Dear prospective student,

ACPET represents many of the nation’s best private vocational and higher education colleges. This course guide provides you with information about a selection of courses delivered by some of ACPET’s members in NSW that can put you on the path to achieving your career and employment goals.

This guide’s objective is to assist school leavers, current students, trainees, and apprentices alike in making an informed decision about their potential study options. It’s also useful for workers wanting to upgrade their skills or change careers.

On the following pages you’ll find a mixture of vocational and higher education courses, covering certificate to bachelor level qualifications. There are courses in more commonly studied fields, as well as in specialised areas. You may find there’s actually a course you weren’t even aware existed that closely matches your interests.

We’ve included some tips sections on how to make a course choice that matches your personal and career goals and individual circumstances.

Along with the course outlines are profiles of some of our member colleges as well as stories of graduates who, as a result of studying with a member college, have gone on to achieve professional success and their dream job.

The right study decision can set you up for a fulfilling career and financial security. I wish you every success in achieving your study and career ambitions.

Regards,

Rod Camm, CEO
Australian Council for Private Education and Training (ACPET)

www.acpet.edu.au
You’re about to make a big and important decision, one that will influence your future career, potential earning capacity and personal happiness. So it needs to be a good decision, one that considers all the facts.

Private colleges typically work very closely with employers and industry to understand the ‘real world’ workplace skills they require employees to have. In many cases, because private colleges specialise in niche fields, their accredited qualifications are actually preferred by employers.

If you decide that the private provider path is right for you, to ensure you’ll receive a quality education and superior student experience, make sure you choose one that is an ACPET member college. ACPET members must adhere to strict codes of conduct and practice. These exist to protect students.

All colleges in this guide are ACPET members. The good news is there’s many more just like them. Look for the ACPET logo on a college’s course materials or website. Otherwise ask them directly if they’re a member, or email us via nsw@acpet.edu.au and ask us.

If education quality and service are important to you, study with an ACPET member.

If you study with an ACPET member, you’ll get:

**CONFIDENCE** – only quality private training colleges are admitted and annually reviewed as members

**CHOICE** – traditional and specialist vocational education and higher education courses, for a wide range of occupations and industries

**PATHWAYS** – to further study and employment opportunities

**SECURITY** – from tuition assurance schemes in place to protect your student fees

**SKILLS** – you’ll actually be able to do the job you’re studying for

**FLEXIBILITY** – from multiple modes of study and tuition payment alternatives offered to meet individual needs

**CURRENCY** – through innovative teaching techniques, use of modern technology, and industry-experienced teaching staff

**SERVICE** – smaller class sizes mean there’s a personal touch

1 Current at time of going to print
If you’re business minded...

**Advanced Diploma of Business**

BSB60215

Merage Global Institute of Technology (MGIT) (RTO91798)

www.mgit.edu.au

**DURATION** 18 months

**LOCATION** Parramatta, Liverpool

**FEE** $9,360

**FUNDING**

This qualification is suitable for individuals with experience in a senior administrative role who may not have any formal qualifications and would like to develop their expertise across a wide range of business functions.

**What will I learn during this course?**

- BSBADV602 Develop an Advertising Campaign
- BSBMKG603 Manage the Marketing Process
- BSBMKG609 Develop a Marketing Plan
- BSBFIM601 Manage Finances
- BSBFIM502 Manage Payroll
- BSBSUS501 Develop Workplace Policy and Procedures for Sustainability
- BSBHRM602 Manage Human Resource Strategic Planning
- BSBMGT615 Contribute to Organisation Development.

Please call 1300 731 939 or visit www.mgit.edu.au for more information.

**Bachelor of Business**

084523M

Wentworth Institute (RTO91175/PRV12063)

www.win.edu.au

**DURATION** 3 years

**LOCATION** Sydney CBD

**FEE** $54,000

**FUNDING**

The BBUS Bachelor of Business (084523M) degree allows the choice of elective streams in management, marketing or international business, or electives from the Bachelor of Interactive Media (PRV12063). This degree can lead to employment in local, national and international companies, government organisations, law firms, and in the film, television and media fields.

If students wish to study specialist applications in financial and management accounting requirements, corporation law, audit and assurance, taxation law and practice, they will be awarded a Bachelor of Business (Professional Accounting) degree which is recognised by CPA Australia. Graduates may then be employed as accountants in Australia. The common first year of the BBUs and BBUS (PA) provides a broad foundational understanding of contemporary business practices and skills. A student exiting at this level will be awarded a Diploma of Business and this may lead to employment in a variety of entry level positions in business, office and/or administrative environments. Students may elect to study vocational programs at WIN and gain advanced standing into either of these degrees.

A student who has gone a long way after his study at Wentworth Institute is Harinder Singh.

Using the business and management skills he had learnt at Wentworth Institute in 2008, he established a successful Post Office and a profitable newsagency in Canberra - businesses he still owns and operates.

With confidence now in his management skills he decided to establish an international business. Since he had been an international student and understood the business of recruiting international students, he diversified into a migration and educational agency which markets Australian courses in India, Banwait Investments Pty Ltd. He is now responsible for hundreds of students each year coming from India to study in Australia.

Harinder’s Success

Wentworth Institute (RTO91175)

Diploma of Management (BSB51107)

“With confidence now in his management skills he decided to establish an international business”
Want a career in Business?

Enrol in the Certificate III in Customer Engagement (BSB30215) qualification with MCO and start on your path to a career in Business. Essential skills & knowledge for an entry-level position in Business. Duties at this level would include working with multiple communication channels, providing excellent customer service, adhering to key performance indicators, working in a team environment, providing support to a team providing technical advice and capturing data.

Whether you want a career in Construction, Management, Marketing, Finance, Customer Service or Supervision, make sure you choose the right training provider to get you job ready. At MCO, we provide professional facilities and experienced trainers with strong industry links to help you get on the right path to success. Our customised qualifications are industry recognised by employers, giving you the best chance of securing your dream job.

Certificate III in Customer Engagement
BSB30215
Managed Corporate Outcomes - NSW (RTO30982)
www.mco.edu.au

DURATION: 6 months
LOCATION: Multiple locations
DELIVERY: Study
FEE: $3,000
FUNDING: FUNDING

Certificate IV in Property Services
CPP40307
Charter Australia (RTO41038)
www.charteraustralia.com.au

DURATION: 6 months
LOCATION: North Sydney
DELIVERY: Study
FEE: $3,500
FUNDING: FUNDING

Established in 2005, Charter Australia (Charter) is a professional training provider specialising in real estate courses and qualifications. Charter’s registered courses are tailored to suit the individual needs of people at all professional levels within the real estate industry. Over the past decade, Charter has refined its own bespoke training delivery model, integrating face-to-face classroom training with interactive online learning to best suit the needs of the modern student. Charter also prides itself on its highly qualified, well-renowned teachers, and its heavy focus on applicability to the current real estate environment. The end result is an intellectually stimulating learning experience for all students.

Charter’s Certificate IV in Property Services (CPP40307) course qualifies graduates to apply for a Real Estate License in NSW. This course will provide you with the practical skills needed to market, sell, lease and manage real estate within a real estate agency. While predominately based online, students have access to weekly face-to-face tutorial sessions with our experienced teaching staff at no additional cost.

Charter Australia (RTO41038)
www.charteraustralia.com.au

Alderdcice & Associates (RTO404452)
www.a-a.edu.au

As a leading learning institution, we focus on inspiring our students to achieve their potential. As a student you will be investing in your career development.

Our goal is to develop the next generation of highly skilled and sought after creative professionals, able to excel within today’s competitive business environment.

If you’re looking to take your career to the next level – or in a completely new direction – consider joining the vibrant, diverse and nationally recognised learning community of the Alderdice & Associates Institute of Business & Management.

Our new courses have been developed closely with industry to ensure that graduates are aligned with employers’ needs. Our programs offer flexible learning opportunities that go beyond an academic qualification.
Australian Careers Business College (ACBC) has been delivering excellence in Vocational Qualifications since 1996. Celebrating our twentieth year in 2016, the college has three campuses located in Liverpool, Parramatta and Wollongong. ACBC delivers training at Diploma and Advanced Diploma level in Accounting; Business Administration; Counselling; Childcare; Leadership & Management; Legal Services; Marketing; Network Security; and Tourism. All programs include hands-on industry experience, preparing graduates for immediate job opportunities. ACBC is a preferred choice for school leavers seeking to enter university or the workforce with a nationally recognised qualification, and up to 12 months credit into a university degree. ACBC also caters for workforce re-entrants looking for a career change.

Legal structures and procedures govern our social, business and economic world. The Diploma of Legal Services (BSB52215) secures graduates a foothold in the Australian legal profession, with a highly portable skill-set that attracts both strong earning potential and job stability. The Diploma of Legal Services (BSB52215) equips students with knowledge of the legal practice theory for an important role in legal administration. Students will acquire knowledge and practice skills covering legislative, regulatory and code of practice contexts.

ACBC Legal Services graduates will be equipped with transferable skills that grant them entry into a variety of sectors including legal services providers; government departments, and financial institutions. The Diploma of Legal Services (BSB52215) is a full-time course which requires 15 hours per week of college attendance over 34 weeks (excluding holidays). A supported structured work placement program is available for all students.

Diploma of Legal Services
BSB52215

Australian Careers Business College (RTO90271)
www.acbc.nsw.edu.au

DURATION: 34 weeks
LOCATION: Multiple locations
FEE: $14,990
DELIVERY: Study
FUNDING: V

Do you want to be part of the next generation of highly skilled Business professionals? Wouldn’t it be great to hold that conversation with the boss and actually know what you are talking about!

Australian businesses need graduates who can make an immediate impact, and our Business program is designed to help you do just that. If you are looking to expand on your skills and knowledge to take that next step in your business career, or open your own business, then Alderdice & Associates Institute of Business and Management can help.

Over a short 8 month period, you can receive a nationally recognised Diploma of Business (BSB50215) by studying through our flexible online campus. Learning online has never been easier as we have a variety of enrolment options and support networks to suit all types of lifestyles. With direct and personal contact available between student and lecturer, as well as weekly contributions between students through discussion forums, you will never feel alone or un-supported in your studies. Do you want to unlock your business excellence?

Diploma of Business
BSB50215

Alderdice & Associates - Institute of Business and Management (RTO40452)
www.a-a.edu.au

DURATION: 8-24 months
LOCATION: Virtual Campus
FEE: $14,800
DELIVERY: Study
FUNDING: V
“My tutors were never short of encouraging words, helpful hints and profound knowledge, which in the end successfully saw me through.”

Kristal-leigh Edwards is a new woman after successfully completing her business studies at Evocca College and gaining acceptance to university to study a Bachelor of Business and Law.

Kristal-leigh thrived throughout her studies, thanks in large part to the support and guidance she received from her tutors. Having now graduated with her Diploma of Business (BSB50215) Kristal-leigh is now studying at university and has no doubts that the skills she acquired while at the local college will put her in good stead and aid in all of her future accomplishments.

Evocca College (RTO31455)

Diploma of Business
BSB50215

Evocca College (RTO31455)
www.evocca.edu.au

DURATION 8 months
LOCATION Multiple locations
FEE $15,000
DELIVERY Study
FUNDING

Evocca College is one of Australia’s leading registered training organisations offering diploma-level courses designed for students to learn to achieve. At Evocca, you can start a course any time at a location that works for you.

Want your dream career? It’s possible.

The Diploma of Business (BSB50215) at Evocca College will give you the necessary strategic and innovative skills to successfully start, run or manage any business.

With a blended learning plan our highly skilled industry tutors will help draw out your potential and give you the courage to make your mark in the industry. The Diploma of Business (BSB50215) is an 8 month course consisting of 8 units which are broken up into 3 major clusters of learning.

You’ll learn to:
• Run and coordinate meetings
• Plan workforce growth
• Lead projects
• Understand the marketing mix and drive marketing activities

*Refer to evocca.edu.au for full list of units

Academy of Global Business Training offers a range of Business Qualifications to help you start or further your Professional Development.

Nationally Accredited Training is delivered ONLINE. Flexibility and Convenience is a core focus underpinning the Qualifications to enable you to enjoy work life balance or ultimately live a fulfilling life.

The Diploma of Business (BSB50215) will give you the knowledge and skills to work in or manage a business. You will learn how to market your business, manage projects and staff, select and recruit new staff, prepare business documents, conduct meetings and plan conferences.

Call 8342 1491 or 1300 132 638 or email emanuella@globalbusinesstrainer.edu.au to help you to find the right study to achieve your goals.

Global Business Trainer facilitates pathway programs for direct entry into the University with substantial credit.

Evocca College (RTO31455)

Diploma of Business
BSB50215

Global Business Trainer (RTO40893)
www.globalbusinesstrainer.edu.au

DURATION 12 months
LOCATION Online
FEE $7,900
DELIVERY Study
FUNDING

Academy of Global Business Training offers a range of Business Qualifications to help you start or further your Professional Development.

Nationally Accredited Training is delivered ONLINE. Flexibility and Convenience is a core focus underpinning the Qualifications to enable you to enjoy work life balance or ultimately live a fulfilling life.

The Diploma of Business (BSB50215) will give you the knowledge and skills to work in or manage a business. You will learn how to market your business, manage projects and staff, select and recruit new staff, prepare business documents, conduct meetings and plan conferences.

Call 8342 1491 or 1300 132 638 or email emanuella@globalbusinesstrainer.edu.au to help you to find the right study to achieve your goals.

Global Business Trainer facilitates pathway programs for direct entry into the University with substantial credit.

Evocca College (RTO31455)

Diploma of Business
BSB50215

Global Business Trainer (RTO40893)
www.globalbusinesstrainer.edu.au

DURATION 12 months
LOCATION Online
FEE $7,900
DELIVERY Study
FUNDING

Academy of Global Business Training offers a range of Business Qualifications to help you start or further your Professional Development.

Nationally Accredited Training is delivered ONLINE. Flexibility and Convenience is a core focus underpinning the Qualifications to enable you to enjoy work life balance or ultimately live a fulfilling life.

The Diploma of Business (BSB50215) will give you the knowledge and skills to work in or manage a business. You will learn how to market your business, manage projects and staff, select and recruit new staff, prepare business documents, conduct meetings and plan conferences.

Call 8342 1491 or 1300 132 638 or email emanuella@globalbusinesstrainer.edu.au to help you to find the right study to achieve your goals.

Global Business Trainer facilitates pathway programs for direct entry into the University with substantial credit.

Evocca College (RTO31455)

Diploma of Business
BSB50215

Global Business Trainer (RTO40893)
www.globalbusinesstrainer.edu.au

DURATION 12 months
LOCATION Online
FEE $7,900
DELIVERY Study
FUNDING

Academy of Global Business Training offers a range of Business Qualifications to help you start or further your Professional Development.

Nationally Accredited Training is delivered ONLINE. Flexibility and Convenience is a core focus underpinning the Qualifications to enable you to enjoy work life balance or ultimately live a fulfilling life.

The Diploma of Business (BSB50215) will give you the knowledge and skills to work in or manage a business. You will learn how to market your business, manage projects and staff, select and recruit new staff, prepare business documents, conduct meetings and plan conferences.

Call 8342 1491 or 1300 132 638 or email emanuella@globalbusinesstrainer.edu.au to help you to find the right study to achieve your goals.

Global Business Trainer facilitates pathway programs for direct entry into the University with substantial credit.

Evocca College (RTO31455)

Diploma of Business
BSB50215

Global Business Trainer (RTO40893)
www.globalbusinesstrainer.edu.au

DURATION 12 months
LOCATION Online
FEE $7,900
DELIVERY Study
FUNDING

Academy of Global Business Training offers a range of Business Qualifications to help you start or further your Professional Development.

Nationally Accredited Training is delivered ONLINE. Flexibility and Convenience is a core focus underpinning the Qualifications to enable you to enjoy work life balance or ultimately live a fulfilling life.

The Diploma of Business (BSB50215) will give you the knowledge and skills to work in or manage a business. You will learn how to market your business, manage projects and staff, select and recruit new staff, prepare business documents, conduct meetings and plan conferences.

Call 8342 1491 or 1300 132 638 or email emanuella@globalbusinesstrainer.edu.au to help you to find the right study to achieve your goals.

Global Business Trainer facilitates pathway programs for direct entry into the University with substantial credit.

Evocca College (RTO31455)
If you're business minded…

The world of business is diverse but underpinned by a set of core skills. These skills are highly portable and once learned can be applied across industry sectors.

The Diploma of Business (BSB50215) is designed to help you to gain an understanding of the techniques for general business management and develop skills in managing fundamentally important business functions. MEGT Institute provides flexible on-the-job training in your workplace which allows you to tailor the course to a current or future role. Or study online, whenever or wherever you want.

The Diploma of Business (BSB50215) aims to provide you with essential management skills:
- business sustainability and competitive advantage
- human resources and recruitment
- customer service
- workplace health and safety
- project management
- management of business resources and administration systems.

Diploma of Business
BSB50215
MEGT Institute (RTO3945)
megtinstitute.com.au

DURATION 12-24 months
LOCATION Online, On-the-job
DELIVERY Study
FEE $4,200 - $12,600*
FUNDING V

Learn how to manage meetings effectively and impress potential employers with your newly acquired administration skills. With this diploma in your hands, you will be able to administer a workplace and tackle just about any day-to-day business operations that your future employer might throw at you! This is a great opportunity to work your way up the corporate ladder and benefit from the salary that comes with it.

Is this course for me?
The skills that you will learn in this course are highly relevant to a wide range of industries. We particularly recommend this diploma if you would like to improve your skillset for positions such as: Office managers, Office administration roles, Administration managers, general office managers, Personal assistant.

Where will this take me?
This diploma course is a nationally recognised qualification and is sought after by thousands of organisations all over the country. We know that for a fact because our corporate arm has been training some of Australia’s top 100 ASX listed companies for over 10 years.

Speak with one of our Course Advisers today 1300 333 435

Diploma of Business Administration
BSB50415
Management Consultancy International (RTD91088)
www.mciinstitute.edu.au

DURATION 12 months
LOCATION Nationally
DELIVERY Study
FEE $14,850
FUNDING V

This qualification would appeal to those who work as administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of others.

What will I learn during this course?
- BSBADM504 Plan and Implement Administrative System
- BSBADM506 Manage Business Document Design and Development
- BSBADM503 Manage Payroll
- BSBADM502 Manage Meetings
- BSBJUS501 Manage quality customer service
- BSBADM522 Undertake Project Work
- BSBADM512 Lead and Manage Team Environments
- BSBINN301 Promote Innovation in a Team Environment

Additional Curriculum:
1. Introduction to Microsoft Office 2013 and Project
2. Introduction to software applications

Please call 1300 731 939 or visit www.mgit.edu.au for more information.

Diploma of Business Administration
BSB50415
Merage Global Institute of Technology (MGIT) (RTO91798)
www.mgit.edu.au

DURATION 12 months
LOCATION Parramatta, Liverpool
DELIVERY Study
FEE $7,200
FUNDING V

This qualification would appeal to those who work as administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of others.

What will I learn during this course?
- BSBADM504 Plan and Implement Administrative System
- BSBADM506 Manage Business Document Design and Development
- BSBADM503 Manage Payroll
- BSBADM502 Manage Meetings
- BSBJUS501 Manage quality customer service
- BSBADM522 Undertake Project Work
- BSBADM512 Lead and Manage Team Environments
- BSBINN301 Promote Innovation in a Team Environment

Additional Curriculum:
1. Introduction to Microsoft Office 2013 and Project
2. Introduction to software applications

Please call 1300 731 939 or visit www.mgt.edu.au for more information.

If you're business minded…
A SIBT Diploma of Commerce (053276M) prepares students for a professional business career by exploring a broad range of disciplines including: finance, accounting, economics, quantitative methods, management and marketing.

**Diploma of Commerce**

**053276M**

**SIBT (RTO6964)**

www.sibt.nsw.edu.au

**DURATION**

8-12 months

**LOCATION**

Sydney

**DELIVERY**

Study

**FEE**

$22,480

**FUNDING**


College of Event Management is Australia’s only vocational education college specialising solely in event management training. The Diploma of Events (SIT50212) is a specialist course designed to equip students with the skills and knowledge required to enter the rapidly expanding events industry. The course is designed to provide students with a comprehensive and flexible skill set that will enable them to adapt to whichever sector of the industry they choose.

Australia’s growing events industry needs well-trained graduates who possess both practical and relevant qualifications and considerable hands-on experience. A Diploma of Events (SIT50212) from College of Event Management offers both and is specifically designed to create industry’s most sought after event graduates.

**Features of the Diploma of Events (SIT50212):**

- Nationally recognised
- All subjects specifically focused on event management
- A focus on practical, up-to-date and relevant skills
- Proactive industry engagement and employment programs
- Close ties with industry ensuring high exposure

**Diploma of Events**

**SIT50212**

**College of Event Management (RTO70229)**

www.collegeofeventmanagement.com.au

**DURATION**

6, 9 or 12 months

**LOCATION**

Sydney/Melbourne

**DELIVERY**

Study

**FEE**

$18,750

**FUNDING**


Daniel was part of the Academic Mentoring program at SIBT which helped him develop his communication skills and build up his confidence before going to university. “Within the first week I loved SIBT and did not want to miss a single lecture. The lecturers have a great relationship with students. The classes are kept small so that everyone gets to know each other really well”, said Daniel.

Daniel is now a small business owner.
Since 2000, Minerva College has delivered training courses and professional development services to both individuals who are looking to improve their career opportunities and organisations looking to improve their performance and quality.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

Minerva College are now pushing boundaries to provide an education program that can be among those to enjoy the benefits.

So how do you develop the necessary skills to be a successful leader and manager? With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

Minerva College is the leader in the development of both the technology and methodology behind the approach for vocational education and industry specific courses.

Imagining being able to pick a career that sparks your passion rather than just paying the bills! What about a work-life balance that actually works for you? How about choosing the job that gives you the salary you want?

With the widespread adoption of smartphones and tablets, learning professionals and platform to suit how students want to learn today. Embracing technology and with industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

Imagine being able to pick a career that sparks your passion rather than just paying the bills! What about a work-life balance that actually works for you? How about choosing the job that gives you the salary you want?

With the widespread adoption of smartphones and tablets, learning professionals have seen an opportunity to use mobile devices for training delivery. In Australia, With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.

With industry leading completion rates, in 2015 Minerva College was granted delegation of authority by ASQA and was also approved as a VET FEE-HELP provider.
Enhance your leadership skills with the Diploma of Leadership and Management (BSB51915) from Empower College.

By studying towards a Diploma of Leadership and Management (BSB51915), you will develop skills in communication, organisation and management. You will learn to effectively plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources using the latest and most innovative management techniques alongside a range of resources and world-class technology.

We work closely with government and industry bodies to ensure course content is both relevant and practical ensuring you graduate with all the skills and knowledge required to excel in your career in management.

The Diploma of Leadership and Management (BSB51915) can be tailored to suit your needs and previous industry experience and is available online, on-campus or via mixed mode, allowing you to learn at a pace and in the mode that suits you best.

* Face to face: $10,000, Online: $8,000, Blended: $9,000

Empower College (RTO91792)
www.empowercollege.edu.au

DURATION: 12-24 months
LOCATION: Parramatta, Online
DELIVERY: F F F
FEE: $10,000
FUNDING: V

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They are also able to plan, design, apply and evaluate solutions for unpredictable problems, and identify, analyse and synthesise information from a variety of sources. What will I learn during this course?

• BSBDR501 Develop and Use Emotional Intelligence
• BSBMGT517 Manage Operational Plan
• BSBORG502 Lead and Manage Effective Workplace Relationships
• BSBWOR502 Lead and Manage Team Effectiveness
• BSBCOMP501 Manage Quality Customer Service
• BSBFM501 Manage Budgets and Financial Plans
• BSBMGT501 Manage Risk
• BSBDR504 Implement Diversity in the Workplace
• BSBMGT501 Ensure a Safe Workplace
• BSBMGT501 Interpret Market Trends and Development
• BSBLS501 Develop a Sales Plan
• BSBMGT501 Develop Workplace Policy and Procedures for Sustainability

Additional Curriculum: MYOB Introduction Workshop

Please call 1300 737 939 or visit www.mgit.edu.au for more information.

Merage Global Institute of Technology (MGIT) (RTO91798)
www.mgit.edu.au

DURATION: 12 months
LOCATION: Parramatta, Liverpool
DELIVERY: F F F
FEE: $9,360
FUNDING: V

Since 1982 thousands of students have forged a career The Passmores Way!

We are different and our education processes are unique. We educate our students for success in life and their career. Our graduates are employed not only locally and in Sydney but also interstate and across the globe.

Why “The Passmores Way”?

• VET FEE-HELP and Centrelink Approved (Conditions Apply)
• High level of one-on-one tutor support and career guidance
• Outstanding graduate employment rate for over 30 years
• Not-for-profit structure so students’ interests come first
• College Recruitment Division assists in job-seeking
• Professional development training incorporated
• Potential University pathway (conditions apply)
• Qualified trainers with practical experience
• Accommodation available
• Small class sizes

Passmores College (RTO40847)
www.passmores.com.au

ACPET Private Providers Course Guide 2016/17 - New South Wales
"The ongoing support they offered throughout the course was fantastic!"

Jack’s Success

“After not knowing where my career was heading after high school, I decided that I had to do something. I called a couple of different colleges and found that Alderdice & Associates made me feel at ease and comfortable with their program. The ongoing support they offered throughout the course was fantastic! The system allowed me to logon any time and discuss ideas and opinions from anywhere. I really liked that I could keep my job while I studied and that I could learn at home or anywhere I travelled. The best thing they did was teach me how to think. In a business environment there is rarely just one right answer, and through my studies I have learnt to question, innovate and be creative to resolve issues and achieve goals.”

Alderdice & Associates (RTO40452)
Dual Diploma of Business & Management (BSB51915 + BSB50215)

Are you wanting to kick start your career in Business or Management? Have you ever considered starting your own Business? Not sure whether to study Business or Management? Why not both!

This perfect combination gives you the best of both worlds. The Diploma of Business (BSB50215) will teach you the mechanics of successful business operation while the Diploma of Leadership & Management (BSB51915) will focus on the human element, the essence of Managing people. Successful leaders always know how to bring out the best qualities in their team. These two Diplomas give you the foundation to launch your career.

Studying with Alderdice & Associates Institute of Business and Management provides you with a quality, personal and supportive online learning experience. It’s tailored to fit in with the schedule of your daily life and sets you up for success in your educational and professional paths.

The great thing about studying online is that you have the flexibility to complete the course in your own time.

Dual Dip. of Leadership & Management + Business
BSB51915 + BSB50215

Alderdice & Associates - Institute of Business and Management (RTO40452) www.a-a.edu.au

DURATION 8-24 months
LOCATION Virtual Campus
DELIVERY Study
FEE $18,800
FUNDING V

Legal structures and procedures govern our social, business and economic world. The Diploma in Legal Services (BSB52215) secures graduates a foothold in The Australian legal profession, with a highly portable skill-set that attracts both strong earning potential and job stability. The Diploma in Legal Services (BSB52215) equips students with knowledge of the legal practice theory for an important role in legal administration. Students will acquire knowledge and practice skills covering legislative, regulatory and code of practice contexts.

ACBC Legal Services graduates will be equipped with transferable skills that grant them entry into a variety of sectors including legal services providers; government departments, and financial institutions. The Diploma of Legal Services (BSB52215) is a full-time course which requires 15 hours per week of college attendance over 34 weeks (excluding holidays). A supported structured work placement program is available for all students.

Australian Careers Business College (RTO90271) www.acbc.nsw.edu.au

DURATION 34 weeks
LOCATION Multiple locations
DELIVERY Study
FEE $14,990
FUNDING V

“After not knowing where my career was going after high school, I decided that I had to do something. I called a couple of different colleges and found that Alderdice & Associates made me feel at ease and comfortable with their program. The ongoing support they offered throughout the course was fantastic! I really liked that I could keep my job while I studied and that I could learn at home or anywhere I travelled. The best thing they did was teach me how to think. In a business environment there is rarely just one right answer, and through my studies I have learnt to question, innovate and be creative to resolve issues and achieve goals.”

Chloe’s Success

“At the end of Year 12, I enrolled at ACBC in the Diploma of Legal Services (BSB52215)." Through my Diploma I participated in two Work Placement opportunities. The first was at the South West Legal Centre, where I helped with administration. Later in the year, I participated in Work Placement at Baker & McKenzie, an international corporate law firm.

From working at Baker & McKenzie, I was offered a 12 month contract for a full-time paid graduate position. I am so happy that I chose ACBC as it really has assisted me with my career goals. I am now studying part-time at university. I am so pleased with my decision to study at ACBC.”

Australian Careers Business College (RTO90271)
Diploma of Legal Services (BSB52215)
If you like working with computers...

Graphic Design & Printing, IT, Multimedia

Adv. Diploma of Professional Game Development
10343NAT

Academy of Interactive Entertainment (RTO68021)
www.aie.edu.au

DURATION 24 months
LOCATION Sydney, Canberra,Online
DELIVERY Study
FEE $18,600
FUNDING

The Advanced Diploma of Professional Game Development (10343NAT) is delivered in three separate specialist streams: Game Art and Animation, Game Programming, and Game Design & Production. Students choose which stream they would like to specialise in and develop industry-ready, practical game development skills over the two-year course which is taught by industry veterans.

Game Designers are the visionaries for a game development project. In this course they learn how to prototype new games and create immersive game experiences with intuitive gameplay. Game Artists are taught how to build 3d worlds, design characters and craft the vehicles for the next generation of games. In the game art stream students cover 3d modelling, texturing, animation and level design.

Game Programmers drive the game development process; creating the framework, functionality and interaction in the game. The game programming stream teaches students how to code games using C, C++, C#, OpenGL, Unity Game Engine and Unreal Game Engine.

The Academy of Interactive Entertainment (AIE) is Australia’s most awarded 3D animation, game design and visual FX educator.

Advanced Diploma of Network Security
ICT60215

Merage Global Institute of Technology (MGIT) (RTO91798)
www.mgit.edu.au

DURATION 18 months
LOCATION Parramatta, Liverpool
DELIVERY Study
FEE $15,620
FUNDING

This qualification provides the skills and knowledge for an individual to plan, design, manage and monitor an enterprise information and communication technology (ICT) network as an independent ICT specialist or as a part of a team responsible for advanced ICT network security system.

What are some of the units I will study in this course?
- ICTNWK502 Implement secure encryption technologies
- ICTNWK509 Design and implement a security perimeter for ICT networks
- ICTNWK601 Design and implement a security system
- ICTNWK602 Plan, configure and test advanced server based security
- ICTSUS601 Integrate sustainability in ICT planning and design projects
- ICTICT608 Interact with clients on a business level
- ICTPMG609 Plan & direct complex ICT Project

Please call 1300 731 939 or visit www.mgit.edu.au for more information.

Merage Global Institute of Technology (MGIT) is a registered training organization (RTO) National Provider Code: 97198 | CRICOS Provider Code: 03256E and VET FEE-HELP Provider.

Our mission to become a leading academic institute in Australia is achieved by our continued and ongoing commitment and passion to deliver quality education that’s designed to meet all our students training needs and desires.

We strive by making our mission statement part of our work practices, and part of our daily dealings with students and clients. Most of all we ensure that we enable all students to achieve their greatest potential by providing a fulfilling learning journey that benefits the student, with support all the way through their journey to their successful completion of their chosen course.

Merage Global Institute of Technology (MGIT) is a registered training organisation (RTO) National Provider Code: 97198 | CRICOS Provider Code: 03256E and VET FEE-HELP Provider.
Certificate IV in Information Technology Networking
ICT40415
Merage Global Institute of Technology (MGIT)  (RTO91798)
www.mgit.edu.au

- **DURATION:** 12 months
- **LOCATION:** Parramatta, Liverpool
- **DELIVERY:** Study
- **FEE:** $7,310
- **FUNDING:**

This qualification provides the skills and knowledge for an individual to install and manage small scale networks, either as an independent network support technician or as part of a team.

What are some of the units I will study during this course?
- BSBWHS304 Participate effectively in WHS communication and consultative processes
- ICTICT401 Determine and confirm client business requirements
- ICTICT418 Contribute to copyright, ethics and privacy in an IT environment
- ICTNWK401 Install and manage a server
- ICTNWK402 Install and configure virtual machines for sustainable ICT
- ICTNWK403 Manage network and data integrity
- ICTNWK404 Install, operate and troubleshoot a small enterprise branch network
- ICTNWK407 Install and configure client/server applications and services

*Please call 1300 731 939 or visit www.mgit.edu.au for more information.*

Diploma of Information Technology Networking
ICT50415
Evocca College (RTO31455)
www.evocca.edu.au

- **DURATION:** 18 months
- **LOCATION:** Multiple locations
- **DELIVERY:** Study
- **FEE:** $22,500
- **FUNDING:**

Evocca College is one of Australia’s leading registered training organisations offering diploma-level courses designed for students to learn to achieve. At Evocca, you can start a course any time at a location that works for you.

Get plugged into a IT career. With our Diploma of Information Technology (ICT50415), you’ll learn the necessary skills to administer and manage information and communications technology (ICT) in a variety of workplace settings. You’ll develop higher-level technical skills in areas such as networking, IT support and programming, keeping you at the centre of the big decisions your business makes.

The Diploma of Information Technology (ICT50415) is an 18 month course consisting of 20 units which are broken up into 4 major clusters of learning. You’ll learn to:
- Spot and rectify network problems
- Design, configure and test a network server
- Oversee and coordinate IT projects

*Please call 1300 731 939 or visit www.mgit.edu.au for more information.*
If health & well-being motivates you...

**Certificate IV in Allied Health Assistance**

Royal Rehab College (RTO90546)
www.royalrehabcollege.com.au

- **DURATION**: 6-18 months
- **LOCATION**: Royal Rehab Ryde, Online
- **DELIVERY**: Study
- **FEE**: $8,360

The Royal Rehab College's Certificate IV in Allied Health Assistance (HLT43015) Internship Program provides you with the skills to work in an allied health environment, within a variety of rehabilitation settings.

Covering 16 units of competency and 120 clinical placement within the state of the art Royal Rehab facility, the internship offers a blended learning program of face to face, online learning and practical experience. You will develop the knowledge and skills to provide therapeutic and program related support within a multi-disciplinary team. In the allied health assistant role, you will assist the professional team in improving individual outcomes for each client.

This course can also be completed solely online, supported by 110 hours of self sourced clinical placement. Specialty subjects can also be added. Who trains you matters. With over 115 years providing rehabilitation and disability services, Royal Rehab provides state of the art facilities, research and world class standards.

Contact Royal Rehab College Tel: 9808 9222 Email: college@royalrehab.com.au or download registration forms online at www.royalrehabcollege.com.au.

---

**Bachelor Degree of Acupuncture & Chinese Medicine**

Sydney Institute of Traditional Chinese Medicine (RTO5143)
www.sitcm.edu.au

- **DURATION**: 4 years
- **LOCATION**: Sydney
- **DELIVERY**: Study
- **FEE**: $8,360

SITCM was established in 1984 with more than 30 years experience in delivering quality acupuncture and Chinese herbal medicine courses. Graduates run their own clinic home and abroad.

The course offers students the opportunity to study the history, philosophy, development and principles of Traditional Chinese Medicine (TCM) and TCM special diagnostic methods and treatment as well as human medical science and acupuncture treatment. TCM diagnostic methods include tongue and pulse diagnosis; analysis of over 400 basic herbs with their clinical effectiveness functions and their modern pharmacological findings and the organisation of herbs into formulas for clinical treatment. TCM clinical treatment units include TCM internal medicine, gynaecology, paediatrics, traumatology and treatment of skin disorders, etc. The course also covers health maintenance, diet, lifestyle modification, TCM in mental health, diseases prevention, etc.

**Bachelor of Complementary Medicine**

Endeavour College of Natural Health
www.endeavour.edu.au

- **DURATION**: 36 months
- **LOCATION**: Virtual Campus
- **DELIVERY**: Study
- **FEE**: $8,360

The Bachelor of Complementary Medicine provides students with a broad perspective on the scope of this dynamic field in the overall context of public health, ethics, research, health promotion and health behaviour.

The fully online course exposes students to a wide variety of natural medicine streams to develop a sophisticated understanding of multiple disciplines in this rapidly growing sector. A range of effective electives enables students to gain knowledge in specific natural medicine professions and may lead to interest in further study to become a practitioner...

This course will prepare students for employment in a variety of fields including public health, public administration, health administration and social work. A broad knowledge of complementary medicine will be useful in these fields as healthcare and public policy increasingly recognise and support the integration complementary and conventional medicine.
If health & well-being motivates you...

If you want to share your passion for dance and movement with the next generation, the Bachelor of Dance Education will prepare you for a professional career as a teacher of these disciplines. The dance teaching degree is unique in Australia in that it positions the study and practice of dance as an art form within the broader context of physical activity and physical expression. Unlike other dance courses, this degree will allow you to develop your skills in dance, science, movement, health and education – helping you stand out from the crowd.

Study amongst the sporting elite on our new purpose-built campus in the mecca of sports excellence, Sydney Olympic Park. The campus has brand new facilities and equipment including multipurpose indoor sports courts, state of the art dance studios, an expanded gymnasium and heaps more!

Bachelor of Dance Education
BDanceEd
Australian College of Physical Education
www.acpe.edu.au

DURATION 48 months
LOCATION Sydney Olympic Park
DELIVERY Study
FEE
FUNDING

If you’re keen to pursue a career in honing young minds with knowledge about physical education, the Bachelor of Education (Physical and Health Education) will provide you with the graduate qualification to become a PHE teacher. With industry trained lecturers and professional experience available for every student to utilise, getting the skills you need to be a confident teacher is easy. Unlike other qualifications, the Bachelor of Education (PHE) incorporates movement and health as well as professional education studies, arming you with unique skills when entering the workforce.

Study amongst the sporting elite on our new purpose-built campus in the mecca of sports excellence, Sydney Olympic Park. The campus has brand new facilities and equipment including multipurpose indoor sports courts, state of the art dance studios, an expanded gymnasium and heaps more!

Bachelor of Education (Physical & Health Education)
BEd(PHE)
Australian College of Physical Education
www.acpe.edu.au

DURATION 48 months
LOCATION Sydney Olympic Park
DELIVERY Study
FEE
FUNDING

Whether you want to help a specific group of individuals or an entire community improve their wellbeing, the Bachelor of Health and Movement will be your ticket to success. This booming industry is perfect for passionate students of all ages, who want the flexibility to change their job roles as their interests and skills evolve. With two major options of Sport or Community Health, this degree combines courses in health, movement and science to help you arrive at a complete, real-world understanding of your field.

Study amongst the sporting elite on our new purpose-built campus in the mecca of sports excellence, Sydney Olympic Park. The campus has brand new facilities and equipment including multipurpose indoor sports courts, state of the art dance studios, an expanded gymnasium and heaps more!

Bachelor of Health and Movement
BH&M
Australian College of Physical Education
www.acpe.edu.au

DURATION 36 months
LOCATION Sydney Olympic Park
DELIVERY Study
FEE
FUNDING
### Bachelor of Health Science (Acupuncture) (BHSc(Acu))

**Endeavour College of Natural Health**  
www.endeavour.edu.au

| DURATION | 48 months |
| DELIVERY | FEE |

The Bachelor of Health Science (Acupuncture) trains students to become holistic health-care practitioners. Through practical training, assessments and hours of clinical study, students learn about Traditional Chinese Medicine (TCM) techniques. TCM is based on the theory that stimulating specific points on the body balances the functions of the body and mind to restore health.

This course is suitable for those seeking a career as an acupuncturists working in an independent clinic or alongside medical doctors. Qualified acupuncturists are in great demand as lecturers and academics with leading education institutions around the world. Additionally, many Endeavour acupuncturists have gone on to find success in the media through securing employment in radio or on popular blogs where they can share their expertise with the public.

Choose Endeavour if you want to become job ready through clinical practice. At Wellnation Clinics, the teaching clinic of Endeavour College of Natural Health, senior students treat members of the public, providing health care treatments which improve their overall health and wellness.

### Bachelor of Health Science (Myotherapy) (BHSc(Myo))

**Endeavour College of Natural Health**  
www.endeavour.edu.au

| DURATION | 36 months |
| DELIVERY | FEE |

Myotherapy is a branch of manual medicine that focuses on the treatment and management of musculoskeletal pain and dysfunction. Myotherapy involves an extensive physical evaluation and an integrated therapeutic approach in the treatment of affected muscles, joints and nerves. It uses standard methods of assessment such as postural evaluation and neurophysiological and functional testing to determine the particular cause of musculoskeletal pain and associated dysfunction.

Myotherapists may practice independently as a sole trader, or provide treatment in conjunction with other health-care professionals in a multidisciplinary setting. Myotherapy involves techniques such as dry needling, electrotherapy, cryotherapy, ultrasound and massage.

Choose Endeavour if you want to become job ready through clinical practice. At Wellnation Clinics, the teaching clinic of Endeavour College of Natural Health, senior students treat members of the public, providing health care treatments which improve their overall health and wellness.

### Bachelor of Health Science (Naturopathy) (BHSc(Nat))

**Endeavour College of Natural Health**  
www.endeavour.edu.au

| DURATION | 48 months |
| DELIVERY | FEE-HELP APPROVED |

Naturopathy uses holistic principles to treat the underlying cause and the whole patient, not just the symptoms, and develop preventative measures to reduce recurrence. The naturopathic clinician facilitates this process through teaching and providing a range of holistic medicines.

The study of Naturopathy includes herbal medicine, diet and nutrition, flower essence therapy, nutritional supplementation, naturopathic diagnostic techniques including its analysis along with a general understanding of various forms of therapy.

Many naturopaths choose to treat clients in their own clinic or work from a multi modality clinic or pharmacy. Some naturopaths enjoy the environment a wellness retreat or day spa offers and choose to treat clients in this setting on a casual or permanent basis.

Choose Endeavour if you want to become job ready through clinical practice. At Wellnation Clinics, the teaching clinic of Endeavour College of Natural Health, senior students treat members of the public, providing health care treatments which improve their overall health and wellness.

---
If health & well-being motivates you...
Endeavour College of Natural Health
www.endeavour.edu.au
At Endeavour College of Natural Health we have a single reason for being — to educate first-rate professionals who are perfectly positioned to service the thriving health and wellness sector, both in Australia and globally.
From a careers perspective we believe more than half of the job types available to health and wellness professionals of the future are yet to be invented. This means your wellness career could take exciting turns you could never have predicted.
Endeavour College of Natural Health is a private Higher Education provider offering five Bachelor Degree programs in Nutritional and Dietetic Medicine, Naturopathy, Complementary Medicine, Myotherapy and Acupuncture.
Endeavour is offering several school leaver scholarships to high achievers in 2017.

Bachelor of Health Science (Nutritional and Dietetic Medicine)
Endeavour College of Natural Health
www.endeavour.edu.au
DURATION 36 months
LOCATION Multiple locations
DELIVERY Study
FEE
FUNDING

The Bachelor of Health Science (Nutritional and Dietetic Medicine) trains students to become holistic nutritionists.
The holistic philosophy and framework that underpins Endeavour’s course will prepare students for a successful career in a dynamic and rewarding profession.
Holistic nutritionists approach disease prevention and management through a multidimensional lens. Nutrient adequacy, food quality, dietary behaviours and lifestyle are assessed so that individualised Nutrition Care Plans can be developed.
Holistic nutritionists integrate traditional food wisdom and current evidence to motivate individuals and communities to eat well and live healthier lives.
Choose Endeavour if you want to become job ready through clinical practice. At Wellnation Clinics, the teaching clinic of Endeavour College of Natural Health, senior students treat members of the public, providing health care treatments which improve their overall health and wellness.
If health & well-being motivates you...

If you’re looking for a hands-on qualification that will prepare you for a successful career in the sports industry, The Bachelor of Sports Coaching & Administration is for you. Combining modern coaching techniques with current administrative practices, you will receive a unique mix of practical and theoretical teachings. Delivering versatility and a breadth of expertise, you will be educated in modern coaching and conditioning techniques, as well as in the management of the political, legislative, and administrative complexities increasingly encountered in the sports sector.

Bachelor of Sports Coaching and Administration
Ba(SCA)
Australian College of Physical Education
www.acpe.edu.au

DURATION: 36 months
LOCATION: Sydney Olympic Park

DELIVERY: Study

FEE: 

FUNDING: 

Certificate III in Pathology Collection
HLT37215
Southern Pathology Services Pty Ltd (RTO91162)
www.southernpath.net/learning

DURATION: 12 months
LOCATION: Wollongong

DELIVERY: Study

FEE: $3,500*

FUNDING: 

* $3,000 concession rate

Since 1917, the Australian College of Physical Education (ACPE) has been helping students achieve their dream careers in the fields of sport, health, education, and dance. Through partnerships with elite sporting industry and unique experiential programs, ACPE students are able to gain hands-on experience and a competitive edge upon graduation. All of our degrees promote an active balance between theory and practice. Study amongst the sporting elite on our new purpose-built campus in the mecca of sports excellence, Sydney Olympic Park. ACPE gives you the opportunity to turn your passion into your dream career. Combine your drive for an active life with a superior education from ACPE and there’s no stopping you.
With the health and fitness industries growing at a rapid rate there is no better time to enrol at one of the industry’s leading educational institutions, Sage Institute of Fitness.

Based in Sydney, Melbourne and Brisbane, our courses are VET-FEE-HELP approved and come with a number of flexible course and timetable options, enabling Sage students to easily balance their personal and professional lives. All of Sage Institute of Fitness’ courses require students to complete work placement, ensuring that they receive essential real-life experience within the field allowing them to build their job network outside of their course.

Sage ensures that their students are surrounded by experienced professionals while they are also on campus. Sage Trainers have had years of industry experience and are still involved in their relevant fields, offering up-to-date training and advice.

SportsReady Education (RTO22394)
www.aflsportsready.com.au

AFL SportsReady is a national not-for-profit education and employment organisation. Over the past 20 years the organisation has helped almost 13,000 young people commence a traineeship, including over 1,500 Aboriginal and Torres Strait Islanders.

Both a Group Training and Registered Training Organisation, SportsReady Education delivers accredited certificate and diploma level education. Our university partnerships provide future pathways for students to progress their learning. We have strong working relationships with the sports, business, finance and retail sectors. AFL SportsReady also provides employment and education opportunities for young Australians in the arts and creative industries through to our ArtsReady program.

For more information, call Student Administration on 1300 133 222.
*Conditions apply. Availability and eligibility criteria vary in each state.

SportsReady Education (RTO22394)
www.aflsportsready.com.au

COLLEGE PROFILE

Sage Institute of Fitness (RTO110070)
www.sage.edu.au

With health & well-being motivating you...

Sage Institute of Fitness (RTO110070)
www.sage.edu.au

Diploma of Sport Development
SIS50612
SportsReady Education (RTO22394)
www.aflsportsready.com.au

If health & well-being motivates you...

Sage Institute of Fitness (RTO110070)
www.sage.edu.au

Diploma of Sport Development
SIS50612
SportsReady Education (RTO22394)
www.aflsportsready.com.au

**FACE-TO-FACE LEARNING**
**ONLINE LEARNING**
**BLENDED LEARNING**

SportsReady Education is a leading education provider of sport and business, and forms part of AFL SportsReady, a national not for profit company with 20 years experience helping young Australians find their career pathway.

Our focus is to deliver quality employment and education, which in turn deliver great careers. We have university partnerships across the country that create great pathways for our students to further education.*

The Diploma of Sport Development (SIS50612) will prepare students with the knowledge, skills and understanding of how to manage sporting competitions, develop sports programs and talent development. Once qualified you could be managing sports venues and facilities and developing athletes.

Employment outcomes: Competition Manager, Program Manager, Talent Development Manager, Sport Development Manager.

For more information, call Student Administration on 1300 133 222.
*Conditions apply. Availability and eligibility criteria vary in each state.

COLLEGE PROFILE

SportsReady Education (RTO22394)
www.aflsportsready.com.au

SportsReady Education (RTO22394)
www.aflsportsready.com.au
The Diploma of Early Childhood Education and Care (CHC50113) is a full-time curriculum design and implementation. This qualification reflects the role of childcare professionals in fostering children’s wellbeing, learning and development.

To engage in this qualification, participants must complete at least 120 hours of work within an early childhood setting across a range of age groups (including infants and toddlers). There are 18 units of competency within this qualification. Educators with experience may also be seeking recognition for their skills and experience. This qualification covers educators who support the implementation of the Early Years Learning Framework (or other approved learning framework) and deliver appropriate care as required.

Educators with experience may also be seeking recognition for their skills and experience. This qualification covers educators who support the implementation of the Early Years Learning Framework (or other approved learning framework) and deliver appropriate care as required.

Certificate III in Individual Support (Ageing, Disability) – CHC33015

The Certificate III in Individual Support (Ageing, Disability) – CHC33015 is designed for workers in the community and/or residential setting who provide person-centred support to people who may require support due to ageing, disability or some other reason. They follow a personalised care plan, and use their discretion and judgement in delivering appropriate care as required.

The Certificate III in Individual Support (Ageing, Disability) – CHC33015 is designed for workers in the community and/or residential setting who provide person-centred support to people who may require support due to ageing, disability or some other reason. They follow a personalised care plan, and use their discretion and judgement in delivering appropriate care as required.

Certificate III in Early Childhood Education and Care – CHC30113

The Certificate III in Early Childhood Education and Care – CHC30113 is a full-time course which is delivered in 42 weeks (excluding holidays). It requires three days of college attendance and two days (616 hours) of work placement. This includes the mandatory 240 hours of practicum.

National demand for early childhood education professionals continues to grow in Australia. Diploma of Early Childhood Education and Care (CHC50113) prepares students for a range of careers working with children from 0 to 12 years old.

This qualification reflects the role of childcare professionals in fostering children’s optimum development and wellbeing. Through their studies students will explore early childhood in a variety of contexts, including values development, social skills and communication capabilities.

This qualification is ideal for students who are interested in working in early childhood services, or looking to take their next step in this rewarding industry. Students will develop child care programming and planning skills, including curriculum design and implementation.

The Diploma of Early Childhood Education and Care (CHC50113) is recognised across Australia.

If you’re into helping and developing other people...
Certificate III in Early Childhood Education and Care
CHC30113

Institute of Health and Nursing Australia (RTO21985)
www.ihna.edu.au

DURATION 9 months
LOCATION Melbourne, Sydney, Perth
FEE $2,800*
FUNDING FEE-HELP APPROVED

The Institute of Health and Nursing Australia (IHNA) is a Registered Training Organisation (RTO) approved by the Australian Standards and Quality Agency (ASQA) to provide education and training courses in the fields of nursing and healthcare.

As one of Australia’s leading providers of comprehensive health and nursing education, IHNA’s high quality healthcare courses open a multitude of education and skill-building programs.

IHNA has an ambitious plan for growth for the period to 2018 which will see it skilling programs.

The Diploma of Early Childhood Education and Care (CHC50113) includes some management competencies designed to equip graduates with the knowledge to meet the daily challenges of working within the Early Childhood industry.

Whether you are considering studying a Child Care Diploma distance learning or through a workplace traineeship, our experienced and supportive facilitators will be with you every step of the way delivering quality and relevant learning opportunities to our students.

Institute of Health & Nursing Australia
The Premier Nursing Institute

Diploma of Early Childhood Education and Care
CHC50113

Selmar Early Childhood Education Institute (RTO121531)
www.selmarchildhood.edu.au

DURATION 18-24 months
LOCATION Multiple locations
FEE $1,000 or $4,880
FUNDING VET FEE-HELP APPROVED

The Premier Nursing Institute
RTO ID: 21985   |   CRICOS Code: 03386G

“I chose Selmar Early Childhood Education Institute after hearing about a friend’s positive experience...”

Michaela’s Success

At the beginning of 2014, Michaela Straw decided that university wasn’t for her. Michaela spent high school desiring to work with children, but didn’t quite know how to best go about it.

“During school I was given the opportunity to volunteer with and care for children and I grew to love it. I really enjoy interacting with people and the community around me, and being a part of their daily lives” reflects Michaela.

“I chose Selmar Early Childhood Education Institute after hearing about a friend’s positive experience of studying with them. She told me about their simulation lab – it’s set up just like a child care centre and you practice in it with your trainer and classmates.”

Selmar Early Childhood Education Institute (RTO121531)
Certificate II in Early Childhood Education and Care (CHC21313)
Are you looking for a career in one of Australia’s fastest growing industries? Get qualified and start your journey with IRT College today!

IRT College is part of IRT Group, one of Australia’s largest community-based seniors’ lifestyle and care providers and a leader in aged care training. In 2016 IRT College is offering the CHC33015 Certificate III in Individual Support. This qualification is the first step to an exciting career in nursing and many other care and support roles.

Upon completion, you will:

• Have gained a nationally recognised qualification
• Be qualifed for positions in both Residential Aged Care services and In-Home Care services
• Have undertaken work placement with one of IRT’s or partner aged care facilities.

Contact IRT College today! Ph: 1800 024 915 e: IRTcollege@irt.org.au

Certificate III in Individual Support
CHC33015
IRT College (RTO90456)
www.irtcollege.org.au

DURATION 6-12 months
LOCATION Multiple locations
DELIVERY Study
FEE $2,325
FUNDING

Certificate III in Individual Support
CHC33015
REACH for Training (RTO91280)
www.reachfortraining.com.au

DURATION 4.5 months
LOCATION Multiple locations
DELIVERY Study
FEE $1,440
FUNDING

Replace text with REACH for Training has been providing quality training within the Community Services Industry for the past 13 years to Jobseekers, Existing Workers, Mature Aged Students, Early School Leavers, Students with a Disability and Indigenous Students.

On successful completion of Certificate III in Individual Support (CHC33015) each student will be a qualified Assistant in Nursing (AIN). We have established strong relationships with industry employers, our salaried partnerships enables our RTD to incorporate field excursions, industry speakers and work placement into our skills based training. In 2015, REACH updated our training rooms at our Sydney, Newcastle and Canberra campuses to ensure our students receive quality hands on training with the appropriate equipment. This practical training is critical to ensuring our students are well prepared for their work placement and employment. We offer flexible delivery methods including face to face training, distance learning, RPL and traineeships."

COLLEGE PROFILE

REACH for Training is based in Sydney, Newcastle, Central Coast, Canberra and Queensland and has been providing skills based training and education to thousands of students Australia wide for the past 15 years with exceptional employment outcomes.

REACH offers Nationally Recognised and Accredited qualifications ranging from Certificate III to Diploma levels from the following Training Packages:

- Community Services - Individual Support, Ageing Support, Disability, Community Services, Early Childhood Education and Care
- Business Services - Business Administration, Leadership and Management
- Tourism, Travel and Hospitality - Hospitality, Kitchen Operations, Commercial Cookery, Travel & Tourism, Events
- Hairdressing and Beauty Services - Hairdressing, Beauty Therapy, Retail Make-Up & Skin Care

Contact REACH for Training today! Ph: 1800 756 421 e: reachfortraining@reachfortraining.com.au

Contact REACH for Training today! Ph: 1800 756 421 e: reachfortraining@reachfortraining.com.au
Gain the qualifications and experience you need to start a rewarding career in aged care. By studying with us you will learn to effectively carry out activities related to maintaining an individual’s well being through personal care, including individuals with complex needs. You will work with groups of older people, promoting independence alongside learning the latest and most innovative client care techniques using a range of resources and world-class technology.

We work closely with government and industry bodies to ensure course content is both relevant and practical ensuring you graduate with all the skills and knowledge required to excel in your career.

All Empower College students studying towards the Certificate IV in Ageing Support (CHC43015) are eligible for the interest FREE payment plan option.

The Certificate IV in Aging Support (CHC43015) can be tailored to suit your needs and previous industry experience and is available online, on-campus or via mixed mode, allowing you to learn at a pace and in the mode that suits you best.

* Face to face: $4,000, Online: $6,500, Blended: $5,000

---

**Kristy’s Success**

“I highly recommend this institute based on the support I have received throughout. Not only that, but Empower College managed to educate me so well that the same week I finished my diploma I was promoted to Nominated Supervisor in a child care centre.

I cannot thank the Empower College trainers enough for their ongoing support. They have been such a delight and have always responded so quickly to my questions. I am so very grateful for their hard work and dedication they have shown me throughout my studies.

The team at Empower College are a team of wonderful people who clearly love what they do.”

---

**Talarnah’s Success**

“Whilst working in sales and retail I developed an interest in the community services sector and furthering my education. I decided to enrol with BCA and pursue my passion.

The student placement component of this course allowed me to put my theoretical knowledge into practice.

My trainer was wonderful and very experienced in all areas of the course content.

Studying with BCA has broadened my career prospects whilst giving me the skills and confidence to continue learning.”

~ T.D, Educator, Out of school hours care – CHC50313 Diploma of Child, Youth & Family Intervention
If you're into helping and developing other people...

BCA National Training Group (RTO91758)
www.bcanational.edu.au

Founded in 1998, BCA National Training Group is a multi-award-winning registered training organisation that puts student goals first. With industry trainers, personal support, work experience programs and flexible delivery, we help high school leavers to make their first career step and adult learners gain employment, get a promotion or switch careers.

We deliver nationally recognised qualifications in Business, Community Services, Education, Finance, Management and Training & Assessment, and are experts in delivering Aboriginal & Torres Strait Islander programs.

Our Diploma level qualifications are available on a blended delivery model, which combines online theory through an interactive E-learning platform and face-to-face workshops in hubs around the country.

BCA National Training Group (RTO91758)
www.bcanational.edu.au

If you're into helping and developing other people...

Empower College (RTO91792)
www.empowercollege.edu.au

Diploma of Community Services CHC52015

<table>
<thead>
<tr>
<th>Study</th>
<th>Fee</th>
<th>Delivery</th>
<th>Location</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,000*</td>
<td>Face to face, Online, Blended</td>
<td>Parramatta, Brisbane, Online</td>
<td></td>
</tr>
</tbody>
</table>

Turn your passion into a career with a Diploma of Community Services (CHC52015) from Empower College. With customised courses and a variety of study options your studies can be tailored around you and how you learn best.

We work closely with government and industry bodies to ensure course content is both relevant and practical ensuring you graduate with all the skills and knowledge required to excel in your career.

By studying with us will learn to effectively deliver your services both on a one-to-one basis and within the community via development and education programs. You'll work to an advanced level, supervising other staff and volunteers as well as learning the latest and most innovative community service and client care techniques using a variety of resources and world-class technology.

The Diploma of Community Services (CHC52015) can be tailored to suit your needs and previous industry experience and is available online, on-campus or via mixed mode, allowing you to learn at a pace and in the mode that suits you best.

*Face to face: $10,000, Online: $8,000, Blended: $9,000

Diploma of Community Services
CHC52015

Empower College (RTO91792)
www.empowercollege.edu.au

DURATION 12-24 months
LOCATION Parramatta, Brisbane, Online
DELIVERY Face to face, Online, Blended
FEE $10,000*

Turn your passion into a career with a Diploma of Community Services (CHC52015) from Empower College. With customised courses and a variety of study options your studies can be tailored around you and how you learn best.

We work closely with government and industry bodies to ensure course content is both relevant and practical ensuring you graduate with all the skills and knowledge required to excel in your career.

By studying with us will learn to effectively deliver your services both on a one-to-one basis and within the community via development and education programs. You'll work to an advanced level, supervising other staff and volunteers as well as learning the latest and most innovative community service and client care techniques using a variety of resources and world-class technology.

The Diploma of Community Services (CHC52015) can be tailored to suit your needs and previous industry experience and is available online, on-campus or via mixed mode, allowing you to learn at a pace and in the mode that suits you best.

*Face to face: $10,000, Online: $8,000, Blended: $9,000

Diploma of Community Services
CHC52015

The Change Academy (RTO31455)
www.changeacademy.edu.au

<table>
<thead>
<tr>
<th>Study</th>
<th>Fee</th>
<th>Delivery</th>
<th>Location</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$15,000</td>
<td>Study</td>
<td>Multiple locations</td>
<td></td>
</tr>
</tbody>
</table>

Diploma of Community Services
CHC52015

The Change Academy (RTO31455)
www.changeacademy.edu.au

DURATION 18 months
LOCATION Multiple locations
FEE $15,000

Studying a diploma in counselling or community services with The Change Academy will give you the opportunity you need to give back to those who need it the most.

Help make a difference and make change happen. Our Diploma in Community Services (CHC52015) will teach you the necessary skills to work with and deliver person-centred services to individuals, groups and communities.

You'll develop real world knowledge and complete 100 hours of vocational placement to perfect your skills and start making a positive impact. The Diploma of Community Services (CHC52015) is an 18 month course consisting of 16 units which are broken up into 4 major clusters of learning.

You'll learn to:* • Work with people to resolve issues • Support people in difficult situations • Work with other health and human services providers on behalf of your client

*Refer to changeacademy.edu.au for full list of units. Eligibility criteria applies.
If you’re into helping and developing other people...

Study towards your dream career in childcare with one of Australia’s leading childcare education providers and graduate with much more than a qualification. Our childcare diploma courses are regularly updated by our expert trainers, ensuring course content is both relevant and practical allowing you to graduate with all the skills and knowledge required to excel in your career in childcare.

By studying with us you will learn to effectively design and run engaging programs for infants and preschoolers, including supervising other staff and volunteers as well as learn the latest and most innovative teaching techniques using a variety of resources and world-class technology.

The Diploma of Early Childhood Education and Care (CHC50113) can be tailored to suit your needs and previous industry experience and is available online, on-campus or via mixed mode study, allowing you to learn at a pace and in the mode that suits you best.

* Face to face: $10,000, Online: $8,000, Blended: $9,000

Diploma of Early Childhood Education and Care
CHC50113
Empower College (RTO91792)
www.empowercollege.edu.au

DURATION 12-24 months
LOCATION Parramatta, Brisbane, Online
DELIVERY Study
FEE $10,000*
FUNDING

Study towards your dream career in childcare with one of Australia’s leading childcare education providers and graduate with much more than a qualification. Our childcare diploma courses are regularly updated by our expert trainers, ensuring course content is both relevant and practical allowing you to graduate with all the skills and knowledge required to excel in your career in childcare.

By studying with us you will learn to effectively design and run engaging programs for infants and preschoolers, including supervising other staff and volunteers as well as learn the latest and most innovative teaching techniques using a variety of resources and world-class technology.

The Diploma of Early Childhood Education and Care (CHC50113) can be tailored to suit your needs and previous industry experience and is available online, on-campus or via mixed mode study, allowing you to learn at a pace and in the mode that suits you best.

* Fee to pay $10,000, Deposit $5,000, Rest $5,000

Diploma of Early Childhood Education and Care
CHC50113
International Child Care College (RTO90081)
www.childcarecollege.com.au

DURATION 1-2 years
LOCATION Newcastle
DELIVERY Study
FEE $8,380
FUNDING

International Child Care College (ICCC) is a multi-award winning, specialist Early Childhood training provider with a proven track record for producing highly skilled graduates. ICCC offers comprehensive training in Diploma in Early Childhood Education and Care (CHC50113). This course focuses on the extensive development of skills and knowledge in pedagogical practices, service management and leadership. This qualification prepares graduates to become future leaders, supervisors and managers of children’s services. The course builds on existing skills and knowledge to continue the learning journey of an educator.

You will continue to develop skills in:
• Intentional teaching to stimulate children’s learning
• Using the environment as the third teacher
• Planning, managing and responding to behaviour with children
• How to lead and manage others

Set yourself up for success. Train with the best.

Course articulation to university qualifications (Early Childhood Teacher)
If you're passionate about helping children with their learning, social and creative development, you can enjoy fulfilling work educating young children, from 0–5 years. Our Diploma of Early Childhood Education and Care (CHC50113) course aims to provide you with the knowledge, skills and experience to be job-ready for a career in childcare. This course includes a diverse range of knowledge and skills you need to be a successful educator in the Children's Services industry, shaping the lives of future generations.

We arrange for Diploma students who are studying on campus to undertake work placement in a registered education and care service. The total amount of work placement in the Diploma is 10 weeks.

Julia also coordinates a very successful Portuguese program. Originally from Brazil she combines music, dance, literacy, mathematics and also some information technology with the laptops into these classes; and linking her classes to each room's curriculum. It is an important business asset to the long day centre as well as adhering closely to the Early Years Education Framework. Julia, a graduate of MEGT Institute, values highly the quality of the training she received and is now thoroughly enjoying her career.

MEGT Institute (RTO3945)
Diploma of Early Childhood Education and Care (CHC50113)
MEGTinstitute.com.au

DURATION 90 weeks
LOCATION Sydney, On-the-job
DELIVERY Study, Full-time, Part-time
FEE $5,300 - $15,400*
FUNDING


diploma of early childhood education and care (CHC50113)
Selmar Early Childhood Education Institute (RTO121531)
www.selmarchildhood.edu.au

DURATION 18-24 months
LOCATION Multiple locations
DELIVERY Study
FEE $1,000 or $4,880
FUNDING

The Diploma of Early Childhood Education and Care (CHC50113) is a highly sought after qualification within the Early Childhood industry. Upon completion, graduates will have the skills and knowledge to become a lead educator in delivery of Early Childhood education programs for children in centre based and family day care. This qualification will also develop your ability to lead and mentor other staff in their early childhood education careers. The Diploma of Early Childhood Education and Care (CHC50113) includes some management competencies designed to equip graduates with the knowledge to meet the daily challenges of working within the Early Childhood industry.

Whether you are considering studying a Child Care Diploma distance learning or through a workplace traineeship, our experienced and supportive facilitators will be with you every step of the way delivering quality and relevant learning opportunities to our students.

Julia's Success

“I valued highly the quality of the training I received”

“I get 10 cuddles before I even start my day!” says Julia, a room leader for the toddler’s room at a long day care centre. ‘Every day I am greeted with the children waving their arms yelling Julia, Julia, Julia!’

Julia’s Success

MEGT Institute (RTO3945)
Diploma of Early Childhood Education and Care (CHC50113)
MEGTinstitute.com.au

DURATION 90 weeks
LOCATION Sydney, On-the-job
DELIVERY Study, Full-time, Part-time
FEE $5,300 - $15,400*
FUNDING


diploma of early childhood education and care (CHC50113)
Selmar Early Childhood Education Institute (RTO121531)
www.selmarchildhood.edu.au

DURATION 18-24 months
LOCATION Multiple locations
DELIVERY Study
FEE $1,000 or $4,880
FUNDING

The Diploma of Early Childhood Education and Care (CHC50113) is a highly sought after qualification within the Early Childhood industry. Upon completion, graduates will have the skills and knowledge to become a lead educator in delivery of Early Childhood education programs for children in centre based and family day care. This qualification will also develop your ability to lead and mentor other staff in their early childhood education careers. The Diploma of Early Childhood Education and Care (CHC50113) includes some management competencies designed to equip graduates with the knowledge to meet the daily challenges of working within the Early Childhood industry.

Whether you are considering studying a Child Care Diploma distance learning or through a workplace traineeship, our experienced and supportive facilitators will be with you every step of the way delivering quality and relevant learning opportunities to our students.

Julia’s Success

“I get 10 cuddles before I even start my day!” says Julia, a room leader for the toddler’s room at a long day care centre. ‘Every day I am greeted with the children waving their arms yelling Julia, Julia, Julia!’

Julia also coordinates a very successful Portuguese program. Originally from Brazil she combines music, dance, literacy, mathematics and also some information technology with the laptops into these classes; and linking her classes to each room’s curriculum. It is an important business asset to the long day centre as well as adhering closely to the Early Years Education Framework. Julia, a graduate of MEGT Institute, values highly the quality of the training she received and is now thoroughly enjoying her career.

MEGT Institute (RTO3945)
Diploma of Early Childhood Education and Care (CHC50113)
MEGTinstitute.com.au

DURATION 90 weeks
LOCATION Sydney, On-the-job
DELIVERY Study, Full-time, Part-time
FEE $5,300 - $15,400*
FUNDING


diploma of early childhood education and care (CHC50113)
Selmar Early Childhood Education Institute (RTO121531)
www.selmarchildhood.edu.au

DURATION 18-24 months
LOCATION Multiple locations
DELIVERY Study
FEE $1,000 or $4,880
FUNDING

The Diploma of Early Childhood Education and Care (CHC50113) is a highly sought after qualification within the Early Childhood industry. Upon completion, graduates will have the skills and knowledge to become a lead educator in delivery of Early Childhood education programs for children in centre based and family day care. This qualification will also develop your ability to lead and mentor other staff in their early childhood education careers. The Diploma of Early Childhood Education and Care (CHC50113) includes some management competencies designed to equip graduates with the knowledge to meet the daily challenges of working within the Early Childhood industry.

Whether you are considering studying a Child Care Diploma distance learning or through a workplace traineeship, our experienced and supportive facilitators will be with you every step of the way delivering quality and relevant learning opportunities to our students.

Julia’s Success

“I get 10 cuddles before I even start my day!” says Julia, a room leader for the toddler’s room at a long day care centre. ‘Every day I am greeted with the children waving their arms yelling Julia, Julia, Julia!’

Julia also coordinates a very successful Portuguese program. Originally from Brazil she combines music, dance, literacy, mathematics and also some information technology with the laptops into these classes; and linking her classes to each room’s curriculum. It is an important business asset to the long day centre as well as adhering closely to the Early Years Education Framework. Julia, a graduate of MEGT Institute, values highly the quality of the training she received and is now thoroughly enjoying her career.

MEGT Institute (RTO3945)
Diploma of Early Childhood Education and Care (CHC50113)
MEGTinstitute.com.au

DURATION 90 weeks
LOCATION Sydney, On-the-job
DELIVERY Study, Full-time, Part-time
FEE $5,300 - $15,400*
FUNDING


diploma of early childhood education and care (CHC50113)
Selmar Early Childhood Education Institute (RTO121531)
www.selmarchildhood.edu.au

DURATION 18-24 months
LOCATION Multiple locations
DELIVERY Study
FEE $1,000 or $4,880
FUNDING

The Diploma of Early Childhood Education and Care (CHC50113) is a highly sought after qualification within the Early Childhood industry. Upon completion, graduates will have the skills and knowledge to become a lead educator in delivery of Early Childhood education programs for children in centre based and family day care. This qualification will also develop your ability to lead and mentor other staff in their early childhood education careers. The Diploma of Early Childhood Education and Care (CHC50113) includes some management competencies designed to equip graduates with the knowledge to meet the daily challenges of working within the Early Childhood industry.

Whether you are considering studying a Child Care Diploma distance learning or through a workplace traineeship, our experienced and supportive facilitators will be with you every step of the way delivering quality and relevant learning opportunities to our students.

Julia’s Success

“I get 10 cuddles before I even start my day!” says Julia, a room leader for the toddler’s room at a long day care centre. ‘Every day I am greeted with the children waving their arms yelling Julia, Julia, Julia!’

Julia also coordinates a very successful Portuguese program. Originally from Brazil she combines music, dance, literacy, mathematics and also some information technology with the laptops into these classes; and linking her classes to each room’s curriculum. It is an important business asset to the long day centre as well as adhering closely to the Early Years Education Framework. Julia, a graduate of MEGT Institute, values highly the quality of the training she received and is now thoroughly enjoying her career.
If you’re into helping and developing other people...

Be an Enrolled Nurse with IHNA’s Nursing Course

The Diploma of Nursing (Enrolled-Division 2 Nursing HLT51612) qualification is nationally accredited and covers the application of nursing skills and knowledge required for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Delivery Mode - Face to Face (On-campus) / Blended

Government Funding & VET FEE HELP available*

Call us today on 1800 22 52 83
or Apply online at www.ihna.edu.au

*D for eligible students only.

Sampath’s Success

“I enjoyed my time at IHNA and especially being part of a team”

“After arriving in Australia in 2010, I completed Cert III Aged Care. Work as a PCA was my first step into health care. In 2012, my wife and I enrolled in IHNA’s Diploma of Nursing. With constant educator support and flexible learning options we completed an enjoyable challenging course. This was especially so as we were part of a team given a unique opportunity: a visit to an Aboriginal Co-op where we created an interactive video replicating the Diploma’s Aboriginal Health studies. EN registration in 2014 led to PCA work at Ballarat Health services. This soon flowed into an EN role, nursing research team involvement, nursing throughout the hospital and multiple nursing home in-charge roles. IHNA and Ballarat health: an ideal combination!”

Institute of Health and Nursing Australia (RTO21985)

Diploma of Nursing (Enrolled-Division 2 Nursing)

www.ihna.edu.au

Institute of Health & Nursing Australia (RTO21985)

www.kirana.edu.au

“ I enjoyed my time at IHNA and especially being part of a team”

Diploma of Nursing (Enrolled-Division 2 Nursing) HLT51612

Institute of Health and Nursing Australia (RTO21985)

www.ihna.edu.au

“After arriving in Australia in 2010, I completed Cert III Aged Care. Work as a PCA was my first step into health care. In 2012, my wife and I enrolled in IHNA’s Diploma of Nursing. With constant educator support and flexible learning options we completed an enjoyable challenging course. This was especially so as we were part of a team given a unique opportunity: a visit to an Aboriginal Co-op where we created an interactive video replicating the Diploma’s Aboriginal Health studies. EN registration in 2014 led to PCA work at Ballarat Health services. This soon flowed into an EN role, nursing research team involvement, nursing throughout the hospital and multiple nursing home in-charge roles. IHNA and Ballarat health: an ideal combination!”

Institute of Health and Nursing Australia (RTO21985)

Diploma of Nursing (Enrolled-Division 2 Nursing)
If you’re into helping and developing other people...

Avondale’s Diploma of Outdoor Recreation (SIS50310) provides you with professional training in an exciting array of challenging adventure activities. The course provides nationally recognised competency-based training qualifications, which are designed to equip you for employment in outdoor recreation, tourism and education sectors.

The Outdoor Recreation course is highly practical and enjoyable, with much of the learning taking place in the field, giving students the opportunity to travel to various parts of Australia. In the past, trips have included bushwalking in the Barrington Tops and the Snowy Mountains, sea-kayaking around the Central Coast and Queensland and abseiling and climbing in the Blue Mountains. The course also provides you with opportunities for networking and building connections to assist with gaining future employment.

Graduates of the Diploma of Outdoor Recreation (SIS50310) can seek employment in the following areas:

- Sport and recreation centres
- Wilderness adventure camping and tours
- Outdoor education and adventure therapy programs
- Commercial guiding and instructing
- Youth at Risk programs

Avondale’s Diploma of Outdoor Recreation (SIS50310) provides you with professional training in an exciting array of challenging adventure activities. The course provides nationally recognised competency-based training qualifications, which are designed to equip you for employment in outdoor recreation, tourism and education sectors.

The Outdoor Recreation course is highly practical and enjoyable, with much of the learning taking place in the field, giving students the opportunity to travel to various parts of Australia. In the past, trips have included bushwalking in the Barrington Tops and the Snowy Mountains, sea-kayaking around the Central Coast and Queensland and abseiling and climbing in the Blue Mountains. The course also provides you with opportunities for networking and building connections to assist with gaining future employment.

Graduates of the Diploma of Outdoor Recreation (SIS50310) can seek employment in the following areas:

- Sport and recreation centres
- Wilderness adventure camping and tours
- Outdoor education and adventure therapy programs
- Commercial guiding and instructing
- Youth at Risk programs

MEGT Institute is a specialist provider of short courses and nationally recognised qualifications. We deliver training at our campuses, online or at the workplace.

MEGT Institute is a part of MEGT (Australia) Ltd, a not-for-profit organisation with over 30 years experience. We are recognised as an Australian leader in employment, education and training, apprenticeships and traineeships.

All of our courses are developed based on current industry needs. Our expert trainers are academically qualified with relevant experience and strong industry connections.

MEGT Institute (RTO03945)
megetinstitute.com.au

MEGT Institute is a specialist provider of short courses and nationally recognised qualifications. We deliver training at our campuses, online or at the workplace.

MEGT Institute is a part of MEGT (Australia) Ltd, a not-for-profit organisation with over 30 years experience. We are recognised as an Australian leader in employment, education and training, apprenticeships and traineeships.

All of our courses are developed based on current industry needs. Our expert trainers are academically qualified with relevant experience and strong industry connections.

MEGT Institute (RTO03945)
megetinstitute.com.au

Sage Institute of Child Care is a national leader amongst child care training schools, offering their students unrivalled course options. Students at Sage Institute of Child Care have the chance to learn from some of Australia’s leading child care trainers, with all of the Institutes Early Childhood Educators being highly skilled and experienced professionals within the industry themselves. Based in Sydney, Melbourne and Brisbane, our course are VET-FFEE-HELP approved and can be undertaken on a full time or part time basis.

Sage’s purpose-built Skills Centre has been designed so that students become familiar with the ‘real-world environments’ of child care with facilities such as, arts and crafts, tools to practice skill manual handling, nursery changing areas, and other equipment.

Sage offers students unrivalled career support through their dedicated Career Agents seeking new job opportunities for students and graduates.
If creativity is your thing...


**Diploma of Specialist Make-up Services**

**CUF50407**

Australasian College Broadway (RTO6980)

www.tac.edu.au

**DURATION** 12 months

**LOCATION** Sydney

**DELIVERY** Study

**FEE** $19,880

Dreaming of becoming a make-up artist? Turn your passion and creativity into a career.

The Diploma of Specialist Make-up Services (CUF50407) is the highest qualification for the make-up industry in Australia.

Learn practical hands-on techniques, from bridal, glamour, editorial and high fashion through to special effects, body painting and the business skills to work with an agency, in film & tv or independently as a freelance makeup artist.

We offer students the opportunity to learn from the best, with highly qualified and widely experienced educators, access to our extensive industry network and unique work experience opportunities that set our Make-up students and graduates apart.

**Diploma of Specialist Make-up Services**

**CUF50407**

Australasian College Broadway (RTO6980)

www.tac.edu.au

**DURATION** 12 months

**LOCATION** Sydney

**DELIVERY** Study

**FEE** $19,880

**FUNDING**

“[I] finished my diploma, not just with a certificate, but a clear dream and the confidence to attain it.”

As well as a practising make-up artist, graduate Rachel Hodgens now works as a content creator and blogger in the make-up and beauty industry.

After studying at the Australasian College Broadway, Rachel says she has been propelled into the industry that she loves. “Studying the Diploma of Specialist Make-up Services (CUF50407) not only provided me with the skills and confidence to perform at the highest industry standard, it also gave me the opportunity to be working in the industry.”

As she was honing her practical skills on both fellow class-mates and real clients during her course, Rachel felt well and truly ready to step into her chosen career once she graduated. The College also provided numerous opportunities, such as the student blogger program, which nurtured and developed some of Rachel’s related skills and passions. “Not only did this opportunity set me up with industry connections and experiences, it also lead to me working in a job that allows me to do what I absolutely love.”

Australasian College Broadway (RTO6980)

Diploma of Specialist Make-up Services (CUF50407)
“AIE gave me the opportunity to learn industry relevant skills that made it possible for me to get a job in the industry.”

Damien’s Success

Damien Lam quickly found work in the film industry as a 3D artist with the impressive showreel he developed during his studies at the Academy of Interactive Entertainment (AIE).

Through practical hands on training, Damien was able to master the skills required to find employment in this exciting industry.

Damien was first employed at Australia’s leading animation and visual effects studio, Animal Logic where he worked on Insurgent (part of The Divergent Series), The Avengers: Age of Ultron and Lego Batman. Damien has since moved to Canada where he is working at Method Studios.

“AIE gave me the opportunity to learn industry relevant skills that made it possible for me to get a job in the industry.”

Academy of Interactive Entertainment (RTO08201):
Advanced Diploma of Screen and Media

Bachelor of Interactive Media

Wentworth Institute (RTO91175/PRV12063)
www.win.edu.au

DURATION: 36 months
LOCATION: Sydney CBD
DELIVERY: Study
FEE: $54,000
FUNDING

Students will be involved in a variety of activities and projects to develop an understanding of design principles and their applications to real-world problems and contexts. During studio sessions students will be encouraged to integrate content and theory presented in all subjects through projects designed in consultation with industry partners.

WIN has the best facilities available including Markerless Motion Capture and Green Screen technology, PC and Mac labs with advanced creative software. Students who complete WIN’s Advanced Diploma of Information Technology (Business Analyst) will receive credits into this degree.

Graduates will be equipped to think critically and analytically within an ethical context; to work effectively with people and systems; to understand and apply design principles and theories; and to work within an extensive range of industries. They will be able to integrate theory with practice for a wide spectrum of industries which incorporate multimedia or to continue to work towards their professional qualifications.

Certificate III in Hairdressing

Australasian College Broadway (RTO0890)
www.tac.edu.au

DURATION: 12 months
LOCATION: Sydney
DELIVERY: Study
FEE: $15,880
FUNDING

Working as a hairdresser is a challenging, creative and in-demand career. Combine your hands-on experience with in-depth theory work to further your knowledge and understanding of hairdressing techniques and the industry.

From cutting and colouring, to styling and practical salon skills, your qualification from the Australasian College Broadway allows you to explore the world of hairdressing, both in Australia and internationally. Work for yourself, in fashion or film & TV, start your own business or find your perfect salon; your career options are limitless.

Follow your passion and create a career that works for you.
If creativity is your thing...

BE THE BEST YOU CAN BE. Work With Designers, Travel, Study And Live The Dream

Are you a creative thinker with a passion for fashion design? Can you picture yourself working alongside the world's most innovative and inspiring designers, creating future fashion trends? Our Diploma of Applied Fashion Design and Technology (LMT50307) could be the ideal course for you. Industry-focused from day one, you will work in a studio type environment on assignments that mirror real-world fashion projects and be taught by international industry professionals who will challenge you to push the boundaries of your creativity and design thinking.

Design briefs focus on commercial daywear, swimwear and ready-to-wear ranges for men's and women's wear. Subjects enable students to learn how to forecast trends and take concepts from idea to reality. Our boutique college only enrols a select number of students, resulting in small classes that ensure maximum lecturer contact. Second year students can elect to study in Europe, building an understanding of international cultures and trends and making invaluable industry contacts.

Diploma of Applied Fashion Design and Technology
LMT50307
Karl Von Busse Institute of Design (RTO91613)
www.karlvonbusse.com

DURATION 24 months
LOCATION Sydney, CBD
DELIVERY Study
FEE $59,860
FUNDING

Turn your passion into a career by studying a Diploma of Beauty Therapy (SIB50110) with the option to further specialise in different aspects of the industry. Choose to specialise in a Wellness or Clinical pathway and gain industry specific knowledge and skills based on your personal interests.

Our goal is to assist our students in achieving the highest level of knowledge, skill and professionalism in their chosen field. The Diploma of Beauty Therapy (SIB50110) includes training in facial treatments, manicure/pedicure, makeup (including special occasion makeup), lash & brow treatments, skin biology, waxing, massage and microdermabrasion and more.

Our hands-on, practical approach to learning, combined with underpinning theory knowledge and our salon ready program is designed to equip our students with the ability to perform high quality beauty services and the strong interpersonal skills required to excel in the beauty industry.

Diploma of Beauty Therapy
SIB50110
Australasian College Broadway (RTO3680)
www.tac.edu.au

DURATION 12 months
LOCATION Sydney
DELIVERY Study
FEE $17,860
FUNDING

Leaders in training, leaders in Skincare, Ella Baché College of Skin & Beauty Therapy has been training Australia's Beauty Therapists since 1963 and is the only college fully integrated with a leading skincare brand.

Our Diploma of Beauty Therapy (SHB50115) is delivered On Campus in Sydney and Online nationally through our Stellar Learning program. The course content and delivery is contextualised to the needs and expectations of our Ella Baché Salon network ensuring that graduates are highly employable once qualified. As many of our graduates aspire to becoming future salon owners our course electives include a number of business units imported from the Business Training package.

Our unique and innovative Stellar Learning Online Program has been designed for students needing the flexibility to access their study remotely rather than attending on campus. Our My Ella Baché student learning portal provides students with an interactive approach to blended learning. Students can access the theory components and learning materials online but also have the opportunity to attend 6 practical workshops throughout the Diploma, learning from our team of professional Beauty Trainers.

Diploma of Beauty Therapy
SHB50115
Ella Baché College of Skin and Beauty Therapy (RTO6702)
www.ellabachecollege.edu.au

DURATION 12-24 months
LOCATION Sydney, Online
DELIVERY Study
FEE $18,000
FUNDING

AIPET Private Providers Course Guide 2016/17 - New South Wales
If creativity is your thing... Realise your dreams and begin a makeup and beauty course at Nuvocca, a state-of-the-art beauty school focused on assisting students to believe to achieve.

With the Diploma of Beauty Therapy (SHB50115) at Nuvocca, you will gain the practical skills and knowledge you need to succeed in the beauty industry or even start up your own salon. Nuvocca offers one-on-one tuition from professional industry tutors and believes in helping you reach your potential to make a positive impact on your clients.

The Diploma of Beauty Therapy (SHB50115) is an 18 month course consisting of 25 units which are broken up into 4 major clusters of learning.

You’ll learn to: • Develop treatment plans • Design and apply make-up • Perform and provide a variety of facial treatments, manicure and pedicure treatments Students can also choose to specialise in either massage or spa towards the end of their course.

*Refer to nuvocca.com.au for full list of units

Diploma of Beauty Therapy SHB50115
Nuvocca (RTO31455)
www.nuvocca.com.au
DURATION 18 months
LOCATION Multiple locations
DELIVERY Study ✅ Online ✅ FUNDING ✅
FEE $22,500

Take your career one step further and gain practical leadership and business skills designed specifically for the personal services industry. The Diploma of Salon Management (SIB50210) is ideal for those wishing to extend their knowledge and understanding of business operations.

The Diploma of Salon Management (SIB50210) comprises 14 Core Units comprising of 1 Elective. The normal duration of this course is 1380 contact tuition hours delivered over a 2 year full time program.

Diploma of Salon Management SIB50210
Australisian College Broadway (RTD0680)
www.tac.edu.au
DURATION 18 months
LOCATION Sydney
DELIVERY Study ✅ FUNDING ✅
FEE $19,880

The Diploma of Screen Acting (10065NAT) is a 2 year full-time, intensive creative and technical screen acting program that covers everything connected to the film and television industry from extended acting methods and techniques, screen combat, green screen, movement and voice for screen, various dialects including standard American, right through to developing relationships with producers, directors, agents and casting directors.

Successful applicants will also work intimately with Australia’s new up and coming directors from the Sydney Film School and AFTRS. Based on the “Roberts Method” the Diploma makes a strong academic element with a hard-nosed professionalism. It provides total focus and immersion training in the unique skills and techniques required for screen acting to meet the demands of today’s film industry.

The Diploma of Screen Acting (10065NAT) comprises 14 Core Units comprising of 1 Elective. The normal duration of this course is 1380 contact tuition hours delivered over a 2 year full time program.

Diploma of Screen Acting 10065NAT
Screenwise Pty Ltd (RTO161699)
www.screenwise.com.au
DURATION 24 months
LOCATION Sydney
DELIVERY Study ✅ FUNDING ✅
FEE $33,000
If you’re all about service...

Food, Hospitality, Retail & Wholesale, Travel & Tourism

The Certificate IV in Hospitality (SIT40313) is a nationally recognised, practical qualification that provides the skills and knowledge for you in skilled operations, team-leading or supervision.

Our industry-expert trainers ensure you are equipped with fundamental, job-boosting skills, including supervisory expertise and customer focus and a range of know-how that depends on your choice of course options, ranging from food and beverage to bar and bartending service.

The Certificate IV in Hospitality (SIT40313) is suitable for an Australian apprenticeship pathway.

Diploma of Event Management (SIT50316)
Academy for Tourism and Hospitality (RTO31435)
www.ath.edu.au

The Academy for Tourism and Hospitality offers diploma-level courses in Travel, Tourism and Events. Our courses will teach you how to excel in this vibrant, creative and fast-paced industry.

Your journey starts here. With a Diploma of Event Management (SIT50316) at the Academy for Tourism and Hospitality, you will develop the required skills to plan and coordinate events, functions and operations. You will learn how to manage projects, ensure the successful operation of event processes, and gain real hands-on experience, including the opportunity to work with local industry professionals!

The Diploma of Event Management (SIT50316) is a 12 month course consisting of 20 units that are broken up into 3 major clusters of learning.

You’ll learn to: • Obtain and manage sponsorship • Manage event staging components • Manage on-site event operations • Manage finances within a budget

If you’re looking for something more specialised...

If you're all about service...

Food, Hospitality, Retail & Wholesale, Travel & Tourism

The Certificate IV in Hospitality (SIT40313) is a nationally recognised, practical qualification that provides the skills and knowledge for you in skilled operations, team-leading or supervision.

Our industry-expert trainers ensure you are equipped with fundamental, job-boosting skills, including supervisory expertise and customer focus and a range of know-how that depends on your choice of course options, ranging from food and beverage to bar and bartending service.

The Certificate IV in Hospitality (SIT40313) is suitable for an Australian apprenticeship pathway.

Diploma of Event Management (SIT50316)
Academy for Tourism and Hospitality (RTO31435)
www.ath.edu.au

The Academy for Tourism and Hospitality offers diploma-level courses in Travel, Tourism and Events. Our courses will teach you how to excel in this vibrant, creative and fast-paced industry.

Your journey starts here. With a Diploma of Event Management (SIT50316) at the Academy for Tourism and Hospitality, you will develop the required skills to plan and coordinate events, functions and operations. You will learn how to manage projects, ensure the successful operation of event processes, and gain real hands-on experience, including the opportunity to work with local industry professionals!

The Diploma of Event Management (SIT50316) is a 12 month course consisting of 20 units that are broken up into 3 major clusters of learning.

You’ll learn to: • Obtain and manage sponsorship • Manage event staging components • Manage on-site event operations • Manage finances within a budget

"If you’re looking for something more specialised..."
If you’re looking for something more specialised...

The nationally accredited Diploma of Retail Management (SIR50112) qualification will provide you with the management skills, knowledge and high-quality approach to work effectively in senior management in Retail. For businesses across the Retail industry, professionals with this qualification and our training will ensure the future of your enterprise as a well-run, dynamic, productive and successful operation.

Individuals with a Diploma of Retail Management (SIR50112) are skilled to carry out key management roles, such as managing a large retail or wholesale business, a small medium retail group store or franchise outlet, or wholesale outlet.

**Diploma of Retail Management**

**SIR50112**

**MEGT Institute (RTO3945)**

megtinstitute.com.au

**DURATION**

12-24 months

**LOCATION**

On-the-job

**DELIVERY**

Study

**FEE**

$4,200 - $10,000*  

**FUNDING**

*subject to eligibility

A SIBT Diploma of Hospitality Management (088777A) is ideal for students seeking a career in the hospitality industry. The units have been designed to develop core business management skills, together with extensive industry training and hands-on experience.

**Diploma of Hospitality Management**

**088777A**

**SIBT (RTO6964)**

www.sibt.nsw.edu.au

**DURATION**

8-12 months

**LOCATION**

Sydney

**DELIVERY**

Study

**FEE**

$22,480

**FUNDING**

MEGT Institute is a specialist provider of short courses and nationally recognised qualifications. We deliver training at our campuses, online or at the workplace.

MEGT Institute is a part of MEGT Australia Ltd, a not-for-profit organisation with over 30 years’ experience. We are recognised as an Australian leader in employment, education and training, apprenticeships and traineeships.

All of our courses are developed based on current industry needs. Our expert trainers are academically qualified with relevant experience and strong industry connections.
Some questions you need to ask

Hopefully you’ve found some courses on the previous pages that you’re really excited about, and want to explore in more depth. You’ve possibly still got some questions though, like: Can I afford it? Am I eligible? What’s involved in studying this course? What happens when I’ve finished?

The next step is to contact the college offering the course you’re interested in. Answers to the following questions from them will help you decide if a course really is right for you.

**Can I Afford It?**
- Is the course on the NSW Skills List? (If so, fees may be subsidised by the government)
- Are government subsidies available for this course at your college?
- How much does this course cost?
- What would be my personal out of pocket course expenses?
- Are there any extra costs that aren’t included in the course fee (e.g. uniform, Internet, printing, student card, textbooks, tool box)?
- Do I have to pay everything at once or can I pay by instalments?
- What if I have a problem paying?
- Do you offer VET FEE-HELP, FEE-HELP or any other funding support to cover my study costs?
- Where can I find more information about funding options?

**Am I Eligible?**
- What are the entry requirements for this course?
- Do you have any recognition of prior learning (RPL) for this course?
- What are the commencement dates and how long will this course take me?
- What is the delivery mode for this course (online, face-to-face or blended learning)?
- Where is the nearest campus to me?
- Do I need any technology instruments to do this course (e.g. computer, tablet)?
- Does the college make technology instruments available for students who don’t have their own?

**What’s Involved in Studying this Course?**
- What are the entry requirements for this course?
- Do I have to have an existing qualification?
- Do you offer any recognition of prior learning (RPL) for this course?
- What are the commencement dates and how long will this course take me?
- What is the delivery mode for this course (online, face-to-face or blended learning)?
- Where is the nearest campus to me?
- Do I need any technology instruments to do this course (e.g. computer, tablet)?
- Does the college make technology instruments available for students who don’t have their own?
- Do I need internet access to do this course?
- Will I need to undertake a literacy and numeracy assessment to ensure I have the necessary competence to complete the course?
- How many students are in each class?
- What support would be provided if I had difficulty attending classes or finishing the course?
- Are the teaching staff qualified and up to date in their industry expertise?
- What type of facilities are available on campus (e.g. library, student cafe, study areas)?
- Does your college have a social inclusion policy that will support my learning needs?
- What support do you offer students with accommodation needs?

**What Happens When I’ve Finished?**
- Do you offer a work placement or an internship as a part of this course?
- Do you support me to find a job once I have completed the course?
- Do you continue to support me during the first weeks of my job?
- Are employers looking for people who have done this course?
How to study successfully
P.A.S.S. T.H.E. C.O.U.R.S.E.

PASS THE COURSE is an acronym for a study strategy that you might like to adopt.

PLAN YOUR TIME
Set regular time to study just like you do for other activities. Decide the time of day when you’ll study best. Use a calendar or diary to note due dates, then plan ahead on a weekly and semester basis. Prioritise the more difficult tasks for when you are feeling at your best, and save the easier ones for later. Set yourself time limits for tasks and tick off. If you fail to plan, you plan to fail!

AIM REALISTICALLY
Different courses have different workloads. Make sure you know how much time is required so you can balance your study with other commitments. Goals should stretch you toward achieving your true potential, but be realistic to be achievable!

SPACE SELECTION
Find a place to study that works best for you. It may be somewhere quiet, or where you can have music playing; where you can work alone or with others. The bottom line is it needs to be somewhere you can focus.

STUDY STYLE – KNOW YOUR OWN
Most of us have a preferred way of learning – there’s no right way or wrong way. Discover yours and embrace it. Study in the way you learn best whether it be by listening, seeing or doing.

TAKE NOTES
Make your own study materials. Putting things into your own words will mean more to you later. Re-writing and adding to your notes is a great way to revise what you’ve learned. Create your own flash cards or other strategies like acronyms to help you study and remember.

HEALTHY BODY, HEALTHY MIND
Good health is important to your study success. Have healthy, regular meals and snacks and drink plenty of water. Take regular breaks to rest your eyes, and stretch your muscles to get the blood flowing. Make sure you get enough sleep.

ORGANISATION IS KEY
Make sure you have all the materials you need in your study space before you start studying, so you don’t have to break your concentration to find them.

STUDY YOUR WHAT’S REQUIRED OF YOU
Before you start your course, find out about some important study basics about:
- submitting your coursework and how your course will be assessed
- access to discussion or study groups
- how to contact teachers and trainers for extra help
- access to libraries and study facilities, and
- changing your enrolment details if the need arises

REWARD YOURSELF FOR SUCCESS
Study requires discipline, especially if you’re not used to the study routine or you’re studying in a difficult environment. Celebrate your wins. Treat yourself when you achieve a study goal. You’ll be motivated to keep going and complete your course.

SUPPORT WILL GET YOU THROUGH
Make the most of any help that’s available to you. Your teachers can guide you through coursework, while support staff can assist with study tips, professional contacts and administrative issues. Students can also help each other through social media and other discussion groups. Teachers and trainers are people too – just talk to them if things are getting on top of you.

ENERGY IS VITAL
Think about what your studies mean for you and where they can take you. Keeping the end result in mind will help you stay motivated. Find a quote or an image or something that energises you and represents success to you. Put it somewhere you can see it while you’re studying.

This is just one approach to study. There might be other ways that work even better for you. Ask around – find out how your friends study. Maybe some of their techniques will work for you too!
GET THE SKILLS YOU NEED...
...TO GET THE JOB YOU WANT

Smart and Skilled is the NSW Government program that provides eligible students with subsidised training at 450 approved training providers across NSW including community and private providers and TAFE NSW.

The NSW Skills List features more than 750 qualifications subsidised by the NSW Government that lead to great jobs and career options, including Certificate II to Advanced Diploma, selected Foundation Skills courses, all apprenticeships, and selected traineeships and part qualifications.

Fee exemptions are available for Aboriginal and Torres Strait Islander students and people with disabilities, as well as concessions for other disadvantaged students. Fee-Free Scholarships are available for 15-30 year olds. Eligibility conditions apply. Just click on Fee-Free Scholarships on the Smart and Skilled website to find out more.

People with skills in science, technology, engineering or mathematics (STEM) are in high demand. If you are interested in training in these skills, you may be eligible for a $1,000 Jobs of Tomorrow scholarship under the NSW Government’s Smart and Skilled Program.

Learn more about Smart and Skilled at smartandskilled.nsw.gov.au
Potential financial assistance options for students

Students studying in NSW may be eligible for payments to help meet course costs. Factors that will impact entitlement include:

- whether the specific course is one subsidised by the government
- the course type and qualification level
- whether an Australian Apprenticeship is being undertaken
- financial circumstances
- geographical location
- disability status
- Aboriginal or Torres Strait Islander heritage

The following are some of the possible financial assistance alternatives available to NSW students. Your needs in this area should be included in your discussions with colleges.

**ABSTUDY**
Abstudy assists with tuition costs for Aboriginal and Torres Strait Islander Australians who are studying or undertaking an Australian Apprenticeship.

**AUSTUDY**
Austudy provides financial support to full-time students and Australian Apprentices aged 25 years or older, studying full-time in an approved course at an approved educational institution, or undertaking a full-time Australian Apprenticeship or traineeship.

**FEES-HELP**
FEE-HELP is a loan scheme that assists eligible fee-paying students, enrolled at an eligible FEE-HELP higher education provider, to pay all or part of their tuition fees for eligible units of study. It cannot be used for additional costs such as accommodation or text books.

**PENSIONER EDUCATION SUPPLEMENT**
To be eligible for the Pensioner Education Supplement, you must be receiving a qualifying pension or payment and studying full-time in an approved secondary or tertiary course at an educational institution approved by the Australian Government.

**SMART AND SKILLED SUBSIDISED TRAINING**
Vocational education and training courses listed on the NSW Skills List are partially subsidised by the NSW Government under its Smart and Skilled policy. The government has provided specific colleges with a set quota of semi-funded enrolment places for those courses.
Go to: [https://smartandskilled.nsw.gov.au/](https://smartandskilled.nsw.gov.au/)

**VET FEE-HELP**
VET FEE-HELP is available to assist eligible students studying higher level vocational education and training (VET) qualifications to pay their tuition fees. Higher level VET qualifications are at the diploma level and above. For a trial period, VET FEE-HELP will also be available for a limited number of certificate IV qualifications.
VET FEE-HELP can be used to pay all or part of an eligible student’s tuition fees, but cannot be used for additional study costs such as accommodation or text books.

**YOUTH ALLOWANCE**
In an education context, the Youth Allowance provides financial support for people aged 16 to 24 years who are studying full-time, undertaking a full-time Australian Apprenticeship, or training. Eligibility criteria include:

- 16 to 21 years old and undertaking approved activities
- 16 to 24 years old and studying full-time
- 16 to 24 years old and undertaking a full-time Australian Apprenticeship

When you enrol in nationally recognised training, you will now need a Unique Student Identifier (USI). This includes studying at a public (e.g. TAFE) or private training organisation, completing an apprenticeship, certificate or diploma course.

Although your training organisation is the primary source for your training records, a USI will help you to access a copy of your training outcomes online even if you move locations, change training organisations or undertake studies at different times.

Creating one online is free and easy!

For more information ask your training organisation or visit www.usi.gov.au.
PREPARE ANSWERS AND QUESTIONS

Prepare yourself by thinking about what questions you might be asked at an interview and how you might best answer them. Common interview questions include:

- What is your greatest strength?
- What is your greatest weakness?
- How do you handle stress and pressure?
- Describe a difficult work situation or project and how you overcame it.
- Why do you want this job?
- Why should we hire you?
- What are your goals for the future?
- What are your interests and hobbies?

Prepare a list of your own questions to ask your interviewers. This shows you are well prepared and that you've done your research about the organisation and the role. Also be prepared to sell your skills and your ability to do the job you are applying for. Remember, the interview is also your chance to determine if you really want the job being offered.

THE DAY OF THE INTERVIEW

- Dress to suit the position you have applied for; but make sure you dress smartly even if the position doesn't have a formal dress code.
- Know exactly where and when your interview is taking place.
- Arrive 10 minutes early so you can gather your thoughts and relax.
- Practice key points you want to make during the interview.
- Make sure you bring extra copies of your resume and also your portfolio if one is required.
- Be confident, but not overconfident.
- Ask 2-3 job and company related questions of the interviewers. For example, do you provide staff professional development, or what hours/days does this role require?

RESEARCH THE JOB YOU'RE APPLYING FOR

Find out as much as you can about the jobs you are applying for and the companies you are applying to.

Your resume should be different for each position and organisation you are applying for. The more you know, the more you can use in your interview questions and answers.

Research what the organisation does, how they function, where they operate and what they value. This will help you decide if this is the job and organisation for you, and how to shape your application if that's the case.

GET YOUR RESUME IN SHAPE AND MAKE IT STAND OUT

Your resume is a preview of you and your achievements to date. Your resume will be competing against many others. Making sure your resume is current and well-presented will help you stand out from the rest and improve your chances of advancing to a job interview.

Writing a resume is a skill which you should practice. The internet has lots of excellent free information that you can use about how to write a great resume, including different wording, formats and styles.

Some jobs may also require a portfolio of your recent work.

Small errors can make the difference between securing an interview and missing out. Read your resume aloud to make sure it makes sense. Always do a spell check. Get someone else to read your resume to check for errors or poor formatting.

Always prepare a cover letter when applying for a job. Whether you’re applying for an advertised position or canvassing any vacancies with a potential employer, your cover letter needs to:

- Introduce you
- Specify the job (or kind of job you’re applying for) or looking for
- Match your skills and experience to the requirements of the job
- Encourage the reader to read your CV
- Finish with a call to action (e.g., request an interview or meeting)

PREPARING FOR AN INTERVIEW

Research the job you’re applying for

- Find out as much as you can about the job you’re applying for and the companies you are applying to.
- Your resume should be different for each position and organisation you are applying for. The more you know, the more you can use in your interview questions and answers.
- Research what the organisation does, how they function, where they operate and what they value. This will help you decide if this is the job and organisation for you, and how to shape your application if that’s the case.

Get your resume in shape and make it stand out

- Your resume is a preview of you and your achievements to date. Your resume will be competing against many others. Making sure your resume is current and well-presented will help you stand out from the rest and improve your chances of advancing to a job interview.
- Writing a resume is a skill which you should practice. The internet has lots of excellent free information that you can use about how to write a great resume, including different wording, formats and styles.
- Some jobs may also require a portfolio of your recent work.
- Small errors can make the difference between securing an interview and missing out. Read your resume aloud to make sure it makes sense. Always do a spell check. Get someone else to read your resume to check for errors or poor formatting.

Always prepare a cover letter when applying for a job. Whether you’re applying for an advertised position or canvassing any vacancies with a potential employer, your cover letter needs to:

- Introduce you
- Specify the job (or kind of job you’re applying for) or looking for
- Match your skills and experience to the requirements of the job
- Encourage the reader to read your CV
- Finish with a call to action (e.g., request an interview or meeting)
APTITUDE QUIZZES
Practice-Aptitude-Quizzes
You’d like to get started in an industry as an apprenticeship or traineeship…but is it right for you? Take a Career Aptitude Test and find out your study and training options so you can start a clear career pathway.
This quiz will help you identify what types of work you most like doing and the occupations you are most likely to enjoy or be good at.

OTHER USEFUL SITES
www.acpet.edu.au/students/
This Study Guide samples a much wider range of ACPET colleges and study options in NSW, Australia and abroad. The ACPET website Students page has information about ACPET colleges, ACPET scholarships, links to the online NSW 2015-16 Study Guide and more.

www.asqa.gov.au
The Australian Skills Quality Agency (ASQA) regulates the quality of Australia’s vocational education and training (VET) sector. Their website provides information about the sector, how it is regulated and avenues for students to register complaints if they’re unhappy with the quality of service or training being provided by the college they’re attending.

education_and_training
The NSW public sector is committed to building the capability of its workforce in order to deliver quality public services to the NSW community. Investment in education and training is primarily a responsibility of individual government organisations. The Public Service Commission offers programs in areas of sector wide strategic importance.

students-and-trainees
Here you’ll find useful information about student payment options and requirements, whatever your financial or health situation, wherever you are in Australia.

www.studyassist.gov.au
Study Assist provides information about Australian Government assistance for financing study, be it for the VET or Higher Education (HE) sector.

www.teqsa.gov.au/for-students
The Tertiary Education Quality and Standards Agency (TEQSA) regulates the quality of Australia’s higher education (HE) sector. This website provides information to help ensure you receive a high quality education with an Australian HE provider.

Useful websites

OCCUPATIONS, TRAINING AND CAREER PATHWAYS
www.acpet.edu.au/students/acpet-catalogue/
The ACPET Catalogue is an online directory that provides students with the information they need for choosing a quality private education provider.

Apprenticeship Support offers advice for those students wishing to start an apprenticeship or a traineeship as well as more practical tips such as how to write a cover letter and a resume.

www.jobguide.thegoodguides.com.au
The Job Guide provides an in-depth look at a range of occupations, and their education and training pathways. It also gives useful information about how to work out what occupations suit users best, based on their interests and abilities.

www.joboutlook.gov.au
Job Outlook is a careers and labour market research information site to help users decide on their future career. It contains search options to find a wealth of information covering around 350 individual occupations.

www.jobsearch.gov.au
JobSearch is a free online jobs website. It is funded and operated by the Australian Government to assist job seekers find employment and connect employers with quality staff.

www.myskills.gov.au
MySkills is the national directory of vocational education and training (VET) organisations and courses. It is a federal government initiative to enable consumers to search for, and compare, VET courses and training providers.

www.myfuture.edu.au
Myfuture is a free Australian online career information service that assists career planning, career pathways and work transitions. It supports people to make career decisions, plan their career pathway and manage work transitions.