **Total:**    | 22 396  |         |

| **Semester 3** |          |         |
| TE705         | Microprocessor Interfacing 4 | 72 |
| TE708         | Design Projects 2 | 36 |
| TE710         | Quality Control and Management 2 | 36 |
| TE715*        | Circuit Analysis 2 4 | 72 |
| TE716         | Data Communications 4 | 72 |
| TE720         | High Level Languages 2 | 36 |
| TE721         | Computer Test Equipment 2 | 36 |
| TE722         | Peripheral Principles 4 | 72 |
| **Total:**    | 20/24 432|         |

| **Semester 4** |          |         |
| TE345*        | Maths 3E 4 | 72 |
| TE711         | Microprocessor Control 4 | 72 |
| TE717         | Electronics Systems 4 | 72 |
| TE719         | Operating Systems 4 | 72 |
| TE725         | Interfacing Applications Using C 4 | 72 |
| TE727         | Computer Architecture 4 | 72 |
| TE728         | Networks 2 | 36 |
| **Total:**    | 22/26 468|         |

**TE445**  Maths 4E (Summer School)

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

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

Career potential
The students could be involved in any of the following areas in their employment: 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.)

Course duration
Full-time study
This course requires two years full-time attendance, of approximately twenty-one hours per week.

Part-time study
The courses extend over a minimum of four years part-time day release or evening attendance.

Course structure
The course consists of a minimum of 1620 credit hours of study. The diploma is awarded after completion of the academic studies.

Swinburne University of Technology 1997 Handbook
Electronics

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 technicians capable of performing a range of complex functions without direct supervision.

Entry requirements
Completion of VCE level 1 & 2, or equivalent studies with passes in mathematics, English, physics or science. Mature-age applicants will be assessed on an individual basis. Persons who have completed an electrical/electronic trade may enter the course with advanced standing.

Course availability and duration
This course is a two year full-time program or equivalent part-time. The nominal hours for the award of the Advanced Certificate in Industrial Electronics is 1200 hours.

Part-time study is offered on a full day, half-day or evening basis.

Course structure

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE1</td>
<td>Electrical Fundamentals</td>
<td>90</td>
</tr>
<tr>
<td>CBE2</td>
<td>Analogue Fundamentals</td>
<td>72</td>
</tr>
<tr>
<td>CBE3</td>
<td>Analogue Applications</td>
<td>72</td>
</tr>
<tr>
<td>CBE4</td>
<td>Digital Electronics</td>
<td>90</td>
</tr>
<tr>
<td>CBE5.1</td>
<td>Electronic Assembly Techniques</td>
<td>36</td>
</tr>
<tr>
<td>CBE5.2</td>
<td>Wiring and Soldering Techniques</td>
<td>36</td>
</tr>
<tr>
<td>TE701</td>
<td>Electronics Software Tools</td>
<td>72</td>
</tr>
<tr>
<td>TE730</td>
<td>Electrical Industrial Control 1A</td>
<td>72</td>
</tr>
<tr>
<td>TE735</td>
<td>Electrical and Electronics Drafting Principles</td>
<td>72</td>
</tr>
</tbody>
</table>

Compulsory core subjects

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Subject</th>
<th>Hrs/sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE729</td>
<td>Electrical Circuits and Components</td>
<td>36</td>
</tr>
<tr>
<td>TE734</td>
<td>Static and Rotating Electrical Machines</td>
<td>72</td>
</tr>
<tr>
<td>TE145</td>
<td>Mathematics 1E</td>
<td>72</td>
</tr>
<tr>
<td>TE663</td>
<td>Programmable Logic Controllers 1</td>
<td>36</td>
</tr>
<tr>
<td>TE664</td>
<td>Programmable Logic Controllers 2</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Elective subjects (minimum 288 hours)</td>
<td></td>
</tr>
<tr>
<td>TE732</td>
<td>Single User DOS</td>
<td>76</td>
</tr>
<tr>
<td>TE733</td>
<td>Electrical Industrial Control 1B</td>
<td>72</td>
</tr>
<tr>
<td>TH133</td>
<td>Communication Skills 1</td>
<td>54</td>
</tr>
</tbody>
</table>

Total hours dependent upon course program chosen.

Certificate III courses

2306AEC Certificate III in Electrical (Electrician)

Course aims
The course aims to provide students 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: Prerequisite: 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. Courses normally commence and run through each calendar year. If sufficient demands exist, courses may also commence mid-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
Semester 1
Module value
NBB18 Occupational Health & Safety 0.5
NE031 Electrical Drawing Interpretation 1
NE175 Workshop Practices 1
NE160 Electrical Principles 1 1.5

Semester 2
NE161 Electrical Principles 2 1.5
NE168 Circuit Protection 0.5
NE171 Electrical Installation Safety and Testing 0.5
NE172 Electrical Wiring and Equipment 1 0.5
NE173 Electrical Wiring and Equipment 2 1.0

Stage 2
Semester 1
NE052 Transformers 0.5
NE162 Electrical Principles 3 1.5
NE169 Electrical Installation Requirements 1 1.0
NE174 Electrical Wiring and Equipment 3 1.0

Semester 2
NE032 Circuit Development 1 1.0
NE053 Illumination 1 1.0
NE165 Three Phase Induction Motors 1.5
NE166 Single Phase Induction Motors 0.5

Stage 3
Semester 1
NE163 Electrical Heating 0.5
NE167 DC Machines 1.0
NE170 Electrical Installation Requirements 2 1.5
NE178 DC Power Supplies 1.0

Semester 2
Electives equivalent to 4 modules will be undertaken. Modules will be offered depending on demand and viable student numbers.

NBB16** Introduction to Welding
NE005* Power Control Devices
NE006* Regulated Power Supplies
NE007* Amplifier Principles
NE008* Amplifier Applications
NE012 Synchronous Machines
NE019 Basic Transducers
NE024 Switchboard Design 1
NE033 Circuit Development 2
NE041* Control Systems Principles and Applications
NE049 Programmable Controllers 1
NE072* Op Amp Applications
NE075* Thyristor Applications
NE076* AC Motor Control
NE077* DC Motor Control
NE122* Industrial Transducers
NE124* Linear IC Applications
NE130 Programmable Controllers - Basic

* These modules will probably not be available in 1997
** Subject details were not available at time of print, please contact the Program convenor

External examinations
On completion of the course students may undertake an additional module as preparation for the statutory licensing exam: LEM (Licensed Electrical Mechanic). This module is run as a 'fee for service' subject.

Marking and grades of licences
The grade of licence issued to the candidate will depend on the mark obtained and relevant industrial experience:

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 administrator in the Electrical and Electronics Technology Department on 9214 8875 or fax 9214 8870.

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.

Entry requirements
Normal entry is satisfactory completion of VCE Level 1/2 with passes in English, mathematics and science.

There are no formal requirements for mature-age students, however each applicant must demonstrate a genuine interest and ability to 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 duration
The course may be completed by six months full-time study or twelve months part-time study only. Both day and evening classes are available.

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 Electrical Fundamentals</td>
<td>36</td>
</tr>
<tr>
<td>CBE1.1 DC Fundamentals</td>
<td>36</td>
</tr>
<tr>
<td>CBE1.2 AC Fundamentals</td>
<td>36</td>
</tr>
<tr>
<td>CBE1.3 Test Equipment CBE</td>
<td>18</td>
</tr>
<tr>
<td>CBE-2 Analogue Fundamentals</td>
<td></td>
</tr>
<tr>
<td>CBE2.1 Power Supply Fundamentals</td>
<td>36</td>
</tr>
<tr>
<td>CBE2.2 Amplifier Fundamentals</td>
<td>36</td>
</tr>
<tr>
<td>CBE-3 Analogue Applications</td>
<td></td>
</tr>
<tr>
<td>CBE3.1 Operational Amplifiers CBE</td>
<td>18</td>
</tr>
<tr>
<td>CBE3.2 Oscillators CBE</td>
<td>18</td>
</tr>
<tr>
<td>CBE3.3 Power Control Devices CBE</td>
<td>18</td>
</tr>
<tr>
<td>CBE3.4 Transducers CBE</td>
<td>18</td>
</tr>
<tr>
<td>CBE-4 Digital Electronics</td>
<td></td>
</tr>
</tbody>
</table>

CBE4.1 Digital Fundamentals 36
CBE4.2 Digital Integrated Electronics 18
CBE4.3 Introduction to Microprocessors 36
CBE-5 Electronic Workshop Practices
CBE5.1 Electronic Assembly Techniques 36
CBE5.2 Wiring and Soldering Techniques 36

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.

Certificate I courses
2106ADC Certificate I in Electrical (Pre-apprenticeship)

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

Course description
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 certificates 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 program of approximately 640 class hours to be completed in one year. Class attendance of approximately 21 hours per week is required.

Course structure

<table>
<thead>
<tr>
<th>Module no.</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
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Functional Mathematics
Soldering
Electrical Engineering Drawing
Component Testing
Computing in Engineering
Introduction to Welding
Occupational Health & Safety
Workplace Communication
Writing Skills for Work
Job Seeking Skills
Work Team Communication
Electrical Drawing, Interpretation & Connection
Graduate courses

3690KAB Graduate Diploma in Disaster Management

3690KAA Graduate Certificate in Disaster Management

The courses were launched in Melbourne on October 1996 by the United Nation’s Director for the International Decade for Natural Disaster Reduction - Dr Olavi Elo.

The development of the courses have been supported by Emergency Management Australia (EMA), the peak commonwealth organisation in emergency management in Australia, whilst module development has been undertaken by The Australian Emergency Management Institute, the Training and Education Directorate of EMA, at Mt Macedon in Victoria, with the assistance of:

Mr John Salter, Assistant Director, BA(Hons), DipEd, DipEnvSt
Mr Michael Tarrant, Development Officer, MA(Pub Pol)
Mr Anthony Ralph, Development Officer, MA; GradTTL; DipHEd; MCIT

Both in Victoria and nationally, the course development has received strong support from a range of agencies and organisations involved in emergency/disaster management related disciplines, including The Australian Fire Authorities Council, the Metropolitan Fire Brigade Melbourne, Victoria Police, Victorian State Emergency Service, Government and non-government agencies, and internationally through The Asian Disaster Preparedness Centre, Asian Institute of Technology.

What does this course offer?
The Graduate Certificate and Graduate Diploma in Disaster Management will provide participants with a regional, national and international perspective of disaster management within the context of their own needs and priorities, economic development, environmental preservation, vulnerability and mitigation planning, based around the Australian/New Zealand Standard on Risk Management (AS/NZS 4360:1995)

The Risk Management Standard is generic and independent of any specific industry or economic sector. These courses will provide a structured pathway through the risk management framework, supported by a range of electives offering diverse subjects across disaster/emergency management disciplines

Internationally, the courses are delivered in partnership with the Asian Disaster Preparedness Centre, The Asian Institute of Technology, Bangkok, Thailand. The Asian Disaster Preparedness Centre is a major disaster management training centre for the Asia-Pacific region offering a range of professional development programs in disaster management.

Career potential

The Graduate Diploma in Disaster Management will provide participants with the opportunity to acquire advanced skills and knowledge in a demanding and competitive market place, where diverse expertise is required to compete successfully. As the impact of the AS/NZS 4360 Risk Management Standard, is felt throughout a range of organisations, those possessing skills in its interpretation and application will be widely sought through local, national and international markets, in Government and non-government organisations, emergency services, private and public sectors, volunteer, aid agencies, and other related disciplines.

Course delivery

Delivery of these courses are via distance learning format. At The Asian Disaster Preparedness Centre, Bangkok, Thailand, elements of the course will be delivered in conjunction with the existing residential Disaster Manager Course

Course duration

Both courses are self paced. However a maximum permissible time of six months will be allowed for the completion of a single module. In certain circumstances extensions will be negotiable with the participants facilitator.

Estimated deemed total hours for the:
Graduate Certificate - 650 hours
Graduate Diploma - 1300 hours

Articulation

The Graduate Certificate in Disaster Management articulates with the Graduate Diploma in Disaster Management, with complete credit. Therefore participants successful in gaining the Graduate Certificate, gain automatic entry into the Graduate Diploma program.

Entry requirements

In order to gain admission onto the course, applicants should have a recognised undergraduate or postgraduate qualification.
Applicants unable to meet this criterion, but who are able to demonstrate relevant experience, and the ability and maturity to undertake post-graduate studies, will be admitted into the Graduate Certificate course provided that they either;
complete the module "DMC Problem Solving and Decision Making", or
demonstrate research and problem solving skills equivalent to those developed in the module, "DMC Problem Solving and Decision Making."

**Application procedure**
Applicants should contact the School of Engineering and Industrial Sciences on (03) 9214 8916 for an application form.

**Fees**
This course is offered as full-fee paying and therefore may qualify for tax exemptions.
Cost per credit point = A$60

Total course cost:
Graduate Certificate, 50 credit points = A$3000
Graduate Diploma, 100 credit points = A$6000.

Single subjects may be taken, and a certificate of completion will be issued.

**Recognition of Prior Learning (RPL)**
Recognition of Prior Learning (RPL) involves recognising currently held skills, and knowledge. This credit will need to be negotiated between the participant and Swinburne University of Technology, and will be granted on the validation of skills and knowledge inherent in the nominated training, which may involve a formal validation process. Application forms are available from the School of Engineering and Industrial Sciences on (03) 9214 8916.

**Course structure**
In both courses the core modules are those appertaining to risk management skills, and are designed to reflect the AS/ NZS 4360:1995 Risk Management Standard, the National Australian Competency Standards and internationally recognised best practice.

**Graduate Certificate**
The Graduate Certificate Course participants are required to complete a total of 50 credit points of academic study, comprising 35 credit points from four compulsory modules and 15 credit points from two elective modules.

<table>
<thead>
<tr>
<th>Core modules (Total 35 credit points)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DMO1 Disaster Management Context</td>
<td>10</td>
</tr>
<tr>
<td>DMO2 Risk Identification</td>
<td>7.5</td>
</tr>
<tr>
<td>DMO3 Risk Determination</td>
<td>10</td>
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<tr>
<td>DMO4 Risk Treatment</td>
<td>7.5</td>
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</table>

<table>
<thead>
<tr>
<th>Elective modules (Total 15 credit points)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DM07 Logistics Management</td>
<td>7.5</td>
</tr>
<tr>
<td>DM08 Disaster Recovery</td>
<td>7.5</td>
</tr>
<tr>
<td>DM09 Facilitator Skills Development</td>
<td>7.5</td>
</tr>
<tr>
<td>DM10 Disaster Psychology</td>
<td>7.5</td>
</tr>
</tbody>
</table>

**Graduate Diploma**
The Graduate Diploma Course participants are required to complete a total of 100 credit points of academic study, comprising 70 credit points from six core modules and 30 credit points from four elective modules.

Core modules (Total 70 credit points)
<table>
<thead>
<tr>
<th>Core modules</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>DMO1 Disaster Management Context</td>
<td>10</td>
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<tr>
<td>DMO2 Risk Identification</td>
<td>7.5</td>
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<tr>
<td>DMO3 Risk Determination</td>
<td>10</td>
</tr>
<tr>
<td>DMO4 Risk Treatment</td>
<td>7.5</td>
</tr>
<tr>
<td>DMO5 Disaster Management</td>
<td>15</td>
</tr>
<tr>
<td>DMO6 Research Project</td>
<td>20</td>
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</table>

Elective modules (Total 30 credit points)
<table>
<thead>
<tr>
<th>Elective modules</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DM07 Logistics Management</td>
<td>7.5</td>
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<tr>
<td>DM08 Disaster Recovery</td>
<td>7.5</td>
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<tr>
<td>DM09 Facilitator Skills Development</td>
<td>7.5</td>
</tr>
<tr>
<td>DM10 Disaster Psychology</td>
<td>7.5</td>
</tr>
</tbody>
</table>

**Enterprise/Industry Based Elective (by agreement)** 7.5

The development of electives to expand the program, and develop pathways relevant to many diverse areas of emergency/disaster management, will be a continuous feature of these courses. Development of the following electives have currently been approved:

<table>
<thead>
<tr>
<th>Elective modules</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DM012 Contract Management in an Emergency Management Context</td>
<td></td>
</tr>
<tr>
<td>DM013 Community Consultation</td>
<td></td>
</tr>
<tr>
<td>DM014 Co-ordination of Management Centres</td>
<td></td>
</tr>
<tr>
<td>DM015 Urban Search and Rescue/Incident Command Systems</td>
<td></td>
</tr>
<tr>
<td>DM016 Urban Mitigation Planning</td>
<td></td>
</tr>
<tr>
<td>DM017 Critical Incident Stress</td>
<td></td>
</tr>
<tr>
<td>DM018 Business Continuity</td>
<td></td>
</tr>
<tr>
<td>DM019 On/off site Planning for Industrial Hazards</td>
<td></td>
</tr>
<tr>
<td>DM020 Environmental Monitoring</td>
<td></td>
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<tr>
<td>DM021 Lifelines</td>
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</tbody>
</table>

Further elective modules are being identified through market place analysis, and will be outlined in future promotional literature.

**3800SSS Graduate Certificate in Science and Technology (for primary teachers)**

**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 the 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 enable articulation to a Masters of Education (specialising in science education), which is offered by the Australian Catholic University.

For four 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.

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.

**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**
Compulsory units 60 hours/15 credit points
TK110 Physics
TK120 Chemistry
Core electives 48 hours/12 credit points
One to be selected from:
TK130 Biological Science
TK150 Earth and Beyond
Open electives 32 hours/8 credit points
- TK 140 Information Technology OR
- completion of the equivalent of 32 hours of approved in-service activity in a science/technology area OR
- a science or technology based unit offered at Swinburne or elsewhere. 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**

**Diploma of Applied Science**
5519AS (Biological Sciences) &
5509AS (Chemical Laboratory Technology)
The Diploma and Certificate IV of Applied Science (Biological Sciences & Chemical Laboratory Technology) will run in 1997. For information on the content of these courses please see the Associate Diploma and Advanced Certificate in Laboratory Technology.

**2509ABC Diploma of Environmental Management**
**2409ABC Certificate IV in Environmental Management**
The Industrial Sciences Department of Swinburne University will be offering the Certificate IV and the Diploma in Environmental Management in 1997.

The subjects will be offered in the most flexible way to suit the needs of people working in industry. Some subjects will be offered as short courses. For further information please contact the Industrial Sciences department on 9214 5161.

**Teaching Methods**
Hands on practical work and supportive encouraging classes.

**Course structure**
Diploma
Core modules (385 Hours)
- Environmental Law 1 (National and International)*
- Environmental Law 2 (Victorian)*
- Planning for Emergencies
- Ecologically Sustainable Development
Principles of Cleaner Production
Workplace Environment Evaluation
The remaining computer unit from the Certificate IV
Scientific Spreadsheet Applications
Scientific Database Applications
Writing Technical Documents
Client Interaction
Organisational Behaviour
Work Project
Elective modules (190 - 250 hours)
Chemical Processing
Occupational Health & Safety 1
Occupational Health and Safety 2
Analytical Chemistry
Sampling Techniques
Workplace Trainer (Category 1)
Introduction to Microbiology
Solid Waste
Air Quality Management
Chemical Hazards and Health

Certificate IV
Core modules (425 Hours)
Foundation Maths
Statistics
Work Team Communications
Dealing with Conflict
Introduction to the Environment 1
(Nat. Ecology)
Introduction to the Environment 2
(Human Ecology)
Chemical Principles
Reaction Chemistry
Introduction to Word Processing
One of the following Information Technology Modules:
Scientific Spreadsheet Applications
Scientific Database Applications
Environmental Management*
Introduction to Occupational Health & Safety
Supervised Industry Placement
Presenting Information
Elective modules (100 - 150 hours)
Solid Waste Management
Air Quality Management
Chemical Hazards and Health
Industrial Waste Handling
Industrial Waste Treatment and Disposal
Engineering Principles 1 (Mechanics)
Engineering Principles 2 (Heat & Energy Transfer)
Engineering Principles 3 (Fluid Flow)
Introduction to Microbiology
Workplace Trainer (Category 1)
Waste Water Analysis

* Will be offered as short course modules subject to sufficient demand.

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-six 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 part-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-six core modules (compulsory 1231 hours for all students);

(ii) an elective technical block of modules (minimum total 160 hours)

Core subjects

AAA631 Scientific Spreadsheet Applications  
AAA632 Scientific Database Applications  
ABD701 Fire Industry Awareness  
ABD702 Fire Characteristics  
ABD703 Principles of Buildings: Structure and Materials  
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  
ABD711 Human Behaviour in Fire Incidents  
ABD712 Building Legislation  
ABD713 Mathematics B  
ABD714 Chemistry  
ABD715 Kinematics and Dynamics  
ABD716 Thermodynamics, Fluids and Electrical Applications  
ABD717 Statistics and Probability  
ABD718 Reaction Chemistry  
ABD719 Principles of Combustion  
ABD720 Fire Behaviour  
ABD721 Structures at Elevated Temperatures  
ABD722 Material Performance  
ABD723 Smoke Control  
ABD724 Fire Protection Systems • Application and Performance  
ABD725 Fire Risk Management  
NCS004 Work Team Communication  
NCS006 Writing Workplace Documents  
NCS012 Meetings  
NCS015 Presenting Reports  
NMTS1.20*Computer Skills  
NMTS3.21*Introduction to Law  
NMTS3.09 Workplace Trainer Category 1  
NMTS4.20*Fire Law  
2700BIB* Emergency First Aid Level 2

* Subject to accreditation by NFEPN

Elective technical modules

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

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

Sample sets include:

A. Fire Protection Design  
ABD731 Suppression Systems Design  
ABD732 Detection and Early Warning Systems Design  
ABD733 Passive Fire Protection Systems

B. Fire Safety Management  
ABD734 Storage and Handling of Dangerous Goods  
ABD735 Fire Hazard Identification and Assessment  
ABD736 Fire Emergency Planning  
ABD737 Occupational Health and Safety Management  
ABD738 Environmental Management

C. Fire Investigation  
ABD739 Principles of Fire and Explosion Investigation  
ABD740 Fire and Explosion Investigation 1  
ABD741 Fire and Explosion Investigation 2  
NMTS4.06 Fire Investigation: (Legal Procedures)

D. Fire Service Modules *  
160 hours from the Diploma of Firefighting Management (Public Administration).  
4.02 Pre-Incident Planning  
4.03 Operational Management  
4.07 Fire Prevention 2  
4.08 Building fire Safety 2  
4.09 Building fire Services  
4.11 Communication 1  
4.12 Interviews  
4.13 Workplace Trainer Category 2  
4.16 Leadership & Team Management  
4.17 Introduction to Budgeting

* Subject to accreditation by NFEPN

E. Approved Vocational Block

An approved vocational module(s) required by students 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.

Application procedure
Prospective students should complete the Engineering and Industrial Science application form 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.

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**Diploma of Forensic Science**
**Crime Scene Investigation**
* (Fingerprint Identification)

2408 AAA Certificate IV in Forensic Studies

Course Aims
The course aims to provide formal education for persons working or intending to work in areas related to the Forensic Science Industry. On completion of the Certificate IV the student may have pathways into the Diploma. The Diploma is divided into two streams i.e Fingerprint Identification and Crime Scene Investigation.

The potential usage of this course (or modules from within it) includes local (Australian) training programs for:

- **Police** forensic investigators
- **Forensic scientists**
- **Coroner Court staff**
- **Forensic technicians/assistants**
- **Mortuary technicians/assistants**
- **Military police**
- **Hospital morticians**
- **Forensic pathology staff**
- **Emergency services staff**, and overseas programs for the above groups.

Entry Requirements
Participants should be able to demonstrate the following competencies on entry to the course or complete appropriate modules from the bridging program concurrent with the first semester of study.

- **Communications skills**
- **Read, write, and discuss familiar information in English.**
- **Mathematical skills:** solve straightforward vocational mathematical problems using fractions, decimals, ratios, proportions, %, areas, volumes, simple algebraic equations, and straight line graphs. (i.e. learning or experience equivalent to the outcomes of the ACTRASCITECH module, AAA640 - Introductory Mathematics.)

All students must attend an interview.

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.

Articulations & credit transfer pathways
Direct Articulation into the 2nd year of the diploma of Forensic Science is available to students employed in the Crime Scene or Fingerprint Printing branch of Forensic Science.

Course structure

**Bridging modules**

- **AAA610 Introductory Mathematics**
- **AAA630 Computer fundamentals**
- **NCS001 Workplace Communications**
- **AAA603 Occupational Health & Safety.**

**Discipline core: crime science investigation**

- **ABD222 Crime Scene Investigation**
- **ABD223 Crime Scene Management**
- **ABD227 Forensic Medicine**
- **ABD228 Forensic Microscopy**
- **ABD229 Forensic Science**
- **ABD231 Physical Comparisons**

Discipline core: fingerprint identification

- **ABD250 Automated Fingerprint Identification Systems 1**
- **ABD251 Automated Fingerprint Identification Systems 2**
- **ABD252 Advanced Examinations**
- **ABD253 Fingerprint Examinations**
- **ABD254 Fingerprint Fundamentals**
- **ABD255 Fingerprint Deceased Persons**
- **ABD256 Identification Inked**
- **ABD257 Identification Latent**
- **ABD258 Questionable Latents**
- **ABD259 Skin and Fingerprint Physiology**

**Electives**

- **AAB259 Regression & Analysis of Variance**
- **ABD220 Bloodstain Evidence**
- **ABD221 Clandestine Drug Laboratories**
- **ABD224 Fingerprint Science**
- **ABD226 Footwear and Tyremark Evidence**
- **ABD230 Forensic Photogrammetry**
- **ABD232 Post Blast Examinations**
- **ABD234 Restoration Techniques**
- **ABD236 Toolmark Examination**
- **ABD237 Vehicle Identification**
- **ABD238 Video**

**Diploma core modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Course Title</th>
<th>Module Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA603</td>
<td>Occupational Health &amp; Safety</td>
<td>25</td>
</tr>
<tr>
<td>AAA604</td>
<td>Practical Project</td>
<td>100</td>
</tr>
<tr>
<td>AAA630</td>
<td>Computer Fundamentals</td>
<td>25</td>
</tr>
</tbody>
</table>
**Associate Diploma courses**

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

This course is being restructured in 1997 and will be offered as the:
- Diploma of Applied Science
  - Biological Sciences
  - Chemical Laboratory Technology.

**Course aims and description**
The course includes a wide range of skills, techniques and processes, to ensure that graduates develop a flexible approach, are adaptable and are capable of meeting the technological and administrative demands made of them in a changing workforce.

**Career potential**
The Associate Diploma of Applied Science in Laboratory Technology provides specialised education and training for scientific laboratory technical support staff. It is an award that qualifies a person to work in a scientific laboratory at a senior level.

**Further studies pathways**
Graduates of this course may be eligible for entry into degree courses in Applied Science and, in some cases, may be granted exemptions.

**Entry requirements**
Normal entry is successful completion of VCE or its equivalent, with passes in at least two of biology, chemistry or physics units 3 and 4. Students without any of these subjects will be required to undertake bridging units. Mature-age applicants without VCE but with relevant laboratory experience will also be considered.

It may be necessary for such students to undertake bridging units. Mature-age applicants without laboratory experience should apply to enter the Advanced Certificate. Students who have completed the Advanced Certificate are eligible to transfer to the Associate Diploma, with full credits.

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

**Course availability and duration**
The course may be completed by two years of full-time study or equivalent part-time study. (Students requiring bridging programs may take longer.) Currently two years relevant industrial experience is required prior to graduation (under review).

**Course structure**

<table>
<thead>
<tr>
<th>Stage 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH133 Communication Skills 1</td>
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<tr>
<td>TH134 Communication Skills 2</td>
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<tr>
<td>TL001 Biology Laboratory Techniques</td>
</tr>
<tr>
<td>TL002 Chemistry Laboratory Techniques</td>
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<td>TL003 Physics Laboratory Techniques</td>
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**Certificate IV core modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ABD251</td>
<td>Automated Fingerprint Identification Systems 1</td>
<td>60</td>
</tr>
<tr>
<td>ABD252</td>
<td>Advanced Examinations</td>
<td>70</td>
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<tr>
<td>ABD253</td>
<td>Fingerprint Examinations</td>
<td>70</td>
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<td>ABD254</td>
<td>Fingerprint Fundamentals</td>
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<td>ABD255</td>
<td>Fingerprint Deceased Persons</td>
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<tr>
<td>ABD258</td>
<td>Questionable Latents</td>
<td>50</td>
</tr>
<tr>
<td>ABD259</td>
<td>Skin &amp; Fingerprint Physiology</td>
<td>50</td>
</tr>
<tr>
<td>NCS001</td>
<td>Workplace Communications</td>
<td>40</td>
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<tr>
<td>NCS011</td>
<td>Client Interaction</td>
<td>20</td>
</tr>
<tr>
<td>NCS005</td>
<td>Dealing With Conflict</td>
<td>20</td>
</tr>
<tr>
<td>NCS015</td>
<td>Presenting Reports</td>
<td>20</td>
</tr>
</tbody>
</table>
Stage 2
Students must satisfy the requirements of one of the three available streams, a total of eight subjects:

Stream 1
Appropriate for industry, analytical chemistry and instrumentation laboratories.
TL201 Chemistry Practices 3
TL202 Chemistry Practices 4
PLUS two x two-subject sequences (four subjects) from:
TL309 Electron Microscopy 1
TL310 Electron Microscopy 2
TL329 Chromatographic Analysis 1
TL330 Chromatographic Analysis 2
TL405 Electrochemical Analysis 1
TL406 Electrochemical Analysis 2
TL415 Spectrophotometric Analysis 1
TL416 Spectrophotometric Analysis 2
PLUS two elective subjects

Stream 2
Appropriate for educational institutions and museum laboratories.
TL201 Chemistry Practices 3
TL202 Chemistry Practices 4
PLUS one x two-subject sequence from:
TL210 Laboratory Workshop Practices 1
TL211 Laboratory Workshop Practices 2
TL203 Physics Practices 3; and
TL411 Computer Programming
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 subject s) from:
TL450 Microbiology 1
TL451 Microbiology 2
TL452 Microbiology 3
TL453 Microbiology 4
TL301 Biochemistry 1
TL302 Biochemistry 2
TL471 Molecular Genetics
TL472 Genetic Engineering
TL256 Mammalian Anatomy and Physiology 1
TL257 Mammalian Anatomy and Physiology 2
TL320 Invertebrate Zoology
TL448 Vertebrate Zoology
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 Biomedical 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 into 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**

**Semester 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

**Plus one of**
- TC190  Laboratory Workshop Practices (3D Animation)
- TC210  Laboratory Workshop Practices (AutoCAD)

**Semester 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

**Semester 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

**Semester 4**
- TC203  Physics 4
- TC213  Mathematics 7
- TC214  Mathematics 8
- TC262  Laboratory Technology 4
- TC273  Computer Technology 3
- TC274  Computer Technology 4
- TC281  Structured Programming 1

**Certificate IV courses**

5419AS  **Certificate IV of Laboratory Technology**
The Certificate IV of Laboratory Technology will run in 1997. For information on the content of this course please see the Advanced Certificate in Laboratory Technology.
Certificate IV in Environmental Management

For information on this course please see the Diploma of Environmental Management.

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 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) eighteen core modules (compulsory 561 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 Writing Workplace Documents
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
   *Subject to accreditation by NFEPN
   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.
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.

2408AAA Certificate IV in Forensic Studies
For information on this course please see 2408 AAA Diploma of Forensic Science.

2404AEC Certificate IV in Quality Management and Assurance
This course is designed for those who wish to acquire skills in the field of Quality Management and Assurance and for those already working in the field who wish to further develop their skills. The course provides participants with the appropriate skills and knowledge needed to facilitate the introduction of Quality Management and Assurance, whether in the public or private sectors, in small, medium or large enterprises.

Course Length
Part-time - 480 hours, however students may decide to only complete specific modules if they wish.

Assessment
Students are internally assessed for individual modules on the basis of assignments, projects and class work.

Qualification and Recognition
Upon successful completion of this course participants are eligible to receive the Nationally Accredited Certificate IV in Quality Management.

Pathways
A Diploma of Quality Management is currently being developed. Participants who gain the Certificate IV in Quality Management & Assurance will be eligible to move on to the Diploma. There is a cross-credit arrangement in place which will enable career paths to be developed through to Diploma level.

Cost
Fees directly relate to the number of nominal contact hours. In 1996 these are $1 per hour. Learning materials will be supplied at cost.

Entrance requirements
Open to all, but particularly suited to:
- people who seek the opportunities to apply Quality Initiatives in their own areas of responsibility
- members of autonomous work groups
- recent graduates in management roles
- staff seeking best practice skills
- managers with technical skills background

Ability to use, create, adapt and transfer data, relation, pattern, number measurement and shape.

Ability to manage activities requiring selection, application, analysis and synthesis of a number of elements, and critically appraise the quality of processes and outcomes.

Course Structure
All modules are fast tracked. 3 modes of study are currently available.

(i) some modules will be offered as a 1 day seminar with package to be completed in industry.
(ii) some modules will be run over 4 sessions (6 hours every second week) = total of 8 weeks duration. A package will be offered which will need to be completed in industry.
(iii) in-house training.

Module Code & Name Nominal Hours
NQ001 Quality Concepts* 18
NQ002 Customer Focus* 18
NQ003 Quality Improvement in the Workplace* 36
NQ005 Quality Management Systems 36
QM001 Preparing Quality System Documentation 20
QM006 Internal Quality Auditing 18
QM002 Introduction to Best Practice in Organizations 20
QM03 Organizational Culture & Change 40
QM04 Organizational Communication Systems 51
QM05 Leadership 40
QM06 Workplace Teams 51
QM07 Conflict Resolution & Negotiation 40
QM08 Continuous Improvement Techniques 51

Electives
Students are required to select a minimum of 40 hours from the following -

QM09 Occupational Health & Safety in the Workplace 20
QM10 Quality System Software 20
QM11 Facilitating & Training in the Workplace 40
QM12 Practicum Project 50
NQ007 Monitoring Variation 40

* Those who successfully apply for Recognition of Prior Learning (RPL) for all 3 of these modules will take the following module:
NQ004 Advanced Quality Concepts 36

Further information
Jean Wiegard 9214 8704  Sheryl Sullivan 9214 8965

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Advanced Certificate courses

3300ABB Advanced Certificate in Laboratory Technology

This course being restructured in 1997. It will be offered as: Certificate IV in Laboratory Technology

- Biological Sciences
- Chemical 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.

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

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

TL327 Laboratory Computing
Stage 2
TH134 Communication Skills 2
TL144 Quality Control Statistics
TL312 Laboratory Management
TL347 Occupational Hygiene

Elective 1
Elective 2
Elective 3
Elective 4

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

TL225 Specimen Preservation 1
TL226 Specimen Preservation 2
TL227 Modelling of Biological Specimens
TL228 Moulding and Casting of Biological Specimens
TL245 Botany
TL256 Mammalian Anatomy and Physiology 1
TL257 Mammalian Anatomy and Physiology 2
TL320 Invertebrate Zoology
TL329 Tissue Culture
TL413 Ecology 1
TL414 Ecology 2
TL418 Entomology
TL448 Vertebrate Zoology
TL453 Glassworking
TL460 Microbiology 1
TL461 Microbiology 2
TL480 Scientific Photography
TL483 Applied Imaging Techniques

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.
Bridging and Preparatory courses

2200AZO  Foundation Year (Science Engineering)

Foundation Year is a program specifically designed to prepare international students for entry to undergraduate courses at Swinburne and other Australian universities and TAFE institutions.

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

Mathematics (Science)
This subject is recommended for all students intending to enrol in engineering and applied science courses. Topics include geometry, complex numbers, differentiation, exponential and logarithmic functions, integration, rates of change and approximation.

Concepts of Mathematics
Topics include the sample space in probability and introduction to computing, set theory, permutations and combinations, Boolean algebra, probability and statistics and programming in BASIC.

Physics
This subject is designed to enable students to master the basic principles and practices of physics, develop problem solving skills and appreciate and use the scientific method. Topics include motion, vectors, dynamics, friction, electrostatics and electromagnetism.

Chemistry
Topics include stoichiometry, chemical bonding, equilibria and organic chemistry. Students usually enrol in the above subjects, but variations to this are possible. Some students choose to study Biology, and/or Computer Studies. Prerequisite Year 12 equivalent usual.

Application procedure
Please contact the International Student unit for application details, (03) 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, physical sciences, computing and English language skills. These skills may be required to undertake further studies to fulfil career aspirations, or to improve employment opportunities. Alternatively, a person may wish to become familiar with any of these areas for personal development.

Career potential
Following the successful completion of appropriate 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 or Engineering. 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>
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</thead>
<tbody>
<tr>
<td>TH188</td>
<td>English Language Skills</td>
</tr>
<tr>
<td>TM190</td>
<td>Bridging Mathematics 1</td>
</tr>
<tr>
<td>TM192</td>
<td>Bridging Biology</td>
</tr>
<tr>
<td>TM193</td>
<td>Basic Chemistry</td>
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<tr>
<td>TM197</td>
<td>Basic Physics</td>
</tr>
<tr>
<td>TM198</td>
<td>Microcomputing</td>
</tr>
<tr>
<td>TM200</td>
<td>Skills in Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH188</td>
<td>English Language Skills</td>
</tr>
<tr>
<td>TM191</td>
<td>Bridging Mathematics 2</td>
</tr>
<tr>
<td>TM192</td>
<td>Bridging Biology</td>
</tr>
<tr>
<td>TM194</td>
<td>Bridging Physics</td>
</tr>
<tr>
<td>TM196</td>
<td>Bridging Chemistry</td>
</tr>
<tr>
<td>TM198</td>
<td>Microcomputing</td>
</tr>
<tr>
<td>TM200</td>
<td>Skills in Science</td>
</tr>
</tbody>
</table>

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

Safety 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>Subject</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM882</td>
<td>3</td>
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<tr>
<td>TM884</td>
<td>3</td>
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<tr>
<td>TM886</td>
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<tr>
<td>TM888</td>
<td>3</td>
</tr>
<tr>
<td>TM890</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester 2

Core studies

Prerequisites: students must complete related sem one subjects.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM883 Mathematics for Engineering and Science</td>
<td>5</td>
</tr>
<tr>
<td>TM885 Chemistry for Engineering and Science</td>
<td>5</td>
</tr>
<tr>
<td>TM887 Physics for Engineering and Science</td>
<td>5</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
</tbody>
</table>

Students must select one of the following:

- Autocad Short course
- CBE1.1 D.C. Fundamentals 4
- TL245 Botany 3
- TL256 Mammalian Anatomy and Physiology 1 3
- TL257 Mammalian Anatomy and Physiology 2 3
- TL411 Computer Programming 3
- TM192 Bridging Biology 3
- TT160 Personnel Emergency Treatment 2

Application procedure

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

Scientific Instrumentation Training Courses
Scientific Instrumentation Training is available in 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/Mass Spectrometry (in-house only)
- GC — Maintenance and Troubleshooting
- HPLC — Maintenance and Troubleshooting
- Maintenance and Troubleshooting in AAS
- Ion Chromatography

A consultancy service in HPLC, GC, GC/MS, ICP and AA areas is also available. Contact on 9214 8379 or Fax 9815 1318.

Mechanical and Manufacturing Technology Department

Graduate Certificate courses

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

Mechanical and Manufacturing Technology Department
able to articulate, with appropriate credit, into the Graduate Certificate in Environmental Management and the Master of Engineering in Cleaner Production.

**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.

Participants 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 on 9214 8504.

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**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 IV in Materials Science and then complete a further two years of part-time study.

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 qualified technical officers.

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

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

The Diploma of Applied Science (Material Engineering) requirements include a minimum of ten core modules, one of the specialist streams and two or three extension studies modules.

**Course structure**
Bridging Mathematics and Advanced Mathematics are additional to the Certificate IV qualification and are optional.

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**Diploma courses**

2506AAC  **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, printing and publishing 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.

**Application procedure**
Application forms are available from the Mechanical and Manufacturing Department on 9214 8504.

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**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.

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

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 qualified technical officers.

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

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

The Diploma of Applied Science (Material Engineering) requirements include a minimum of ten core modules, one of the specialist streams and two or three extension studies modules.

**Course structure**
Bridging Mathematics and Advanced Mathematics are additional to the Certificate IV qualification and are optional.

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**Semester 1**

<table>
<thead>
<tr>
<th>Course 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>
</tr>
<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>
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<tr>
<td>NBB02</td>
<td>Occupational Health and Safety</td>
<td>20</td>
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<tr>
<td>NCS004</td>
<td>Work Team Communication</td>
<td>40</td>
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<tr>
<td>TEA000</td>
<td>Basic Statistics</td>
<td>20</td>
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<tr>
<td>TEA002</td>
<td>Engineering Maths A</td>
<td>40</td>
</tr>
<tr>
<td>TEA011</td>
<td>Science</td>
<td>40</td>
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<tr>
<td>TEA670</td>
<td>Applied Chemistry</td>
<td>40</td>
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<tr>
<td>TEA671</td>
<td>Constitution of Matter</td>
<td>40</td>
</tr>
<tr>
<td>* Optional</td>
<td></td>
<td></td>
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<td>Total:</td>
<td>Total: 420-440</td>
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</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITF301</td>
<td>Data Entry and Retrieval Systems</td>
<td>20</td>
</tr>
<tr>
<td>ITF305</td>
<td>Spreadsheet Operations</td>
<td>20</td>
</tr>
<tr>
<td>ITF414</td>
<td>4GL Programming</td>
<td>20</td>
</tr>
<tr>
<td>ME001</td>
<td>Organic Chemistry</td>
<td>40</td>
</tr>
<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>
</tbody>
</table>
ME006 Advanced Mathematics* 20  
ME008 Fluid Mechanics 20  
ME009 Electrical and Electronic Practices 40  
NCS003 Job Seeking Skills 20  
NCS006 Writing Workplace Documents 20  
NCS015 Presenting Reports 20  
TEA001 Calculus 40  
TEA010 Materials Science 40  
TEB673 Crystallography 40  

*Optional  
Total: 380-400

Semester 3  
EPC135 Statistical Quality Control 40  
ME013 Work Project 75  
ME014 Materials Technology 60  
ME015 Polymers - Structure and Properties 20  
ME016 Polymers - Processing Applications 40  
ME017 Instrumental Analysis - Principles 40  
ME018 Instrumental Analysis - Practice 20  
ME019 Principles of Cleaner Production 40  
NBB05 Quality Concepts 20  
TEA060 Engineering Design Concepts 40  

Total: 395

Semester 4  
Metal Stream 1:  
ME037 Principles of Metals Science 40  
ME038 Steel - Structure and Properties 40  
ME039 Non Ferrous Metals - Structure and Properties 40  
ME040 Modern Processes for Materials 40  
ME041 Smart Manufacturing with Materials 40  
ME042 Computer Aided Design and Modelling for Materials 20  
ME043 Advanced Laboratory Techniques 40  

Total: 260

Polymers Stream 2 (Specialist Polymer Technical Skills)  
ME023 Polymer Processing - Overview 20  
ME024 Polymer Processing - Moulding & Extrusion 20  
ME025 Polymer Processing - Other Methods 20  
MEP26 Selection and Identification of Polymers 20  
ME027 Elastomers and Adhesives 20  
ME028 Polymer Preparation and Testing 20  
ME029 Polymer Technology Practice 1 40  
ME030 Polymer Technology Practice 2 20  
ME031 Polymer Technology Practice 3 40  
ME032 Polymer Technology Practice 4 20  

Total: 240

Industrial Materials Stream 3  
ME033 Ceramics Technology 60  
ME034 Composite Materials 60  
ME035 Adhesives 40  
ME036 Organic Surface Coatings 60  

Total: 220

Extension Studies  
NAP732 Management Accounting Application 50-60  
NAP723 Marketing and Planning For Small Business 50  
ME044 Occupational Hygiene 50  
ME045 Industrial Waste Management 50  
ME046 Environmental Management 50  
ME047 Air Quality Management 50  

Total: 300-310

NB Polymer and Industrial Materials streams are not run at Swinburne University of Technology

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 on 9214 8916 for the relevant application form.

3600EZC Diploma of Engineering  
Course aims and description  
This course looks at the interconnection between engineering and management and seeks to address current and future issues relating to communication between the two areas. The course develops skills in management and technical areas and enhances workplace skills and knowledge. The course is flexible and is designed to cover a range of engineering and management fields and is targeted at the C2b industrial classification level 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 chosen 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
- TD015 Final Project — Plant
- TD028 Applied Mechanics 3A
- TD029 Applied Mechanics 3B
- TD030 Final Project — Applied Mechanics
- TD036 Design 3A
- TD037 Design 3B — Products and Mechanical Plant
- TD042 Production Planning and Control 1A
- TD043 Production Planning and Control 1B
- TD044 Production Planning and Control 2A
- TD045 Production Planning and Control 2B
- TD082 Computer Assisted Numerical Control A
- TD083 Computer Assisted Numerical Control B
- TD102 Maintenance Management 1A
- TD103 Maintenance Management 1B
- TD104 Installation and Commissioning
- TF297 Statistical Quality Control 2
- TF317 Dimensional Metrology
- TF462 Reliability and Prototype Testing
- TF465 Quality Control Systems

Civil/Survey/Mapping stream
Not offered at Swinburne

Electrical/Electronics stream
- TE708 Design Projects (Electronics)
- TE710 Quality Control and Management (Electronics)
- TE711 Microprocessor Control
- TE712 Electronics 4L
- TE713 Digital Design 2
- TE714 Communications 2
- TE715 Circuit Analysis 2

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 OHS 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
- TD299* Participative Management

Associate Diploma modules
Select a maximum of six

CAD modules
- TEB060* Managing CAD Systems
- TEB062* Managing CAD Resources

Common modules
- TEB072 Critical Path and Project Analysis
- TEB073* Project Planning

Manufacturing modules
- 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

Mechanical modules
- 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
Civil/survey/mapping stream
Not offered at Swinburne.

Electrical/electronics stream
CBE-1  Electrical Fundamentals
CBE-2  Analogue Fundamentals
CBE-3  Analogue Applications
CBE-4  Digital Electronics
CBE5.2  Wiring and Soldering Techniques
NE049  Programmable Controllers 1
TE345  Mathematics 3E
TE700  Microprocessor Systems
TE701  Electronic Software Tools
TE702  Linear Electronics 1
TE703  Circuit Analysis 1
TE704  Digital Design 1
TE705  Microprocessor Interfacing
TE706  Electronics 3L
TE707  Communications 1
TE709  Electronics Instrumentation

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

Application procedure
Prospective students should contact the School of Engineering and Industrial Science (9214 8916) for a part-time application form.

Associate Diploma courses
3500EZB  Associate Diploma of Engineering (Manufacturing/Mechanical/CAD)

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 draftsperson, 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
These lists will be added to as modules become available.

Advanced Certificate
These subjects are common to all Streams

The required fifteen modules will be offered from the following subjects:

NM006  CADA  1.0
TEA001  Calculus  1.0
TEA002  Engineering Mathematics A  1.0
TEA003  Engineering Mathematics B  1.0
TEA010  Materials Science  1.0
TEA027  Presenting Reports  0.5
TEA033  Writing Workplace Reports  0.5
TEA040  Occupational Health and Safety  0.5
TEA050  Engineering Computing  1.0
TEA061  Engineering Graphics  1.0
TEA065  Computer Aided Drafting B  1.0
TEA701  Engineering Drawing (Detail)  1.0
TEA740  Workshop Practices (Fabrication)  1.0
TEA741  Workshop Processes (Machining)  1.0
TEA772  Introductory Dynamics  1.0
TEA780  Design for Manufacture  1.0
TEA790  Manufacturing Process  1.0
TEA804  Introduction to Strength of Materials  1.0
TEA859  Statics  1.5
TEB030  Advanced Quality Concepts  1.0

This list will be added to as modules become available.

Associate Diploma
The required fifteen modules which includes nine TEB modules will be offered from the following:

Mechanical stream:

TEA706  Fluid Mechanics  1.0
TEA714  Thermodynamics  1.0
TEA727  Drafting - Mechanical Drive Systems  2.0
TEA780  Design for Manufacture  1.0
TEB650  Materials for Engineering  1.0
TEB701  Advanced Machine Design  1.0
TEB702  Dynamics of Industrial Machines  1.0
TEB703  Machine Design  1.0
TEB704  Mechanical Design  1.0
Certificate IV courses

2006ACC  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 a 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, 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>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITC301</td>
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<tr>
<td>ITF304</td>
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<td>ME004</td>
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<td>ME005</td>
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<td>ME007</td>
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<td>ME010</td>
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<td>ME011</td>
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<td>ME012</td>
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<td>NBB02</td>
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</tr>
<tr>
<td>NCS004</td>
<td>40</td>
</tr>
<tr>
<td>TEA000</td>
<td>20</td>
</tr>
<tr>
<td>TEA002</td>
<td>40</td>
</tr>
</tbody>
</table>

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.

Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science on 9214 8916.
TEA01 Science 40
TEA670 Applied Chemistry 40
TEA671 Constitution of Matter 40

Total: 420 - 440

Semester 2
ITF301 Data Entry and Retrieval Systems 20
ITF305 Spreadsheet Operations 20
ITF414 4GL Programming 20
ME001 Organic Chemistry 40
ME002 Chemistry Industry Project 20
ME003 Mathematics B 20
ME006 Advanced Mathematics* 20
ME008 Fluid Mechanics 20
ME009 Electrical and Electronic Practices 40
NCS003 Job Seeking Skills 20
TEA010 Materials Science 40
TEB673 Crystallography 40
TEA001 Calculus 40
NCS006 Writing Workplace Documents 20
NCS015 Presentation of Reports 20

Total: 380 - 400

Application procedure
Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the Victorian Tertiary Admissions Centre (VTAC) for a VTAC Guide and application form. Students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science.
Prospective students wanting to apply for part-time places should contact the School of Engineering and Industrial Science (9214 8916) for the relevant application form.

2406ADC Certificate IV in Renewable Energy Technology
The Certificate (IV) in Renewable Energy covers the principles of operation of renewable energy systems. Areas covered in this course include:
- indirect solar for heating of buildings and heat storage,
- radiant solar energy for solar hot water, solar space heating and photovoltaic electricity,
- solar atmospheric used for mechanical and electrical energy derived from wind,
- micro-hydro systems to generate electricity,
- solar biological energy, the use and re-use of plant and animal materials to generate energy.

Career potential
Graduates from this course will be employed as consultants that will be capable of designing, installing, commissioning, maintaining, operating and repairing renewable energy systems. Graduates will also have the skills necessary to operate in small business management.

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

Entry requirements
Basic mathematical and literacy skills are desirable to enable successful completion of the course. Many of the students of this course will already be employed or may be studying or have graduated in mechanical or electrical/electronic engineering. Mature-age applicants will be considered favorably. Applicants with computing and literacy qualifications may gain exemptions for some modules.

Course Structure
Core Modules
- VAM006 Using a Personal Computer 20
- VAG728 Word Processing I 20
- NOS216 Spreadsheet Fundamentals 20
- VAK437 Introduction to CAD Graphics Systems 20
- VAF455 Basic Business Principles 40
- NCS006 Writing Workplace Documents 20
- NCS011 Client Interaction 20
- VAK398 Introduction to Renewable Energy Technologies 60
- VAK063 DC and AC Electrical Fundamentals 60
- VAK164 ELV Electrical Wiring 40
- VAK646 Introduction to Electronics for Renewable Energy Systems 60

Elective Modules
- VAK188 Energy Efficient Building Design 60
- VAK691 Photovoltaic Power Systems 60
- VAM054 Wind Energy Conversion Systems 60
- VAK548 Micro Hydro Energy Systems 60
- VAL695 Solar Water Heating Systems 60
- VAK325 Hybrid Energy Systems 60

Application Procedure
Enrolments will be accepted in December, January/February and June/July for mid-year intake. Enquiries can be made at any time by contacting the Department of Mechanical and Manufacturing.
Phone: 9214 8504
Fax: 9214 3416
Email: kdeed@swin.edu.au

Advanced Certificate courses
3300EZD Advanced Certificate in 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>NM006</td>
<td>Computer Aided Design A 1</td>
</tr>
<tr>
<td>TEA001</td>
<td>Calculus 1</td>
</tr>
<tr>
<td>TEA002</td>
<td>Engineering Mathematics A 1</td>
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<tr>
<td>TEA003</td>
<td>Engineering Mathematics B 1</td>
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<tr>
<td>TEA010</td>
<td>Materials Science 1</td>
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<tr>
<td>TEA027</td>
<td>Presenting Reports 0.5</td>
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<tr>
<td>TEA033</td>
<td>Writing Workplace Documents 0.5</td>
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<td>TEA040</td>
<td>Occupational Health and Safety 0.5</td>
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<tr>
<td>TEA050</td>
<td>Engineering Computing 1</td>
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<tr>
<td>TEA061</td>
<td>Engineering Graphics 1</td>
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<tr>
<td>TEA071</td>
<td>Mechanical Drive Components 1</td>
</tr>
<tr>
<td>TEA080</td>
<td>Machine Tool Operations 1</td>
</tr>
<tr>
<td>TEA590</td>
<td>Manufacturing Process 1</td>
</tr>
<tr>
<td>TEA859</td>
<td>Statics 1.5</td>
</tr>
<tr>
<td>TEB030</td>
<td>Advanced Quality Concepts 1</td>
</tr>
</tbody>
</table>

Application procedure

Prospective students (exit VCE and mature-age) wanting to apply for full-time places in the February intake must contact the School of Engineering and Industrial Science. Prospective students wanting to apply for places in the mid-year intake should contact the School of Engineering and Industrial Science on 9214 8916.

Certificate courses

... Swinburne Certificate in Engineering Practice

Course Aims

The Swinburne Certificate in Engineering Practice is made up of six nationally accredited 40 hour modules, that have not already been used for any other course. It has been developed to allow degree and diploma students and graduates to improve their practical skills and employment opportunities.

Entry Requirements

Participants should be enrolled in, or have completed an Engineering course.

Course availability and duration

The Swinburne Certificate in Engineering Practice is a 2 year part time course that involves 240 hours of study and can be studied in tandem with an engineering associate diploma or degree course.

Application Procedure

Application should be made directly to the department on 9214 8504.

Course Structure

The course consists of six modules selected from the list below including appropriate pre-requisites for advanced modules.

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBB06</td>
<td>Machining</td>
</tr>
<tr>
<td>NBB09</td>
<td>Welding and Thermal Cutting</td>
</tr>
<tr>
<td>CBE5.2</td>
<td>Wire and Soldering Techniques</td>
</tr>
<tr>
<td>NBB10</td>
<td>Fabrication Techniques I</td>
</tr>
<tr>
<td>NF001</td>
<td>Manual Metal Arc Weld.</td>
</tr>
<tr>
<td>NF002</td>
<td>Gas Metal Arc Welding</td>
</tr>
<tr>
<td>NM006</td>
<td>Computer Aided Drafting A</td>
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<tr>
<td>NF004*</td>
<td>Oxy Acetylene Welding I</td>
</tr>
<tr>
<td>NF013*</td>
<td>Thermal Cutting and Associated Processes</td>
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<tr>
<td>NM010</td>
<td>Milling 1</td>
</tr>
<tr>
<td>NM025</td>
<td>Turning 1</td>
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<tr>
<td>NM009</td>
<td>CNC Machining</td>
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<tr>
<td>NM010</td>
<td>CNC Turning 1</td>
</tr>
<tr>
<td>NM012</td>
<td>CNC Milling 1</td>
</tr>
<tr>
<td>NM045</td>
<td>EDM / Wire-cut</td>
</tr>
</tbody>
</table>

* As NF004 & NF013 are half modules they should be selected together

3500EEB 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, 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 structure**

One year full-time and two years part-time.

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

### Core subjects

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

### Electives

Three electives are to be selected from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF253</td>
<td>Computer Appreciation and Application to Quality Control</td>
<td>2</td>
</tr>
<tr>
<td>TF297</td>
<td>Statistical Quality Control 2</td>
<td>2</td>
</tr>
<tr>
<td>TF317</td>
<td>Dimensional Metrology</td>
<td>2</td>
</tr>
<tr>
<td>TF340</td>
<td>Principles of Measurement</td>
<td>2</td>
</tr>
<tr>
<td>TF462</td>
<td>Reliability and Prototype Testing</td>
<td>2</td>
</tr>
<tr>
<td>TF464</td>
<td>Product Liability and Recall Management</td>
<td>2</td>
</tr>
<tr>
<td>TF465</td>
<td>Quality Control Systems and 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.

#### Certificate in Engineering (Basic)

**Course aims**
The Certificate in Engineering (Basic) has been developed as a pre-employment program to assist school leavers and unemployed people 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 structure**
The Basic Certificate in Engineering is a one year, full-time course that involves 600 hours of provider based training. Students must complete the equivalent of fifteen modules. One module is equivalent to 40 hours and a half module to twenty hours.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AATM01</td>
<td>Functional Maths</td>
<td>20</td>
</tr>
<tr>
<td>NBB01</td>
<td>Communications and Industrial Relations</td>
<td>40</td>
</tr>
<tr>
<td>NBB02</td>
<td>Occupational Health and Safety</td>
<td>20</td>
</tr>
</tbody>
</table>

#### Engineering Production Certificate (Level 1)

**Application procedure**
Application should be made directly to the School of Engineering and Industrial Science on 9214 8916.

#### Engineering Production Certificate (Level 2)

**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 location**
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 C10, C11 and C12, 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:

Six core modules
Between ten and eighteen EPC electives
Up to eight trade modules

EPC (Level 1) 8
Core modules
NBB01 Communication and Industrial Relations 2
NBB02 Occupational Health and Safety 1
NBB05 Quality Concept 0.5
Elective modules 6

EPC (Level 2) 8
Core modules from Core Choice List 2
Elective modules 6
(Two can be selected from the Trade bank. The remainder are selected from the EPC bank)

EPC (Level 3) 8
Core modules
Core module from Core Choice List 1
Elective modules 6
(Chosen from either the EPC or Trade bank)

Core Choice List
AATM01 Functional Maths 0.5
NBB04 Computing in Engineering 1
NBB08 Electrical Fundamentals 1
NBB10 Fabrication Techniques 1 1
NBB11 Mechanical Components 1
NBB12 Engineering Drawing Interpretation 1 1

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.

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
(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)
NBB06 Machining
NBB08 Electrical Fundamentals
NBB09 Welding and Thermal Cutting

Core elective modules may be selected from:
NBB04 Computing in Engineering
NBB05 Quality Concepts
NBB07 Hand and Power Tools
NBB10 Fabrication Techniques 1
NBB12 Engineering Drawing Interpretation
NBB13 Engineering Science

(ii) Stream electives 10 modules

Stream elective subjects may be chosen from:
NF001 Manual Metal Arc Welding 1
NF002 Gas Metal Arc Welding 1
NF003 Gas Tungsten Arc Welding 1
NF004 Oxy Acetylene Welding 1 (OAW1)
NF005 Manual Metal Arc Welding 2
NF006 Manual Metal Arc Welding 3
NF007 Gas Metal Arc Welding 2
NF008 Gas Metal Arc Welding 3 (Non-Ferrous Metals)
NF009 Gas Tungsten Arc Welding 2
NF010 Gas Tungsten Arc Welding 3
NF011 Oxy Acetylene Welding 2 (OAW2)
NF012 Submerged Arc Welding
NF013 Thermal Cutting and Associated Processes
NF014 Gas Metal Arc Welding 4
NF015 Material Science
NF016 Welding Process Technology
NF017 Welding Certificate — General Theory
NF019 Fabrication Techniques 2
NF020 Geometric Development
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.

Broad Base (compulsory modules)
NBB01 Communication and Industrial Relations
NBB02 Occupational Health and Safety (0.5 module)
NBB06 Machining
NBB08 Electrical Fundamentals
NBB09 Welding and Thermal Cutting

Core prerequisites
NBB04 Computing in Engineering
NBB07 Hand and Power Tools
NBB12 Engineering Drawing Interpretation
NBB13 Engineering Science
NM001 Milling 1
NM005 Engineering Calculations

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 by contacting the Mechanical and Manufacturing Department on 9214 8504.
NM015  Fitting Techniques 1
NM016  Drills and Drilling
NM017  Grinding 1
NM019  Tool Sharpening Off Hand (0.5 module)
NM025  Turning 1
NM026  Turning 2

Elective stream modules
NBB11  Mechanical Components
NM022  Milling 2
NM033  Milling 3
NM008  Engineering Materials
NM009  CNC Machining
NM018  Grinding 2 (Cylindrical Grinding)
NM020  Tool and Cutter Grinding
NM021  Precision Measurement
NM022  Machine Repair and Installation
NM024  Turning 4
NM027  Turning 3
NM028  Fitting Techniques 2
NM030  Fluid Power
NM031  Pneumatics 1
NM032  Hydraulics 1
NM044  Engineering Drawing Interpretation 2
NM045  Electrical Discharge Machining

Application procedure
Students may enrol at any time during the year by contacting the Mechanical and Manufacturing Department on 9214 8504.

Post-apprenticeship courses

4200ERB  Engineering (Post Trade)

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 useable level.

Press Toolmaking
- manufacture press tools using CNC technology in a toolroom environment;
- design and manufacture tools to produce consistently accurate, and burr-free components;
- carry out press settings for tool trials.

Career potential
Students who have already completed an apprenticeship course will further develop their theoretical and practical side of high technology machining work. This will enable them to enter skilled positions of greater 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.

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

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

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

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
NM010  CNC Turning 1
NM011  CNC Turning 2
NM012  CNC Milling 1
NM013  CNC Milling 2
NM045  Electrical Discharge Machines
NM081  Computer Aided Machining 1
NM082  Computer Aided Machining 2

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
NM010  CNC Turning 1
NM012  CNC Milling 1
NM045  Electrical Discharge Machining
NM046  Press Tool 1 Introduction
NM047  Press Tool 2 Blank and Pierce
NM048  Press Tool 3 Bend  
NM049  Press Tool 4 Draw Dies  
NM050  Press Tool 5 Progressive Dies  
NM088  Press Tool Maintenance

**Application procedure**
Prospective students should contact the Mechanical and Manufacturing Technology Department (9214 8504) in November for information about dates and times of enrolment.

### Swinburne certificates in Welding

**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 highly 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</th>
<th>Description</th>
<th>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>
<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>
</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</th>
<th>Description</th>
<th>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>2</td>
</tr>
<tr>
<td>NF006</td>
<td>Manual Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>NF007</td>
<td>Gas Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>NF009</td>
<td>Gas Tungsten Arc Welding</td>
<td>2</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**

<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF017</td>
<td>Welding Certificate General Theory</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

Plus a choice of any one of the following certificate types:

<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF065</td>
<td>Welding Certificate 1 &amp; 1E MMAW of Low Carbon Steel</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF066</td>
<td>Welding Certificate 2 MMAW on Pipe</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF067</td>
<td>Welding Certificate 3 &amp; 3E MMAW of Alloy Steel</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF068</td>
<td>Welding Certificate 4 MAAW of Alloy Steel Pipe</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF069</td>
<td>Welding Certificate 5 GTAW/MMAW of Alloy Steel Pipe</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF070</td>
<td>Welding Certificate 6 FGW on Pipe</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF071</td>
<td>Welding Certificate 7 GTAW</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF072</td>
<td>Welding Certificate 8 GMAW</td>
<td>60 hours</td>
</tr>
<tr>
<td>NF073</td>
<td>Welding Certificate 9 SAW</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

One module equals forty hours

MMAW = Manual Metal Arc Welding
GTAW = 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 by contacting the Mechanical and Manufacturing Technology Department on 9214 8504.

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**Engineering Technology Programs**

**Authorised Autodesk Training**

The Swinburne Centre for Engineering Technology is a high technology training and development centre. Its aim is to integrate the specialist disciplines of Computer Aided Drafting and Computer Aided Manufacturing within Swinburne, specialising in developing and conducting short courses in AutoCAD and CAD/CAM.

The Centre offers on-site 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
- consulting
- research and development projects
- prototype development.

Current offerings in short courses:

- **CAD Skills**
  An introductory course designed to upgrade people's skills to operate a Computer Aided Drafting software package to a level of proficiency.

- **CAD Skills 2**
  A course designed for participants wishing to continue on from CAD Skills 1 and for participants who have a general knowledge of AutoCAD and require additional training.

- **Advanced CAD**
  Specialises in 3D drafting and solid modelling.

- **CAD Programming**
  A course designed to train personnel with prior CAD experience, to program using AutoLISP, menu customisation and script programming.

- **Machining from CAD**
  AutoCAD and CNC principles using CAMPAC. CAMPAC is a powerful software developed, written and sold by Swinburne and used to process CAD drawing information into machine tool language.

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

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

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

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

**CAMPAC**

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

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

CAMPAC is a commercially available package.
## Course descriptions

### Arts
- Diploma of Arts (Design)  
- Diploma of Arts (Graphic Art)  
- Diploma of Arts: Theatre Technology (Costume Stream)  
- Diploma of Arts: Small Companies and Community Theatre  
- Diploma of Arts (Visual Arts)  

### Access, Community and Language Programs

#### Certificate courses
- Advanced Certificate in Applied Language (Japanese/Mandarin)  
- Certificate in English for Vocational Education and Further Study  
- Certificates of General Education for Adults  
- Certificate in Work Education  

#### Community courses
- Basic Studies Program  
- Living Skills for People with Disabilities  
- Migrant Access Education Program  
- Migrant Women's Course  
- Special Schools Transition Program  
- Vocational Preparation Program (Nursing, Fire Brigade, Police, Ambulance Officers, Defence Force)  
- Vocationally-oriented Evening Classes  
- Volunteer Tutor Training  

### Adult and General Education
- Diploma of Administration and Services (General Studies)  
- Diploma of Recreation (Sports Coaching) (Admin)  
- Diploma of Social Science (Justice)  
- Certificate in Applied Aspects of Loss and Grief  
- Certificate of Occupational Studies: Recreation  
- Tertiary Entry Program  
- Tertiary Study Skills  
- Victorian Certificate of Education (Adult VCE)  

### Social and Community Services and Health
- Diploma of Community Services (Child Care)  
- Diploma of Community Services (Community Development)  
- Diploma of Community Services (Psychiatric Disability Support)  
- Diploma of Community Services (Welfare Studies)  
- Certificate IV in Community Services (Home and Community Care)  
- Certificate IV in Community Services (Managing Social and Community Services)  
- Certificate IV in Health (Nursing)  
- Advanced Certificate in Residential and Community Services  
- Certificate III in Children's Services: Early Childhood Care (General and Bilingual)  
- Certificate III in Children's Services: Out of School Hours Care  
- Certificate in Child Care (Homebased) Family Day Care, Distance Education, Nanny, Koori Streams  
- Certificate III in Community Services (Home and Community Care)  
- Certificate in Family Support Work  
- Certificate in Parent Education Leadership Training  
- Community Options Program  
- **Workplace Skills Unit**  
- Certificate in Patient Services  

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*TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses.*  
*The contents of this chapter include both new and old titles*
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School Administrator
L. McGie, BBus(SUT)

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S. Cecil-Fizdale, DipMKTC, BEd, MEd(LaT)
D. Cole
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, DipMovt & Dance
B. Farmer, DipKTC, GradDipEd(Melb)
C. Fransella, DipEd(Leeds), BEd(Vic)
W. Gersh, RN, SRN, DipHealthEd, DipTeaching(TAFE)
J. Gilchrist, TPTC, DipKTC, BEd, GradDipEdAdmin(Melb)
J. Godwin, DipTeach(EarlyChild)(Frankston), BEd(IIECD), GradDipEd(Haw)
A. Gwyer, TITC, DipEd(Conv), IIECD
J. Harrison, DipKTC(Melb), BEd(ECE), GradDipEd(Haw)
A. Holloway, TPTC, DipFriTeach, GradDipSpecialEd(VicCol), BEd(ECE)(Charles Sturt)
D. Kent, RN, RM, MatScChildHealth, DipTeach(Melb)
L. McLaughlin, RN, RM, GDipAEET(Melb)
D. Nicola-Kotsias, CertAppSocScChildCareSt
A. Paul, DipT(ECE), GradDipEd(Melb)
M. Shepard, RN, GradDipEdAdmin, BEd(Melb)
P. Silveira, CASS-CCS, DipArts(Children’s Services), BEd(LaT)
H. Walker-Cook, DipKTC(Melb), BA(LaT), GradDipEd(Melb)

Secretaries
M. Gray
N. Nagle

Administrative Officer
J. Loh

English Language Centre

Director of Studies
A Redpath, BComm, DipEd, GradDipTESL

Program Co-ordinator - Prahran
E Neil, BA, Dip Ed ESL, GradDip TESOL

Program Co-ordinators
A Pohl, DipEd, MA(GermanicSt)
C Wallis BSc, DipEd, GradDipTESL

Academic Staff
W Andrews, TPTC, GradDipMultiCultStudies(TESL)
B Browne, TSITC, DipPhysEd, MEd
G Brunner, MA, DipEd LOTE, GradDipEdStud
ICarthy, RSA Cert, TEFLA, BA, DipEd
C Cheong, BSc, DipEd, GradDipTESOL
A Crooks, B Ed, GradDipTESL
A Dupont, BA, DipEd
I Giles, RSA Cert TEFLA, BSc, DipEd
M Grey, DipEd, GradDipTESL
D Haig, RSA Cert TEFLA, BA
C Jennings, BA, RSA Prep Cer TEFLA, GradDipEd, MA
D Kinnealy, TPTC, BA, BEd TESOL, GradDipComp
V Langsford, DipEd, MA(AppLinguistics), NAA TIlLevIII
P Lucas, B Ed
P Moodie, DipTeaching, GradDipTESOL
M Nicholson, TPTC, BEd(Melb), GradDipTESOL
M Round, BA, Grad Dip Ed
J Sutton, RSA Cert TEFLA, BA, GradDipInfoServ
R Washington, TPTC, DipTeaching, BEd, GradDipTESOL, MA

Centre Administrator
L. McLachlan, BA, RSA Cert TEFLA

Secretary
H. Ellis, BA, BEd, TPTC

Department of Family and Community Studies

Head
M. Juchnowski, BA, DipEd, MA

Teachers
S. Atkinson, DipEd, BEd
R. Bullock, TPTC, TSpTC, BEd, B SocWork
W. Clipperton, AssDip(Welfare Stud), DipTechTeach
A. Donne, MRN
D. Ellis, BA
F. Hytten, (DipYouth Work, BA)
T. Millar, CertAppSocSc(Child Care Studies), DipTech(TAFE)
L. Moran, (B SocWork, BA)
J. Moreno-Ovidi, AssDipArts, CertChildCare
C. Morrow, Child Care Worker(CertNSW)
N. Papas, Cert Child Care(CSV), DipEd(Prim), GradDip(SpEd)
J. Pardy, BA, ACRACS
I. Lange, DipEd(Prim), GradDipEd(Lang&Lit), BEd(Reader of Deaf)
G. Smith, BS, B SocialWork
S. Wing-Young, Cert Art Craft, DipTeach(Prim), GradDipSpEd

Secretaries
E. Harkness, CertCompBusApp, AdCert(InfTech)
J. Romeril
Workplace Skills Unit
Manager
G. Cohen, BEd

Secretary
G. Giachin

Training Consultants
O. Serle, BA(Hons), DipEd(TESL), RSI(Cambridge)
Certificate in TESOL, Adult Literacy Teaching Cert
M. Gates, BA, DipEd, GradDipLit
R. Maas, DipEd, GradDip Adult and Workplace Ed.
R. Magnuson, BA, DipEd, GradDipPsyC
M. Regan, BA, DipEd, BSW

Multimedia Developer
H. Lopaczyk, DipElecEng, DipEd, Smirec, MIE Aust

Swinburne University of Technology 1997 Handbook
Courses offered
School of Social Sciences and the Arts

Changes in TAFE course structures and titles
The titles of TAFE qualifications are being changed in accordance with the nationalisation of TAFE courses. The box below notes the new and old titles and length of time taken to complete the qualification on a full-time basis.

<table>
<thead>
<tr>
<th>New Title</th>
<th>Old Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>Associate Diploma</td>
<td>2 yrs</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>Advanced Certificate</td>
<td>1 yr</td>
</tr>
<tr>
<td>Certificate III</td>
<td>New</td>
<td>9 mths</td>
</tr>
<tr>
<td>Certificate II</td>
<td>Certificate</td>
<td>6 mths</td>
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</table>

Access, Community and Language Programs

Certificate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Mode</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>3300LCA</td>
<td>Advanced Certificate in Applied Language — Japanese/Mandarin</td>
<td>P</td>
<td>3 years</td>
</tr>
<tr>
<td>2212AAC</td>
<td>Certificate in English for Vocational Education and Further Study (Business, Computing, General)</td>
<td>P, H</td>
<td>1 sem</td>
</tr>
<tr>
<td>2100LIG/LIH</td>
<td>Certificate of General Education for Adults</td>
<td>H, P</td>
<td>varied</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>varied</td>
</tr>
<tr>
<td>2112AAC</td>
<td>Certificate in Work Education</td>
<td>H</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Community Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Mode</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100LDO</td>
<td>Basic Studies Program</td>
<td>H</td>
<td>varied</td>
</tr>
<tr>
<td>2100LDR</td>
<td>Living Skills for People with Disabilities</td>
<td>H</td>
<td>varied</td>
</tr>
<tr>
<td>2100KFW</td>
<td>Migrant Access Education Program</td>
<td>P, H</td>
<td>1 sem</td>
</tr>
<tr>
<td>2100LZD</td>
<td>Migrant Women's Course</td>
<td>P</td>
<td>18 weeks</td>
</tr>
<tr>
<td>2100KZN</td>
<td>Special Schools Transition Program</td>
<td>H</td>
<td>varied</td>
</tr>
<tr>
<td>4920LVP</td>
<td>Vocational Preparation Program (Nursing, Fire Brigade, Police, Ambulance Officers, Defence Force)</td>
<td>H</td>
<td>9 weeks</td>
</tr>
<tr>
<td>2100LZE</td>
<td>Vocationally Orientated Evening classes (MID)</td>
<td>H</td>
<td>1 year</td>
</tr>
<tr>
<td>4290LDJ</td>
<td>Volunteer Tutor Training</td>
<td>H</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

Details on the content of each course are listed in the pages that follow. Courses are listed in the same order as above, alphabetically within qualification type.
### Courses offered
#### School of Social Sciences and the Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Mode</th>
<th>Course Length</th>
<th>Part-time</th>
<th>Pre-requisites</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>2504AEC</td>
<td>Diploma of Administration and Services*</td>
<td>H, P</td>
<td>2 years</td>
<td></td>
<td></td>
<td></td>
<td>♦</td>
</tr>
<tr>
<td>5403AE</td>
<td>Diploma of Recreation**</td>
<td>H</td>
<td>2 years</td>
<td></td>
<td></td>
<td></td>
<td>♦</td>
</tr>
<tr>
<td>5413AE</td>
<td>(Sports Coaching)</td>
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<td></td>
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</tr>
<tr>
<td>3290MBA</td>
<td>Diploma of Social Science (Justice)</td>
<td>H</td>
<td>2 years</td>
<td>4 years</td>
<td></td>
<td></td>
<td>♦</td>
</tr>
<tr>
<td>4390MCH</td>
<td>Certificate in Applied Aspects of Loss and Grief</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3221KEA</td>
<td>Certificate of Occupational Studies: Recreation</td>
<td>H</td>
<td>1 sem</td>
<td></td>
<td></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>
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<td></td>
<td>♦</td>
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<tr>
<td>2200LDM</td>
<td>Tertiary Study Skills</td>
<td>P</td>
<td>1 sem</td>
<td>1 year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2200LZV</td>
<td>Victorian Certificate of Education (Adult VCE)</td>
<td>H, P</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
<td></td>
<td>♦</td>
</tr>
<tr>
<td></td>
<td>English Language Intensive*</td>
<td>H, P</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>courses for overseas students (ELICOS)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Foundation Year Arts for International Students*</td>
<td>H</td>
<td>1 year</td>
<td></td>
<td></td>
<td></td>
<td>♦</td>
</tr>
<tr>
<td>Arts</td>
<td>Diplomas of Arts: (Design)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td></td>
<td></td>
<td>♦</td>
</tr>
<tr>
<td>***</td>
<td>Diploma of Arts: (Graphic Art)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td></td>
<td></td>
<td>♦</td>
</tr>
<tr>
<td>***</td>
<td>Theatre Technology (Costume Stream)</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
<td></td>
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<td>♦</td>
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<tr>
<td>2503AEC</td>
<td>Diploma of Arts: Small Companies and Community Theatre</td>
<td>P</td>
<td>2 years</td>
<td>VCE</td>
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<td></td>
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<tr>
<td>2503ADC</td>
<td>Diploma of Arts (Visual Arts)</td>
<td>P</td>
<td>varied</td>
<td></td>
<td>Contact 9214 6937/6997</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Showbiz Programs*</td>
<td>P</td>
<td>varied</td>
<td></td>
<td>Contact 9214 6937/6897</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Short Arts Program*</td>
<td>P</td>
<td>varied</td>
<td></td>
<td>Contact 9214 6937/6897</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* No descriptions exist in this Handbook — please contact the course providers.
** Accreditation pending
*** Course codes unavailable at time of printing

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 qualification type.
# Courses offered

School of Social Sciences and the Arts

## Social and Community Services and Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Course Mode &amp; Length</th>
<th>Fulltime</th>
<th>Prerequisites</th>
<th>How to apply</th>
<th>Direct</th>
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<tbody>
<tr>
<td><strong>Diplomas</strong></td>
<td></td>
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<tr>
<td>2507AAC</td>
<td>Diploma of Community Services (Child Care)</td>
<td>P</td>
<td>2 years</td>
<td>3-4 years</td>
<td>VCE</td>
<td>◆</td>
<td>+</td>
</tr>
<tr>
<td>2507ACC</td>
<td>Diploma of Community Services (Community Development)</td>
<td>H</td>
<td>2 years</td>
<td>4 years</td>
<td>◆</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2503AIC</td>
<td>Diploma of Community Services (Psychiatric Disability Support)</td>
<td>P</td>
<td>4 years</td>
<td></td>
<td>◆</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2507ABC</td>
<td>Diploma of Community Services (Welfare Studies)</td>
<td>P</td>
<td>4 years</td>
<td></td>
<td>◆</td>
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<tr>
<td><strong>Certificate IV</strong></td>
<td></td>
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<td></td>
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<tr>
<td>2407ABC</td>
<td>Certificate IV in Community Services (Home and Community Care)</td>
<td>P</td>
<td>300-400hrs</td>
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<tr>
<td>2407ACC</td>
<td>Certificate IV in Community Services (Managing Social and Community Services)</td>
<td>P</td>
<td>2 years</td>
<td></td>
<td>◆</td>
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<tr>
<td>2407ADC</td>
<td>Certificate IV in Community Services (Nursing)</td>
<td>P</td>
<td>1 year</td>
<td></td>
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<tr>
<td><strong>Advanced Certificate</strong></td>
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</tr>
<tr>
<td>3300MCB</td>
<td>Advanced Certificate in Residential and Community Services</td>
<td>P</td>
<td>1 year</td>
<td>2 years</td>
<td>VCE</td>
<td>◆</td>
<td>◆</td>
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<tr>
<td><strong>Certificate III</strong></td>
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<tr>
<td>2307AAC</td>
<td>Certificate III in Children's Services: Early Childhood Care (General and Bilingual)</td>
<td>P</td>
<td>1 year</td>
<td></td>
<td>◆</td>
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<tr>
<td>2307ACC</td>
<td>Certificate III in Children's Services: Out of School Hours Care</td>
<td>P</td>
<td>1 year</td>
<td></td>
<td>◆</td>
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<tr>
<td>3100MFA</td>
<td>Certificate in Child Care (Homebased) Family day Care, Distance Education, Nanny, Koori Streams</td>
<td>P, OC</td>
<td>—</td>
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<td>◆</td>
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<tr>
<td>2307ABC</td>
<td>Certificate III in Community Services (Home and Community Care)</td>
<td>P</td>
<td>200 hours</td>
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<tr>
<td>3200IVS</td>
<td>Certificate in Family Support Work</td>
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<td>◆</td>
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<tr>
<td>3221MCA</td>
<td>Certificate in Occupational Studies in Social and Community Services*</td>
<td>—</td>
<td>—</td>
<td></td>
<td>◆</td>
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<td></td>
</tr>
<tr>
<td>3222MDB</td>
<td>Certificate in Parent Education Leadership Training</td>
<td>P</td>
<td>—</td>
<td></td>
<td>◆</td>
<td></td>
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</tr>
<tr>
<td>—</td>
<td>Community Information Worker's Certificate*H</td>
<td>—</td>
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<td>◆</td>
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<tr>
<td>SC599COP</td>
<td>Community Options Program</td>
<td>P</td>
<td>—</td>
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</tbody>
</table>

## Workplace Skills Unit

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Mode</th>
<th>Duration</th>
<th>Industry</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>3222MBA</td>
<td>Certificate in Patient Services</td>
<td>In workplace</td>
<td>260 hours</td>
<td>Health worker</td>
<td>9214 8492</td>
</tr>
</tbody>
</table>

---

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

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 qualification type.
English Language for Migrants

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 English 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.

A fully computerized language laboratory on the Prahran campus provides students with on-screen programs for using language courses.

**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).

Duration: courses are offered over forty, thirty, twenty, ten or five weeks.


Study tours and customised courses for industry clients can be arranged.

Courses are conducted on both the Hawthorn and Prahran campuses.

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

**Workplace Skills Unit**

The Workplace Skills Unit designs, researches and delivers training 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;
- professional development programs in workplace delivery;
- integrated language, literacy and numeracy.

Interactive Multimedia

The Workplace Skills Unit consultants design and develop multimedia titles. Computer assisted learning materials are developed by a multidisciplinary team.

**Further information**
Telephone 9214 8492. Fax 9818 0004.
Course Information

Arts

*** 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 first year of the Diploma of Arts (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

Admission to the course is conditional on successful completion of VCE. Provision is made for students returning to education.

All intending students must attend an interview and folio presentation. In addition the applicant will be evaluated on their knowledge of graphics and design.

Course availability and duration

The Associate Diploma of Arts: Design is offered as a two year full-time or approved equivalent part-time course.

Course structure

The course has four stages, each designed to be completed in a semester.

Course content

Year 1
- AP801 Design Process
- AP802/AP903 2D Studies 1 and 2
- AP803/AP904 3D Studies 1 and 2
- AP804/AP905 History and Theory of Art and Design 1 and 2
- AP805 Technology 1
- AP806/AP907 Life Drawing 1 and 2
- AP807/AP908 Drawing 1 and 2
- AP808/AP909 Typography 1 and 2
- AP810/505081 Photography 1 and 2
- AP811/505082 Printmaking 1 and 2
- AP812/AP913 Print for Design 1 and 2
- 505079 Introduction to Graphic Design 1
- AP906 Introduction to Critical Studies 1

Year 2
- 505005/505018 Graphic Design 2 and 3
- 505007 History and Theory of Art and Design 3
- 505008 Critical Studies 2
- 505001 Photography 3
- 505003/505016 3D Graphics 1 and 2
- 505009/505022 Electronic Design 1 and 2
- 505028/505024 Drawing for Illustration 1 and 2
- 505012 Type, Design and Layout 3
- 505020 Design Survey
- 505021 Industry and Workplace Studies
- 505014 Communication Skills
- 505026 Supplementary Studies

Application procedure

Applications must be made through VTAC. In addition applicants MUST contact the department to receive further information regarding an interview.

Part-time applicants only apply directly to this department.

Further information

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

*** 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.
The course content has been developed by industry representatives together with educationalists and aims to develop design, manipulative and computing skills with the production knowledge to engender pride in craftsmanship.

Career potential
Students who successfully complete the course will have the entry level competencies to work as a graphic artist across a wide range of graphic industry occupations. By far the greatest number of career opportunities exist within advertising agencies and the graphic design and finished art studios which service them.

Students from the course are employed in a number of other areas of the industry, such as publishing (newspapers and magazines), retail advertising, large corporations, printers, film and television production houses, educational institutions and government departments.

Further studies pathways
This course is vocational and designed to provide direct entry into industry. Further studies pathways are not currently provided, however applications for further study can be made on an individual basis.

The course will take applications for recognition of prior learning. Application can be made at the time of the interview.

Entry requirements
The entry level for this course is post-VCE. The normal expectation is that successful applicants will have completed the VCE or are mature-age.

Applicants will also be asked to supply evidence, through the presentation of a folio of artwork, of their art ability.

Duration of study
Twenty months of full-time study, followed by four months of evening classes (one subject) are necessary to complete the subjects required for the course.

Course structure

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA347/AA359/AA368</td>
<td>Design I, 2 &amp; 3</td>
</tr>
<tr>
<td>AA348</td>
<td>Drawing</td>
</tr>
<tr>
<td>AA349/AA360/AA369</td>
<td>Finished Art 1, 2 &amp; 3</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 1 &amp; 2</td>
</tr>
<tr>
<td>AA353/AA364/AA370</td>
<td>Typography</td>
</tr>
<tr>
<td>AA355/AA367</td>
<td>Reprographics &amp; Pre-Press I &amp; 2</td>
</tr>
<tr>
<td>AA356</td>
<td>Negotiation Skills</td>
</tr>
<tr>
<td>AA357</td>
<td>Client Interaction</td>
</tr>
<tr>
<td>AA358</td>
<td>Personal Organisation Skills</td>
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<tr>
<td>AA361</td>
<td>Careers</td>
</tr>
<tr>
<td>AA362</td>
<td>Colour</td>
</tr>
<tr>
<td>AA366/AA372</td>
<td>Product Illustration I &amp; 2</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.

Diploma of Arts: Theatre Technology (Costume Stream)

This course is offered at the Prahran campus. The purpose of this course is to provide training for individuals who wish to pursue or enhance their careers as theatre technicians in the areas of costume or work in related areas.

Career potential
Career potential available to graduates is broad based within the arts industry, including careers in technical theatre and other costume related areas, small theatre companies, community theatres, theatre in education, festivals, event and project management and entrepreneurial work within the arts.

Further studies pathways
Graduates may choose to pursue further studies in performing arts areas in higher education.

Recognition of prior learning
Through the recognition of prior learning, participants will be given credit for subjects where they can provide evidence that they have achieved the learning outcomes. Learning outcomes include:

- The applicant has actually completed the learning outcome that is being claimed;
- The learning outcome is still valid and performable;
- The learning has reached the accepted level;
- The learning is applicable to the area claimed;
- The learning outcome can be applied outside the specific context in which it was learned;
- A sound connection can be made between the learning outcome and the vocational outcomes.

Entry requirements
Admission to the course is conditional on successful completion of VCE. Provision is made for students returning to education.

All intending students must attend an interview/folio presentation.

Course availability and duration
The course is offered as a two year full-time course. Part-time places are offered subject to availability. This course combines practical studies, industry simulation, and industrial placement, to enhance students’ overall knowledge, experience and networks.

Course structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Course code</th>
<th>Course name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>505030</td>
<td>Introduction to Wordprocessing</td>
</tr>
<tr>
<td></td>
<td>505031**</td>
<td>Keyboarding</td>
</tr>
<tr>
<td></td>
<td>505032**</td>
<td>Using a Microcomputer</td>
</tr>
<tr>
<td></td>
<td>505101</td>
<td>Pattern Construction</td>
</tr>
</tbody>
</table>
S2700 Introduction to the Theatre Industry
S2701 Introduction to Industrial Relations
S2702 Workplace Safety
S2703 First Aid Certificate
S2704 Development of Technology in European Theatre
S2705 Non-European Theatre Tradition
S2706 Practical Placement
SZ703** Workplace Communication 1
SZ705** Workteam Communication 1
SZ710 Introduction to Costume
SZ711 Garment Assembly 1 and 2
SZ712 Millinery 1
SZ713 Costume Maintenance
SZ714 Introduction to Make-up
SZ715** Writing Skills for Work

Year 2
505029** Job Seeking Skills 1
505030 Introduction to Word Processing
505031** Keyboarding
505032** Using a Microcomputer
505033 Practical Placement 3
505034 Practical Placement 4B
505049** Client Interaction 1
505050** Meetings
505051** Negotiation Skills 1
505052** Dealing with Conflict 1
505053** Team Building 1
505054** Writing Workplace Documents 1
505055 Train the Trainer
505056** Introduction to Quality Concepts
505057 Novelty Costume
505058 Applied Decoration Techniques
505059 Dancewear Construction
SZ700 Undergarments
SZ701 Period Millinery
SZ702 Period Costume
SZ703 Staffing
SZ704** Industrial Relations

**Please note: subject details for these subjects were unavailable at time of print please contact 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

2503AEC 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;
- 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
S2743 Word Processing
S2744 Mask and Make-up
S2745 Basic Lighting
S2747 Set Design
S2748 Movement for Performers
SZ749 Voice
SZ750 Improvisation
Introduction to the Australian Theatre Industry

Scriptwriting

Event Process 1

Rehearsal and Skills Maintenance

Industry Placement

Costume

Make-up

Basic Photography

Basic Video Camera Operation

Basic Sound

Performing Arts in Context

Event Project 2

Project Administration 2

Dealing With Conflict

Rehearsal Skill/Main 2

Acting

Year 2

Job Seeking Skills

Introduction to Industrial Relations

Popular Theatre

Voice

Movement

Introduction to Australian Theatre Industry

Events Projects 3

Project Administration 2

Publicity and Marketing Events 2

Research and Consultations

Negotiation Skills

Dealing With Conflict

Rehearsal Skill/Main 2

First Aid

Microcomputing

Keyboarding

Word Processing

Stage Management

Industry Placement

Voice 3

Movement 3

Project Administration 4

Publicity and Marketing Events

Research and Consultation

Small Companies Simulation

Rehearsal and Skills Maintenance

Sound

Event Project 4

**Please note: subject details for these subjects were unavailable at time of print please contact 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.

2503ADC Diploma of Arts (Visual Arts)

The 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.
Access, Community & Language 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.

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 6985 Fax: 9529 3275
2212AAC  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
- General: a preparation for study in a variety of fields

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.

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 upper intermediate 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
EF011**  Information Technology

Computing stream

EF003**  Introduction to Communications
EF004**  Keyboarding
EF005**  Introduction to Micro Applications
EF006**  Using a Microcomputer
EF013**  English and Study Skills

General stream

EF001**  English and Study Skills
EF003**  Introduction to Communications
EF011**  Information Technology
EF012**  Australian Studies

**Please note: subject details for these subjects were unavailable at time of print; please contact the Migrant Education Unit, Prahran and Hawthorn campuses.

Application procedure

Application forms are available from the Migrant Education Unit, Prahran Campus or Hawthorn Campus.

Prahran Vic, 3181
Ph: (03) 9214 6985
Hawthorn
Ph: (03) 9214 5337

Selection is based on each applicant's suitability for the course.
2100J/UL 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, maths 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
TR100 Volunteer Tutor Training
TR107 Volunteer Tutors
VAC797 Community Computers

General Curriculum Options 2
VAC797 Explore your own Career and Learning Options
VAC797 Introduction to Psychology
VAC797 Job Search/Personal Development
VAC797 Media Studies
VAC798 Business Studies (Practical)
VAC798 Computers 1
VAC798 Computers 4
VAC798 Computers 5
VAC798 Evening Computers
VAC798 First Aid
VAC798 Hospitality
VAC798 Study Skills
VAC799 Computers 2

VAC799 Computers 6
VAE292 Numerical Maths Concepts 2
VAE293 Numerical Maths Concepts 3
VAE438 Oral Communication 3
VAF274 Reading & Writing 1
VAF276 Reading & Writing 3

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).

2112AAC Certificate in Work Education
This course is offered at the Hawthorn campus. The course aims to provide people with special learning needs with basic literacy, numeracy and vocational training skills.

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

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

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

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

Course duration
Intake dates are flexible and subject to variation but will be advertised. The course is flexible and has full-time 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
VAC 550 First Aid
VAH676 Induction
VAC940 Personal Effectiveness
VAD167 Orientation to Learning
VAD705 Orientation to Work
VAM094 Workplace Communication
VAM127** Writing Skills for Work
VAB760** Job Seeking Skills
VAH216** Work Team Communication
VAC145 Numeracy - Level 1 (C.G.E.A.)
VAA845 Computer Fundamentals
VAB037 Computer Operations - Data Retrieval
VAC350 Office Equipment - Routine Tasks
VAM067  Work Education
A range of accredited modules from the following vocational areas are also offered within the Certificate in Work Education: Horticulture, Hospitality, Retailing.

**Please note: subject details for these subjects were unavailable at time of print please contact the department.

Application procedure
Prospective students are required to complete an application form and attend an interview.

Community courses

2100LDO  Basic Studies Program
TR101  English Workshop
TR102  Mathematics Workshop
TR103  Spelling Workshop
TR107  Volunteer Tutor Program Students (Adult Literacy) — Regular
TR108  Volunteer Tutor Program Students (Life Skills) (MIDA)
TR109**  Literacy in the Workplace (MIDA)

2100LDR  Living Skills for People with Disabilities
TR109**  Literacy in the Workplace (MIDA)

**Please note: subject details for these subjects were unavailable at time of print please contact the department.

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 speaking 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 preparation 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.

Entry requirements
Applicants must:

- 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:

EF016  Introduction to Computing
EF018  English for Work and Study

The part-time evening course consists of:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>TJ005**   Further Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>TJ006**   Further Speaking and Listening</td>
<td>2</td>
</tr>
<tr>
<td>TJ007     Advanced English</td>
<td>4</td>
</tr>
</tbody>
</table>

**Please note: subject details for these subjects were unavailable at time of print please contact the department.

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, Prahran 3181
Hawthorn campus, 44 William Street, Hawthorn 3122
Telephone (03) 9214 6985  Telephone (03) 9214 5337

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
EF017**  English language

**Please note: subject details for this subject were unavailable at time of print please contact the department.

Application procedure
Contact the Migrant Education Unit:

Prahran Campus, 144 High Street, Prahran 3181
Telephone (03) 9214 6985
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.)

**Please note: subject details for these subjects were unavailable at time of print please contact the department.**

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, ambulance service, armed services or the police force.

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

Vocationally-oriented Evening Classes

The course provides practical subjects for mildly intellectually disabled adults in the evening.

Subjects offered are:

**TR094F** Maths for Living
**TR121F** Literacy/Numeracy

**Please note: subject details for these subjects were unavailable at time of print please contact the department.**

Volunteer Tutor Training

Two courses of training are offered. One prepares volunteers to work on a one-to-one basis with adult students who need individual tuition in the basics of reading, writing and spelling. The second prepares volunteers to tutor mildly intellectually disabled adults in life-coping skills.

**TR100** Basic Literacy
**TR106** Life Skills

Further information

Access Education, Numeracy 9214 8806, Literacy 9214 8816 or 9214 8634.

Diploma in Administration and Services (General Studies)

The Diploma in Administration and Services (General Studies) is available on the Prahran and Hawthorn Campus

Course aims

The Diploma in Administration and Services (General Studies) is designed to provide:

- broad-based training for employment in a range of administrative and service occupations
- a pathway from TAFE into degrees in Arts/Social Science and Business, and into other specialist TAFE courses. The course is intended to equip students for employment in administrative, supervisory and related para-professional jobs in the public and private sectors. These may include:
  - service delivery to the public in government, semi-government, community and business organisations
  - public relations, information provision and media liaison
  - research and project planning with responsibility for contributing to policy development, monitoring and evaluation
  - human resources functions, including training and development and industrial relations

Note that high levels of professional competence in these fields would require further study/training and relevant experience.

Graduates of the Certificate IV (Year 1) will be equipped for employment in the same areas, with more limited functions and responsibilities.

Students who complete the Training and Development Stream will also receive the Certificate IV in Workplace Training (Category 2) as nationally qualified trainers.

Articulation and credit transfer

Graduates of the Diploma will be eligible to apply for entry into Bachelor of Arts, Bachelor of Social Science and Bachelor of Business (Swinburne) degrees. Those selected will be eligible for credit transfer of up to 1.5 years of the BA Degree and a lesser proportion of the Bachelor of Social Science and Bachelor of Business, depending on the subjects taken.

Graduates of both the Certificate IV and the Diploma may apply for entry into other TAFE courses in Community Services, Arts, Human Resources and related Business fields, with credit transfer in relevant subjects.

Course duration

The course is two years of full-time study, and part-time studies will also be offered. Successful completion of the Year 1 program gains the award of Certificate IV in Administration and Services (General Studies).

Entry requirements

Applications are invited from persons who have completed Certificate I in Administration and Services (General Studies), Year 12 or equivalent, or who are mature age (21 years +). Applicants who are not mature age should submit evidence of their secondary education.

Course structure

Core modules are compulsory throughout.

Elective modules are to be chosen as follows:

Year 1 (Certificate IV) - two modules
Year 2 (Diploma) - two streams, each relating to specific areas of employment and/or further study.

**Please note: subject details for these subjects were unavailable at time of print please contact the department.**
5403AE Diploma of Recreation (Sports Coaching)

5413AE Diploma of Recreation (Administration)
Certificate IV in Recreation

Career Potential
This course aims to provide an accredited training program for people wishing to pursue a career in the recreation industry in either Sports Coaching or Administration. The Administration stream is for people wishing to pursue a career or improve skills in the administration of recreation organisations. The Sports Coaching stream is for people wishing to pursue a career or improve skills in sports coaching operations.

Further Studies/Pathways
This Diploma is part of a Pathway which links to entry level, supervisory and management training. The Culture, Recreation, Education and Training Industry is currently undertaking an articulation project to establish the links between this training Pathway and a range of courses in the sports, recreation and fitness areas in the Higher Education sector. It is planned that these arrangements will be in place by the end of July 1996.

Membership of the Australian Sports Administrators' Association is available on completion of the Recreation (Sports Administration) Diploma to Administration students.

Course duration
The Diploma can be completed in 2 years full time study both 'on' and 'off-the-job' or a part-time equivalent (subject to University approval).

Students will be eligible for Certificate IV of Recreation (Sports Coaching) or (Administration) upon completion of the first year of the Diploma.

There is a significant requirement for on the job training, and students are expected to have access to a recreation organisation in order to successfully complete the course. Students in the Coaching Stream must complete 100 hours of coaching qualifications in an approved sport.

Entry requirements
Entry to the Diploma 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 all applicants who can demonstrate recreation experience.

Course structure
Year 1 Certificate IV
Core modules (both streams)
Recreation Industry
Computing Skills
Workplace Skills
Client Skills
Coaching stream modules Year 1
Participation and Performance
Sports Science

2504ACC Diploma of Social Science (Justice)

This course is offered at the Hawthorn campus.

Course aims and content
The course will ensure student gain knowledge in the following areas as they relate to community para-legal work and human service settings:

- Basic sociocultural, political and legal structures
- Intellectual frameworks of the study of law and legal processes and law enforcement
- A range of interpersonal strategies and tactics within legal, social, cultural, economic and political dimensions
- Relationship of community work to political and legal policy and enforcement processes.

Career potential
The Diploma of Social Science (Justice) aims to provide learners with the appropriate training and qualification to work at the para-professional 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
Year 1
Semester 1
TH261 Foundations of Law 1
TH263 Administrative Law for Justice Studies
TH265 Sociology 1
NGMS106 Managing Effective Working Relationships
NCS010 Team Building
NCS009 Negotiation Skills
NOS215 Database Fundamentals
NOS216 Spreadsheet Fundamentals
NOS222 Word Processing Introduction

Semester 2
TH262A Foundations of Law 2A
TH262B Foundations of Law 2B
TH266 Sociology 2
NCS015 Presenting Reports
NCS007** Presenting Information
NGMS111 Managing People • Workplace Practice
TH273 Occupational Health and Safety
520009** Field Placement 1

Year 2
Semester 1
TH269 Australian Criminal Justice System
TH270 Justice Delivery
TH267 Applied Psychology
TH271 Cultural Diversity in Australia
520010 Field Placement 2

Semester 2
TH264 Statute and Criminal Law
TH268 Criminology
TH272 Social Research and Analysis
520010** Field Placement 3

**Please note: subject details for these subjects were unavailable at time of print please contact the department.

Further information
For further information contact Lisa Quayle on 9214 8370.

4390MCH Certificate in Applied Aspects of Loss and Grief

This course is offered at the Hawthorn campus and is conducted by the National Association for Loss and Grief (Victorian State Branch) in association with Swinburne University of Technology.

Course aims
This course is designed for workers, waged or non-waged, who support people experiencing grief and loss. It aims to give an understanding of grief and loss processes, and provide skills in assisting those who grieve.

Successful students are issued with a National Association for Loss and Grief (NALAG) accredited certificate.

The course is designed to give students the opportunity to:

- have a knowledge of theories related to grief and loss;
- have an understanding of the support required to assist people in grief and loss situations;
- be able to identify the range of skills needed in grief and loss work. Although students will be introduced to a number of basic counselling skills, this course does not provide a professional counselling qualification.

Entry requirements
Participants undertaking the course come from a wide variety of areas: nursing, social work, health and welfare, palliative care, pastoral care, workers in the funeral industry and from human resources, education and support and self-help groups. Prospective students should be of mature-age (twenty-three and over) and have some experience of working with grief and loss. It is expected that students demonstrate a degree of sensitivity and empathy towards others in grief and loss situations.

Students should indicate a readiness to undertake learning based on adult learning principles of sharing and cooperative responsibility between teachers and students.

There are limited places available for special entry for those unable to meet all selection criteria.

Further studies pathways
Upon completion of the certificate students may negotiate an equivalent credit from a TAFE course within the community services and health field. There is a course proposal for a Graduate Certificate in Grief and Loss at Victoria University of Technology (Footscray Campus). Applicants are advised to seek further details from the Faculty of Human Development 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</th>
<th>Module</th>
<th>Subject</th>
<th>Weeks</th>
<th>Session Hours</th>
<th>Total Hours</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Module 1</td>
<td>Grief Theories</td>
<td>5</td>
<td>4</td>
<td>20</td>
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<tr>
<td></td>
<td>Module 2</td>
<td>Lifespan</td>
<td>5</td>
<td>4</td>
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<td>Module 3</td>
<td>Culture</td>
<td>3</td>
<td>4</td>
<td>12</td>
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<td></td>
<td>Module 4</td>
<td>Social and Ethical Issues</td>
<td>2</td>
<td>4</td>
<td>8</td>
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<td>60</td>
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<tr>
<td>2</td>
<td>Module 5</td>
<td>Disaster and Emergent Issues</td>
<td>4</td>
<td>4</td>
<td>16</td>
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<td></td>
<td>Module 6</td>
<td>Communication Skills in Grief and Loss</td>
<td>4</td>
<td>4</td>
<td>16</td>
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<td></td>
<td>Module 7</td>
<td>Networking and Resourcing</td>
<td>4</td>
<td>4</td>
<td>16</td>
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<tr>
<td></td>
<td>Module 8</td>
<td>Survival Strategies for Care Givers</td>
<td>2</td>
<td>4</td>
<td>8</td>
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<td></td>
<td>Module 9</td>
<td>Course Review</td>
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<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>60</td>
</tr>
</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.
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 2/3/4 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

*Please note: subject details for these subjects were unavailable at time of print *please contact the department.*

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

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 qualification or its equivalent.

Further studies pathways
The program offers support and training in preparing a range of assessment tasks and helps provide the skills required to undertake tertiary programs for those students who are returning to study. Successful students who take up a place in the arts degree at Swinburne University will be granted one general first year credit.
Course structure
The course as structured in 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:
either 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
MTSA4 Text Analysis
MTS3R Research Skills
MTS5S 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 so that they can be advised on subject selection.

Course duration
The VCE is normally completed over one year full-time or over two years on a part-time basis. To complete the Adult VCE, applicants must be over eighteen years of age on 1 January of the year of commencement of VCE studies at Swinburne and have been away from study for at least twelve months. Adult students are not required to do Units 1 and 2.

Course structure
A wide range of subjects are offered for full-time, part-time, day and evening students. Subjects may be taken in approved combination, subject to timetable considerations. Assessment procedures are based on work requirements and Common Assessment Tasks (CATs) as set by the Board of Studies.
The following subjects are taught:
**Please note: subject details for this subject was unavailable at time of print please contact the department.**

**Application procedure**
Contact Theresa Sheck, VCE Administrator on 9214 67 57 for further information and enrolment forms.

**Social and Community Services and Health**

**2507AAC Diploma of Community Services (Child Care)**

Prahran campus offers the Diploma of Community Service (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 Diploma of Community Service (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, and for holders of the Certificate III in Children's Services. Recognition of prior learning opportunities are available.

**Further studies pathways**
Graduates of the Diploma of Community Service (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 1997.

**Course duration**
Prahran campus enrolls the largest number of child care students 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 thirty-five hours per week gaining experience in a range of practical settings for 40% of the year.

Part-time students will attend University one night a week between 2.30pm and 8.30pm in 1997.

**Course structure**
The course is structured as a two year full-time or four year part-time course.

AS421 Special Needs
AS427 Professional Development
AS435/AS467 Communication Skills
AS436/AS468 Family and Society
AS463/AS482 Behaviour and Guidance
AS464/AS607 Child Study
AS469/AS470/
AS483/AS474/ Children's Experiences

**Swinburne University of Technology 1997 Handbook 133**
Prospective students should be at least twenty-three years of age and have had two years experience in community development work (either paid or unpaid) since completing year twelve.

Preference will be given to prospective students who are already working (paid or voluntary) in the field. There are limited places for students who are unable to fulfil all entry requirements.

**Course duration**
The course has full-time and part-time study modes. The full-time course is taken over two years and the part-time course takes up to four years. Intake dates are subject to variation but will be advertised.

**Course structure**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>VAA506/7</td>
<td>Australian Society</td>
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<tr>
<td>VAD400</td>
<td>Introduction to Community Development</td>
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<tr>
<td>VAD063</td>
<td>Human Rights and Advocacy</td>
</tr>
<tr>
<td>VAD529</td>
<td>Introduction to Study</td>
</tr>
<tr>
<td>VAD226</td>
<td>Information Access</td>
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<tr>
<td>VAE447/8</td>
<td>Group and Personal Communication</td>
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<tr>
<td>VAC865</td>
<td>Political Economy</td>
</tr>
<tr>
<td>VAF403</td>
<td>Research 1</td>
</tr>
<tr>
<td>VAF404</td>
<td>Research 2</td>
</tr>
<tr>
<td>VAF780</td>
<td>Introduction to Social Policy</td>
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<tr>
<td>VAE450</td>
<td>Organisations and Community Development</td>
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<tr>
<td>VAF770</td>
<td>Social Action: Theory and Practice</td>
</tr>
<tr>
<td>VAC866</td>
<td>Group and Personal Communication 2</td>
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<tr>
<td>VAC457</td>
<td>Field work 1</td>
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<tr>
<td>VAH556</td>
<td>Field work 2</td>
</tr>
<tr>
<td>VAH557</td>
<td>Field work 3</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Diploma of Community Services (Psychiatric Disability Support)</th>
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</thead>
<tbody>
<tr>
<td>2503AJC</td>
<td>Diploma of Community Services (Psychiatric Disability Support)</td>
</tr>
</tbody>
</table>

This course is designed for direct service workers in Community based Psychiatric Disability Support work settings including:
- Psychosocial rehabilitation programs
- Employment, recreation and leisure day program and drop-in centres
- Residential programs
- Accommodation and outreach support
- Self help and advocacy, and
A range of other community contexts where psychiatric disability is an issue.

Course Duration
The course will initially be provided only part-time at Swinburne, Prahran Campus, one afternoon and evening per week. The course will commence in March 1996 and is also likely to be offered full-time in 1997.

Entry Requirements
The prospective students will normally be at least 23 years of age, and have the equivalent of one year full time experience in the last years, in the psychiatric disability area.

Applicants will be able to demonstrate written and language skills equivalent to Year 12 standard. Values, attitudes and awareness of issues relevant to working with people with psychiatric disabilities are essential.

Course structure
Stage 1 Modules
Orientation to Social & Community Services (SACS)
Interviewing Skills
Presenting Reports
Principles and Practice SACS
Psychiatric Disability Support I (Introduction)
The Psychiatric Services System
Psychology
Sociology
Professional Integration Tutorials I

Stage 2 Modules
Casework
Psychiatric Disability Support II (Consumer Perspective's)
Working with Groups I
Consumer Health & Safety
Community Development
Fieldwork I
Professional Integration Tutorials II

Stage 3 Modules
Counselling Skills
Working with Groups II
Psychiatric Disability Support III (Worker Focus)
Managing Crisis
Fieldwork II
Professional Integration Tutorials III

Stage 4 Modules
Occupational Health & Safety
Organisational Structure & Process
Psychiatric Disability Support IV (Program Design)
Supervision & Support
Fieldwork III
Professional Integration Tutorials IV

Further information
Contact the Department of Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, telephone 9214 6866.

2507ABC  Diploma of Community Services (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 skills 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
VAG679 Welfare Practice
VAD686 Law for Welfare Work
VAF783 Sociology
VAF171 Psychology 1
VAD520 Introduction to Social and Community Services
VAB205 Casework
VAB381 Community Work 1
VAB382 Community Work 2
VAB607 Counselling Skills
VAC441/443 Field Education 1 and 2
VAC878 Groupwork 1
VAC879 Groupwork 2
Further information
Contact the Department of Family and Community Studies, Prahran Campus, 144 High Street, Prahran 3181, telephone 9214 6866.

2407ABC Certificate IV in Community Services (Home and Community Care)

The Certificate IV Community Services (Home and Community Care) offers accredited training to people working at a supervisory level in the aged services area. The course is also relevant to those people working in services which provide support to people with disabilities and/or people with long-term illnesses.

Students are required to complete a number of compulsory core units which relate to the skills fundamental to HACC workers in supervisory positions. In addition students must complete approximately 200 hours of elective modules.

Entry requirements
Prospective students should have completed the Certificate in Home and Community Care and have experience in the aged and/or disability services, at a supervisory level. Applicants who have not completed the Certificate in HACC, may be eligible for special entry based on experience in the industry.

Course Structure
A. Core Modules (Compulsory Units)
   510901 Supervision
   510902 Occupational Health and Safety
   510906 Management in Human Services Organisations
   510908 Human Resource Management
   510909 Accountability and Quality Assurance
   510910 Evaluation
   510915 Setting Future Directions
B. Elective Units


Please note: subject details for these subjects were unavailable at time of print please contact the department.

2407ACC Certificate IV Community Services (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
AC414** Behaviour and Attitudes
AC415** Management Communication
AC416** Leadership
Managing People
510901** Supervision
510908** Human Resource Management
AC418** Supervision
AC419** Team Building
AC420** Occupational Health and Safety
AC421** Accountability
Managing Information
510703** Introduction to Computers
510704** Design Information Systems
AC445** Marketing
Direction Setting
510701** Evaluating
510702** Decision Making
510705** Maths for Managers
510915** Setting Future Directions
510916** Managing Change
Managing Resources
510706** The Manager and Administration
510707** Financial Management
AC444** Resource Development
AC446** Workplace Participation
PRA001** Management Discussion Group

**Please note: subject details for these subjects were unavailable at time of print, please contact the department.

Application and selection
Admission is based on previous experience in the human service field. The closing date for applications is the third week in January.

Further information
Secretary, SACS, Family and Community Studies, 144 High Street, Prahran 3181, telephone 9214 6866.

2407ADC Certificate IV in Health (Nursing)

Swinburne University of Technology Prahran campus and Peninsula College of TAFE are cooperating in offering the Advanced Certificate in Nursing. This course replaces the training previously referred to as state enrolled nursing, and enables graduates to register with the Nurses Board of Victoria in Division 2 of the Nursing Register.

Career potential
There are excellent employment opportunities for Division 2 nurses, particularly in nursing homes, adult day care centres and a range of other settings.

Those seeking careers as Registered Nurses Division 2, should enjoy working with people, particularly elderly people. Second level nurses work under the direct or indirect supervision of registered nurses Division 1 in providing patient care in stable nursing situations and assisting registered nurses with patient care in less stable nursing situations.

The Division 2 nurse assists patients with a range of practical health care needs. The work is physically demanding, often involving assisting patients with mobility and comfort needs. The work is both emotionally challenging and rewarding, as the Division 2 nurse 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 Diploma in Community Services (Child Care). 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 Certificate IV in Health (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-ageentry
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 Certificate IV in Health (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 8.30am and 5.30pm. Clinical placement attendance follows the shifts set by hospitals with the majority of placement shifts being from 7.00am to 3.00pm but some shift attendance required between 3.00pm and 11.00pm.

Swinburne
In 1997 there will be an intake of between forty and sixty full-time students. There may also be an intake of twenty part-time students.

Swinburne students will undertake approximately 65% of their classes at Swinburne's Prahran campus and 35% at the Kingston Centre, Cheltenham. Swinburne Nursing Students (Koori Stream) will undertake classes at the Prahran campus and at the Aboriginal Community Elders Services. Clinical placement will be undertaken at the Kingston Centre and a range of other hospitals and nursing homes.

Peninsula
In 1997 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 1
510216 Medications
510217 Clinical Studies 2
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.

3300MC8 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:

- Bachelor of Applied Science (Intellectual Disability)
- Bachelor of Arts (Youth Affairs)
- Diploma of Community Service (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

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 Severe Physical Disability
- AC531 Health and Safety
- AC533 Introductory Studies
- Elective
- AC512 Community Studies

Application procedure

Details for entry can be obtained from the course brochure available from Swinburne.

Further information

Secretary, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181.
Telephone 9214 6866.

2307AAC Certificate III in Children's Services: Early Childhood Care (General and Bilingual streams)

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 Diploma of Community Service (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.

Streams of the course

General Stream - This stream is for students who are competent in English for both written and spoken communication.

Bilingual Stream - This stream is for students from a non-English speaking background who:
- may have completed most of their schooling overseas
- have a basic understanding of written and spoken English.

Course structure

Semester 1
- VAG836 Written Skills for Work 20
- VAK138 Developmental Studies Children 0-6 25
- VAK261 Health & Hygiene 20
- VAL598 Safety-Children 0-6 10
- VAL796 SFP Children 0-6 252

Semester 2
- VAJ708 Basic Care Routine Children 0-6 15
- VAK581 Observing Children 06 7.5
- VAK680 Personal & Professional Studies 10
- VAK701 Interpersonal Communication & Jobseeking Skills 10
- VAK745 Play & Learning 25
- VAL794 SFM Children 0-6 7.5

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 Diploma of Community Service (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

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
<th>Hrs/Sem</th>
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</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAG836</td>
<td>Written Skills for Work</td>
<td>20</td>
</tr>
<tr>
<td>VAK138</td>
<td>Developmental Studies Children 0-6</td>
<td>25</td>
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<tr>
<td>VAK261</td>
<td>Health &amp; Hygiene</td>
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<td>VAL599</td>
<td>Safety-Children 5-12</td>
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<tr>
<td>VAL795</td>
<td>SFP-A (ASC)</td>
<td>247</td>
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<tr>
<td>Semester 2</td>
<td></td>
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<tr>
<td>VAE325</td>
<td>Occupational Health &amp; Safety</td>
<td>10</td>
</tr>
<tr>
<td>VAJ730</td>
<td>Basic Care Routine Children 5-12</td>
<td>15</td>
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<tr>
<td>VAK239</td>
<td>Family Studies</td>
<td>25</td>
</tr>
<tr>
<td>VAK274</td>
<td>First Aid Level 2</td>
<td>25</td>
</tr>
<tr>
<td>VAK874</td>
<td>Program Planning • Out of School Hours</td>
<td>30</td>
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<tr>
<td>Semester 3</td>
<td></td>
<td></td>
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<tr>
<td>VAK189</td>
<td>Developmental Studies Children 5-12</td>
<td>10</td>
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<tr>
<td>VAK442</td>
<td>Leisure &amp; Recreational Activities</td>
<td>25</td>
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<tr>
<td>VAK518**</td>
<td>Interaction &amp; Guidance Children 5-12</td>
<td>12.5</td>
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<tr>
<td>VAK701</td>
<td>Interpersonal Communication &amp; Job Seeking Skills</td>
<td>10</td>
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<tr>
<td>VAK680</td>
<td>Personal &amp; Professional Studies</td>
<td>10</td>
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<tr>
<td>VAK710**</td>
<td>Observing Children 5-12</td>
<td>5</td>
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<tr>
<td>VAL787**</td>
<td>SFM-Out of School Hours</td>
<td>7.5</td>
</tr>
</tbody>
</table>

**Please note: subject details for these subjects were unavailable at time of print please contact the department.

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.

Certificate in Child Care (Homebased) Family Day Care, Distance Education, Nanny and Koori Streams

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. This Certificate is designed to provide training for people working as homebased caregivers. The course is also offered to Koori caregivers and foster care workers. It 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.
This course is offered at the Prahran campus. The Certificate in Home and Community Care offers 200 hours training to people who wish to work predominantly in the aged services area. This course also applies to those wanting to work in home and community based services providing support to those with a disability, suffering long-term illnesses or in rehabilitation programs.

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
The subjects offered are:
- AC818** Communication Skills
- AC819 Policy
- AC820 Health and Safety
- AC821 Client Population
- AC822 Work Environment
- AC823 Field Work Tutorial
- AC824 Home Care and Personal Assistance

Please note: subject details for this subject were unavailable at time of print please contact the department.

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.

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 people wanting to work as trained 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:
- Diploma of Community Service (Welfare Studies)
- Diploma of Community Service (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.

Course structure
AC825 Introduction to Family Support Work
AC826 Workplace Communication
AC827 Communication and Group Dynamics
AC828 Family Health and Safety/First Aid
AC829 Family Structures
AC830 Elective
AC831 Theory and Practice of Family Support Work
AC832 Field Education

Further information
Secretary, Family and Community Studies, Prahran campus, 144 High Street, Prahran, 3181. Telephone: 9214 6866.

3222MDB Certificate in Parent Education Leadership Training

This course is offered at the Prahran campus. The course in Parent Education Leadership Training is designed to meet the training needs of direct provision workers in family support/parent program agencies. It offers participants the necessary practical and theoretical training to lead parenting groups or provide services in parenting support and related areas.

Successful completion of the course may lead to employment in this area.

Recognition of prior learning
Applicants with previous qualifications at a relevant associate diploma level or above together with extensive experience may be eligible for some exemptions.

Further studies pathways
The three subjects of the PELT course are offered as electives within the following courses:
- Diploma of Community Service (Child Care)
- Diploma of Community Service (Community Development)
- Associate Diploma of Social Science (Residential and Community Services)
- Diploma of Community Service (Welfare Studies)
- Advanced Certificate in Managing SACS
- Advanced Certificate in Residential and Community Services

Entry requirements
Applicants are required to be a minimum age of twenty-three and will need to show maturity and understanding in working with people.

This course is offered in part-time study flexible learning mode consisting of ninety hours of University time and ten hours of field experience.

Course structure
AS690 Group Dynamics 30 hours
AS692 Family Structures 30 hours
AS693 Parent Education Programs 30 hours
Co-leadership Experience 10 hours

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.

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.

Entry requirements
Applicants should be aged between sixteen and forty-five years and should be registered with Health and Community Services Victoria – Intellectual Disability Services.

Course duration
Twelve months to two years.
Course structure
Students and teachers negotiate an individual program plan containing learning objectives which are relevant to their aspirations. Learning opportunities are offered in a number of areas.

Mainstream classes
Students attend classes from across the University, which are relevant to their career choice or area of interest and through which their negotiated objectives can be met.

Work stations on campus
These offer students opportunities to learn and practise work skills, as well as an opportunity to develop social links on campus. Work stations offering training in office work, cleaning and maintenance, library work, cafe are currently available.

Work placement
These are off-campus in industries nominated by students, and which complement training in classes and work stations.

Application procedure
Write or telephone for an application form: Community Options Program, Family and Community Studies Department, Prahran Campus, 144 High Street, Prahran 3181. Telephone 9214 6866 or 9214 6

Workplace Skills Unit

3222HBA Certificate in Patient Services
This course is offered in the workplace and aims to multiskill Food and Domestic Service attendants and cleaners working in the Health Industry.

Career Potential
The Certificate is designed to multiskill workers for the public acute, public extended care and private hospital sectors.

Recognition of Prior Learning
The workplace delivery, on and off the job training and flexible course structure are based on the recognition of prior learning.

Further Studies Pathways
This course has units in common with others in the health industry and nationally accredited TAFE programs enabling students to move easily between courses.

Entry Requirements
Applicants must be currently employed in the health industry.

Course Duration
Courses are flexible and customised to each work site.
Nominal duration: 260 hours

Course Structure
Core modules
NCS001 Workplace Communication
NOS142** Workplace/Team Effectiveness
PSA001** Hospital Environment
PSA002** Occupational Health and Safety

Electives
PSA03** Infection Control
PSA101** Food Service
PSA102** Housekeeping
PSA103** Detailed Cleaning
PSA104** Directed Assistance
PSA106** Ward Services
PSA107** Food Preparation
NOS108** Records Handling
NOS109** Office Equipment • Routine Tasks
NOS143** Computer Operations • Fundamentals
NOS215 Database Fundamentals

**Please note: subject details for these subjects were unavailable at time of print please contact the department.

Application Procedure
Applicants must apply through their workplace.

Further information
Workplace Skills Unit
Telephone: (03) 9214 8492 Facsimile: (03) 9818 0004
This section contains a brief description of subjects offered by the Swinburne TAFE Division.

**How to find subjects**
All unit or subject descriptions are contained in this chapter. All subjects are allocated either a numeric or an alphanumeric code and are listed here in code order. All purely numeric codes appear first then alphanumeric codes.

The alpha code is made up of two or three letters which indicates the discipline area, followed by three or four numbers.

**Textbooks**
Texts or textbooks are material essential to the subject.

**Recommended reading**
Because of the frequency with which individual publications become out-dated, and are superseded, textbooks and recommended reading are not listed for all subjects.

Students are advised not to purchase textbooks or reference books until the classes commence unless they have previously consulted the lecturer in charge of the subject.

In most subjects a detailed reading guide will be issued during the first week of classes.

Students wishing to carry out preliminary reading in a subject should consult the lecturer in charge of that subject for guidance.
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, CE403_
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 recognise actions which may be contrary to consumer protection provisions of the Trade Practices Act, the Fair Trading Act (Vic) and the Estate Agents Rules of Professional Conduct and Practice.
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 trust 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:
• database (applications for Sales and Lease Register)
• spreadsheet (applications for final reports and analysis and interpretation)
• word processing/graphics (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.

505001 Photography 3

Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Further develops skills in art direction; examines alternative photographic processes; relates photography to publications.

505003 3D Graphics 1

Prahran
A subject in the 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.

505005 Graphic Design 2

Prahran
A subject in the 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, tags, point of sale, etc.) layout, typography, symbols and signs.

505007 History and Theory of Art and Design 3

Prahran
A subject in the 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.

505008 Critical Studies 2

Prahran
A subject in the 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.

505009 Electronic Design 1

Prahran
A subject in the 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.

505012 Type, Design and Layout 3

Prahran
A subject in the 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.

505014 Communication Skills

Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Develops effective skills and strategies to write simple workplace documents and develop the ability to use communication skills to negotiate an agreed outcome.

505016 3D Graphics 2

6 hours per week for 16 weeks • Prahran
A subject in the 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 an direction, packaging and point of sale requirements.

505018 Graphic Design 3

Prahran
A subject in the 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.

505020 Design Survey

Prahran
A subject in the 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.

505021 Industry and Workplace Studies

Prahran
A subject in the 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.
505022 Electronic Design 2

Prahran
A subject in the 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.

505024 Drawing for Illustration 2

Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Undertake illustration projects utilising analytical, conceptual and technical skills and knowledge.

505026 Supplementary Studies

Prahran
A subject in the 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 students and industry needs.

505028 Drawing for Illustration 1

Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Introduces the basic principles and practices of illustration; emphasises a creative approach to develop illustration solutions.

505030 Word Processing

Prahran
A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the 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.

505033 Practical Placement 3

A subject in the 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.

505042 Industrial Relations

Prahran
A subject in the 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.

505044 Popular Theatre

Prahran
A subject in the 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.

505055 Train the Trainer

Prahran
A subject in the 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.

505057 Novelty Costume

Prahran
A subject in the 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 headdresses suitable for stage spectaculars.

505058 Applied Decoration Techniques

Prahran
A subject in the 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.

505059 Dancewear Construction

Prahran
A subject in the 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.

505079 Introduction to Graphic Design 1

Prahran
A subject in the 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.

505081 Photography 2
Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Develops an ability to produce a set of black and white photographs that communicate a concept or idea; begin to art direct a photographic shoot in a studio; relates photography to publications.

505082 Printmaking 2
Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Introduces intaglio printmaking and printmaking methods to assist in design and image development.

505101 Pattern Construction
Prahran
A subject in the 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 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 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 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 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 • 20 hours
A subject in the Certificate IV in Health (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 • 40 hours
A subject in the Certificate IV in Health (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 • 20 hours
A subject in the Certificate IV in Health (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 • 40 hours
A subject in the Certificate IV in Health (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 • 20 hours
A subject in the Certificate IV in Health (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 • 20 hours
A subject in the Certificate IV in Health (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.

51 0207 Anatomy and Physiology 2
Prabran/Peninsula • 40 hours
A subject in the Certificate IV in Health (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.

51 0208 Society, Culture and Nursing
Prabran/Peninsula • 30 hours
A subject in the Certificate IV in Health (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.

51 0209 Law and Ethics in Nursing
Prabran/Peninsula • 30 hours
A subject in the Certificate IV in Health (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 examined. Standards of nursing practice are examined.

51 0210 Clinical Measurement
Prabran/Peninsula • 30 hours
A subject in the Certificate IV in Health (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.

51 0211 Clinical Experience 1
Prabran/Peninsula • 56 hours
A subject in the Certificate IV in Health (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.

51 0212 Nursing 1
Prabran/Peninsula • 40 hours
A subject in the Certificate IV in Health (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.

51 0213 Nursing 2
Prabran/Peninsula • 40 hours
A subject in the Certificate IV in Health (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.

51 0214 Clinical Microbiology
Prabran/Peninsula • 40 hours
A subject in the Certificate IV in Health (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.

51 0215 Clinical Studies
Prabran/Peninsula • 40 hours
A subject in the Certificate IV in Health (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.

51 0216 Medications
Prabran/Peninsula • 30 hours
A subject in the Certificate IV in Health (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.

51 0217 Clinical Studies 2
Prabran/Peninsula • 40 hours
A subject in the Certificate IV in Health (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.

51 0218 Nursing 4
Prabran/Peninsula • 30 hours
A subject in the Certificate IV in Health (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
*Prabran/Peninsula* • 40 hours
A subject in the Certificate IV in Health (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
*Prabran/Peninsula* • 20 hours
A subject in the Certificate IV in Health (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* • *Prabran/Peninsula*
A subject in the Certificate IV in Health (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* • *Prabran/Peninsula*
A subject in the Certificate IV in Health (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* • *Prabran*
A subject in the Certificate IV in Health (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.

530527 Introduction to Psychology
*2 hour per week for 18 weeks* • *Prabran/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.

M347 Design 1, 2 and 3
(Also AA359, AA368)
*3 hours per week for one semester* • *Prabran*
A subject in the 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* • *Prabran*
A subject in the 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* • *Prabran*
A subject in the 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* • *Prabran*
A subject in the 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.

M351 Arts Law
*1 hour per week for one semester* • *Prabran*
A subject in the 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 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 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 Diploma of Arts: Graphic Art.

**Objectives and content**

The aim of this subject is to develop essential computer knowledge of skills for the preparation of graphic art, typography and illustrations through the use of appropriate applications and peripherals.

### AA355 Reprographics and Prepress 1 and 2
(Also AA367)

*3 hours per week for one semester*  ●  *Prahran*

A subject in the 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 Diploma of Arts: Graphic Art.

### AA357 Client Interaction

*20 hours per semester*  ●  *Prahran*

A subject in the Diploma of Arts: Graphic Art.

### AA358 Personal Organisation Skills

*36 hours per semester*  ●  *Prahran*

A subject in the 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 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 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 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 media and computer.

### 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 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 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.

**AAA603  Occupational Health & Safety.**
Prerequisites: AAA620 or have equivalent skills.
Topics include The O.H & S Setting (Legislation, regulations and Standards), Sources of O.H & S Information, Recognition of hazards, Evaluation of hazards, Control of hazards, Emergency procedures and First Aid.

**AAA604  Practical Project**
Prerequisites: Project should be undertaken in final semester of course.
The purpose of the module is to apply knowledge and skills in an unfamiliar situation through the design, execution and documentation of a project.

**AAA630  Computer fundamentals**
Prerequisites: Nil
Topics include computer industry terminology, word processing documents, operating systems/environment to manage discs.

**AAA631  Scientific Spreadsheet Applications**
A 25 hour module  ● Hawthorn  ● Prerequisites: AAA630 or equivalent skills
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

**Content**
Topics include designing and constructing spreadsheets, editing and manipulating data in existing spreadsheets, formatting and printing spreadsheets, graphics to represent numeric dates.

**AAA632  Scientific Database Application**
A 25 hour module  ● Hawthorn  ● Prerequisites: AAA630
A subject in the Diploma of Fire Technology and the Certificate IV in Fire Technology.

**Content**
Topics include terminology with electronic databases, accessing and manipulating data from a datafile, creating database maintaining databases, reports from databases.

**AAA640  Introductory Mathematics**
Prerequisites: Nil
Topics include fractions and decimals, ratios proportions and percentages, mensuration in two and three dimensions, linear algebraic equations, polynomials. Cartesian plane graphs geometry of triangle/quadrilateral and definition of sin, cos and tan.

**AAA641  Laboratory Mathematics**
Prerequisites: AAA640
Topics include stats, bivariate data, indices, linear and quadratic functions, exponential and logarithmic functions, empirical laws, exponential and power law.

**AAA750  Introductory Chemistry**
Prerequisites: AAA640
Topics include language of chemistry, terms, symbols and formulas. Also safety and written reports from experimental investigators.

**AAB257  Applied Trigonometry**
Prerequisites: AAA640
Topics include circular functions, trigonometry of oblique triangles, introduction to vectors.

**AAB258  Introductory Statistics**
Prerequisites: AAB256
Topics include basic probability theory, statical inference and confidence intervals based on the normal distribution.

**AAB259  Regression & Analysis of Variance**
Prerequisites: AAB258
Topics include relationships between variables AAB195, Analysis of variance (one way) AAB181, Experimental design AAB184.

**AATM01  Functional Mathematics**
A 20 hour module  ● Hawthorn  ● Prerequisites: nil
A subject in the Certificate I in Electrical (Pre-Apprenticeship), Certificate in Engineering (Basic) and the Engineering Production Certificate.

**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.
ABD200 Basic Photography
Prerequisites: Nil
Topics include basic photography, recording photography of crime scenes, processing and printing black and white films.

ABD201 Court Presentation of Evidence
Prerequisites: ABD208, NCS005, ABD223/ABD259
Topics include preparing statements, photographs, charts when presenting technical evidence, applying the rules of evidence and delivering evidence from the witness box.

ABD202 Forensic Biology
Co-requisites: ABD228
Topics include collection, preservation, identification and recording of biological evidence material. The significance of biological evidence, documentation and presentation relevant to biological material as evidence to a court or juridical inquiry.

ABD203 Forensic Photography
Prerequisites: ABD200
Topics include advanced photographic techniques for recording of crime scenes operation of a basic VHS/Video 8 video camera, electronic photography/digital imaging.

ABD204 Forensic Physics
Prerequisites: AAA641
Topics include measurement, physical concepts and terminology, calculations involving basic physical quantities and simple physics experiments relating to forensic investigation.

ABD205 Human Anatomy and Physiology
Prerequisites: ABD202
Topics include human body, structure and function of the nervous and endocrine systems. Skin, skeleton, muscles and the reproduction systems.

ABD206 Introduction to Crime Scene Investigation
Prerequisites: Nil
Topics include function of the crime scene investigator, preserving and controlling the crime scene, methods and techniques used in crime scene investigation, legal requirements when collecting physical evidence at a crime scene.

ABD207 Introduction to Forensic Investigation
Prerequisites: Nil
Topics include roles of the specialists in crime scene investigation and the physical evidence that may be located at a crime scene.

ABD208 Legal Studies
Prerequisites: Nil
Topics include court protocol with regards to the delivery of evidence, legislation at a local and national level, rules and types of evidence as applied to the Australian Legal Systems.

ABD209 Research Skills
Prerequisites: Nil
Topics include research terminology and procedures, conclusions from research finding.

ABD210 Bloodstain Evidence
Prerequisites: Forensic Science ABD229, Human Anatomy and Physiology ABD205, Forensic Photo ABD203
Topics include bloodstain pattern, recording and enhancement of bloodstain examination, collection and interpretation of bloodstain evidence.

ABD211 Clandestine Drug Laboratories
Prerequisites: ABD222, ABD229
Topics include safety and investigative procedures of clandestine laboratories, processing of samples from scenes of clandestine drug laboratories.

ABD212 Crime Scene Investigation
Prerequisites: ABD206, ABD200, ABD208
Topics include locating and identifying evidence at crime scenes, collection, sampling, recording, packaging and storage methods of evidence and the processing of physical evidence.

ABD213 Crime Scene Management
Prerequisites: ABD203, ABD229, ABD227
Topics include assessing and implementing scene management, interpreting physical evidence, case management procedures.

ABD214 Fingerprint Science
Prerequisites: ABD206, AAA750, ABD200
Co-requisites: ABD204
Topics include fingerprint science, latent fingerprint detection, questionable fingerprints.

ABD215 Footwear and Tyremark Evidence
Co-requisites: ABD231
Topics include footwear and tyremark evidence, manufacturing methods and processes applicable to footwear and tyres, comparing and reporting on comparative analysis of footwear and tyremark evidence.

ABD216 Forensic Medicine
Co-requisites: ABD222
Topics include medico legal environment, signs and characteristics of death, manner of death, identification techniques of wounds and injuries, medical examinations of victims and suspects.

ABD217 Forensic Microscopy
Prerequisites: ABD200, Co-requisites: ABD207
Topics include setting up the microscope for macro and micro specimen, photograph of microscope specimens, microscopy measurement.

Swinburne University of Technology 1997 Handbook 155
ABD229 Forensic Science
*Prerequisites: ABD222*
Topics include biological, non-biological and botanical materials relative to crime scene investigation techniques used in examinations of materials and the scientific personnel involved. Limitations of the presumptive tests used at the crime scene.

ABD230 Forensic Photogrammetry
*Prerequisites: ABD200, ABD204*
Topics include photogrammetry, plotting machines. Maintenance and service of cameras and plotters.

ABD231 Physical Comparisons
*Prerequisites: ABD222*
Topics include comparative analysis, principles and basic processes applied in a range of physical comparative analysis work. Comparative analysis of physical matching evidence.

ABD232 Post Blast Examinations
*Prerequisites: AAA750, ABD204*
Topics include explosives and accessories, damage assessment, scene management and examination, explosive residue analysis. SAC - PAV

ABD234 Restoration Techniques
*Prerequisites: ABD206, ABD200, AAA750*
Topics include material identification, scientific principles of restoration. Recording of materials for court presentations.

ABD236 Toolmark Examination
*Prerequisites: Nil*
Topics include nature of toolmarks, implements, toolmark scene examinations, toolmark comparison.

ABD237 Vehicle Identification
*Prerequisites: ABD234*
Topics include vehicle manufacturing process, vehicle modifications, procurement methods and examination technique.

ABD238 Video
*Prerequisites: ABD200*
Topics include operating video cameras, audio recording, producing a video tape, theory of digital imaging technology.

ABD239 Drug Investigation
*Prerequisites: AAA750*
Topics include identification of illicit drug samples, chemicals and solvents used in the illicit drug manufacture, recording and collecting samples from scenes of illicit drug manufacture.

ABD250 A.F.I.S. 1
*Prerequisites: ABD234, ABD256*
Topics include Automated Fingerprint Identification Systems, history of the A.F.I.S. in Australia, N.A.F.I.S. hardware and software tenprint functions.

ABD251 Automated Fingerprint Identification Systems 2 (A.F.I.S.2)
*Prerequisites: ABD250, ABD257*
Topics include A.F.I.S. latent tracing techniques, technical design, the file management of the A.F.I.S. at an operational level.

ABD252 Advanced Examinations
*Prerequisites: ABD204, ABD253, AAA750, ABD203, ABD257*
Topics include latent fingerprint examinations, surfaces and physical • chemical techniques used for latent fingerprint surfaces, enhance and record developed latent fingerprints.

ABD253 Fingerprint Examinations
*Prerequisites: ABD206, ABD236, ABD200, Co-requisites: AAA750*
Topics include OH&S with respect to crime scenes and the handling and storage of physical exhibits, develop latent deposits, recording and documentation techniques of developed latent deposits at crime scenes.

ABD254 Fingerprint Fundamentals
*Prerequisites: Nil, Co-requisites: ABD256*
Topics include historical development of fingerprints, Australian modification and extensions to the Henry System, alternative classification and filing system in Australia and overseas.

ABD255 Fingerprint Deceased Persons
*Prerequisites: ABD257, ABD259, ABD203*
Topics include effects of decomposition and identifying of skin, coronial legislation regarding to deceased persons, hazards with fingerprinting deceased persons.

ABD256 Identification Inked
*Prerequisites: Nil, Co-requisites: ABD254*
Topics include inked impressions of friction ridge skin, comparative process on inked friction ridge skin, principles of inked fingerprint comparison and identification.

ABD257 Identification Latent
*Prerequisites: ABD253, Co-requisites: ABD259*
Topics include differentiation of the various types of latents Palmer and planter impressions, methodology of fingerprint comparison.

ABD258 Questionable Latents
*Prerequisites: ABD257, ABD253*
Topics include history of forgery, types of forgeries.

ABD259 Skin and Fingerprint Physiology
*Prerequisites: ABD205*
Topics include structure and friction of skin, friction ridge skin and other characteristics.
ABD701 Fire Industry Awareness
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 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 a 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 recognise 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, NCS004
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: ABD706, 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: AAA732, 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: AAB632, NMTS4.20, 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: AAB632, 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.

ABH500 Real Estate Industry Overview (20 Hrs)  
This module 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.
ABH501 Introduction to Sales (20 Hrs)
This module deals with the appropriate documentation, necessary to complete a sale. Specific topics include Contract Notes, S24 of the Sale of Land Act requirements, the agent's obligations between contract and settlement and the offence of secret commission.

ABH502 Introduction to Property Management (15 Hrs)
This module 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.

ABH503 Real Estate Computing (15 Hrs)
After completing this module, the student should be able to use a real estate sales, listing and property management software package(s).

ABH504 Real Estate Accounting (45 Hrs)
This module introduces the student to the fundamental principles of accounting and then branches into trust accounting principles as applicable to a real estate agent, including relevant legislation, journals, ledgers, statements, bank reconciliations and payroll.

ABH505 Real Estate Computer Accounting (15 Hrs)
This module provides the student with the knowledge and skills to generate computer reports relating to real estate sales and property management accounting.

ABH506 Property Research and Analysis (12 Hrs)
This module is designed to give a student the skills and knowledge to research and evaluate property sales market conditions and implement procedures for developing and maintaining a sales business network.

ABH507 Real Estate Consumer Protection (15-20 Hrs)
The focus with this module is on the understanding of the requirements of consumer protection legislation on real estate and on real estate agents. Various provisions of Acts will be studied. Both State and Commonwealth. Specifically, it examines actions which may be contrary to consumer protection provisions of the Trade Practices Act, the Fair Trading Act (Vic) and the Estate Agents Professional Conduct Regulations.

ABH510 Contract Law for Real Estate (20 Hrs)
This module 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. The student is required to examine a case study and argue whether there is a valid contract or one which is void, voidable or unenforceable.

ABH511 Property Law (25-30 Hrs)
This module deals with some of the major legal principles applicable to property law - specifically interests in land, the types of title systems, land subdivisions and mortgages.

ABH512 Residential Tenancies (20 Hrs)
This module is designed to enable the participant to explain the legal requirements placed on an estate agent / landlord and tenant when entering into a residential tenancy agreement and the processes to be used for the resolution of residential tenancy disputes. Some specific areas covered include security deposits, rejecting applications and the rights and duties of landlords and tenants.

ABH514 Property Management Listings (12 Hrs)
The purpose of this module is to enable student to market a property management department to landlords and prospective landlords and obtain property management listings.

ABH515 Renting Residential Properties (10 Hrs)
This module studies the principles and practice involved in locating and selecting tenants for residential properties. Specifically, it looks at marketing methods, tenancy application forms, interviewing prospective tenants and checking their references.

ABH516 Servicing Managed Properties (20 Hrs)
After completing this module, the participant should be able to maintain the condition of managed properties and minimise the risks to owners. The following topics are covered: risk management, insurance, property inspections, repairs and maintenance, tenancy renewals.

ABH517 Introduction to Specialised Property Management (20 Hrs)
The content of this module covers the following areas: commercial, retail, industrial and holiday leasing. It also looks at dispute solving mechanisms.

ABH525 Listings (30 Hrs)
After completing this module, the participant will have studied the processes involved in prospecting for listings, delivering listing presentations, closing listing presentations and completing the appropriate paper work for a range of property types and market conditions.

ABH513 Recognising Common Building Styles and Faults (15 Hrs)
The purpose of this module is to enable the participant to identify the main features of different building styles, building construction methods and major building faults.

ABH522 Contracts of Sale of Land (15-20 Hrs)
This module involves a study of the legal principles related to contracts for the sale of land and how to apply the principles to practical examples. Topics covered include...
chattels, fixtures, title requisitions, implied terms, documentation required for the sale of different types of property and the holding of deposit moneys.

**ABH523 Methods of Sale (20 Hrs)**
The content of this module is the following: the meaning of, advantages and disadvantages of auction, tender, private treaty, and multiple listing as methods of selling property. It also covers the documentation required for the different methods of sale, and marketing.

**ABH524 Property Appraisals (20 Hrs)**
This module looks at the definition of value, the attributes of land that affect a residential property's value and the methods by which residential property is valued.

**ABH527 Selling by Auction (30 Hrs)**
The purpose of this module is to provide participants with the skills and practical experience to prepare for and conduct an auction and carry out post auction procedures.

**ABH528 Introduction to Specialised Property Sales (20 Hrs)**
This module looks at investor behavior, valuation methods, contamination issues, listing procedures, and the marketing of commercial, industrial, retail and broadacre rural properties. It also briefly examines the agent's role in the management and sale of development projects.

**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 AC518)
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.

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/or 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 homebased child-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 play group.

**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.

ALCO1/ALCO2  **Chinese (Mandarin) 1A and 1B**  
**Prahran**  
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.

ALCO3/ALCO4  **Chinese (Mandarin) 2A and 2B**  
**Prahran**  
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).  
**Content**  
Topics covered include: practice in Chinese Pinyin and tonal system, normal Chinese conversations in daily settings, additional expressions for giving and receiving personal information, obtaining goods and services, telephone conversations and Chinese stories.

ALCO5/ALCO6  **Chinese (Mandarin) 3A and 3B**  
**Prahran**  
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).  
**Content**  
Topics covered include: extended conversation, business terms and storytelling.

ALJO1/ALJO2  **Japanese 1A and 1B**  
**Prahran**  
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).  
**Content**  
Topics covered include: basic telephone skills, visiting and
receiving visitors, travel and accommodation, basic dealings with hotel guests, and giving and asking opinions and advice. Cultural studies include social customs and daily life, geography and the arts.

**AJ03/AJ04  Japanese 2A and 2B**

*Prahran*
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

**Content**
Topics covered include: more detailed study of topics covered in first year and the introduction of grammar and honorifics (polite language)

**AJ05/AJ06  Japanese 3A and 3B**

*Prahran*
A subject in the Advanced Certificate in Applied Language (Japanese/Mandarin).

**Content**
Contents covered include: further grammar and honorifics, use of different types of speech or language depending on social context.

**AP01  Context and Culture 1**

*5 hours per week for 16 weeks*  • Prahran
A subject in the 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 recognize 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.

**AP02  Contemporary Art Studies 1**

*2 hours per week for 16 weeks*  • Prahran
A subject in the 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.

**AP03  General Drawing 1**

*3 hours per week for 16 weeks*  • Prahran
A subject in the 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.

**AP04  Life Drawing 1**

*2 hours per week for 16 weeks*  • Prahran
A subject in the 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.

**AP05  Support Studies (Stage 1)**

*3 hours per week for 16 weeks*  • Prahran
A subject in the 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.

**AP06  Context and Culture 2**

*5 hours per week for 16 weeks*  • Prahran
A subject in the 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.

**AP07  Contemporary Art Studies 2**

*2 hours per week for 16 weeks*  • Prahran
A subject in the 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 an production.

**AP08  General Drawing 2**

*3 hours per week for 16 weeks*  • Prahran
A subject in the 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.

**AP09  Life Drawing 2**

*2 hours per week for 16 weeks*  • Prahran
A subject in the 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.
AP710  Support Studies 2
3 hours per week for 16 weeks  ● Prahran
A subject in the 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 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 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 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 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 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 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 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 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 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 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 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 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 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 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 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 philosophies 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 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 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 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 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 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 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 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 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 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 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 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 Diploma of Arts: Visual Arts.
Objectives and content
This 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 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 Diploma of Arts: Visual Arts.
Objectives and content
This subject aims to provide students with the skills to recognise the role 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.

AP802  2D Studies 1
Prahran
A subject in the 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 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 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
Prahran
A subject in the 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
Prahran
A subject in the 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
Prahran
A subject in the 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  
Prahran
A subject in the 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 drawing and manual drafting exercises; builds an understanding of the terminology of type; establishes a historical context for type form; enhances the skills and knowledge in 'Design Process' (Module 4).

AP905  History and Theory of Art and Design 2  
Prahran
A subject in the 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.

AP810  Photography 1  
Prahran
A subject in the 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  
Prahran
A subject in the 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  Print for Design 1  
Prahran
A subject in the 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.

AP903  2D Studies 2  
Prahran
A subject in the 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  
Prahran
A subject in the 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.

AP906  Introduction to Critical Studies 1  
Prahran
A subject in the 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 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 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 Diploma of Arts: Design.

Objectives and content
Develops an ability to design and execute a page layout using type forms; creatively responds 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.

AP913  Print for Design  
Prahran
A subject in the Diploma of Arts: Design.

Objectives and content
Relates design to print through photo-mechanical print processes; introduces the process camera; learns to interpret and translate a design to print using screenprinting processes.
AS421 Special Needs  
30 hours • Prahran  
A subject in the Diploma of Community Services (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 Diploma of Community Services (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 2  
30 hours • Prahran  
A subject in the Diploma of Community Services (Child Care).

Objectives and content  
Builds on the skills developed in Communication Skills 1. Covers the development of leadership and team building skills as well as effective jobseeking and negotiating skills.

AS436 Family and Society 2  
30 hours • Prahran  
A subject in the Diploma of Community Services (Child Care).

Objectives and content  
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 of origin, religion, sex, socio-economic, status or family structure. Provides information on ways to resource families.

AS464 Child Study 1  
30 hours • Prahran  
A subject in the Diploma of Community Services (Child Care).

Objectives and content  
In this subject, students commence 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 1  
30 hours • Prahran  
A subject in the Diploma of Community Services (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 both orally and in writing.

AS468 Family and Society 1  
30 hours • Prahran  
A subject in the Diploma of Community Services (Child Care).

Objectives and content  
Provides an insight into the diversity of groups and family structures in Australian society. Covers inequalities in Australian society and the implications for care-givers.

AS469 Daily Care Health and Safety 1  
20 hours • Prahran  
A subject in the Diploma of Community Services (Child Care).

Objectives and content  
Provides students with the knowledge and skills necessary to provide a safe, secure and nurturing environment for young children.

AS470 Daily Care Health and Safety 3  
30 hours • Prahran  
A subject in the Diploma of Community Services (Child Care).

Objectives and content  
Provides students with the skills necessary to provide safe, effective nurturing, basic care routines for the care of infants and young children.

AS471 Human Biology  
30 hours • Prahran  
A subject in the Diploma of Community Services (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 ● Prahran*

A subject in the Diploma of Community Services (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 1**

*25 hours ● Prahran*

A subject in the Diploma of Community Services (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.

**AS474 Children’s Experience 2**

*35 hours ● Prahran*

A subject in the Diploma of Community Services (Child Care)

**Objectives and content**

Provides student with skills to plan and implement 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, thinks, creators and explorers.

**AS475 Language and Literature**

*30 hours ● Prahran*

A subject in the Diploma of Community Services (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 Diploma of Community Services (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)*

*20 hours ● Prahran*

A subject in the Diploma of Community Services (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.

**AS478 Supervised Fieldwork Management 1A**

*20 hours (Prahran)*

A subject in the Diploma of Community Services (Child Care)

**Objectives and content**

Prepares and supports students in supervised fieldwork placement 1A. It enables students to identify their progress, and to develop strategies for improving their knowledge and skills in fieldwork.

**AS479 Supervised Fieldwork Management 1B**

*20 hours (Prahran)*

A subject in the Diploma of Community Services (Child Care)

**Objectives and content**

Prepares and supports students in supervised fieldwork placement 1B. It enables students to identify their progress, and to develop strategies for improving their knowledge and skills in fieldwork.

**AS480 Supervised Fieldwork Placement 1A**

*(Day Care)*

*84 hours ● Prahran*

A subject in the Diploma of Community Services (Child Care).

Students undertake supervised field work placement in child care settings with 0 - 3 year olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.

**AS481 Supervised Fieldwork Placement 1B**

*(Day Care)*

*84 hours ● Prahran*

A subject in the Diploma of Community Services (Child Care).

Students undertake supervised field work placement in child care settings with 2 - 5 years olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.
AS482 Behaviour & Guidance 2
10 hours ● Prahran
A subject in the Diploma of Community Services (Child Care).
This subject builds on the skills learnt in Behaviour and Guidance (AS463) and provides knowledge and skills on how to provide environments for young children which help them to develop responsible and independent attitudes.

AS483 Daily Care Health and Safety 2
20 hours ● Prahran
A subject in the Diploma of Community Services (Child Care).
Provides students with the knowledge of health and principles and the skills to apply correct hygiene principles and practices when caring for infants and young children.

AS520 Supervised Fieldwork Placement 1 B
84 hours ● Prahran
A subject in the Diploma of Community Services (Child Care).
Students undertake supervised field work placement in child care settings with 0-6 year olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.

AS521 Supervised Fieldwork Placement (Kindergarten)
84 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Students undertake supervised field work placement in kindergarten settings with 3-5 year olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.

AS522 Supervised Fieldwork Management 2B
20 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Prepares and supports students in Supervised Field Placement 2B.
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.

AS526 Neonatal Care
30 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
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.

AS527 Supervised Fieldwork Placement 2 A (Neonatal Care)
A subject in the Diploma of Community Services (Child Care)
Students undertake supervised field work placements in neonatal care settings and implement skills in providing neonatal care and family support.

AS528 Early Childhood Development 1 A & 1 B
30 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Provides students with an initial overview of the stages of development of children 0-6 years. Provides student with skills to observe young children.

AS529C Early Childhood Development 1 C
10 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Students gain knowledge and skills with respect to understanding and promoting children’s physical development 0-6 years.

AS529D Early Childhood Development 1 D
15 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Students gain knowledge and skills with respect to understanding and promoting children’s social and emotional development 0-6 years.

AS530A Early Childhood Development 2A
20 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Students gain knowledge and skills with respect to understanding and promoting children’s cognitive development 0-6 years.

AS530B Early Childhood Development 2B
15 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Students gain knowledge and skills with respect to understanding and promoting children’s language development 0-6 years.

AS530C Early Childhood Development 3
35 hours ● Prahran
A subject in the Diploma of Community Services (Child Care)
Provides students with an understanding of a range of theories underpinning early childhood development, and provides insight into the implications of those theories for care givers.
AS600  Program Planning 2A

30 hours  ●  Prahran
A subject in the Diploma of Community Services (Child Care).
This module covers the use of extensive observations of children as a basis for planning, implementing, evaluating and modifying programs for children with particular emphasis on children 3 - 5 years.

AS602  Supervised Field Placement 2A (Planning)

105 hours  ●  Prahran
A subject in Diploma of Community Services (Child Care) Students undertake supervised field work placement in child care settings with 3 - 5 year olds. Students undertake supervised practical experiences in which they implement and directly practise skills and knowledge gained in theory class.

AS603  Supervised Fieldwork Management 2A

20 hours  ●  Prahran
A subject in the Diploma of Community Services (Child Care) Prepares and supports students in Supervised Field Placement 2A. The module integrates University inputs with fieldwork practice and provides learners with an understanding of their professional role and the role within the community of the agencies in which they are undertaking placements.

AS604  Program Planning 2B

30 hours  ●  Prahran
A subject in the Diploma of Community Services (Child Care) This module covers the use of extensive observations of children as a basis for planning, implementing, evaluating and modifying programs for children with particular emphasis on children 0 - 3 years.

AS606  Supervised Fieldwork Placement 2B ( Preferential)

70 hours  ●  Prahran
A subject is the Diploma of Community services (Child Care) Students undertake supervised field work in a children’s services setting negotiated by the University. Students implement and directly practice skills and knowledge gained from theory classes.

AS607  Child Study 2

30 hours  ●  Prahran
A subject in the Diploma of Community Services (Child Care)

Objectives and content
In this subject, students complete 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.

AS614  Daily Care Health and Safety 4

20 hours  ●  Prahran
A subject in the Diploma of Community Services (Child Care). Provides students with knowledge of Occupational Health and Safety legislation and its application in children’s settings. Provides students with skills in providing and environment which is supportive of the care of an unwell child.

AS615  Daily Care Health and Safety 5

25 hours  ●  Prahran
A subject in the Diploma of Community Services (Child Care). Provides training in First Aid. Successful completion of this module provides student with a recognised Level 2 First Aid Certificate.

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.

CA772  Commercial Banking and Finance

Total hours 51  ●  Prahran  ●  Prerequisites: TS247 Business Law I, 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 broad range of issues relevant to the management of commercial banking and finance institutions as well as the skills required for effective policy and decision making within these organisations.
CA780 International Banking and Finance
Total hours 51 ● Prahran ● Prerequisites: TS247 Business Law 1, CA986 Company Law, C4772 Commercial Banking and Finance
A subject in the Associate Diploma in Banking and Finance.
Content
The purpose of this module is to provide training in the major institutional, conceptual and analytical information required for an understanding of the place of Australian commercial banking and finance.

CA781 Financial Institutions and Markets (1992)
Total hours 51 ● Prahran ● Prerequisites: TS436 Applied Business Economics I, 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.

CBE 1.2 A.C. Fundamentals
Total hours 36 ● Hawthorn ● Prerequisite: CBE 1.1
A subject in the Graduate Certificate in Science & Technology, the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Introduction to a.c., a.c. generation and waveforms, a.c. values, safety, reactance and impedance, phase angles and phasor diagrams, power factor and transformers.

CBE 1.3 Test Equipment
A subject in the Graduate Certificate in Science & Technology, the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Total hours 18 ● Hawthorn ● Prerequisite: ● CBE1.1 & CBE1.2
Content
Analogue and digital multimeters and cathode ray oscilloscopes.

CBE 1 Electrical Fundamentals
Total hours 36 ● Hawthorn ● Prerequisite: Successful completion of VCE Units 1 & 2 Mathematical Methods or Units 3 & 4 Mathematics (any) or relevant experience
A subject in the Graduate Certificate in Science & Technology, the Diploma of Engineering, the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics, Certificate in Basic Electronics.
Content
Combination of CBE1.1, 1.2 and 1.3 (see the three preceding subjects).

CBE 2.1 Power Supply Fundamentals
Total hours 36 ● Hawthorn ● Prerequisite: CBE 1 modules or suitable experience
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Conductors, insulators, semi-conductors and doping, junction diodes, diode circuits, half and full wave rectification, ripple filters, zener diodes, shunt regulators and current limitation. feedback and error amplification, three terminal regulators and fault identification.

CBE 2.2 Amplifier Fundamentals
Total hours 36 ● Hawthorn ● Prerequisite: CBE1 modules and CBE 2.1 or relevant experience
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Bipolar transistors, amplifier bias and quiescent conditions, input impedance, output impedance, gain and bypassing. Junction field effect transistors, amplifier bias and quiescent conditions, input impedance, output impedance, gain, by-passing, Mos devices, Amplifier fault conditions, component parameters, frequency response and bandwidth.

CBE 2 Analogue Fundamentals
Total hours 72 • Hawthorn • Prerequisite: CBE 1 modules or relevant experience.
A subject in the Diploma of Engineering, Associate Diploma of Engineering (Electronics) or (Computer Systems) and the Advanced Certificate in Industrial Electronics
Content
Combination of CBE 2.1 and 2.2 (see two preceding subjects).

CBE 3.1 Operational Amplifiers
Total hours 18 • Hawthorn • Prerequisite: CBE 1 & 2 modules or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Operational amplifier characteristics - ideal and actual, open loop comparator, closed loop inverting and non-inverting amplifiers, voltage followers, summing and difference circuits, impedance characteristics, common mode rejection, slew rate and gain bandwidth product.

CBE 3.2 Oscillators
Total hours 18 • Hawthorn • Prerequisite: CBE 1 & 2 modules & CBE 3.1 or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Barkhausen criterion and phase margins, phase shifts, weinbridge, schmitt trigger and crystal oscillators, 555 principles mono and astable application.

CBE 3.3 Power Control Devices
Total hours 18 • Hawthorn • Prerequisite: CBE 1 & 2 modules or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Silicon control rectifiers, phase control (0-90° & 0-180°), diacs, triacs, phase control (0-90° & 180°-270°) and (0-360°), parameters.

CBE 3.4 Transducers
Total hours 18 • Hawthorn • Prerequisite: CBE 1 & 2 modules or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Transducers types and symbols, operating principles and parameters, applications, selection data, interfacing.

CBE 3 Analogue Applications
Total hours 72 • Hawthorn • Prerequisite: CBE 1&2
A subject in the Diploma of Engineering, Associate Diploma of Engineering (Electronics) or (Computer Systems) and the Advanced Certificate in Industrial Electronics.
Content
Combination of CBE 3.1, 3.2, 3.3 & 3.4 (see the 4 preceding modules).

CBE 4.1 Digital Fundamentals
Total hours 36 • Hawthorn • Prerequisite: CBE 1&2 modules or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Number systems, logic states and gates, combinational logic, encoders, decoders and multiplexing, displays, flip-flops, shift registers, counters-ripple and synchronous.

CBE 4.2 Digital Electronics
Total hours 18 • Hawthorn • Prerequisite: CBE 1 & 2 modules and CBE 4.1 or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
TTL and CMOS gates, open collector, logic family characteristics, noise margins, propagation delays, power dissipation and interfacing.

CBE 4.3 Introduction to Microprocessors
Total hours 36 • Hawthorn • Prerequisite: CBE 1&2 modules and CBE 3.1, 4.1 and 4.2 or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) or (Computer systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics.
Content
Minimum system architecture, memory systems and addressing, memory operation, programmers model, registers-general and special purpose, machine code, assembly and high level language, machine cycles and operations, addition and subtraction, programming, I/O and peripherals, D-A & A-D conversion.
CBE 4 Digital Electronics
Total hours 90 • Hawthorn • Prerequisite: CBE 1 & 2 modules or relevant experience.
A subject in the Diploma of Engineering, Associate Diploma of Engineering (Electronics) or (Computer Systems) and the Advanced Certificate in Industrial Electronics.

**Content**
Combination of CBE 4.1, 4.2 and 4.3 (see preceding modules).

CBE 5.1 Electronic Assembly Techniques
Total hours 36 • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics Course.

**Content**
Safety, hand tools, sheet metal work, assembly and mounting procedures and circuit board fabrication.

CBE 5.2 Wiring & Soldering Techniques
Total hours 36 • Hawthorn • Prerequisite: CBE 5.1 or relevant experience.
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems), the Advanced Certificate in Industrial Electronics and the Certificate in Basic Electronics Course. It is also an elective in the Diploma of Engineering and the Swinburne Certificate in Engineering Practice.

**Content**
Equipment selection, electronic soldering and desoldering of standard and miniature electronic components wires and terminals, wire wrap techniques.

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.

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
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 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 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: CY090
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.

DM01  Disaster Management Context

Credit points: 10  Nominal Contact Hours: 40  Deemed Additional Hours: 130  Prerequisites: Nil

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

Subject aims

At the successful completion of this unit the participants will be expected to:

1. Interpret a number of disaster concepts within the social, cultural, economic and legislative context of their organisation/department
2. Outline disaster management within a risk management context
3. Identify management structures established to achieve the organisation’s purpose
4. Outline how information management technologies support decision making
5. Identify sources of data/information pertinent to disaster management at the local, regional, state and global level

DM02  Risk Identification

Credit points: 7.5  Nominal Contact Hours: 30  Deemed Additional Hours: 97.5  Prerequisites: DM01

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

Subject aims

At the successful completion of this unit the participants will be expected to:

1. Identify sources of risk for natural and socio-technological hazards
2. Identify the nature and areas of impact for hazards
3. Identify risks in specific context
4. Identify methodology and tools to support decision making

DM03  Risk Determination

Credit points 10  Nominal Contact Hours: 40  Deemed Additional Hours: 130

Prerequisites: DM01 & DM02
A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

Subject aims

At the successful completion of this unit the participant will be expected to:

1. Analyse sources of risk
2. Analyse areas of impact
3. Identify management activities and controls in preparation, prevention, response and recovery
4. Derive consequence criteria from management context
5. Develop matrices to evaluate likelihood and consequence
6. Identify limitations of methodologies and their consequent uncertainties
7. Identify factors contributing to risk assessment

DM04  Risk Treatment

Credit points: 7.5  Nominal Contact Hours: 30  Deemed Additional Hours: 97.5  Prerequisites: DM01, DM02 & DM03

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

Subject aims

At the successful completion of this unit the participant will be expected to:

1. Determine risk treatment selection criteria within a generic framework
2. Outline intervention options on analysis of sources of risk and areas of impact
3. Identify planning issues crucial to plan implementation
4. Determine public health issues
5. Outline the process of decision making within the emergency operations centre forum

DM05  Disaster Management Policy Development

Credit points: 15  Prerequisites: DM01, DM02, DM03 & DM04

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

Outline a range of risk communication methods available to the organisation
Prepare a risk communication strategy for the regional or national community
Determine the roles of Government/non-Government organisations in disaster management within the regional or national context
Assess the input of national laws and legislation upon the organisation/state

DM06 Research Project

Credit points: 20  Prerequisites: DM01, DM02, DM03, DM04 & DM05

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

Content

Describe the stages involved in undertaking a research project
Describe the essential qualities and components of a graduate level research project and associated communications/report
Review the application of disaster-specific management principles to the local context
Prepare a research brief to investigate a major element of the disaster management strategy/element within the local context
Undertake a research investigation into an aspect of disaster management practices which adds to the level of knowledge of disaster management at the local, national or international levels.

Prepare and present a written report based on research undertaken.

**DM07 Evacuation Logistics**

*Credit points: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01, DM02, DM03 & DM04*

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Subject aims**

At the successful completion of this unit the participant will be expected to:

1. Identify objectives of post disaster survey
2. Outline methodology in developing logistical requirements
3. Outline risk communication process in a post disaster environment
4. Outline key continuation needs in a displaced community context

**DM08 Disaster Recovery**

*Credit points: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01, DM02, DM03 & DM04*

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Subject aims**

At the successful completion of this unit the participant will be expected to:

1. Identify key management objectives within a recovery context
2. Identify key services within a recovery management context
3. Determine social units impacting on community vulnerability
4. Describe the physical and psychological effects of hazard impact on a community and its subsequent ability to recover
5. Identify tools in the evaluation and assessment of economic recovery and assess their effects
6. Identify environmental factors inhibiting recovery programs

**DM09 Facilitator Skills Development**

*Credit points: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01*

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Subject aims**

At the successful completion of this unit the participant will be expected to:

1. Plan and administer learning programs
2. Identify the principles that promote and impede
3. Analyse learning processes that are applicable to trainees from diverse backgrounds and exhibiting different learning styles and theories
4. Identify training needs of disaster management practitioners
5. Prepare a print based development package for a given subject
6. Examine methodology applied in evaluating development courses

**DM10 Disaster Psychology**

*Credit points: 7.5 • Nominal Contact Hours: 30 • Deemed Additional Hours: 97.5 • Prerequisites: DM01*

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Subject aims**

At the successful completion of this unit the participant will be expected to:

1. Explain the concept of disaster in relation to human behaviour and experience
2. Describe the nature of human contributions to disasters
3. Explain important features of preparing communities and emergency services for possible disasters
4. Describe the main psychological impacts of disasters on members of a community during the various phases of a disaster: imminent onset, onset, immediate post-disaster, recovery
5. Describe ways in which disaster situations can impact on the operations of emergency services

**DM11 Evacuation Management**

*Credit points: 7.5 • Prerequisites: DM01, DM02, DM03 & DM04*

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Content**

Identify and evaluate national policies and structures within a recovery management context
Outline specific evacuation risk communication methods
Determine a set of criteria for plan implementation
Identify communal needs within the context of a displaced community
Outline legal implications in evacuation planning

**DM100 Enterprise/Industry Based Elective (by agreement)**

*Credit points: 7.5 • Prerequisites: DM01, DM02, DM03 & DM04*

A subject in the Graduate Certificate and Graduate Diploma of Disaster Management.

**Content**

To allow participants to develop a course of study specifically relevant to their workplace by negotiation with Swinburne and their workplace.
DMC Problem Solving and Decision Making
Credit points: Nil ● Prerequisites: Nil.
This subject enables participants without the necessary academic prerequisite to enrol into the Graduate Certificate in Disaster Management.

Content
Establish clear objectives from organisational goals
Establish criteria for decision making
Apply individual and group problem solving and decision making techniques and processes to achieve a desired outcome
Research and gather data/information pertinent to problem solving
Evaluate data against criteria and propose options which satisfy an optimum set of criteria

EF016 Introduction to Computing
Hawthorn/Prahran
A subject 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 word processing;
  - Touch typing techniques and practice;
  - Ergonomic factors associated with the use of computer workstations.

EF017 See course provider

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
A module in the Diploma of Applied Science (Materials Engineering)

Content
Statistical process control systems, sampling, control charts.

EPTM01 Soldering
A 40 hour module ● Hawthorn ● Prerequisites: nil
A subject in the Certificate I in Electrical (Pre-Apprenticeship) and a subject in the Certificate in Engineering (Basic).

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 Certificate I in Electrical (Pre-Apprenticeship).

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.

HRM001 Human Resource Management
The purpose of this subject is to describe and evaluate human resource practices in compensation management and human resource information systems.

HRM002 Employee Relations
The purpose of this subject is to enable participants to develop the skills required to effectively deal with industrial relations issues in the workplace

HRM 300 Training and Career Planning
The purpose of this subject is to identify the critical strategic policy and practical issues in training and planning careers in organisations in the current changing work context.

INS031 Insurance Principles
To introduce the underlying concepts upon which insurance practice is based. This module will provide a base of knowledge and skills necessary for further insurance studies.
**INS032  Insurance Classes**  
*Prerequisite: INS031*  
The purpose of this module is to develop the student's knowledge of the forms of insurance contracts that cover risks to persons, property and liability.

**INS033  Policy Processing**  
*Prerequisite: INS031*  
Familiarises the student with the format of the specialised documents used in an insurance office. Outlines the purpose of the parts of a policy document; completion of a policy document and the steps in the issue; maintenance and renewal of policy documents.

**INS034  Claims Handling**  
*Prerequisite: Nil*  
Module develops knowledge related to the terms and procedures used in handling a claim settlement and the impacts of relevant legislation and court processes.

**INS041  Insurance Law and Regulation**  
*Prerequisites: NAP730, NAP752, INS031*  
This module aims to provide an understanding of the legal environment relating to insurance and explains the impact of legislation on both insurance companies and contracts of insurance.

**INS042  Policy Coverage II**  
*Prerequisites: INS032*  
Module develops the underlying knowledge and skills necessary to interpret and implement a policy of insurance.

**INS043  Underwriting II**  
*Prerequisites: INS042, NAP720, NAP721*  
This module develops the fundamental skills and knowledge required in assessing and underwriting risks.

**INS044  Claims Management**  
*Prerequisite: NIL*  
This module aims to further develop the knowledge, skills and attitudes required to manage insurance claims.

**INS051  Underwriting II**  
*Prerequisite: INS043*  
The purpose of the module is to apply the underpinning knowledge and skills to assess and underwrite risks relating to property, construction and erection, liability and marine.

**INS052  Claims Management II**  
*Prerequisite: INS044*  
This module develops the skills and attitudes to manage complex insurance claims.

**INS053  Insurance Company Reporting**  
*Prerequisites: NOS124, NAP720, NAP721*  
The purpose of this module is to provide the underlying knowledge and skills necessary to complete and interpret insurance company accounts.

**INS054  Insurance Distribution**  
*Prerequisites: NIL*  
Explains the pattern of distribution of insurance products including the legal and regulatory environment.

**INS055  Policy Coverage II**  
*Prerequisites: INS032, INS042*  
The module aims to develop the fundamental skills and knowledge necessary to interpret a policy of insurance.

**INS056  Marketing Fundamentals**  
*Prerequisites: NIL*  
This module introduces the marketing concept and outlines the ways in which the concept is applied in commercial organisations. It provides the foundation knowledge and skills required for further studies in marketing and related courses.

**INS057  Management of Organisations**  
*Prerequisites: NIL*  
This module provides the fundamental knowledge, and develops skills in management. Topics include: organisational culture, leadership, theorists and models of change and conflict resolution.

**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.
IT405/IT406  Programming Techniques 1 & 2
Total hours 20  ● Prahran  ● Prequisite: 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.

IT408  Program Documentation Techniques
This module is designed to provide the student with an understanding of the different types of software documentation and their function, and with the ability to create and maintain effective internal and external program documentation.

IT411  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 provide 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.

IT413  Introduction to Programming with an Application Framework
This module will provide trainee programmers with the skills to develop graphical user interface (GUI) applications using an application framework such as Visual Basic.

IT414/IT415  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.

IT416  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.

IT502  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.

IT505  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.

IT519  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.

IT520  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.

IT521  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 IV 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 IV 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

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 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.

**ITC304  Word Processing Operations**

*Total hours 20  ● Prahran*

A modules in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science. Students produce, format and electronically file multiple page word processed documents.

**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 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 IV 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.

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; 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 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.

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 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 simple worksheets in the most efficient manner.
**ITF301  Data Entry and Retrieval Systems**
A module in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Students utilise and established commercial data entry/retrieval system to add data to the system and obtain detailed or summary information from the system.

**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 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*

**Content**
This module will provide a student with the skills and knowledge to produce, format and electronically file multiple-page word processed documents.

**ITF305  Spreadsheet Operations**
*Total hours 20  ● Prahran  ● Prerequisite: ITF207 Spreadsheet Fundamentals*

**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.

**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*
A subject in the Certificate III in Information Technology; 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**
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: Software 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 anti-virus 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: 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

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/ITH502  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 to 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: IQ408
Introduction to User Documentation

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: IQ408
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 practise and demonstrate their research and presentation 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: ITB407, 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, ITB413, 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
A subject in the Certificate III in Information Technology; 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
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.

**LIS001 The Information Industry**

Gives an overview of the services, facilities and functions of various libraries and agencies which comprise the information industry. Visits to libraries are a vital part of this module.

**LIS002 Information Literacy**

*20 hours*

Students develop their information skills which involves the analysis of information needs, the location of information to satisfy those needs, learning to use information efficiently and presenting it effectively.

**LIS003 Information as a Product**

*30 hours*

Students learn to identify the characteristics and uses of information and its value in business, industrial, academic and personal settings. They gain an overview of the main types and formats of information, and the legal and ethical issues associated with information storage and provision.

**LIS004 Collection Maintenance**

*30 hours*

Students learn to handle, store, maintain and preserve library materials in an appropriate and safe environment. Housing and storage facilities, types and causes of deterioration, in-house repairs, processing of library materials, shelving procedures, and stocktaking are all covered.

**LIS005 Lending Services 1**

*20 hours*

Students learn the principles of library circulations systems including circulation policies. Other aspects include loans desk work, reserve collections, interlibrary loans, financial transactions and serial circulation systems.

**LIS006 Bibliographic Control**

*30 hours*

This module provides an introduction to bibliographic standards and control by introducing students to various cataloguing standards, particularly those used for descriptive cataloguing. The main topics covered are International Standard Bibliographic Description formats, filing of bibliographic records, and the uploading and downloading of cataloguing records.

**LIS007 Materials Receipt**

*20 hours*

Students learn to undertake routine processing of newly acquired library materials, including checking-in, claiming and accessioning.

**LIS008 Library Ordering Procedures**

*30 hours*

Students learn to order a variety of materials for a library using established bibliographic checking and verification procedures. The role of acquisitions, processing order requests, searching and verifying order requests, types of orders, sources of supply, preparing and despatching of orders, maintaining order records and processing invoices are covered.

**LIS009 Library Promotion and Display**

*30 hours*

Students learn to assist in the promotion of library services including the design and creation of library displays and signs; the promotion of resources and facilities; and the design and production of bookmarks, booklists, brochures and other publicity material.
LIS010 Multimedia Equipment Usage

40 hours
Students learn to operate a range of library equipment safely and efficiently. Aspects covered include health and safety issues and equipment maintenance.

LIS011 Introduction to Instruction in Library Use

20 hours
Students learn to deliver instruction on some aspect of library facilities or services, either on a one-to-one basis or to small groups. This includes the preparation, design, delivery and evaluation of an instruction session.

LIS012 Working in the Information Industry

20 hours
Students investigate career paths within the information industry and learn how to apply for a job and participate in job interviews. Library industry competencies are also covered.

LIS013 Database Searching and Retrieval

30 hours
Students learn about different types of databases, their modes of operation and how to access them. Searching strategies are also covered.

LIS014 Industry Placement 1

100 hours
Students will be placed in a workplace in the library industry with a nominated industry supervisor. The skills to be developed include: working effectively as part of a team; developing technical skills within the library environment; and initiating a network of industry contacts. 40 hours of elective modules must also be completed but the elective modules offered will vary from semester to semester.

LIS020 Basic Reference Skills

30 hours
Students learn to select and use ready reference resources; to communicate with clients and interpret their information needs; and to understand and apply legal and ethical requirements in the receipt of information.

LIS021 Research Sources and Strategies

30 hours
Students learn to identify potential information sources to satisfy clients’ information needs; to evaluate information resources; to conduct a reference interview; and to undertake search strategies using a range of sources.

LIS022 Lending Services 2

20 hours
Students learn to obtain information from outside sources using inter-library loans and document delivery. Topics covered include local, national and international policies for interlibrary lending; selection of sources for interlibrary lending and document delivery; generation and despatch as well as receipt of interlibrary and document delivery materials including the financial transactions involved.

LIS023 Bibliographic Description and Access

60 hours
Students learn to construct bibliographic descriptions for catalogue entries. This involves the use of the Anglo-American Cataloguing Rules Second Edition Revised. Other aspects covered include the creation and maintenance of name authority records and on-going catalogue maintenance.

LIS024 Library Classification

30 hours
Students learn to classify both standard and non-standard library materials using the Dewey Decimal Classification Scheme.

LIS025 Subject Access

40 hours
Students learn to provide subject access and control of library materials. Aspects covered include subject cataloging principles, subject analysis, thesauri and subject heading lists, authority control, and subject cataloguing techniques.

LIS026 Cataloguing Procedures

30 hours
Students learn to create and maintain records for a specified client group. Copy cataloguing, original cataloguing, use of national and international communication standards e.g. USMARC, cataloguing policies, procedures and work flows are covered.

LIS027 Library Acquisitions

20 hours
This module covers verification procedures and acquisitions methods, with a special emphasis on serials acquisitions. Supplier performance and financial records for acquisitions work are also covered.

LIS028 Collection Development

30 hours
This module enables students to develop their knowledge and skills in evaluating a library’s collection against library policies and clients’ needs. The module concentrates on the purpose and role of collection development policies and selection and disposal proposals and options.

LIS029 Managing an Information Agency Environment

40 hours
Students learn to manage and maintain a client service effectively. Aspects include planning work activities to meet specific library objectives; establishing standards, and then the measurements and controls to monitor how the objectives are achieved; and the review, evaluation and acquisition of equipment, fittings and furniture.
LIS030 Information Access for Client Groups
30 hours
This module enables students to provide information services effectively to meet the special needs of targeted client groups. Content includes identifying client groups and their information needs; services available to special client groups; and the strategies needed to improve those services.

LIS031 Client Education and Training
20 hours
Students learn to prepare and deliver educational/insuction sessions to meet clients' information needs. This includes evaluating the client instruction sessions following established guidelines.

LIS032 Industry Placement 2
100 hours
Students develop a project plan in consultation with an industry supervisor and a teacher and then carry out the project within a library or information agency. At the end of the project the student analyses the outcome and communicates this to a nominated audience.

60 hours of elective modules must also be completed but the elective modules offered will vary from semester to semester.

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.

E104 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.

LS105/106/205 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.

LS107/108 Communication Skills A and B
Total hours 31 • 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.

LS109/110 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.

LS111/112 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.

LS115/116 Display and Promotion A and B
Total hours 31 • 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.
**LS119/120 Audio-Visual Resources I A and I B**

*Total hours 51 ● Prahran ● Prerequisite: I A is a prerequisite for I B*

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.

**LS124 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.

**E 125 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.

**E 127 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.

**LS129/130 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.

**E 150 Conservation of Library Materials**

*Total hours 51 ● Prahran ● Prerequisites: no prerequisites are required, however successful completion of LS217 (Introductory Subject) and LS101 (History of Books and Libraries) is recommended*

A subject in the Associate Diploma of Social Science: Library and Information Studies.

**Content**

An elective subject which is designed to introduce students to the main components of a library preservation/conservation program and to give them an awareness of the causes of, and materials for remedying deterioration. Some basic practical skills and techniques for both preventing and remediying the deterioration of library materials will be imparted.

**LS151 Photography**

*Total hours 51 ● Prahran*

A subject in the Associate Diploma of Social Science: Library and Information Studies.

**Content**

The aim of the subject is to teach students to use a single lens reflex camera, to develop film and to mount prints.

**LS155 Computers and Information Systems A (Compulsory) B (Elective)**

*Total hours 34 ● Prahran ● Prerequisites: A is a prerequisite for B*

A subject in the Associate Diploma of Social Science: Library and Information Studies.

**Content**

The compulsory subject is designed to introduce students to computer hardware and some of the most common types of computer applications. The elective subject is designed to extend students' skills by working with additional software packages. No prior knowledge of computers is assumed.

**LS203/204 Organising Resources 2A and 2B**

*Total hours 34 ● Prahran ● Prerequisite: LS105 Organising Resources A*

A subject in the Associate Diploma of Social Science: Library and Information Studies.

**Content**

These two subjects cover the descriptive cataloguing for a range of materials, using automated and manual systems. The maintenance of catalogues and the generation of catalogue products is explained. Computerised cataloguing and authority record procedures are covered.

**LS205**

See LS105.

**LS219 Introduction to Audio Visual Management**

*Total hours 51 ● Prahran*

A subject in the Associate Diploma of Social Science: Library and Information Studies.
Content
The subject aims to provide the knowledge and skills necessary for the operation, maintenance, organisation and management of audio hardware and software.

LS223 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

LS227 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.

ME007 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

ME009 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 ores, 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: ME011, 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.

ME023 Polymer Processing - Overview

A module in the Diploma of Applied Science (Materials Engineering)
Provides an overview of manufacturing and production processes, recycling and new technologies.

ME024 Polymer Processing - Moulding and Extrusion

Prerequisite: ME023
A module in the Diploma of Applied Science (Materials Engineering)
Topics include extrusion moulding principles and equipment, injection moulding principles and equipment, compression moulding, blow moulding, film production, compounding, reclamation.

ME025 Polymer Processing - Other Methods

Prerequisite: ME024
A module in the Diploma of Applied Science (Materials Engineering)
Topics include rotational moulding, powder coating, calendering, foamed plastics, thermoforming, fabrication techniques, fibre-reinforced polymers, coated fabrics.

MEP26 Selection and Identification of Polymers

Prerequisite: ME018, ME016
A module in the Diploma of Applied Science (Materials Engineering)
Includes designing with polymers, identification of plastics.

ME027 Elastomers and Adhesives

Prerequisite: ME026, ME015
A module in the Diploma of Applied Science (Materials Engineering)
Covers natural and synthetic rubbers, adhesives.

ME028 Polymer Preparation and Testing

Prerequisite: ME018
A module in the Diploma of Applied Science (Materials Engineering)
Includes chemistry and physics of polymerisation. Principles and testing of polymers - physical, thermal, electrical.
ME029 Polymer Technology Practice 1
A module in the Diploma of Applied Science (Materials Engineering)
Includes the effect of plasticisers, melt flow, fusion behaviour, cure rate, compounding, blown film testing.

ME030 Polymer Technology Practice 2
Prerequisite: ME029
A module in the Diploma of Applied Science (Materials Engineering)
Covers polymer flow by torque and extrusion rheometry, polymer blends.

ME031 Polymer Technology Practice 3
Prerequisite: ME030
A module in the Diploma of Applied Science (Materials Engineering)
Topics include OH&S as applied to the plastics industry, effect of stabilisers, creep properties, stress crack analysis, effect of solvents on physical properties of plastics, notch sensitivity.

ME032 Polymer Technology Practice 4
Prerequisite: ME031
A module in the Diploma of Applied Science (Materials Engineering)
Includes recycling, antioxidants and metal deactivators, bulk density determination, flame retardant polymers.

ME033 Ceramics Technology
Prerequisite: TEA010, TEB673, ME010
A module in the Diploma of Applied Science (Materials Engineering)
Covers raw material, ceramic manufacturing techniques, clay mineralogy, chemistry and physics of ceramics.

ME034 Composite Materials
A module in the Diploma of Applied Science (Materials Engineering)
Includes reinforcement materials, resins, processing and control methods, applications.

ME035 Adhesives
Prerequisite: ME014
A module in the Diploma of Applied Science (Materials Engineering)
Includes chemistry and physics of industrial adhesives. Applications, methods of applying adhesives, design criteria, surface preparation, testing.

ME036 Organic Surface Coatings
A module in the Diploma of Applied Science (Materials Engineering)
Provides an overview of the surface coating industry, raw materials, formulation, manufacturing methods.

ME037 Principles of Metals Science
A 40 hour module • Hawthorn • Prerequisites: ME010, ME011, 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: ME010, ME011, 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: ME010, ME011, 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, ME011, 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: ME010, ME011, 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
Prerequisites: ME010, ME011, TEB673

Content
CAD, design process, applications of computer modelling to manufacturing.

ME043  Advanced Laboratory Techniques
A 40 hour module
Prerequisites: ME010, ME011, TEB673

Content
Metallography, analysis, quantitative metallography, microphotography, x-ray characterisation, DTA, DSC, FTIR, ICP, GCMS.

ME044  Occupational Hygiene
A 50 hour module
Prerequisites: Nil

Content
OH&S and workcare, legal issues, dangerous goods act.

ME045  Industrial Waste Management
A 50 hour module
Prerequisites: Nil

Content
Reduction, treatment, management, transport and disposal of industrial wastes.

ME046  Environmental Management
A 50 hour module
Prerequisites: ME044

Content
Monitoring, reduction and control of environmental pollutants.

ME047  Air Quality Management
A 50 hour module
Prerequisites: ME044

Content
Identify, measure and monitor common atmospheric pollutants.

MTS3R  Research Skills
Prerequisites: Nil
A subject in Tertiary Study Skills.

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
Prerequisites: Nil
A subject in Tertiary Study Skills.

Objectives and content
This subject will offer introductions to several specific social science disciplines. There will be focus on content as well as skills.

MTS4B  Academic Writing
Prerequisites: Nil
A subject in Tertiary Study Skills.

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.

MTS5S  Introduction to Computing and Basic Statistics
Prerequisites: Nil
A subject in Tertiary Study Skills.

Objectives and content
Computer literacy is almost an essential prerequisite to any tertiary study and this component of the course 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
Prerequisites: Nil
A subject in Tertiary Study Skills.

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 themes, how a central text is approached, distinguishing fact from opinion, what evidence is trustworthy and what can be challenged.

NAP230  Organisational Behaviour
Prerequisites: Nil
Provides the student with an understanding of how organisations work and managing change within the organisation.

NAP701/702/703  Computer Accounting Modules
See course provider.
NAP704 Accounting Spreadsheets and Other Applications
Total hours 60 • Hawthorn/Prahran • Prerequisites: NAP703, NAP735, NAP731
A subject in the Associate Diploma of Business: Accounting.
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: NAP710
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
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.
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 60 • Hawthorn/Prahran • Prerequisites: NAP712
A subject in the Associate Diploma of Business: Accounting.
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.
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 50 • 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, NAP734, 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.
Content
A module looking at the principles and preparation
of business plans and marketing plans as they apply to
small business.

NAP723 Marketing Accounting Application
A 50-60 hour module • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Applied Science (Materials
Engineering).
Content
Costing analysis and management techniques.

NAP724 Credit Management
Total hours 30 • Hawthorn/Prahran • Prerequisites: NAP73
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 and the Diploma of Applied Science (Materials
Engineering).
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.

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, NAP728, 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.

NAP751 Partnership and Bankruptcy Law
Total hours 27 • Hawthorn/Prahran • Prerequisites: NAP750
A subject in the Advanced Certificate in Accounting and
the Associate Diploma of Business: Accounting.
Content
A module which introduces the law relating to principal and agent, partnership and joint ventures, and bankruptcy.

NAP752 Contract Law
Total hours 27 ● Hawthorn/Prahran ● Prerequisites:NAP750
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 contract law and a selection of speciality contracts applicable within a business environment.

NAP753 Consumer Law
Total hours 27 ● Hawthorn/Prahran ● Prerequisites:NAP750
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
A module which provides a knowledge of the law relating to sale of goods, consumer protection, restrictive trade practices, debt collection and intellectual property.

NAP754 Company and Incorporated Associations Law
Total hours 50 ● Hawthorn/Prahran ● Prerequisites:NAP751
A subject in the Associate Diploma of Business: Accounting.
Content
This module provides the detailed outlines of the Australian Securities Commissions Act, the corporate law and their attendant regulations and the law relating to associations.

NAP755 Australian Administrative Law
Hawthorn/Prahran ● Prerequisites: NAP752
A subject in the Associate Diploma of Business: Accounting.
Content
This module covers the history and current principles of Australian administrative law generally and in particular noting the differences between judicial and non judicial review.

NAP756 Office Tax Procedures
Total hours 24 ● Hawthorn/Prahran ● Prerequisites:nil
A subject in the Advanced Certificate in Accounting and the Associate Diploma of Business: Accounting.
Content
This module introduces the practical components of taxation with an emphasis on the compliance requirements of day-to-day clerical procedures.

NAP757 Income Tax Law for Accountants
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 Certificate in Engineering (Basic), 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 Certificate in Engineering (Basic), 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 Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, the Engineering Production Certificate and Certificate I Electrical (Pre-Apprenticeship).
Content
Gives the opportunity to develop basic skills and knowledge in use of computers.

NBB05 Quality Concepts
A 20 hour module ● Hawthorn ● Prerequisite: Nil
Content
Principles of quality control, systematic procedures of quality control.
NBB06 Machining
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, and the Swinburne Certificate in Engineering Practice.

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 Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, and the Certificate in Engineering – Mechanical.

Content
Use of hand and power tools – power drills, jig saws, circular saws, files, hammers, scribers, centre punches, etc.

NBB08 Electrical Fundamentals
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Certificate in Engineering (Basic), 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 Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, the Certificate in Engineering – Mechanical, the Basic Welding Course and the Swinburne Certificate in Engineering Practice.

Content
Welding, fusion, soft 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 Certificate in Engineering (Basic), the Basic Welding course, the Certificate in Engineering – Fabrication, the Swinburne Certificate in Engineering Practice, the Engineering Production Certificate and the Swinburne Certificate in Engineering Practice.

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 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 Certificate in Engineering (Basic), 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 AS1100.

NBB13 Engineering Science
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Certificate in Engineering (Basic), the Certificate in Engineering – Fabrication, and the Certificate in Engineering – Mechanical.

Content
Basic mathematics, engineering physics, engineering materials.

NBB18 Occupational Health and Safety
Total hours 20 • Hawthorn • Prerequisite Nil
A subject in the Certificate III in Electrical (Electrician) and the Certificate I in Electrical (Pre-apprenticeship).

Content
Occupational Health and Safety Act, Personal Safety, workplace hazards, working with electric tools and equipment, emergency first aid/resuscitation.

NCS001 Workplace Communication
A 40 hour module • Hawthorn • Prerequisite: Year 10 English
A subject in the Certificate IV in Forensic Studies, Certificate I in Electrical (Pre-Apprenticeship) and the Certificate of Occupational Studies: Recreation.

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 Certificate I in Electrical (Pre-Apprenticeship) and the Certificate of Occupational Studies: Recreation.

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 Certificate I in Electrical (Pre-Apprenticeship), the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.
This module aims to provide competency based training to develop effective personal and presentation skills for use in job seeking.

**NCS004 Work Team Communication**

*Hawthorn* • *Prerequisite: Nil*

A subject in the Certificate I in Electrical (Pre-apprenticeship), the Diploma in Fire Technology, Certificate IV in Fire Technology, the Diploma in Applied Science (Materials Engineering), Certificate IV in Materials Science and 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 Certificate IV in Forensic Studies and the Advanced Certificate in Management.

**Content**

Identification of possible workplace conflict. Strategies for constructive conflict resolution.

**NCS006 Writing Workplace Documents**

*Hawthorn* • *Prerequisite: Nil*


**Content**

Provides competency based training in communication skills to write routine and non routing workplace documents. The participants may be responsible for others. On completion of this module the participant will be able to plan and write complex workplace documents.

**NCS009 Negotiating Skills**

*Hawthorn*


**Content**

This module is designed to address the following competencies: collecting, analysing and organising information, communicating ideas and information, listening and questioning techniques, and problem solving.

**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**

*Hawthorn*

A subject in the Certificate IV in Information Technology: Software Applications, the Certificate IV in Forensic Studies and the Certificate IV in Renewable Energy Technology.

**Content**

Enables the participant to work independently on tasks which require a combination of technical and theoretical knowledge and motor skills. The participants may range from those who have limited creative, planning, design or supervisory functions to those who have significant responsibility related to these functions.

**NCS012 Meetings**

*Hawthorn* • *Prerequisites: NCS004*

A subject in the Association Diploma of Business: Credit Management, 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 Presenting Reports**

*Hawthorn* • *Prerequisites: NCS004, NCS006*

A subject in the Advanced Certificate in General Insurance, the Diploma of Fire Technology, Certificate IV in Forensic Studies, 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.

**NE012 Synchronous Machines**

*A 40 hour module* • *Hawthorn* • *Prerequisites: NE009*

A subject in the Certificate III in Electrical (Electrician).

**Content**

Construction and operation of single and three phase synchronous machines.
NE019  Basic Transducers
A 20 hour module • Hawthorn • Prerequisites: NE003
A subject in the Certificate III in Electrical (Electrician).
Content
Operation of a range of devices and transducers that convert various forms of energy into electrical energy and vice versa.

NE024  Switchboard Design and Construction
A 40 hour module • Hawthorn • Prerequisite: NE009
A subject in the Certificate III in Electrical (Electrician).
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.

NE031  Electrical Drawing Interpretation and Connection
A 40 hour module • Hawthorn • Prerequisites: NBB12, NE001, NE160
A subject in the Certificate III in Electrical (Electrician) and the Certificate I in Electrical (Pre-Apprenticeship).
Content

NE032  Circuit Development 1
A 40 hour module • Hawthorn • Prerequisite: NE031
A subject in the Certificate III in Electrical (Electrician).
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 III in Electrical (Electrician).
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 Diploma of Engineering and the Certificate III in Electrical (Electrician).
Content
Interpretation of Australian Standards governing safe working when using PC’s. Relationships between control systems, including the drawing of a wiring diagram for an I/O rack.

NE052  Transformers
A 20 hour module • Hawthorn • Prerequisite: NE009, NE161
A subject in the Certificate III in Electrical (Electrician).
Content
Construction, operation, characteristics and cooling of transformers, testing and connection of transformers.

NE053  Illumination 1
A 40 hour module • Hawthorn • Prerequisite: NE052
A subject in the Certificate III in Electrical (Electrician).
Content
Basic concepts of illumination, terminology, lamp types and auxiliary control, lamp identification.

NE130  Programmable Controllers — Basic
A 20 hour module • Hawthorn • Prerequisite: NBB08
A subject in the Certificate III in Electrical (Electrician).
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.

NE160  Electrical Principles 1
Total hours 60 • Hawthorn • Prerequisite Nil
A subject in the Certificate (III) in Electrical (Electrician) and the Certificate (I) in Electrical (Pre-apprentice).
Content

NE161  Electrical Principles 2
Total hours 60 • Hawthorn • Prerequisite: NE160
A subject in the Certificate (III) in Electrical (Electrician).
Content

NE162  Electrical Principles 3
Total hours 60 • Hawthorn • Prerequisite: NE161
A subject in the Certificate (III) in Electrical (Electrician).
Content
Analysis of three phase Electromagnetism systems including; generation, connection, power, power factor and power factor improvement, efficiency.

NE163  Electrical Heating
Total hours 20 • Hawthorn • Prerequisite: NE162
A subject in the Certificate (III) in Electrical (Electrician).
Content
Principles, practical applications and safety requirements for single and three phase electrical heating. Fault finding.
NE165 Three Phase Induction Motors
Total hours 60 • Hawthorn • Prerequisite: NE162
A subject in the Certificate (III) in Electrical (Electrician).
Content
Principles of the operation, application and control of
three phase induction motors. Statutory requirements and
fault finding of three phase induction motors.

NE166 Single Phase Motors
Total hours 20 • Hawthorn • Prerequisite: NE162
A subject in the Certificate (III) in Electrical (Electrician).
Content
Principles of the operation, application and control of
single phase AC motors. Fault finding of single phase AC
motors.

NE167 D.C. Motors
Total hours 40 • Hawthorn • Prerequisite: NE161
A subject in the Certificate (III) in Electrical (Electrician).
Content
Types of D.C. Machines, theory of operation,
characteristics and starting requirements.

NE168 Circuit Protection
Total hours 20 • Hawthorn • Prerequisite: NE162
A subject in the Certificate (III) in Electrical (Electrician).
Content
Earthing and earthing systems. Circuit protective device
selection and terminologies. Supplementary earthing
protection. Residual current devices.

NE169 Electrical Installation Requirements 1
Total hours 40 • Hawthorn • Prerequisite: NE161/NE172
A subject in the Certificate (III) in Electrical (Electrician).
Content
Use of AS3000 to determine maximum demand, calculate
voltage drop and select optimum cable sizes for
installations up to 100A per phase. Statutory requirements
pertaining to damp situations, aerial wiring and
underground wiring systems.

NE170 Electrical Installation Requirements 2
Total hours 60 • Hawthorn • Prerequisite: NE169
A subject in the Certificate (III) in Electrical (Electrician).
Content
Use of AS3008.1 to select optimum cable sizes for
installations up to 400A per phase. Switchboard design.
Statutory requirements pertaining to special situations and
hazardous areas.

NE171 Electrical Installation and Safety Testing
Total hours 20 • Hawthorn • Prerequisite: NE169 &
NE173 or NE174
A subject in the Certificate (III) in Electrical (Electrician).
Content
Testing of electrical installations.
Statutory requirements.
Documentation.

NE172 Electrical Wiring & Equipment 1
Total hours 20 • Hawthorn • Prerequisite: Nil
A subject in the Certificate (III) in Electrical (Electrician)
and the Certificate (I) in Electrical (Pre-apprentice).
Content
Isolation procedures. Cable identification and termination
electrical accessories. Use of electrical standards.

NE173 Electrical Wiring & Equipment 2
Total hours 40 • Hawthorn • Prerequisite: NE172
A subject in the Certificate (III) in Electrical (Electrician).
Content
Practical wiring exercises including lighting and power
circuits, hot water units, cooking ranges, switchboard and
consumers mains.

NE174 Electrical Wiring and Equipment 3
Total hours 40 • Hawthorn • Prerequisite: NE172
A subject in the Certificate (III) in Electrical (Electrician).
Content
Installation of various cables in simulated non-domestic
installations. Includes T.P.S., TPI, MIMS and armoured
cables.

NE175 Workshop Practices
Total hours 40 • Hawthorn • Prerequisite: Nil
A subject in the Certificate (III) in Electrical (Electrician)
and the Certificate (I) in Electrical (Pre-apprentice).
Content
Identification and application of hand and power tools,
mechanical fitting skills and fabrication techniques.

NE178 D.C. Power Supplies
Total hours 40 • Hawthorn • Prerequisite: NE160
A subject in the Certificate (III) in Electrical (Electrician).
Content
Construction, operation and testing of P.N junction diodes.
Operation of single and three phase, half and full wave

NECO3 Electrical Quality Concepts
A 40 hour module • Hawthorn • Prerequisite: nil
A subject in the Certificate I in Electrical (Pre-
Apprenticeship).
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 Certificate I in Electrical (Pre-Apprenticeship).
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 Certificate I in Electrical (Pre-Apprenticeship).
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: nil
A subject in the Certificate I in Electrical (Pre-Apprenticeship).
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, Engineering Post Trade course, Swinburne Certificate in Engineering Practice, Certificate in Engineering (Basic) and the Certificate in Engineering (Fabrication).
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, Engineering Post Trade course, Swinburne Certificate in Engineering Practice, Certificate in Engineering (Basic) and the Certificate in Engineering (Fabrication).
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 and the Certificate in Engineering (Fabrication).
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, Engineering Post Trade course, Swinburne Certificate in Engineering Practice and the Certificate in Engineering (Fabrication).
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, Engineering Post Trade course and the Certificate in Engineering (Fabrication).
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: NF001
A subject in the Advanced Welding course, Engineering Post Trade course and the Certificate in Engineering (Fabrication).
Content
Select solid and flux cored wires and appropriate shielding gases. Fillet and butt welding using solid and flux cored wires.
NF007 Gas Metal Arc Welding 2
A 40 hour module • Hawthorn • Prerequisite: NF002 - NF015
A subject in the Advanced Welding course and the Certificate in Engineering (Fabrication).
Content
Select consumables for welding low carbon and low alloy steels. Fillet and butt welding using solid and flux cored wires.
NF008 Manual Metal Arc Welding 3 (Non- Ferrous Metals)
Prerequisite: NF002
A module in the Certificate in Engineering (Fabrication).
NF009 Gas Tungsten Arc Welding 2
A 40 hour module • Hawthorn • Prerequisite: NF003 - NF015
A subject in the Advanced Welding course and the Certificate in Engineering (Fabrication).
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.
NF010 Gas Tungsten Arc Welding 3
Prerequisite: NF003
A module in the Certificate in Engineering (Fabrication).
NA011 Oxyacetylene Welding 2 (OAW2)

Prerequisite: NF004
A module in the Certificate in Engineering (Fabrication).

NA012 Submerged Arc Welding

A 40 hour module • Hawthorn • Prerequisite: NB009 - NF015
A subject in the Advanced Welding course and the Certificate in Engineering (Fabrication).

Content
Pad, fillet and butt welding using the submerged arc process. Principles and operation of electroslag/consumable guide welding.

NA013 Thermal Cutting and Associated Processes

A 20 hour module • Hawthorn • Prerequisite: NB009
A subject in the Basic Welding course, Swinburne Certificate in Engineering Practice and the Certificate in Engineering (Fabrication).

Content
Cut components to size and shape using oxygen/fuelgas and plasma cutting equipment. Air arc and flame gouge carbon steel plate.

NA014 Gas Metal Arc Welding 4

Prerequisite: NF007
A module in the Certificate in Engineering (Fabrication).

NA015 Material Science

A 20 hour module • Hawthorn • Prerequisite: nil
A subject in the Basic Welding course and the Certificate in Engineering (Fabrication).

Content

NA016 Welding Process Technology

Prerequisite: NF017
A module in the Certificate in Engineering (Fabrication).

NA017 Welding Certificate General Theory

A 60 hour module • Hawthorn • Prerequisite: Refer to AS1796
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).

Content
Theory requirements for syllabus items 1 to 18 of AS1796 and the Certificate in Engineering (Fabrication).

NA019 Fabrication Techniques 2

A 40 hour module. Prerequisites NBO09 • NB010 • NB12
A subject in Certificate in Engineering - Fabrication and the Certificate in Engineering (Basic).

Content
Produce brackets, connections, frames and trays from plate, sheet, bar and angle sections.

NA020 Geometric Development

40 hour module. Prerequisite NBO12
A subject in Certificate in Engineering - Fabrication.

Content
Produce developed patterns using principles of parallel line, radial line and triangulation.

NA021 Computer Applications

40 hour module. Prerequisite: NB004
A subject in Certificate in Engineering - Fabrication.

Content
Apply appropriate software used in the application of geometric pattern development and perform simple tasks in relation to CNC thermal and mechanical cutting - forming and pressing.

NA022 Fabrication - Cylindrical 1

40 hour module. Prerequisite: NB010 • NBO20
A subject in Certificate in Engineering - Fabrication.

Content
Apply the parallel line method plate development to fabricate right or truncated square or rectangular prisms and cylinders.

NA023 Fabrication - Cylindrical 2

40 hour module. Prerequisite: NB022
A subject in Certificate in Engineering - Fabrication.

Content

NA024 Fabrication - Cylindrical 3

40 hour module. Prerequisite: NB009
A subject in Certificate in Engineering - Fabrication.

Content
Plan the appropriate production procedures and fabricate cylindrical offset branches and lobsterback bends from 3 mm to 10 mm plate.

NA025 Fabrication - Conical 1

40 hour module. Prerequisite: NB010 • NB12
A subject in Certificate in Engineering - Fabrication.

Content
Fabricate frustums and truncations of right cones in 3mm to 10mm plate.

NA026 Fabrication - Conical 2

40 hour module. Prerequisite: NB025
A subject in Certificate in Engineering - Fabrication.

Content
Fabricate frustums and truncation of oblique cones in 3mm to 10mm plate.
NF027 Fabrication - Transitions 1 (Concentric)
40 hour module. Prerequisite: NBB10, NF020
A subject in Certificate in Engineering - Fabrication.
Content
Develop patterns and fabricate offset square to round, rectangle to rectangle from 3mm to 10mm plate.

NF028 Fabrication - Transitions 2 (Offset))
40 hour module. Prerequisite: NF027
A subject in Certificate in Engineering - Fabrication.
Content
Develop patterns and fabricate offset square to round and rectangular hoppers cut from 3mm to 6mm plate.

NF029 Fabrication - Pressure Vessels 1
40 hour module. Prerequisite: NF023
A subject in Certificate in Engineering - Fabrication.
Content
Use S.A.A. codes applicable to pressure vessel construction and fabricate from 5mm to 10mm plate.

NF030 Fabrication - Pressure Vessels 1
40 hour module. Prerequisite: NF029
A subject in Certificate in Engineering - Fabrication.
Content
Plan the appropriate production procedures and Fabricate a pressure vessel from 5mm to 10mm plate.

NF031 Fabrication - Pipework Drawing
Prerequisite: NF020
A module in the Certificate in Engineering (Fabrication).

NF032 Fabrication - Pipework
Prerequisite: NF022, NF031
A module in the Certificate in Engineering (Fabrication).

NF033 Fabrication - Structural 1
40 hour module. Prerequisite: NBB10
A subject in Certificate in Engineering - Fabrication.
Content
Explain and identify the types and application of structural steel sections. Mark, cut and fabricate from beams and columns various connections used in structural fabrication.

NF034 Fabrication - Structural 2
40 hour module. Prerequisite: NF020, NF033
A subject in Certificate in Engineering - Fabrication.
Content
Fabricate structural components of tubular construction to a maximum of 150 mm N.B.

NF035 Fabrication - Structural 3
40 hour module. Prerequisite: NF034
A subject in Certificate in Engineering - Fabrication.
Content
Apply the knowledge and skills to fabricate and erect structural sections to standards of the relevant structural steel codes.

NF036 Fabrication - Stainless Steel
Prerequisites: NF001, NF003 and either NF023 or NF026, or NF028
A module in the Certificate in Engineering (Fabrication).

NF037 Fabrication - Aluminium
Prerequisites: NF008, NF003 & either NF023, or NF026 or NF028
A module in the Certificate in Engineering (Fabrication).

NF039 Fabrication - Computer Applications 2
Prerequisites: NF021
A module in the Certificate in Engineering (Fabrication).

NF040 Fabrication - Workshop and Site Organisation
A module in the Certificate in Engineering (Fabrication).

NF060 Welding Processes - Alloy 1
A module in the Certificate in Engineering (Fabrication).

NF061 Welding Processes - Alloy 2
A module in the Certificate in Engineering (Fabrication).

NF064 Fabrication - Conical 3
A module in the Certificate in Engineering (Fabrication).

NF065 Welding Certificate 1 and 1E
A 60 hour module • Hawthorn • Prerequisite: NF006
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).
Content
Manual metal arc welding of butt welds in carbon steel plate.

NF066 Welding Certificate 2
A 60 hour module • Hawthorn • Prerequisite: NF006
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).
Content
Manual metal arc welding of butt welds in carbon steel pipe.

NF067 Welding Certificate 3 and 3E
A 60 hour module • Hawthorn • Prerequisite: NF006
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).
Content
Manual metal arc welding using hydrogen controlled electrodes in alloy steel plate.

NF068 Welding Certificate 4
A 60 hour module • Hawthorn • Prerequisite: NF006
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).
Content
Manual metal arc welding using hydrogen controlled electrodes in alloy steel pipe.
NF069  Welding Certificate 5  
A 60 hour module • Hawthorn • Prerequisite: NF006 – NF009  
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).  
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 and the Certificate in Engineering (Fabrication).  
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 and the Certificate in Engineering (Fabrication).  
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 and the Certificate in Engineering (Fabrication).  
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.

NF073  Welding Certificate 9  
A 60 hour module • Hawthorn • Prerequisite: NF012  
A subject in the Welding Certificate to AS1796 and the Certificate in Engineering (Fabrication).  
Content  
Automatic submerged arc welding of plate.

NF075  Welding Metallurgy  
Prerequisite: NF015  
A module in the Certificate in Engineering (Fabrication).

NF077  Codes and Specifications – Steel Structures  
Prerequisites: NF016, NF075, NF076  
A module in the Certificate in Engineering (Fabrication).

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  
Provides participants with the appropriate strategies to establish and maintain effective relationships with subordinates, managers and peer groups.

NGMS107  Managing and Developing Teams  
Total hours 40 • 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.
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.

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.

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.

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.

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.

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.

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.

Milling I

A 40 hour module ● Hawthorn ● Prerequisite: nil

A subject in the Certificate in Engineering – Mechanical and the Certificate in Engineering (Basic).

**Content**

Basic milling operations for both vertical and horizontal milling machines including keyway cutting, indexing, form milling etc.

Milling 2

A 40 hour module ● Hawthorn ● Prerequisite: nil

A subject in the Certificate in Engineering – Mechanical.

**Content**

Using milling attachments such as slitting and vertical milling attachments. Form milling and production of splines.

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.

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.

CAD I

A 40 hour module ● Hawthorn ● Prerequisite: NBB12

A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical), the Advanced Certificate in Engineering 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.

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 Associate Diploma of Engineering, 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 I**
A 40 hour module  •  Hawthorn  •  Prerequisite: nil
A subject in Associate Diploma of Engineering, the Engineering Post Trade course.

**Content**
Contouring (internal/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 and the Swinburne Certificate in Engineering Practice.

**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 I**
A 40 hour module  •  Hawthorn  •  Prerequisite: nil
A subject in Associate Diploma of Engineering, the Engineering Post Trade course.

**Content**
Contouring (internal/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 II**
A 40 hour module  •  Hawthorn  •  Prerequisite: nil
A subject in 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 Certificate in Engineering (Basic) and the Certificate in Engineering - Mechanical.

**Content**
Types, function and use of drills and drilling machines.

**NM017  Grinding I**
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

**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 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**
Shaping 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 (Basic) and (Mechanical) and the Swinburne Certificate in Engineering Practice.
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 of Engineering (Mechanical).
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 of Engineering (Mechanical) 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, locaters 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**

**NM050  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.

**NM082  Computer Aided Machining 2 - 2 D Programming**
A 40 hour module, Hawthorn , Prerequisites:CNC Machining NM009, Computer Aided Machining 1  ●  NM081
A subject in the Engineering Post Trade Certificate.

**Content**
This module aims to provide the student with the knowledge and skills to create and edit geometric shapes using computer aided drawing instruments and create a CNC program to produce a workpiece on a CNC machine tool.

**NM088  Press Tool Maintenance**
A module in the Engineering Post Trade course. Learn to evaluate defects, identify tool wear, recondition tools, set up and trial run press tools, tool records and transportation.

**NM089  Press Tool Maintenance**
A module in the Engineering Post Trade course. Learn to evaluate defects, identify tool wear, recondition tools, set up and trial run press tools, tool records and transportation.

**NM088  Press Tool Maintenance**
A module in the Engineering Post Trade course. Learn to evaluate defects, identify tool wear, recondition tools, set up and trial run press tools, tool records and transportation.

**NMTS1.20  Computer Skills**
A 35 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 Category1**
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:
- 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.

**NMTS3.21  Introduction to Law**
A 30 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.

**NMTS406  Fire Investigation (Legal Procedures)**
**Prerequisite:** NM049, OS
An elective in the Diploma of Fire Technology.

The purpose of this module is to provide the participants with the knowledge and skills to be a competent witness in coronial, civil and criminal course proceedings relating to fires, deaths and other emergency situations.

**NMTS4.20  Fire Law**
A 30 hour module  ●  Hawthorn  ●  Prerequisite: NM03.21
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.
Introduction

Computing Modules

Total hours 24

Prahran • Prerequisites: nil

A subject in the Certificate of Occupational Studies (Recreation).

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.

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.

Accounting — To Trial Balance

Content

An elementary module covering the preparation of accounting records to trial balance stage.

Database Fundamentals

Content


Spreadsheet Fundamentals

Content

Provides the participant with the skills and knowledge in the use of a spreadsheet package to produce simple worksheets.

Accounting — Basic Reports

Content

This module follows on from Accounting To Trial Balance. It covers the preparation of final accounting reports and the manual processing of payroll.

Word Processing: Introduction

Total hours 24 • Prahran

Content

The provision of basic knowledge and skills for the efficient utilisation of a word processing software package.

Audio/Video Production

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.

Quality Concepts

Content

Introduces the basic concepts of quality management and quality improvement and their links with productivity, economic advantage and standard of living.

Customer Focus

Content

Develop skills in identifying customers and their requirements, and in applying methods of responding to customers and their needs.

Quality Improvement in the Workplace

Content

Develops knowledge and skills for participating in individual and team-based quality improvement activities in the workplace.

Advanced Quality Concepts

Content

Consolidate knowledge of concepts of quality management and develops practical skills for identifying and responding to customers through team-based methods of quality improvement. Topics covered include: Drawing tools, views, cutter paths, set-up sheets, graphical proofs, transferring files to CNC machine and machine operation.

Quality Management Systems

Content

Provides knowledge and skills for participation in the development and implementation of quality management systems based on the Australian and International Standards for Quality Systems.

Internal Quality Auditing

Content

Develops knowledge of the audit function within a quality system and the skills for planning, organizing, conducting and reviewing an internal audit.

Monitoring Variation

Content

Provides participants with the knowledge and skills to
identify, describe and analyse variation within processes, products or services.

**NRM001 Records and Information Industry**
Gives an overview of the records and information industry and describes the functions of various branches of information management and career prospects in the industry.

**NRM002 Records Management Principles**
Gives an overview of the purposes and methods involved in records management. It covers information flows within an organisation and the life cycle of a record.

**NRM003 Records Management Operations**
Students learn to perform routine operations in records management particularly the handling of paper-based files.

**NRM004 Records Management Software: Usage**
Provides students with the knowledge and skills to perform records management functions using a range of software packages.

**NRM005 Multimedia Records Storage and Usage 1**
Students learn to use and maintain storage media including microfilm, microfiche, compact disc, optical disc etc.

**NRM007 Classifying Records**
Provides students with a knowledge of major classification schemes and the skills needed to classify records accurately.

**NRM008 Indexing Records**
Students learn the purpose of indexing systems, and the relationship between an indexing system and the classification process. Major indexing systems are covered.

**NRM009 Multimedia Storage Equipment**
Students learn to evaluate a range of records storage equipment and make appropriate selections for storing a variety of media.

**NRM010 Records Management Document Abstracting**
Students learn to write accurate abstracts/precis for a variety of documents. This involves analysing documents and developing the skills to write clearly and concisely in both a controlled vocabulary and free text.

**NRM011 Records Management and the Law**
Gives an overview of the legal and judicial system in Australia. Students learn to interpret and apply legislative requirements related to records management.

**NRM012 Records Retention and Disposal**
Students learn to develop and maintain a records retention and disposal system.

**NRM013 Records Management Client Services**
This module enables students to investigate the needs of clients, to determine their level of satisfaction with services, and promote the services and products of a records management unit.

**NRM014 Conservation and Storage of Non-Current Records**
Students learn the principles and purpose of archives, the criteria for long-term storage of records, and the partnership of records and archives.

**NRM015 Records Management Software: Evaluation**
Students learn to evaluate records management software packages in order to select the most appropriate software to meet specific needs.

**OH200 Recruitment and Selection**
The purpose of this subject is to identify the critical strategic policy and practical issues in recruiting staff in organisations in the current changing context of work.

**QMA01 Preparing Quality System Documentation**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Examines the contents of each level of documentation and develops skills in preparing quality system documentation

**QMA02 Introduction to Best Practice in Organizations**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Identifies the principles of best practice and their application to organizations of all sizes in the public and private sectors.

**QMA03 Organizational Culture & Change**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Examines organizational culture and change, and transition processes. Develops skills for dealing with change resulting from the introduction of a quality system and quality management.

**QMA04 Organisational Communication Systems**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Develops effective organizational communication in order to apply quality management practices. Examines interpersonal communication, communication barriers, flow and channels.
QMA05  **Leadership**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Identifies the role of leaders in vision setting, mission and goal setting, committing to quality, allocating resources and influencing the organization’s quality objective.

QMA06  **Workplace Teams**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Identifies the role of teams in quality assurance and management and introduces practices to ensure the performance of teams.

QMA07  **Conflict Resolution and Negotiation**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Demonstrates the skills and strategies necessary for successful conflict resolution and negotiation, particularly as they apply to the introduction of a quality system and quality management.

QMA08  **Continuous Improvement Techniques**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Explores the need for planning and management strategies to establish effective continuous improvement.

QMA09  **Occupational Health & Safety in the Workplace**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Identifies workplace safety procedures in relation to the AS/NA ISO 9000 Standards Series.

QMA10  **Quality System Software**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Develops skills in using software packages for the maintenance of a quality system.

QMA11  **Facilitating and Training in the Workplace**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Enhances skills for developing training plans and delivering training in the workplace.

QMA12  **Practicum Project**
A module in the Certificate IV in Quality Management and Assurance

**Content**
Involves a field study in which principles of quality management and/or assurance are applied to the workplace.

SZ700  **Introduction to the Theatre Industry**
Prahran
A subject in the 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 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 Diploma of Arts: Theatre Technology (Costume Stream) and the 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 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 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 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 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 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 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 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 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.

**SZ740 First Aid**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the 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 Diploma of Arts: Theatre Technology (Costume Stream) and the 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.

**SZ744 Make-Up and Mask**

*Prahran*

A subject in the Diploma of Arts: Theatre Technology (Costume Stream) and the 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.

**SZ745 Basic Lighting**

*Prahran*

A subject in the 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.

**SZ747 Basic Set Design**

*Prahran*

A subject in the 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.
SZ748  Movement for Performers
Prahran
A subject in the 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.

SZ749  Voice
Prahran
A subject in the 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.

SZ750  Improvisation
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Improvisation techniques; story-telling and narrative forms; actor/audience relationship; clowning; commedia dell’arte.

SZ751  Introduction to the Australian Theatre Industry
Prahran
A subject in the 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.

SZ752  Scriptwriting
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Action; scenario; conflict; character status; dialogue; reading of performance of short script.

SZ754  Project Administration
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Funding sources; budgeting; Front of House tasks; box office administration; project organisation.

SZ759  Costume
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Low cost costume design; design; resources; alterations and simple patterns; relationship between costume, character and style.

SZ760  Make-Up and Mask
Prahran
Refer to SZ744.

SZ761  Basic Photography
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Use of a 35mm camera; loading and unloading; light meter operation; developing, chemical mixing and quantities; printing and enlarging.

SZ762  Basic Video Camera Operation
Prahran
A subject in the Diploma of Arts: Small Companies and Community Theatre.

Objectives and content
Camera operation of VHS equipment; lighting; sound.

SZ763  Basic Sound
Prahran
A subject in the 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 Diploma of Arts: Small Companies and Community Theatre.

Objectives and performance
Six 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 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 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 Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**

Performance styles; actor/audience relationships; character development; script analysis; monologues; duologues; reading texts.

**SZ790 Basic Stage Management**

*Prahran*

A subject in the Diploma of Arts: Small Companies and Community Theatre.

**Objectives and content**

Roles and duties of stage manager; rehearsal processes; pre-production; production and post-production tasks; prompt copy; props list; cue sheets; diagrams.

**SZ794 Music in Performance**

*Prahran*

A subject in the 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 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.

**SZ902 Period Costume**

*Prahran*

A subject in the 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 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 I**

*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, operational
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.

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 4 of the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Thermodynamics, physical optics, magnetism and project work.

**TC210  Laboratory Workshop Practices (Autocad)**
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. 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.

**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 instrumentation, interface 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, microprocessor support IC chips, programmable logic 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.

**TC301  Articulation Physics**

*Prerequisite: TC101, TC102, TC121, TC122, TC123, TC161, TC162, TC202*

An elective in the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Introduction to the areas of: relativity, electric current, basic AC analog concepts and AC electronics, power supplies, introduction to sensors and transolvers, project work.

**TC310  Operational Research**

An elective in the Associate Diploma of Applied Science (Scientific Computing).

**Content**
Introduction to the technique of designing mathematical models to represent real life problems. Introduction to Linear Programming Simplex Method and Markov Chains.

**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/TD066*

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
4 hours per week  ● Hawthorn  ● Prerequisites: TE345 or equivalent
P. 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 I/O 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) and the Advanced Certificate in Industrial Electronics. 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, TE145
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, clocked 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.

**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.

**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.

**TE708 Design Projects**
2 hours per week • Hawthorn • Prerequisites: CBES.2
A subject in the Associate Diploma of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

**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.

**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.

**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.

**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.

**TE713 Digital Design 2**
4 hours per week • Hawthorn • Prerequisites: Nil
A subject in the Diploma of Engineering.

**TE715 Circuit Analysis 2**
4 hours per week • Hawthorn • Prerequisites: TE703
A subject in the Associate Diplomas of Engineering (Electronics) and (Computer Systems). An elective in the Diploma of Engineering.

**TE716 Data Communications 1**
4 hours per week • Hawthorn • Prerequisites: TE700, TE701
A subject in the Associate Diplomas 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) and (Computer Systems).
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 (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 Diplomas 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 Diplomas 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 Diplomas 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.

TE725 Interfacing Applications Using C
4 hours per week • Hawthorn • Prerequisites: TE701, TE705, TE720
A subject in the Associate Diploma of Engineering (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 configurations 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 operating 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-mechanic 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 Engineering. 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 Engineering. 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 Engineering. 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 Engineering. A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.

**Content**
Classification of materials, 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.

**TEA027 Presenting Reports**

A module in the Associate Diploma of Engineering (Mechanical/Manufacturing/CAD), and the Advanced Certificate in Engineering.

Covers researching material, analysing information and developing/identifying solutions, producing a document, delivering an oral report.

**TEA033 Writing Workplace Documents**

A module in the Associate Diploma of Engineering (Mechanical/Manufacturing/CAD), and the Advanced Certificate in Engineering.

Includes planning skills, writing skills, communication processes in own organisation, structure or workplace documents, communication principles and conventions in written work.

**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 Engineering.

**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 Engineering.

**Content**

Types of computer operation systems, common applications of computer in industry, the use of spreadsheet, database and wordprocessor.

**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 Engineering, 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.

**TEA074 CAD Modelling Concepts**

40 hour module. Prerequisite: TEA 068

A subject in the Associate Diploma of Engineering (CAD)

**Content**

Region modelling technique, solid modelling technique, composite models, sectioned models, 3D models

**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: TEA302
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
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
Thermodynamics, acid-base theory, Hess's law, equilibrium and free energy charge, chemical reactions, electrochemistry.

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 I
A 40 hour module • Hawthorn • Prerequisite: TEA061
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Engineering, 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.

TEA706 Fluid Mechanics II
A 40 hour module • Hawthorn • Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).
Content
Basic properties of fluids, chemical properties, fouling 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 Advanced Certificate in Engineering.
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 II
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.

TEA727 Drafting—Mechanical Drive Systems
80 hour module. Prerequisite: VCE Chemistry or equivalent
A subject in the Associate Diploma of Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Engineering.
Content
Belt drives, chain drives, gear drives, drive shafts, machine drive system bases, reduction box assembly.

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 Engineering.
Content
Rolling, pressing, cropping, punching, manual metal arc, oxygen/acetylene, 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 Engineering.
Content
Machine tools and operations, cutting tools, work holding methods, machine set-up, centre lathe, milling machine, grinding machine.

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 Engineering.
Content
Theory and practical applications of simple rigid bodies in motion. Problem solving of linear and circular equations of motion including displacement, velocity, constant acceleration, force, work, power, energy, mechanical advantage, velocity ratio, efficiency of machines, torque, moment of inertia, radius of gyration, conservation of momentum, elastic collisions.
TEA780  Design for Manufacturing
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 Engineering.

Content
Forming processes, powder metallurgy, automatic lathes, grinding machines and applications of CNC in metal cutting.

TEA804  Introductory Strength of Materials
A 40 hour module  ● Hawthorn  ● Prerequisite: TEA859
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Engineering.

Content
Stress and strain, bolted connections, welded connections, thin walled pressure vessels, properties of plane figures, beams, torsional stress, thermal stress.

TEA859  Statics
A 60 hour module  ● Hawthorn  ● Prerequisite: Nil
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical) and the Advanced Certificate in Engineering.

Content
Force, equilibrium of concurrent co-planer forces, movement and torque, couples, equilibrium of non-concurrent co-planer forces, friction, forces in frames.

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 Engineering.

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.

TEB050  Engineering Project
Prerequisites: A 80 hour module  ● Hawthorn  ● Prerequisite: at the discretion of the training provider.
A subject in the Associate Diploma in Engineering (CAD/Manufacturing/Mechanical)

Content
Preparation of design and development briefs, engineering solutions, design and detail drawings, written reports of tasks, processes and design outcomes, and oral presentation of technical information.

TEB061  Managing CAD Utilities
A 40 hour module  ● Hawthorn  ● Prerequisite: TEA066
A subject in the Associate Diploma in Engineering (CAD/Manufacturing/Mechanical)

Content
Software management in CAD environment, create and implement screen and tablet menus for specific CAD applications, develop macro and icon files, use database management system with CAD.

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, gant 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.

TEB523  Design for Economic Manufacture
A 40 hour module ● Hawthorn ● Prerequisite: TEA780, TEA790, TEA010
A subject in the Associate Diploma in Engineering (CAD/Manufacturing/Mechanical)
Content
Manufacturing methods, manufacturing materials, manufacturing assembly, value analysis, break even analysis, CAD/CAM

TEB650  Materials for Engineering
A 40 hour module ● Hawthorn ● Prerequisite: TEA010
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).
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
A subject in the Diploma of Applied Science (Materials Engineering) and the Certificate IV in Materials Science.
Content
Crystalline structures of minerals and metals, miller indices, stereographic projections.

TEB701  Advanced Machine Design
A 40 hour module ● Hawthorn ● Prerequisite: TEA001, TEA780, TEB703, TEB770
A subject 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 pans 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 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: TEB601
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.

TEB722 Computer Based Modelling, Design & Drafting
A 40 hour module ● Hawthorn ● Prerequisite: TEB721
A subject in the Associate Diploma in Engineering (CAD/Manufacturing/Mechanical).

Content
Different types of three dimensional CAD modelling techniques, application software for engineering design, manufacturing, product design, simulation.

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: TEB841
A subject in the Associate Diploma in Engineering (Manufacturing/Mechanical).

Content
Axial 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 MILSTD.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.

**TF340 Principles of Measurement**

*2 hours per week ● Hawthorn ● Prerequisite: Nil*


**Content**

This covers the basic scientific principles of measurement. Standards for engineering quantities, SI derived units, nature of light and optical concepts, mechanical concepts in design and measuring instruments, thermometers, electrical measurement, calibration of instrument and standards.

**TF462 Reliability and Prototype Testing**

*2 hours per week ● Hawthorn ● Prerequisite: Nil*


**Content**

Introduces the concepts and techniques of reliability and looks at the application of basic reliability analysis techniques to technical, administration and managerial areas of quality control. Also covers aspects relating to timing in application of reliability methods and the reporting of results.

**TF464 Product Liability and Product Recall Management**

*2 hours per week ● Hawthorn ● Prerequisite: Nil*

A subject in the Swinburne Certificate in Quality Control.

**Content**

Provides a general appreciation of the legal responsibilities associated with quality control and methods adopted to meet these responsibilities. Current legislation, protection procedures, Australian design rules and standards, recall process, documentation systems.

**TF465 Quality Control Systems and their assessment**

*2 hours per week ● Hawthorn ● Prerequisite: Nil*


**Content**

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.

**TF467 Human Factors**

*2 hours per week ● Hawthorn ● Prerequisite: Nil*

A subject in the Swinburne Certificate in Quality Control.

**Content**

A study of the relationship between human factors and quality control. Ergonomics, motivation programs, job design and job quality, planning for people.

**TG001 English (Units 3 and 4)**

*Hawthorn/Prahran*


**Objectives and content**

This subject, which is compulsory at VCE level, aims to enable all students to develop their critical understanding and control of the English language so that they can use it in a wide range of situations, ranging from personal and informal to more public occasions, and to develop a level of competence adequate for the demands of post-school employment and further education.

**TG002 Legal Studies**

*Hawthorn/Prahran*


**Objectives and content**

Unit 3: Making and changing the law is about the institutions and processes which determine laws in Australia and the process by which laws are changed. In particular, it examines the roles of parliament and the courts as law-making bodies. Unit 4: Dispute settlement and the attainment of justice focuses on the dispute-settling institutions, processes and procedures which operate within the legal system and an evaluation of the legal system as a whole. The evaluation includes consideration of the strengths and weaknesses of the legal system, and areas possibly in need of change and reform.

**TG004 Accounting**

*Hawthorn/Prahran*


**Objectives and content**

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 emphasizes 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 film 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 ecosystem 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 great variety of foods on food trends in Australia is also examined. Unit 4: Growth and development examines growth and development across the human life span, including factors affecting growth and development, the management of resources at 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**

Content: Compulsory core: Probability and Statistics. Options: From — Arithmetic and Applications; Probability and Statistics; Geometry and Trigonometry; Graphs and Relations; Business Related Mathematics; Networks and Decision Mathematics.

TG040  Specialist Mathematics

*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 to be periods of high cultural achievement. It examines the nature of the works, the criteria applied to them, events associated with their production and the significance attached to them. The relationship between ideal and real and its enduring significance is analysed and evaluated. Unit 4 explores a period of conflict or change through consideration of the accounts of contemporary historians and the responses of art, literature and philosophy. The events are analysed in terms of the relationship between social and cultural change and the extent to which cultural works reflected changing social values.

TG052 Information Technology: Processing and Management

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 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

Hawthorn

A subject in the Certificate in English for Vocational Education and Further Study (Laboratory Technology Stream).

Objectives
To enable students to write technical documents; to experience negotiation techniques and to participate in team-building communication.

Content
- Writing technical documents;
- technical description;
- writing and editing manuals, user guides and specifications;
- specific purpose reports;
- negotiation skills
  - conflict resolution
  - assertiveness
  - negotiating priorities and work schedules (individually and as a team);
- team building and communication
  - establishing managers and representing a work team.

TH133 Communication Skills 1

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

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 business meetings, business correspondence, interviewing techniques, oral, written and graphic presentations.

Content
Business meetings, business correspondence, interviewing techniques, information gatherings, major report on field study, graphic communication.

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.

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 communication 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.
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.

TH256  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 Diploma of Community Services (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 Diploma of Community Services (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.

TH267  Applied Psychology
3 hours per week for 18 weeks  •  Hawthorn  •  Assessment: multiple choice questions, short answer test, discussion paper
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.

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 contexts.

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.

TJ005 & 6 Information unavailable. Contact department
TJ007  Advanced English

Hawthorn
A subject in the Migrant Access Education Program.

Objectives
Develop language and communication skills for work and study.

Content
The course is based on an assessment of participants’ language skills. Students are actively involved in reading, writing, speaking and listening tasks.

TK110  Physics

15 credit points  •  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.
Will assist in understanding of the physical world strand of the CSF science document.

TK120  Chemistry

15 credit points  •  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.
Will assist in understanding of the natural and processed material strand of the CSF science document.

TK130  Biological Science

12 credit points  •  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.
Will assist in understanding of the life and living strand of the CSF science document.

TK140  Information Technology
An elective in the Graduate Certificate in Science and Technology for Primary Teachers.
Basic hardware, set-up and troubleshooting, operating systems software, applications software including word processing, graphics and multimedia data communications and the internet.

TK150  Earth and Beyond

12 credit points  •  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.
Will assist in understanding of the earth and beyond strand of the CSF science document.

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 full-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 • Prerequisites: 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 Brotherton, J. [eds.] *Core Biology Practical*. 2nd edn, Sydney, Sofima, 1993

**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.
**TL202Chemistry 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.

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**TL203Physics 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**

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**TL210Laboratory 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.

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**TL211Laboratory 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.

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**TL225Specimen 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.

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All students will need their own lab coats, safety glasses and calculators.

**TL226Specimen 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.

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**TL227Modelling of Biological Specimens**

3 hours per week
Hawthorn
Prerequisites: TL225
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.

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**TL228Moulding 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.

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**TL245Botany**

3 hours per week
Hawthorn
This will include two to three hours of class time each week and three full 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
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.

**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.

**Recommended reading**


Students will also be required to have their own lab coat, safety glasses and a calculator.

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**TL256 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, the New Opportunities for Women course, the Graduate Certificate in Science and Technology and the Certificate in English for Vocational Education (Laboratory Technology Stream).

**Content**

Introduction to anatomy and physiology, skeletal system (bones, cartilage, joints), muscle, integument, circulatory system.

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**TL257 Mammalian Anatomy and Physiology 2**

*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, the New Opportunities for Women course.

**Content**

Respiratory system, digestive system, urinary system, nervous system, endocrine system, reproductive system.

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**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.

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**TL302 Biochemistry 2**

*3 hours per week part-time or 4 hours per week full-time*  
*Hawthorn*  
**Prerequisites:** TL301  
**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.

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**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.

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**TL310 Electron Microscopy 2**

*3 hours per week*  
*Hawthorn*  
**Prerequisites:** 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 ancilliary vacuum equipment, special preparation techniques.

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**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, safety audit, first aid, evacuation, portable fire extinguishers, laboratory control, storage, inventory and stock control, equipment servicing, purchasing, budgeting, decision management.

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**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, porifera, cnidaria, molluscs, anthropods, 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 part-time or 4 hours per week full-time  • 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;
• carbodiyclic acids and their derivatives;
• aldehydes and ketones;
• amides and their derivatives;
• methyl orange;
• reactivity in substitution reactions;
• reactions of alcohols;
• P-bromotroponol.

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
• 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;
• polydienes 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 ACGM 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, thin, etc.)
- solvent extraction;
- electrophoresis.

**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.

**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, 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.

**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 ecosystem, energy flow, nutrient cycles, excursion/seminar.

**TL414 Ecology 2**

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), 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 glass working.

**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, epidemiology 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 • Prerequisite: TL302, TL461 • Assessment: 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.

TL472 Genetic Engineering
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: TL471 • 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.

TL473 Biomolecular Engineering
3 hours per week part-time or 4 hours per week full-time • Hawthorn • Prerequisite: 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
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 Graduate Certificate in Science and Technology, 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;
  - UV/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

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/rc circuits, electromagnetism, electricity circuits with inductive elements, electricity AC circuits.

**Recommended reading**

**TM127 Statistics**

*2 hours per week* • Hawthorn • Prerequisites: Nil  
A subject in the Swinburne Certificate in Quality Control.

**Content**
Introduction to basic statistical techniques, including grouped frequency tables, histograms, cumulative frequency curves, normal distribution and standard deviation, Z scores, binomial, Poisson and hypergeometric distributions, confidence intervals, sample sizes, hypothesis testing, correlation and regression.

**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**
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; bonding acid and bases, simple stoichiometry.

**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.

**Recommended reading**
Content
Practical work and problem solving, measurement, units and vectors, mechanics, electrostatics, electricity and electromagnetism, wave motion, heat and temperature.

Recommended reading

TM196 Bridging Chemistry
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 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. 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 pw 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 pw week • Hawthorn • Prerequisites: Nil
A subject in the New Opportunities for Women course.

Content
This subject is made up of the following modules:
• introduction skills;
• some maths from the real world;
• an introduction to algebra;
• spaces.

TM883 Mathematics for Engineering and Science
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 pw 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:
- introduction, units and measurement
- working with graphs, vectors and scalars
- energy and energy sources
- matter, temperature and heat
- forces and motion
- waves — sound  waves — light
- electrostatics and electricity

TM887  Physics for Engineering and Science
5 hours pw 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

TM888  Introduction to Microcomputing
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 computing systems
- introduction to operating environments
- introduction to word processing
- introduction to database management systems
- introduction to spreadsheets

TM890  Skills For Science
3 hours pw 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 S1 • 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 S1 • 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 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 understanding and awareness of these cultural and social differences in comparative business cultures can substantially enhance market export penetration.

We examine the importance of being aware of culturally distinct negotiating styles and how an understanding and awareness of the intricacies of international negotiating can assist in achieving desirable outcomes.

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.

TRIO0  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.

TRIO1  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.
TRIO2  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.

TRIO3  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.

TRIO6  Life Skills

2 hours per week for 7 weeks • 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.

TRIO7  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.

TRIO8  Volunteer Tutor Program (Life Skills)

Hawthorn
A subject in Volunteer Tutor Training.

Objectives and content
Adult 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.

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.

TR151  Statistics

Hawthorn
A subject in the Adult Basic Education Program.

Objectives and content
Sixteen hour introduction to basic statistical concepts and the use of a scientific calculator in statistics mode. No prior knowledge needed.

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.

E222 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 14 • Hawthorn/Prahran • Prerequisites: nil
A subject in the Certificate and 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 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.

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 14 • 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.

TS421 Business Computer Applications 1
Total hours 54 • Hawthorn/Prahran • Prerequisite: nil
A subject in the Certificate and Advanced Certificate in General Insurance; the Advanced Certificate/Associate Diploma 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.

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 objective setting within the process and how a manager operates in today's business environment. Topics include: management concepts and
development, business community, the social responsibility of management, the management process, people in the management process, groups in the management process, organisational structures, managerial control, successful management, occupational health and safety at the workplace, the manager in the future.

**TS436  Applied Business Economics 1**

*Total hours 34  Hawthorn/Prabran  Prerequisite: 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.

**TS437  Applied Business Economics 2**

*Total hours 34  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.

**TS445  Applied Business Mathematics**

*Total hours 72  Hawthorn  Prerequisite: 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.

**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.

**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.

**TS530  Facility Layout and Workplace Design**

*Total hours 34  Hawthorn  Prerequisite: 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 wordprocessing and spreadsheet packages. Topics include: software applications, fundamentals of wordprocessing, 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.

**TS674 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.

**TS800 Practical Placement**
*TS801*
*Total hours 18 • Hawthorn/Prabhan*
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Total Hours</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS872</td>
<td>Document Production 1</td>
<td>44</td>
<td></td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;Subjects in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; These subjects are designed to develop keyboarding 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 printing, 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.</td>
</tr>
<tr>
<td>TS873</td>
<td>Document Production 2</td>
<td>44</td>
<td></td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;Subjects in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; These subjects are designed to develop keyboarding 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 printing, 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.</td>
</tr>
<tr>
<td>TS874</td>
<td>Office Administration 1</td>
<td>54</td>
<td></td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; 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.</td>
</tr>
<tr>
<td>TS875</td>
<td>Office Administration 2</td>
<td>54</td>
<td></td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; 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.</td>
</tr>
<tr>
<td>TS899</td>
<td>Office Supervision 1</td>
<td>54</td>
<td></td>
<td><em>Hawthorn</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; 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.</td>
</tr>
<tr>
<td>TS900</td>
<td>Office Supervision 2</td>
<td>54</td>
<td></td>
<td><em>Hawthorn</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; 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.</td>
</tr>
<tr>
<td>TS904</td>
<td>Page Layout Software</td>
<td>72</td>
<td></td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; 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.</td>
</tr>
<tr>
<td>TS905</td>
<td>Electronic Publishing 1</td>
<td>72</td>
<td>Prerequisite: Electronic Publishing 1</td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; These subjects further develop 'hands on' desktop publishing skills to assist students in producing professional publications. Topics include the operation of scanning hardware, drawing/paint software, design skills, the evaluation of desktop publishing systems, and producing a style manual.</td>
</tr>
<tr>
<td>TS906</td>
<td>Electronic Publishing 2</td>
<td>54</td>
<td>Prerequisite: Electronic Publishing 1</td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; These subjects further develop 'hands on' desktop publishing skills to assist students in producing professional publications. Topics include the operation of scanning hardware, drawing/paint software, design skills, the evaluation of desktop publishing systems, and producing a style manual.</td>
</tr>
<tr>
<td>TS907</td>
<td>Electronic Publishing 3</td>
<td>72</td>
<td>Prerequisite: Electronic Publishing 2</td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;A subject in the Advanced Certificate/Associate Diploma in Office Administration.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; These subjects further develop 'hands on' desktop publishing skills to assist students in producing professional publications. Topics include the operation of scanning hardware, drawing/paint software, design skills, the evaluation of desktop publishing systems, and producing a style manual.</td>
</tr>
<tr>
<td>TS952</td>
<td>Business Statistics</td>
<td>72</td>
<td>Prerequisites: nil</td>
<td><em>Hawthorn/Prahran</em>&lt;br&gt;A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; Differentiation between descriptive and inferential statistics, requirements for collection and description of samples, requirements for statistical validity, application of computer packages to business data.</td>
</tr>
<tr>
<td>TS954</td>
<td>Selling</td>
<td>54</td>
<td>Prerequisites: nil</td>
<td><em>Hawthorn</em>&lt;br&gt;A subject in the Advanced Certificate in Sales Management and Associate Diploma of Business: Marketing.&lt;br&gt;&lt;br<strong>Content</strong>&lt;br&gt; Role and function of a salesperson. Why people buy (motivation). Selling techniques and procedures. Overcoming objections. Gaining orders. After order service. Field procedures and responsibilities.</td>
</tr>
</tbody>
</table>
**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 that play a result in seller, manufacturer, or distributor desiring to achieve financial superiority over a competitor.

**TS961 Strategic Marketing**

*Total hours 72 ● Hawthorn ● Prerequisites: 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 formulation, implementation 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**


**E963 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.

**E964 Direct Marketing**

*Total hours 36 ● Hawthorn ● Prerequisites: TH433, TS955, TS954, TS957, TS956, TS99, 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: 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.

**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.
**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.

**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.

**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.

**TS983 Organisation Behaviour**  
*Total hours 40 ● Hawthorn*  
**Content**  
Gives participants a framework with which to analyse the behaviour of individuals, groups and organisations.

**TS984 Consulting Skills**  
*Total hours 40 ● Hawthorn*  
**Content**  
Enables participants to develop consulting skills as members of a project team.

**TS985 HR Planning**  
*Total hours 40 ● Hawthorn*  
**Content**  
Enables participants to prepare human resource plans and analyse and interpret budgets.

**TS986 HR Statistics**  
*Total hours 40 ● Hawthorn*  
**Content**  
Provides training in the collection, analysis and application of human resource statistics.

**TS987 Costing HR Activities**  
*Total hours 20 ● Hawthorn*  
**Content**  
Provides the training required to determine the cost of various human resource activities.

**TS988 Enterprise Agreements**  
*Total hours 40 ● Hawthorn*  
**Content**  
Enables participants to effectively contribute to the development of enterprise agreements.

**TS989 Employee Participation**  
*Total hours 40 ● Hawthorn*  
**Content**  
Enables participants to use the principles of participative management in the workplace.

**TS990 Analysis of a Dispute**  
*Total hours 20 ● Hawthorn*  
**Content**  
Participants research and analyse a serious industrial dispute.

**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.

**VAA506/7  Australina Society**  
*Prahran*  
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.

**VAA845  Computer Fundamentals**  
*Hawthorn*  
A subject in the Certificate in Work Education  
**Objectives**  
This module provides the participant with the basic knowledge and skills to operate a computer to access and retrieve computer data.

**VAB005  Casework**  
*60 hours ● Hawthorn ● Prahran @Assessment by assignment*  
A subject in the Diploma of Community Services (Welfare Studies).  
**Content**  
Provides students with theoretical and practical introduction to counselling and casework.

**VAB037  Computer Operations - Data Retrieval**  
*Hawthorn*  
A subject in the Certificate in Work Education  
**Objectives**  
Extension of module VAA845.

**VAB381/2  Community Work 1 & 2**  
*60 hours ● Hawthorn ● Prahran @Assessment by assignment*  
A subject in the Diploma of Community Services (Welfare Studies).  
**Content**  
Issues are examined such as the relevance of class, gender, ethnicity, race, age, sexual preference.  
2 examines the application of a range of community work models.

**VAB607  Counselling Skills**  
*60 hours ● Prahran @Assessment by assignment*  
A subject in the Diploma of Community Services (Welfare Studies).  
**Content**  
Focuses on communication, interpersonal and therapeutic skills.

**VAC145  Numeracy - Level 1 (C.G.E.A.)**  
*Hawthorn*  
A subject in the Certificate in Work Education  
**Objectives**  
The purpose of this module is so that the student can use and analyse simple data, relation and pattern, number, measurement and shape.

**VAC350  Office Equipment - Routine Tasks**  
*Hawthorn*  
A subject in the Certificate in Work Education  
**Objectives**  
The purpose of this module is to provide the participant with the knowledge and skills to operate a range of office equipment in the performance of routine workplace tasks.

**VAC441-3  Field Education 1 & 2**  
*210, 280 hours @Assessment by assignment*  
A subject in the Diploma of Community Services (Welfare Studies).  
**Content**  
Placement and professional integration seminars consolidate skills, knowledge and values.
VAC457 Fieldwork A  
(Also VAH556 Fieldwork B & VAH557 Fieldwork 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 Diploma of Community Services (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.  

VAC 550 First Aid  
Hawthorn  
A subject in the Certificate in Work Education  
Objectives  
The purpose of this module is to provide participants with first aid skills that will enable them to render assistance in the first few minutes after a life threatening incident as well as treat injuries and other disorders.  

VAC797 Explore Your Learning and Career Options  
Hawthorn • Prahran  
A subject in the Certificate of General Education for Adults  
Objectives  
Based on Richard N. Bolles "What Colour is your Parachute?" This subject aims to encourage students to learn about themselves, their likes and dislikes, transferable skills, values and priorities in life. Students are given the opportunity to experience some volunteer work and to work as a team.  

VAC798 Introduction to Hospitality  
Hawthorn • Prahran  
A subject in the Certificate of General Education for Adults  
Objectives  
Helps students gain knowledge and skills in food preparation and service. Prepares for further study or work in the Hospitality Industry.  

VAC798 Study Skills  
Hawthorn • Prahran  
A subject in the Certificate of General Education for Adults  
Objectives  
This subject enables students to take responsibility for their own learning. Includes learning, memory, reading and writing for further study, interpersonal communication skills, time and stress management, negotiation skills.  

VAC798 First Aid Certificate  
Hawthorn • Prahran  
A subject in the Certificate of General Education for Adults  
Objectives  
This subject includes the study of structure and function of the body, asphyxia, burns, lifting and moving casualties, and a number of medical/accident conditions and procedures. St. John's Ambulance First-Aid Certificate 2 will be awarded on completion of the course.  

VAC798 Introduction to Small Business  
Hawthorn • Prahran  
A subject in the Certificate of General Education for Adults  
Objectives  
Helps students gain knowledge and skills both in English and in developing, establishing and operating a small business or for those who want to work in small business. Includes accounting, marketing, computing, business maths and work experience.  

VAC799 Legal Action  
Hawthorn • Prahran  
A subject in the Certificate of General Education for Adults  
Objectives  
A course to develop literacy skills and familiarise students with the law and legal processes. Topics include: using the law, householders and the law, families and the law, children and the law, credit and the law, social security and the law, consumers and the law and workers and the law. Students select topics covered.  

VAC865 Group and Personal Communication 1  
3 hours per week for 17 weeks • Hawthorn • Assessment: reflective journal and class exercise  
A subject in the Diploma of Community Services (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.  

VAC866 Group and Personal Communication 2  
4 hours per week for 17 weeks • Hawthorn • Assessment: reflective journal and class exercise  
A subject in the Diploma of Community Services (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.
VAC878/9 Groupwork 1 & 2
60 hours ● Hawthorn ● Prahran @Assessment
Assignment
A subject in the Diploma of Community Services (Welfare Studies).
Content
Provides experiential learning as well as a theoretical structure for understanding groups. 2 focuses on planning, design, implementation and evaluation of groupwork interventions.

VAC940 Personal Effectiveness
Hawthorn
A subject in the Certificate in Work Education
Objectives
The purpose of this module is to enhance the interpersonal skills of the trainees by developing their confidence and competence in communication.

VAD063 Human Rights and Advocacy
4 hours per week for 17 weeks ● Hawthorn ● Assessment: one class paper; one research assignment
A subject in the Diploma of Community Services (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.

VAD167 Orientation to Learning
Hawthorn
A subject in the Certificate in Work Education
Objectives
The purpose of this module is to identify pathways to future education and training through preparation of an individual action plan.

VAD226 Information Access
3 hours per week for 17 weeks ● Hawthorn ● Assessment: preparation of funding submission
A subject in the Diploma of Community Services (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.

VAD400 Introduction to Community Development
4 hours per week for 17 weeks ● Hawthorn ● Assessment: community project
A subject in the Diploma of Community Services (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.

VAD520 Introduction to Social and Community Services
50 hours ● Hawthorn ● Prahran @Assessment
Assignment
A subject in the Diploma of Community Services (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.

VAD529 Introduction to Study
3 hours per week for 17 weeks ● Hawthorn ● Assessment: class exercises and participation
A subject in the Diploma of Welfare Studies (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.

VAD686 Law for Welfare Work
50 hours ● Hawthorn ● Prahran @Assessment
Assignment
A subject in the Diploma of Community Services (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.

VAD705 Orientation to Work
Hawthorn
A subject in the Certificate in Work Education
Objectives
The purpose of this module is to provide general information about and experience of the working environment through investigation of a variety of work situations and to relate personal transferable skills to a potential work situation.
VAE291-294 Numerical and Mathematical Concepts

Hawthorn • Prahran
A subject in the Certificate of General Education for Adults

Objectives
Concentrates on increasing confidence with maths and developing ability to apply problem-solving skills to work and everyday life situations. Topics include, space, number, data and algebra.

VAE325 Occupational Health and Safety

10 hours • Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.
This unit provides students with knowledge of legal requirements and basic principles and practices relating to Occupational Health & Safety in a Child Care Environment.

VAE436—439 Oracy

Hawthorn • Prahran
A subject in the Certificate of General Education for Adults

Objectives
Develops skills in oral communication.

VAE450 Bureaucracy, Organisation and Community Development

3 hours per week for 17 weeks • Hawthorn • Assessment: one research assignment, one class exercise
A subject in the Diploma of Community Services (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.

VAE453 Organisation & Management

50 hours • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Content
Examines organisations within society and provides a theoretical framework from which workers can respond to the changing nature of Welfare.

VAE847/8 Political Economy

3 hours per week for 34 weeks • Hawthorn • Assessment: two major research papers and one class paper
A subject in the Diploma of Community Services (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.

VAF171 Psychology I

60 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Objectives and content
Introduces some of the major approaches to psychology, its methods of research and a broad overview of the field.

VAF172 Psychology 2

60 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Content
Explores personality theories, ideas and practice issues around psychopathology.

VAF274-276 Literacy

Hawthorn • Prahran
A subject in the Certificate of General Education for Adults

Objectives
Helps students gain knowledge and skills both in English and practical skills in Childcare. Subjects include Childcare Theory, work placement, First Aid and Computers.

VAF399 Research

50 hours • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Content
Aims to provide an introduction and overview of the uses of research in the social and community services field.

VAF403 Research II

3 hours per week for 17 weeks • Assessment: comparative research analysis; preliminary research brief
A subject in the Diploma of Community Services (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.
VAF404 Research 2
3 hours per week for 17 weeks • Hawthorn • Assessment: action research project
A subject in the Diploma of Community Services (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.

VAF455 Basic Business Principles
A module in the Certificate IV in Renewable Energy Technologies

Content
Enables the participant to develop the knowledge and skills required to understand the basic principles of conducting a small business. Small business operation will be considered in light of ethical business practices and a code of business practice.

VAF741/2 Skills Workshops 1 & 2
25 hours • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Content
Skills Workshops 1 & 2 are designed to enable participants to be responsible for extending their own professional development.

VAF770 Social Action: Theory and Practice
3 hours per week for 17 weeks • Assessment: case studies and class paper
A subject in the Diploma of Community Services (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 Friere.

VAF780 Social Policy
50 hours • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (Welfare Studies).

Content
Explores the context, development and implementation of social policy in Australia.

VAF783 Sociology
60 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (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.

VAG679 Welfare Practice
50 hours • Hawthorn • Prahran • Assessment by assignment
A subject in the Diploma of Community Services (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.

VAG728 Word Processing
A module in the Certificate IV in Renewable Energy Technologies

Content
Provides the participant with skills and knowledge in the use of word processing package to create, save and retrieve one page documents and use basic formatting commands such as bold and underline.

VAG836 Writing Skills for Work
20 hours • Prahran
A subject in the Certificate in Children’s Services: Early Childhood Care.

Content
This unit provides the skills required to use effective writing skills in the workplace.

VAH216 Work Team Communication
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide competency based training to develop effective work team communication skills in the workplace.

VAH556 & VAH557 See VAC457

VAH676 Induction
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide participants with an introduction to the training institution.

VAH760 Job Seeking Skills
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide competency based training in effective communication skills to research, and apply for suitable employment and evaluate individual performance in the job application process.
VAJ708  Basic Care Routines - Children 0-6 years

30 hours  Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.

Content
This module is designed to provide students with the knowledge and skills to implement appropriate routines for children 0-6 years in a secure environment.

VAJ750  Basic Care Routines - Children 5-12 years

15 hours  Prahran
A subject in the Certificate III in Children’s Services: Out of School Hours Care.

Content
This unit provides students with the knowledge and skills to contribute to providing a nurturing and secure environment and organise and implement appropriate routines for children 5-12 years.

VAK063  DC and AC Electrical Fundamentals

A module in the Certificate IV in Renewable Energy Technologies

Content
This module deals with the application of electrical theory for simple DC and AC circuits, including motors and generators. The basic competencies in the practical construction of circuits and measurement of electrical quantities are also addressed.

VAK138  Developmental Studies - Children 0-6 years

25 hours  Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.

Content
This unit provides the students with an understanding of the stages of child development. It provides central knowledge to understand and recognise the stages of development in children 0-6 years in order to assist in providing appropriate learning experiences, in contributing effective planning and appropriate caregiving environments and in order to assist understanding of ways to interact effectively and appropriately with children.

VAK164  ELV Electrical Wiring

A module in the Certificate IV in Renewable Energy Technologies

Content
This module deals with basic competencies in the design and installation of extra low voltage wiring systems.

VAK188  Energy Efficient Building Design

A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides an understanding of the principles used to design energy efficient buildings in Australia. Design variables such as insulation, ventilation, thermal mass, window positioning, shading etc. are explored in the context of thermal comfort, climate type and site considerations.

VAK189  Developmental Studies - Children 5-12 years

20 hours  Prahran
A subject in the Certificate III in Children’s Services: Out of School Hours Care.

Content
This unit provides the learner with an understanding of the stages of development in children 5-12 years in order to provide appropriate leisure and recreational activities that meet the needs of children in out of school hours care and to contribute effectively to planning of appropriate caregiving environments and interact effectively and appropriately with children and recreational activities.

VAK239  Family Studies

25 hours  Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.

Content
This unit provides students with knowledge of family structures and a range of issues affecting families so that participants can work effectively with children and their families in Australia’s diverse society.

VAK261  Health and Hygiene

20 hours  Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.

Content
This unit provides students with the knowledge and skills to provide for children’s care in a way which safeguards children’s health and well being and takes account of standard hygiene practices.

VAK274  First Aid - Level 2

25 hours  Prahran
A subject in the Certificate III in Children’s Services: Early Childhood Care.

Content
This unit is designed to provide students with basic emergency first aid procedures to treat infants, children and adults.

VAK325  Hybrid Energy Systems

A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides training in the design, application, installation and maintenance of hybrid electrical systems, including demand assessment and energy-based services.
VAK398  Introduction to Renewable Energy Technologies
A module in the Certificate IV in Renewable Energy Technologies

Content
This module is an introduction to renewable energy technologies. It considers a range of non-technical issues, energy and service requirements, solar radiation, site suitability, micro-hydro systems, biomass, solar thermal systems, building design features, RPAS systems, photovoltaics, wind energy conversion systems, battery storage and sizing for applications. It looks at both the theory behind the technology and how it is applied in practical situations.

VAK437  Introduction to CAD Graphics Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
Enables the participant 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.

VAK442  Leisure and Recreational Activities
50 hours  Prahran
A subject in the Certificate III in Children's Services: Out of School Hours Care

Content
This unit provides the student with the knowledge and skills to effectively provide a wide range of developmentally appropriate and inclusive leisure and recreational experience and activities in a variety of Out of School Hours Programs.

VAK465  Integration and Guidance - Children 0 - 6 years
20 hours  Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care

Content
This module is designed to provide students with the knowledge and skills necessary to interact effectively with and guide the behaviour of children 0-6 years.

VAK485  Micro Hydro Energy Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides training in the design, application, installation and maintenance of micro hydro energy systems.

VAK581  Observing Children's 0-6 years
15 hours  Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care

Content
This module provides the student with the knowledge and skills to make and interpret observation of growth development and behaviour of children 0-6 years.

VAK646  Introduction to Electronics for Renewable Energy Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
This module is an introduction to the semiconductor devices and electronic circuits found in renewable energy systems.

VAK680  Personal and Professional Studies
20 hours  Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care

Content
This unit provides students with the skills and knowledge to work professionally as an assistant contributing to the management and administration in a children's service.

VAK691  Photovoltaic Power Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides training in the design, installation and maintenance of photovoltaic (PV) power systems and includes topics such as energy output, electrical layout of systems, sizing, specifications and systems to meet special requirements.

VAK701  Interpersonal Communication and Job Seeking Skills
20 hours  Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care

Content
This unit provides opportunities for students to develop interpersonal communication and the skills required in seeking and applying for suitable employment.

VAK745  Play and Learning
30 hours  Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care

Content
This module is designed to provide students with the knowledge and skills to select and carry out indoor and outdoor developmentally appropriate and inclusive experiences for children 0-6 years.
Interpersonal Communication and Job Seeking Skills
20 hours • Prahran
A subject in the Certificate III in Children's Services: Out of School Hours Care.
Content
This unit provides opportunities for students to develop interpersonal communication and the skills required in seeking and applying for suitable employment.

Program Planning
20 hours • Prahran
A subject in the Certificate III in Children's Services: Out of School Hours Care.
Content
This unit provides students with the knowledge and skills to participate in planning a needs based leisure and recreational program in a variety of Out of School Hours Service.

Program Planning 0-6 years
20 hours • Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care.
Content
This module is designed to provide students with the knowledge and skills to contribute to planning activities and programs for children 0-6 individually and in groups.

Safety Children 0 - 6 years
10 hours • Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care.
Content
This module is designed to provide students with the knowledge and skills to promote and maintain a safe environment.

Safety - Children 5 - 12 years
10 hours • Prahran
A subject in the Certificate III in Children's Services: Out of School Hours Care.
Content
This unit provides students with the knowledge and skills to promote and maintain a safe environment for children in out of school hours care.

Solar Water Heating Systems
A module in the Certificate IV in Renewable Energy Technologies
Content
This module provides training in the design, application, installation and maintenance of solar water heating systems.

Supervised Fieldwork Management
15 hours • Prahran
A subject in the Certificate III in Children's Services: Out of School Hours Care.
Content
This unit prepares, assists and supports students for the requirements of Supervised Fieldwork Placement.

Supervised Field Management - 0-6
15 hours • Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care.
Content
The module prepares, assists and supports students for the requirements of Supervised Fieldwork Placement, it enables the student to identify their learning and progress to focus on strategies for improving their knowledge and skills in fieldwork. It also provides learners with an understanding of their professional role.

Supervised Fieldwork Placement
247 hours • Prahran
A subject in the Certificate III in Children's Services: Out of School Hours Care.
Content
This unit is a major component of the course which maximises the integration of theoretical knowledge, skills and attitudes with fieldwork practices. During this unit students must undertake a minimum of three practicums to demonstrate knowledge and skills in relation to children 5-12 years in before school care, after school care & vacation care programs.

Supervised Field Placement
252 hours • Prahran
A subject in the Certificate III in Children's Services: Early Childhood Care.
Content
This module is a major component of the course which maximises the integration of theoretical knowledge, skill and attitudes with Fieldwork practices. During the module students must undertake a minimum of 3 practicums to demonstrate knowledge and skills in relation of children 0-2 years, 2-3 years and 3-6 years. The placement where the practicums are undertaken must fulfil the Children's Services Centre regulations and at least 50% of Supervised Fieldwork Placement must be in a registered Children's Service which provides a full day program.

Using a Personal Computer
Enables the participant to use a 'command line' type operating system to run software on a PC, manage files stored on secondary storage, install software, perform anti-virus and backup procedures, and carry out basic preventative maintenance and cleaning.
VAM054 Wind Energy Conversion Systems
A module in the Certificate IV in Renewable Energy Technologies

Content
This module provides training in the design, application, installation and maintenance of wind energy conversion systems.

VAM067 Work Education
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to develop employment skills for people with a range of special learning needs.

VAM094 Workplace Communication
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide training for effective communication in the workplace at a simple, routine and predictable level.

VAM127 Writing Skills for Work
Hawthorn
A subject in the Certificate in Work Education

Objectives
The purpose of this module is to provide competency based training in communication skills to write simple work related documents.

VAM338/9 Fieldwork 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 Diploma of Community Services (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.
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