Dear Prospective Student,

Your decision about what and where you will study marks a significant milestone in your life, whether you’re setting or changing the direction for your career and life pathways.

Yes, it may seem daunting. But it’s also an exciting time for you to be a student. There are many career options, training choices to suit your needs and aspirations and more support available to you than ever before to make sure that you reach your goals.

Your careful choice of a high quality institution will provide you with real opportunities and set you up for success and financial security, whether you’re a school leaver, a student, trainee or apprentice, up-skilling in your current role or wanting to change careers.

If you’re thinking of undertaking study soon, then there’s no better place than with the private education and training providers who are members of ACPET in New South Wales. ACPET is the national industry association for providers of private education and training. ACPET members are the choice of millions of students each year throughout Australia and overseas.

ACPET members listen to you, their student. They take the time to structure their programs to ensure that you achieve a healthy study and life balance and that you’re supported throughout the challenges and obstacles that life throws up. ACPET members work closely with industry, which means that the skills you develop will equip you for today’s employment market and for employers’ needs now and into the future.

Private providers are popular for their flexibility and because they provide a great variety of study choices across a wide range of industries, as well as hard-to-find specialist courses.

As you navigate through this course guide with your family or your careers counsellor, you’ll be surprised at just how many training options are available to suit your career aspirations or enhance your current career opportunities.

ACPET members adhere to a strict Code of Ethics and have access to the best professional development for all of their staff. To make sure you choose a high quality private institution, start by looking for the ACPET logo.

I wish you every success with your study and career endeavours.

Regards,

Larry Davies
Acting CEO,
Australian Council for Private Education and Training (ACPET)

‘...there’s no better place than with the private education and training providers who are members of ACPET...'
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Training in NSW is changing. Smart and Skilled reforms will give you the chance to gain the skills you need to find work and advance your career.

From 1 January 2015 eligible students will be entitled to government subsidised training in priority skill areas, up to and including Certificate III with approved providers. There will also be subsidised training for higher qualification levels.

**Skills List defines the qualifications eligible for government funding**

The NSW Skills List covers qualifications to be subsidised, from Certificate II to Advanced Diploma, select Foundation Skills courses, all apprenticeships, selected traineeships and part qualifications. Qualifications on the Skills List are those that will lead to jobs and further career options.

**New student fee arrangements will be introduced**

- New fee arrangements mean that 46,000 more students will be able to train in 2015 than under the current arrangements.

- Student fees will be set for the whole qualification not annual fees as at present. This is fairer as you will know exactly what your fees are regardless of how long it takes to complete your course. Fees will be based on the benefit students gain from training. For courses on the NSW Skills List in 2015 the NSW Government will pay most of the cost of the course, with students contributing the balance. Fees will be the same regardless of the training provider you choose.

- From 1 July 2014 VET FEE-HELP loans will also be available from approved training providers for eligible students in subsidised Diplomas and Advanced Diplomas and selected Certificate IV qualifications.

**There will be support for disadvantaged students**

There will be fee exemptions and concessions for disadvantaged students. Eligible Aboriginal students will not pay a fee for any subsidised course and students with a disability will have an exemption for their first qualification each year. There will be support to training providers for the higher cost of training for disadvantaged learners and in regional and remote areas.

**Smart and Skilled will mean more choice for students and employers of quality training**

You will have a wider choice of training providers to meet your learning needs. These training providers must meet strict criteria set out in the NSW Quality Framework to be part of Smart and Skilled. There will also be new consumer protection arrangements for students.

Details of approved training providers and the courses they can offer will be released later in 2014.

**Find out more**

You can read more about the Smart and Skilled reforms and student fees in 2015 at:


The Smart and Skilled website to be released later in 2014, will help students to select courses and approved providers and check their eligibility and fee arrangements.
Why choose an ACPET member?

Why you should choose to study with an ACPET member:

- High standards – only quality independent training organisations are admitted as ACPET members.
- Choice – ACPET members offer accredited courses in vocational education and training and higher education across a wide range of occupation and industries, as well as hard-to-find specialist courses.
- Experience and commitment – Teaching staff are industry professionals themselves and experts in industry practices.
- Security – Tuition assurance schemes are in place to protect your student fees.
- Flexibility – ACPET members offer adaptable courses that respond to the latest industry developments and are linked to real employment opportunities.
- Focus on service – Student demands are the number one priority.
- Professional practice – ACPET members adhere to a strict Code of Ethics.

When you’re looking for a private college to study with, start by looking for the ACPET logo on their website or course materials.

If you’re still unsure, email us at nsw@acpet.edu.au or give us a call on 02 9922 1124.

How to use this course guide

- Use the ‘Fields of study’ coloured tabs on the Contents page to find which ACPET colleges offer courses that interests you.
- Read the course summaries and other information about the colleges.
- Use the key codes to locate important basic information about each college, like Study Mode or Fee Support (see key table).
- Click on the college weblinks for more information about the colleges that interest you.
- Phone or email the colleges that interest you. Their helpful staff will answer any questions you may have. Use the ‘What questions should you be asking?’ list on page 6 to help you get the information you need.
- Look for the useful tips and information about studying, preparing for a job interview, starting your first job and applying for Government support.

Also use this Study Guide to:

- find out more information and ideas from the ‘Useful websites’ listed on page 35.

Key table

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What questions should you be asking?

Not sure what to ask?
These useful questions will guide you to make the right choices about student entry requirements, your study experience and employment pathways upon course completion.

Costs
• Am I eligible for Smart and Skilled subsidised training from 1 January 2015?
• Is the course on the NSW Skills List – if so fees may be subsidised by the Government?
• Is the training provider approved by the NSW Government to offer subsidised places in this course?
• How much does this course cost?
• Do I have to pay everything at once or can I pay by instalments?
• What if I have a problem paying?
• Can I get funding to cover my study costs?
• Do you offer FEE-HELP or VET FEE-HELP or any other funding support?
• Where do I go for more help about funding?
• Are there any extra costs (e.g. uniform, Internet, printing, student card, text books, tool box) that aren’t included in the course cost?

Entry requirements – Am I eligible?
• What are the entry requirements for this course?
• Do I need to have a 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?
• Do I need a computer or a laptop to do this course?
• Do I need internet access to do this course?

Studying the course
• What is the delivery mode for this course (online, face-to-face or blended learning)?
• Does this course have literacy and numeracy as part of the training so I can ensure I have the right literacy and numeracy levels to pass successfully?
• What extra support do you have available for literacy and numeracy?
• How many students are in each class?
• What if I have difficulty attending classes or finishing the course? Can I get extra support?
• Do I have to attend every class to pass this course?
• Are the teaching staff qualified and up-to-date in their industry expertise?
• Where is the nearest campus to me?
• What facilities do you have on campus (e.g. library, student café, study areas)?
• Does your college have a social inclusion policy that will support my learning needs?

After I’ve finished the course
• 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?
• Are you able to support me during the first weeks of my job?
• Are employers looking for people who have done this course?
Do you need financial support?

Depending on
- whether your course fees are subsidised by the government
- the course type and level you are studying
- whether you are doing an Australian Apprenticeship
- your financial situation
- your geographic location
- whether you have a disability
- whether you are an Aboriginal or Torres Strait Islander, or
- some other factor,
you may be eligible for payments to help with the costs of your studying.

Smart and Skilled subsidised training
If the course is on the NSW Skills List it will be subsidised by the NSW Government. If the training provider is approved to offer this course you may be eligible for subsidised training.

Below is a list of Commonwealth Government financial support programs that you may be eligible for.

**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 more, studying full-time in an approved course at an approved educational institution, or undertaking a full-time Australian Apprenticeship or traineeship.


**FEE-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. FEE-HELP cannot be used for additional study costs such as accommodation or text books.


**VET FEE-HELP**
VET FEE-HELP is a loan scheme 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, as well as 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 it cannot be used for additional study 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 enrolled in a secondary or tertiary course at an educational institution approved by the Australian Government.


**Youth Allowance**
The Youth Allowance provides financial support for people aged 16 to 24 years who are studying full-time, undertaking a full-time Australian Apprenticeship, training, looking for work or sick.

Between 16 and 17 years old, you must have
- completed year 12 or equivalent
- be undertaking full time secondary study and need to live away from home in order to study, or
- are considered independent for Youth Allowance.

Between 16 and 24 years old you must be undertaking a full-time Australian Apprenticeship.


When choosing your course, talk to the college staff about how they can assist you with support and information about financial assistance.
Successful study tips

Prepare yourself for study success by managing your time and being smart about the way you study, using these helpful strategies:

1. Understand your course requirements and where you can get support
Before you start your course, find out about some important study basics:
- submitting your coursework and how your course will be assessed
- accessing discussion groups
- contacting teachers and trainers for extra help
- accessing libraries and study facilities, and
- changing your enrolment details.

2. Set realistic study goals
Different courses have different workloads. Make sure you know how much time is required so you can balance your study with other commitments, especially if you're working or have a family to look after.

3. Find your study space
Find a space that works best for you. It may be studying in a quiet space, listening to music, working alone or with others, at home, on campus or at a local library.

4. Plan your time and use it well
Set aside time for study just like you do for other activities. Ask yourself: are you a morning person or a night owl? That will help you decide the best study time of day for you. Use a calendar, a list of dates or a wall planner to keep track of due dates and plan ahead. Organise your study time for each week over the whole semester. Do the hardest work when you're feeling your best. Save the easy stuff for when you're tired. Set yourself time limits for task and stick to them.

5. Get organised and stay organised
Make sure you have the materials you need in your study space before you start studying so you don’t have to break your concentration to find them.

6. Know your own learning style
Most of us have a preferred way of learning. What’s yours? Get to know your learning style and study in the ways you learn best. Auditory learners learn by listening. Visual learners learn by seeing. Tactile/kinesthetic learners learn by doing.

7. Clear your mind
If you’ve got a lot on your mind, pause and write down some notes about what you’re thinking about before you start studying. Put these notes aside to deal with later. This will help to clear your mind and focus all your thoughts on your study.

8. Get help from people in your study network
Make the most of the support you can get through your college. 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 discussion groups.

Let your teachers know if things get on top of you. They’ll understand that you have other commitments and you might be able to negotiate an extension.

9. Use your notes and make your own study materials
Taking detailed notes in class will save you lots of time 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 to help you study.

10. Stay healthy
Good health is important to your study success. Have healthy, regular meals and snacks and drink plenty of water. Give your eyes a rest - schedule regular study breaks, have a stretch and go for a walk. Make sure you get enough sleep.

11. Get motivated
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 represents success for you and put it somewhere you can see it while you’re studying.

12. Test yourself
Don’t wait for an exam to test your knowledge – test yourself first. Get a friend or family member to quiz you on key concepts. It’s a great way to get confident with what you do know and find out what you still need to learn.

13. 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. Reward yourself every time you achieve a study goal – this will motivate you to keep going and complete your course. Reflect on what you’ve learnt and be proud of yourself.

14. Make your own strategies
Remember: these tips are just some of the things that you can do to get the most out of your studying. There might be other things that work even better for you. Ask around - find out what your friends do when they’re studying - maybe some of their tricks will work for you too! Your teachers will also have good advice.
Preparing for an interview

1. Research the job you are 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 companies do, how they function, where they operate and what they value. This will help shape your application and help you decide if this is the job and the company for you.

2. 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 other resumes. 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 your resume is a skill which you should practise. 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 will make the difference between getting an interview and missing out. Read your resume out loud to yourself to make sure it makes sense and do a spell check. Get someone else to read your resume to check for errors or poor formatting.

3. 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?
• Tell me about yourself.
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 discover if you really want the job being offered.

4. 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.
• Practise several key points that you want to make during the interview.
• Make sure you bring extra copies of your resume and also your portfolio if one is required.
RuralBiz Training caters exclusively to the agricultural industry offering high-quality, online learning in a broad range of Agricultural disciplines to farmers, and those involved in the farming industry. We are the only private RTO in Australia offering training in Agriculture under VET FEE-HELP.

The Diploma of Agriculture (and a range of other Diploma and Advanced Diploma courses) utilises modern technology to overcome the tyranny of distance for those in remote and rural areas, enabling our students to study in their own time, at a flexible pace. Our Trainers are all tertiary qualified farmers with empathy for the challenges facing students and each student is individually supported throughout their study. Course materials are up to date; relevant to current farming practices and utilise a range of multimedia delivery strategies. We also offer articulation to university degrees in Agrifood Systems and Agribusiness Management.

Diploma of Agriculture
RuralBiz Training
www.ruralbiztraining.com.au
AHC50110
1 year full time
Online

At AIAS, this course is focused on facial massage, body massage, hair removal, spa treatments, lash and brow treatments, nail technology services, make-up, aromatherapy, providing advice on beauty treatments and services, selling retail skin care and cosmetic products and coordinating teams.

The advanced level of the Diploma of Beauty Therapy is reflected in its focus on the self-directed application of knowledge and skills. You will learn how to plan and select appropriate equipment, services and techniques, and work autonomously in performing complex technical operations.

Diploma of Beauty Therapy
Australian Institute of Applied Sciences
www.aias.edu.au/courses/beauty-college
SIB50110
1 year full time
Online

The Australian National College of Beauty (ANCB) guides students towards a career in the beauty therapy industry. Students are prepared for the industry by highly qualified beauty therapy experts. Hands on and practical work experience is provided on-campus in the Wellbeing Clinic in Pyrmont, Sydney.

The ANCB Diploma of Beauty Therapy offers students the opportunity to specialise in spa treatments or massage. In addition to learning makeup, body and facial treatments, students are also taught foundations in anatomy, physiology and learn business, retail, communication and important health and safety skills. ANCB graduates have the advantage of nationally recognised and reputable qualifications, as well as industry recognition of the quality of the college. The Diploma has been designed to meet industry expectations by the Association of Professional Aestheticians of Australia (APAA). The college is kept up-to-date with the latest equipment, resources and products. With your diploma, you can specialise in:

- Aromatherapy/Relaxation Massage
- Spa Treatments

Diploma of Beauty Therapy
Australian National College of Beauty
www.ancb.edu.au
00246M
1 year full time
Pyrmont
Fees: Full-time - $6,780.00, Part-time - $8,250.00, Online - $6,780.00

The Academy of Global Business Training
www.globalbusinesstrainer.edu.au
EMPOWER YOUR POTENTIAL

The Academy of Global Business Training have stepped into the future of Next Generation Talent Development and provide Innovative ONLINE Learning, MENTORING and Training Excellence. Quality, Flexibility, and Convenience is our core focus in assisting you to achieve your goals.

We look forward to welcoming you as a new student. Email us: Welcome@GlobalBusinessTrainer.edu.au or call 1300 132 628
### Diploma of Project Management Practice

**College:** Australian Institute of Professional Education  
**Web:** www.aipe.edu.au  

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AIPE’s Diploma of Project Management Practice reflects the role of individuals who 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 a team.

The Diploma of Project Management Practice places heavy emphasis on students being able to complete complex tasks in a limited time frame with a restrictive budget. This way, project management students are able to acquire the necessary skills to needed to set obtainable goals and objectives within projects.

Career opportunities for graduates of AIPE’s Diploma of Project Management Practice, include:
- Project Leader
- Project Management Facilitator
- Project or Program Administrator

### Diploma of Human Resources Management

**College:** Australian Institute of Professional Education  
**Web:** www.aipe.edu.au  

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Kick start your human resources career with a Diploma of Human Resources Management. Learn how to support staff and manage an organisation’s workforce by understanding information systems, employee benefits, and remuneration and performance management. This year-long course offers students with practical HR experience and a sound theoretical base to efficiently manage an HR department.

The qualification will provide students with the knowledge and skills to undertake real-world activities to current HRM industry standards and will equip students with skills which are critical in distinguishing themselves in job interviews and in the HRM workplace such as; communication, problem-solving, leadership, organizing and planning and teamwork.

The course assessment tasks for each unit reflect typical workplace situations and incorporate work projects, case studies, presentations, reports, role plays and interviews.

Career opportunities for graduates of this qualification include human resource officer, human resource manager and recruitment consultant.

### Diploma of Marketing

**College:** Australian Institute of Professional Education  
**Web:** www.aipe.edu.au  

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Propel yourself towards marketing success with AIPE’s Diploma of Marketing and feel confident developing and implementing marketing campaigns and projects. Offering a solid theoretical foundation in marketing and marketing management, it prepares graduates for roles both here in Australia and overseas.

Students will learn how to create marketing strategies, marketing plans and build customer loyalty, in addition to a range of managerial skills and research techniques and of course, how to devise a successful marketing campaign and build customer loyalty. We will build your problem solving and decision-making skills and help you develop the communication and creative thinking skills required for a successful career in marketing.

Career opportunities for graduates of AIPE’s Diploma of Marketing, include:
- Marketing Co-ordinator
- Marketing Team Leader
- Sales and Product Manager
- Public Relations Co-ordinator
- International Business Development Officer

Australian Institute of Professional Education  
www.aipe.edu.au

AIPE provides a high quality academic foundation for those wishing to enter the workforce. We are also committed to ensuring students receive education and support services that meet their individual needs. AIPE is an outcome driven institution and takes immense pride in giving its students the outcomes that they envisage.

Our educational programs are designed to specifically cater to the needs of students ready to enter the professional workplace environment.

AIPE’s mission is to assist our students to develop into confident and professional individuals through our focussed academic development channels. Our core purpose is to drive excellence in education.

AIPE intends to fulfil this mission by becoming Australia’s leading multi-sector tertiary education provider by 2018.
### Australian Careers Business College  
**www.acbc.nsw.edu.au**

Australian Careers Business College (ACBC) has been delivering excellence in Vocational Qualifications since 1996. The college has three campuses located in Liverpool, Parramatta and Wollongong and delivers training at Diploma and Advanced Diploma level in the following sectors: Marketing, Accounting, Childcare, Tourism, Legal Studies, Business Administration and IT. All programs include relevant industry experience, which prepares graduates for immediate job opportunities.

ACBC is a preferred choice by school leavers seeking pathways to enter university or the workforce with a nationally recognised qualification. We also cater for workforce re-entrants looking for a career change.

ACBC is well regarded by employers and education providers across NSW. These strong industry relationships ensure that we achieve a strong placement for graduates in secure employment or articulation into University on successful completion of their studies.

---

#### Success Story

**Name:** Georgia Kollaras  
**Course:** Advanced Diploma of Marketing

After spending her first year out of school working in the family business, Kollaras International Trading Company, Georgia completed an Advanced Diploma of Marketing in 2012, choosing ACBC to obtain her qualification and help move up in the family business, a beverage company, supplies to over 50 countries worldwide. Based on her study achievements at ACBC, Georgia has been promoted to Queensland state representative in the family business, putting to work her newly found knowledge and qualification. Georgia was also awarded the Illawarra South-east coast's Vocational Student of the Year 2013 in the NSW DECS Training Awards, as well as being recently recognised for her achievements in business and awarded the 2014 Illawarra Young Achiever for Illawarra Women In Business!
Face-to-face learning
Online learning
Blended learning

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MGIT is a leading Training Provider in the Greater Western Sydney area. We train students through in-depth understanding and practical experience to best equip them for the future.

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. The Diploma of Management provides knowledge principle, themes and processes of management, financial management, project management and related instances.

The course comprises of eight units of competency, focusing on the themes and principles of: Manage people performance, Support recruitment, Quality customer service, Budget and financial performance, Ensure a safe workplace, Facilitate continuous improvement, Ensure team effectiveness, and Undertake project work.

Upon completion, students will gain a competitive industry advantage through the key element of the PRINCE2® pathway. Students also gain access to the second year of University in a relevant degree.

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Established in 1948, Alphacrucis College (AC) is a leading centre of Christian thought and action. AC delivers accredited VET and Higher Education awards in ministry and theology, business, leadership, chaplaincy, education, counselling and music.

The Bachelor of Business (BBus) offers students a unique synthesis of business, ethical and theological education, equipping graduates for careers that truly make a difference. With majors in Leadership & Management, Human Resource Management and Marketing: graduates will be well prepared for employment in a range of job positions across various contexts – from small business and community organisations to multinational companies and large scale industries. BBus graduates can also continue to postgraduate studies in Master and Doctoral programs.

AC offers other undergraduate awards, including the Bachelor of Business/Bachelor of Ministry – the only double-degree of its kind in Australia – as well as the Bachelor of Ministry, and Bachelor of Theology.

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AVLC’s team of experienced teachers, combined with great support makes us the college of choice for discerning students. Our students gain skills to call on throughout their working lives.

A Diploma in Management will give you the skills and knowledge to get ahead in the business world and gives you an edge in the workplace. Gain expertise in various management tasks such as developing budgets, managing the performance of employees and overseeing projects. You will have the confidence to be a great leader upon completion of this course. Enjoy the flexibility this course provides and undertake your studies online. Juggle work and personal commitments and tailor your studies to suit your needs.

What you’ll learn:
- managing the performance of your team/employees
- developing budgets and manage the budgeting process
- managing projects
- analysing & present research
- ensuring that your workplace is safe
- managing customer service

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AVLC offers real skills and endless possibilities!

Australian Vocational Learning Centre places you at the centre of real-world learning. Studying at AVLC you can achieve industry-relevant skills that help you to succeed in your workplace, upgrade existing skills or prepare for further study – whatever your age, background or career aspirations.

Getting you ready for work

Industry recognises us as providing cutting-edge relevant training and employers recommend AVLC educational services. As a result, our graduates have a high success rate in finding jobs. We offer multiple pathways to the right career.

Student support like no other

Whether leaving school, preparing for university, returning to work, updating your skills or changing careers AVLC is the right college for you. We provide excellent training, helping you to find the right study mode to achieve your goals.

AVLC has agreements with Charles Sturt University and Wollongong University that recognised credits for your bachelor degree.
### Diversity Skills Training

**COURSE**  
Certificate III in Business

**COLLEGE**  
Diversity Skills Training

**WEB**  
www.diversityskillstraining.com.au

Bedford College has an excellent reputation within the industry and amongst other training providers. The employment success of Bedford graduates is unsurpassed with the majority going straight into full-time work or gaining automatic entry into university.

The Diploma of Business provides workers with the skills to manage the work of other individuals within an industry or organisational environment. Students attend College three days per week from 9am-3pm and spend an additional day in the Online Classroom. One day per week of work placement is also recommended, however students undertake a mandatory 35 hours of work placement during week 30 of the course.

Up upon graduating students have the opportunity to seek full-time work or they can continue their studies at university. Should they choose to continue their studies, Bedford College are able to provide students with direct entry (with substantial credit) into a number of Bachelor degree programs.

Also offered is the Diploma of Management.

---

### Bedford College

**COURSE**  
Certificate III and IV in Business Administration

**COLLEGE**  
Bedford College

**WEB**  
www.bedford.edu.au

Upon graduating students have the opportunity to seek full-time work or they can continue their studies at university. Should they choose to continue their studies, Bedford College are able to provide students with direct entry (with substantial credit) into a number of Bachelor degree programs.

Also offered is the Diploma of Management.

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### Central College Corporate

**COURSE**  
Certificate III in Business Administration

**NAME**  
Louise McCranor

"My education success story begins from High School. I did my schooling through distance and correspondence. Completing School this way gave me the skills and tools which I utilise in my Traineeship now. I have recently completed my Certificate III in Business Administration successfully whilst working with Central College Corporate as an Administration Assistant.

Presently, I am undertaking training to complete my Certificate IV in Business Administration. Education has no ending, you are always learning and for me personally, working with a great team at Central College Corporate has given me great opportunities to continuously learn and grow. You can’t learn if you don’t make a few mistakes along the way."

---

### Bedford College

**COURSE**  
Certificate III and IV in Business Administration

**NAME**  
Jessica Dhiacou

I left school at the end of year 11 and found that Bedford College was a really great transition for me. My year at Bedford was an excellent foundation for me to learn about business, customer service, time management, software programs, event management and more, in a great learning environment. Each of the subjects I studied gave me life skills that I use on a day to day basis.

I knew I didn’t want to go to university so applied for a Graduate Legal Secretarial role at King & Wood Mallesons which I was offered before I’d even finished my Diploma of Business. I really enjoyed my year at Bedford and know that the experience and knowledge that I gained from my studies will be invaluable.

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Diversity Skills training is a Nationally accredited training provider delivering a wide scope of courses to the diverse community across Australia.

Our mission is to be a leading academic institute by providing students with high quality and tailored education to meet their vocational goals in an efficient, professional and safe environment.

This course is designed as a follow up to our Business Certificate II course, or a more advanced introduction into the area of Business operations. It includes training in MS word software such as MS word, Excel, PowerPoint and also covers areas of business documents, financial programs, quality management and customer relations. This course serves as an excellent introduction for the certificate IV in Small Business Management course.

Certificate III provides the skills and knowledge for an individual to be competent for a variety of office positions including administration, Payroll Officer, Data Entry Operator, Information desk clerk, Office Management and receptionist.
### Evocca College

**Diploma of Business**

- **College:** Evocca College
- **Web:** www.evoccacollege.com.au

Evocca College is the largest VET FEE-HELP provider in Australia. Our students love studying with us because of the local colleges, one on one tutors, flexible time tables and you can start any time.

Our Diploma of Business is specifically designed to give you the right skills and knowledge to allow you to start, run or manage any business.

You will develop real-world skills, including managing meetings, leading projects, understanding marketing and HR, along with a range of useful tools you need to make any business a success. We work with you through your journey to build a solid foundation of skills and the practical knowledge to help you succeed.

Evocca takes a “big picture” approach to business and ensures you understand not only the technical skills, but also shows you how to build a successful business model that enables you to deal with the day-to-day running of any business.

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### Martin College

**Diploma of Business**

- **College:** Martin College
- **Web:** www.martincollege.edu.au

The Diploma of Business is a practical program which allows students to develop general business skills across a wide range of business functions. This business diploma qualification is suited to students with little or no work experience, who would like to further develop in order to create further educational and employment opportunities.

- Learn from teachers who work in business who bring real-life experience and practical examples to the classroom
- Focus on the operational skills needed for success in today’s competitive business world

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### MEGT Institute

**megtinstitute.edu.au**

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MEGT Institute is recognised in Australia as a reputable provider of quality vocational education and training programs, helping students improve life and career options through education and training in nationally accredited job training.

MEGT specialises in training in Business, Children’s Services, Hospitality, Retail and Community Pharmacy delivering workplace training across every state of Australia and campus-based courses in Sydney, Melbourne and Ringwood (Victoria).

We pride ourselves on our quality courses and trainers. In 2013 and 2012 we consistently achieved the highest results in the AQIS Workplace Delivery Benchmark Report compared to over a hundred other RTOs in areas of overall satisfaction, trainer quality, learning stimulation etc.

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**SUCCESS STORY**

The future is looking bright for hard working mum Krystal Bradbury of Campbelltown who recently completed her Diploma of Business at Evocca College. Krystal completed her Diploma on the 25th of June and thought it was too late to apply for university. “I wasn’t going to apply because I had already missed the closing date for applications but my Branch Manager, Cynthia, encouraged me to apply regardless. Not long after I finished the application I got a call telling me I was in and asking if I could start the next day!”

Krystal is now studying a Bachelor of Commerce at Wollongong University.

Being a single mum to three children aged one, three and four, the two oldest having mild autism, while working part-time and studying, Krystal is proof that anyone can study and achieve their goals. Her Branch Manager, Cynthia, says, “Every student who comes through Evocca makes a positive change in their lives.”

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We pride ourselves on our quality courses and trainers. In 2013 and 2012 we consistently achieved the highest results in the AQIS Workplace Delivery Benchmark Report compared to over a hundred other RTOs in areas of overall satisfaction, trainer quality, learning stimulation etc.
If you want to make a difference in your community and are dedicated to the rewards that come from working with children in a school setting, this is a course for you.

Our nationally accredited Diploma of Education Support is a 12-month program and will prepare you for roles such as a: Teacher’s Aide, Inclusion Support Facilitator and Support Worker (for children with disabilities). It is the highest level qualification for education support workers.

MEGT Institute is recognised in Australia as a reputable provider of quality vocational education and training programs. Our training focuses on developing students’ practical skills and knowledge. Our experienced trainers help students of Certificate III in Business (BSB30110) to gain the fundamental business skills and knowledge to successfully perform a wide range of duties in diverse industries.

MEGT Institute provides flexible business training in our clients’ workplaces across most of Australia, structured to meet the needs of students and their employers.

This course provide students with the opportunity to increase skills in organising tasks, managing workplace information, producing business documents, delivering customer service, communicating effectively, fostering innovation and change, multi-tasking and prioritising effectively.

Employment outcomes:

- Customer Service Advisor
- Data Entry Operator
- General Clerk
- Payroll Officer

MEGT Institute is recognised in Australia as a reputable provider of quality vocational education and training programs. Our training focuses on developing students’ practical skills and knowledge.

Our experienced trainers help students of Certificate III in Business (BSB60407) to gain the fundamental business skills and knowledge to successfully perform a wide range of duties in diverse industries.

Advanced Diploma of Management (BSB60407) is a nationally recognised qualification. This qualification will help you to develop your ability to respond to emerging business opportunities, manage change, as well as developing and implementing strategic plans. You will gain knowledge and skills in key business strategies, people management and risk management. After achieving this qualification, you may choose to undertake studies at higher education level and can also apply for credit or exemptions at Universities.

Job roles relevant to this qualification include:

- Area Manager
- Department Manager
- Regional Manager

Tuition fees: $7,500 per annum (option to pay in instalments).

Entry requirements: Year 12 or equivalent.

Enrolments are open year round.

Enquires: 02 9649 7767 Email: info@pct.edu.au

UOW College provides pathway programs for direct entry into the University of Wollongong.

The UOW College vocational Diploma of Business will give you the knowledge and skills to 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.

The course is designed for those currently working in a business environment and would like to understand more about business practices and also suited to those who need to cement their experience with a nationally recognised qualification.

This course is a nationally recognised qualification and is accredited by the Australian Skills Quality Authority.

We have scheduled classes to fit in with school terms and the face-to-face sessions are held during school hours, making it perfect for mums with school-aged children looking for a career change or wanting to re-enter the workforce.

BCA National is a multi-award-winning registered training organisation (RTO) that puts students first. With industry trainers, personalised support and flexible delivery we help our students to find a job, get a promotion or switch careers.
Bedford College has an excellent reputation within the industry and amongst other training providers. The employment success of Bedford graduates is unsurpassed with the majority going straight into full-time work or gaining automatic entry into university.

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. Students attend College 3 days per week from 9am-3pm, spend 1 day in the Online Classroom and work 1 day in a registered Early Learning Centre.

Upon graduating, Diploma students have the opportunity to seek work as an Early Childhood Educator, or they can continue their studies at university. Should they choose to continue their studies, Bedford College are able to provide students with direct entry (with substantial credit) into a number of Bachelor degree programs at universities around NSW and Australia.

Also offered is the Certificate III in Early Childhood Education and Care.

Diversity Skills Training is a Nationally accredited training provider delivering a wide scope of courses to the diverse community across Australia.

Our mission is to be a leading academic institute by providing students with high quality and tailored education to meet their vocational goals in an efficient, professional and safe environment.

This course provides an advanced understanding of many facets of childcare, early childhood education and development.

This course will teach you how to foster the physical, emotional and social development of the children in your care. You will also learn how to promote language and communication development, plan adequately for the children's daily needs and make sure that their play experiences encourage and facilitate their development.

You will gain supervisor and management skills that will equip you to fulfil positions such as: authorised supervisor, children's co-ordinator etc.

Diversity Skills Training also offers Certificate 3 in Early Childhood Education and Care.

Kitumani moved from Congo to Australia four years ago. Having already met a lot of challenges in Australia, Kitumani was looking for employment to support her family. Kitumani’s passion has always been working with children. She found herself at Diversity Skills Training, where staff identified her passion and desire to work as a family day care educator. She was supported by highly competent Childcare and English trainers to complete her Certificate III in Children’s Services.

Kitumani says “The course was really good for me. I liked the course a lot and completed my Certificate III in Children's Services. I learned a lot from students from different cultures”

Today, Kitumani works as a family day care educator, where she takes care of up to 7 children each day.

MEGT Institute is recognised in Australia as a reputable provider of quality vocational education and training programs. Our training focuses on developing students’ practical skills and knowledge.

The CHC50113 Diploma of Early Childhood Education and Care will give you the qualification required to work in the Children’s Service industry. This course includes a diverse range of knowledge and skills you need to be a successful educator in Children’s Services, shaping the lives of future generations.

The CHC50113 Diploma of Early Childhood Education and Care provides you with management and leadership skills including programming and planning, working with families, the community and your team. Employment outcomes:

- Nominated Supervisor
- Certified Supervisor
- Early Childhood Educator
- Educational Leader
- Nanny

MEGT Institute is recognised in Australia as a reputable provider of quality vocational education and training programs. Our training focuses on developing students’ practical skills and knowledge.

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BCA National Training Group

If you are dedicated to the safety, welfare and wellbeing of children, young people and families, this course will prepare you for a rewarding career. Our Diploma of Child, Youth & Family Intervention is a 12-month program and will prepare you for roles in child protection, family support, youth work and juvenile justice. You will be able to carry out activities related to children and young people at risk.

With 18 face-to-face workshops scheduled once every 2 weeks (complemented by online tutorials), you will have the flexibility to balance study with work and other commitments. You will also complete 200 hours of work experience placement so you can develop your skills in the real world.

BCA National is a multi-award-winning registered training organisation (RTO) that puts students first. With industry trainers, personalised support and flexible delivery we help our students to find a job, get a promotion or switch careers.

Biology is a multi-award-winning registered training organisation (RTO) that puts students first. With industry trainers, personalised support and flexible delivery we help our students to find a job, get a promotion or switch careers.

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 accredited qualifications in Business & Finance, Community Services, Education & Training, and have expertise in delivering Aboriginal & Torres Strait Islander programs.

Biology is committed to a vision that “knowledge creates a future for individuals, communities and organisations.” We train in Sydney and regional centres across New South Wales, and have substantial experience delivering training in remote and rural communities across Australia.

The inaugural winners of the ACPET Vocational Education Training Provider of the Year Award, we pride ourselves on working with our students to deliver real career results while achieving Australia’s highest levels of completion.

Tim Foster, 20, has been an outstanding MEGT Institute student – and a very busy one! Within the same month he completed his Children’s Services traineeship, was awarded as Regional Trainee of the Year (NSW) and competed in the Paralympic Championships in the Czech Republic.

MEGT Institute nominated Tim as Apprentice/Trainee of the Year (NSW) in recognition of his exceptional job skills, dedication to Child Care studies and strong desire to make a difference in the lives of children, especially those with disabilities.

Tim’s long-term career goal is to work with children with disabilities, encouraging and teaching them to participate in sport. “Due to my disability I went to a school that had a special support unit. This is where I learnt that there are a lot of children who are treated differently. I would like to change this and give children the opportunity to learn based on their individual needs.”

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If you are dedicated to the safety, welfare and wellbeing of children, young people and families, this course will prepare you for a rewarding career. Our Diploma of Child, Youth & Family Intervention is a 12-month program and will prepare you for roles in child protection, family support, youth work and juvenile justice. You will be able to carry out activities related to children and young people at risk.

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Evocca College is the largest VET FEE-HELP provider in Australia. Our students love studying with us because of the local colleges, one on one tutors, flexible time tables and you can start any time.

Gain the knowledge and practical skills you need to work in the community services sector. Our Diploma of Community Services Work is specifically designed to give you the right skills and knowledge to work with people and communities to assist them through a range of personal and social issues.

Learn how to work with culturally diverse clients, implement community development strategies, facilitate case management and support community leadership.

You will develop real-world skills, including the opportunity to complete 200 hours of vocational placement within the community sector to practice your skills.

With over 100 years of programs delivered for Unifam Counselling and Mediation and Burnside, we can give you the quality training you need to make a difference to someone's life.

Our Certificate IV in Community Services Work will give you a great foundation to community services and forms an entry point into opportunities to work in areas such as disabilities, mental health, youth work, family support, and other community services roles.

Achieving this qualification will give you the skills and confidence to work in a wide range of entry level work roles within the community services sector. The study pathways are designed so that all the subjects and units complement each other during the learning process. The units work together to give you a well-rounded understanding of how to work in the sector.

You will study a set curriculum and will be supported in helping to source your own practical placement.

Avis Deguara is a vibrant woman with a natural curiosity and warmth towards helping people. She studied with UnitingCare IFP and recently graduated in a Certificate IV in Community Services Work.

“From the very first interview, I became quite attached,” she admits. “You feel welcome as soon as you made the first call and started your first class. The warmth of the institute and everyone being so accommodating is what stood out for me.”

For Avis, the stories and experiences she made with her fellow students made a huge impression on her experience with IFP. “The students come from all different backgrounds,” she tells us. “The connections you make with them makes you feel like you could achieve anything.”

“Studying with everyone gave me a lot of confidence to work in the industry,” she says. “I would encourage anyone thinking about pursuing an education, to just do it!”

Avis completed this qualification through an Aboriginal and Torres Strait Islander scholarship. Extremely well-travelled and now working in community services with mental health, her dedication to the industry places her on the path to success.

VERTO is a not for profit organisation which provides scheduled and tailored programs which make it easy to keep individuals and teams skilled and businesses competitive.

VERTO offers: short courses; skillset training through to nationally recognised courses delivering full qualifications. Delivery of training occurs in tutorials and in the workplaces by experienced industry trainers who are specialists in:

- Business
- Retail
- Hospitality
- Meat and food processing
- Transport and logistics
- Mining
- Community services
- Health industries.

VERTO has local training centres across the Central West, including Orange, Lithgow and Bathurst. Visit verto.org.au or call 1300 4 VERTO to find out more.
SUCCESS STORY

When atWork Australian and VERTO combined forces to assist Adeeb Ajeel, a 62 year old Iraqi refugee who moved to Australia in 2000, a fantastic outcome was achieved for the job seeker.

Adeeb Ajeel had been unemployed for seven years and this began to take its toll on Adeeb's mental health. Fortunately, VERTO arranged a traineeship for Adeeb (Certificate III, Community Services Work) and atWork Australian arranged employment of 15 hours a week at The Sabian Mandaean Association. In a lovely twist, this is an association dedicated to Adeeb's community, and one that had helped Adeeb himself when he first arrived in Australia.

"After being in Australia for almost 13 years, I finally have a job that makes me feel human," says Adeeb, who is overjoyed with the result the two organisations helped to achieve for him.

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### Evocca College

**COURSE**
Diploma of Counselling

**CODE**
CHC51712

**LENGTH**
18 months full time

**WHERE**
Multiple locations

Evocca College is the largest VET FEE-HELP provider in Australia. Our students love studying with us because of the local colleges, one on one tutors, flexible time tables and you can start any time.

Our Diploma of Counselling is specifically designed to give you the right skills and knowledge to work with individuals to assist them through a range of personal and social issues. Learn how to work within a structured counselling process, support people in crisis, understand a range of development theories, work with relationship issues, work with families and groups and work within an ethical framework.

Career opportunities include Family Support Counsellor, Crisis Worker, Case Manager, Support Worker - Alcohol and Other Drugs and Support Worker - Mental Health.

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### Jansen Newman Institute

**COURSE**
Diploma of Counselling

**CODE**
CHCS1712

**LENGTH**
1 year full time

**WHERE**
Pyrmont

Jansen Newman Institute (JNI) is one of the oldest private providers of community service, applied psychotherapy and counselling education in Australia. JNI offers Diplomas, Degrees and Masters programs, all founded on providing the tools and life-skills to help people change their lives.

The Diploma of Counselling provides you with a sound understanding of counselling theories and strategies. You will gain knowledge in the therapy styles available for clients and gain an insight into varying techniques and evaluation processes. The course is skills and employability foundation based, as opposed to substantial theory or research centred. The need for skilled, empathic workers in the field of counselling is growing. On completion of your diploma you will have the skills and knowledge required to begin a fulfilling career in a range of counselling avenues such as:

- Alcohol and Other Drugs
- Child and Family
- Couples / Marriage / Divorce
- Domestic Violence
- Help lines
- Youth Work
- Mental Health

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### UnitingCare Institute of Family Practice

**COURSE**
Diploma of Counselling

**CODE**
CHC51712

**LENGTH**
2 years part time

**WHERE**
Parramatta

With over 100 years of programs delivered for Unifam Counselling and Mediation and Burnside, we can give you the quality training you need to make a difference to someone's life.

The Diploma of Counselling (CHC51712) is a nationally recognised qualification designed to equip you with the working knowledge and skills to become a counsellor and work in a range of roles in the health, finance, and community services sector.

This qualification equips you with the skills and knowledge of counselling and high level communication, including referrals and a case management framework. You'll develop high level communication and interpersonal skills and take part in work placement as part of the course. You'll gain a well-rounded overview of counselling in a range of practical environments, with particular focus on systematic counselling.

Upon completion of this qualification, you can work as a general counsellor, case worker, welfare or intake worker, family support or residential care worker, and problem gambling counsellor.
The Diploma of Design and Decoration at CATC Design School aims to develop commercial illustration. It takes into consideration aesthetics, function, marketing and manufacturing, along with marketability, the construction of products, and materials and environments for the benefit of the user. The Diploma of Graphic Design will develop your skills across both digital and print and put you at the forefront of advertising, promotional design or magazine, product photography or in photojournalism. The Diploma of Photo Imaging course, will assist you to develop technical skills and experience suitable to a great freelance or editorial photography role in advertising, fashion and glamour, sports, travel and adventure, portrait, magazine, product photography or in photojournalism.
Learn to use the Adobe Creative Suite: Photoshop, InDesign, Illustrator, Dreamweaver, Flash and Acrobat.

- Develop specialist skills in advertising and multimedia.
- Become confident in using Macintosh computers: the industry standard for graphic designers.
- All students get access to the latest design tutorials on lynda.com

**Diploma of Events**

- Offer accelerated, realistic pathways to full-time work, promotion or further opportunities and create strategic business and marketing plans. All courses required to research, analyse and interpret business environments, identify relations and event management. These courses teach students the skills the industry requires.
- A Bachelor of Business programs at APM offer majors in marketing, public relations and event management. These courses teach students the skills required to research, analyse and interpret business environments, identify opportunities and create strategic business and marketing plans. All courses offer accelerated, realistic pathways to full-time work, promotion or further study with 2 year Bachelor Degrees available. With industry practitioners as lecturers and the internship/industry placement program and career development components, completing these courses positions students as highly-qualified, sought after graduates. APM also has very small average class sizes, which means students get individual attention from lecturers.

**Event Management**

- VET Fee-Help available
- Proactive employment and internship programs
- Extensive field work and event case studies
- A focus on skills and practice rather than theory
- Close ties to the industry ensuring high exposure to the right people
- Industry professional lecturers ensure you have the latest course content
- VET Fee-Help available

**Bachelor of Business**

APM College of Business and Communication combines high quality learning with real world industry experiences. APM offers cutting-edge bachelor degree programs that are fully accredited by the Australian Commonwealth Government regulatory education agencies and have been specifically developed to make sure APM students stand out from the competition and excel in their dream careers.

**Diploma of Events**

College Of Event Management is Australia's only vocational education college specialising solely in event management courses. Our aim is to produce Australia’s most sought after, job ready event management graduates.

The best place to start in the event management industry is with a solid foundation by completing a specialised event management course such as our Diploma of Events. You don’t need a degree to be an event manager!

**Success Story**

Meet Alli McGoldrick from College of Event Management.

Alli wanted a small, personal college experience and a course that focused specifically on event management. She chose to study at College of Event Management.

With a passionate interest in outdoor activities including volunteer fire fighting and rock climbing, Alli aspired to a job in events that could include her passion for the outdoors.

The Diploma of Events gave her a flexible skill set that allowed her to enter the diverse events industry in the area of her choice. She is now the sales and activities coordinator for Urban Expeditions who run adventure programs for Sydney’s youth.

Alli couldn’t have been happier when she landed her “dream job”. “The practical information that I learned from the course helped me so much. It was easy to walk into an interview and a job knowing that I had solid and practical information that I could actually use in the work place.”
The Diploma of Events provides a broad knowledge base in key business areas such as management, budgeting, communications and marketing in the Events industry. You will develop competency in event industry software, get practical events experience as part of the course and be ready to manage events projects and provide on-site event and venue management services upon graduation.

Event management skills are in demand in the private and public sectors, and in community organisations such as sports clubs, schools and charitable organisations. Event Managers must be able to manage a venue for their event to ensure a successful activity.

**On-campus:**
- Full-time (30wks)
- Part-time (60wks)

**Online Learning:** 60wks

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**Diploma of Screen and Media**

Sydney Film School courses turn film lovers into filmmakers. Renowned for our focus on story telling and our production house training model, we offer a two year intensive hands-on program:
- Year 1 Diploma of Screen and Media
- Year 2 Advanced Diploma of Screen and Media.

From their first day, students are exposed to both film and digital skills including: directing actors; cinematography; camera operating; screenwriting; editing; producing; production management; production design; sound recording and design; digital effects; film analysis; music for film; continuity; first assistant directing, experimental filmmaking and more.

We supply all equipment and budgets for student film projects. We teach drama and documentary production in parallel. SFS graduates are employed in the screen and media industries worldwide. Student films are distributed to festivals and film markets internationally.

Our holistic approach to learning and life builds confident graduates ready to prosper in an ever-changing art form in an evolving world.

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**SUCCESS STORY**

**Tiffany Parker**

**Sydney Film School**

**Course**

Diploma of Screen and Media

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Tiffany Parker, from the Tiwi islands off the Darwin coast, enrolled at Sydney Film School when she realised completing her Bachelor of Communications was not what she wanted: Tiffany wanted to be a filmmaker.

In 2010 Tiffany completed a Diploma of Screen and Media. The school’s supportive, passionate film community and diversity of international students from many countries were key standouts for Tiffany. The emphasis on practical filmmaking and learning through doing, was perfect for Tiffany as the course taught her all aspects of the filmmaking and identified roles in the film industry that she wanted to pursue, namely Directing, Cinematography and Writing.

Since graduating from SFS, Tiffany was awarded a Screen Australia Indigenous department grant, including production budget and industry mentoring; made several short films; directed corporate videos for government departments and is writing for her own short and feature film projects whilst working as Bangarra Dance Company Videographer.
**Diploma of Financial Planning**

**College:** Australian Institute of Professional Education  
**Web:** [www.aipe.edu.au](http://www.aipe.edu.au)

For students wishing to enter the financial services industry, this course will provide a solid foundation and develop the knowledge and skills required to work in the financial services industry. The course is pathway into an exciting career and will prepare students to provide both personal and general advice to clients on a number of matters related to investment planning, superannuation, insurances and risk management.

You will learn the techniques and processes involved in designing recommendations on insurance policies, strategically plan superannuation and retirement, as well as designing recommendations on common investment products.

**Diploma of Accounting**

**College:** Merage Global Institute of Technology (MGIT)  

MGIT is a leading Training provider in the Greater Western Sydney area. We train students through in-depth understanding and practical experience to best equip them for the future.

This course will provide students with practical training in many areas of the accounting discipline. By studying this nationally recognised qualification, students will learn how to prepare financial reports, provide management accounting information and prepare tax returns for individuals and other legal identities.

**Foundation Studies in Commerce**

**College:** UOW College  
**Name:** Noubar Arslanian

"Hi, I am Kamala Tiwari from beautiful Himalayan country of Nepal. I had a dream to have an international degree in my chosen field; accounting. I had few countries in my mind, but I was fascinated by Australia and its reputation for the world class education. After researching a number of colleges, I chose to study Advanced Diploma of Accounting at Pacific College of Technology (PCT).

When I came here I found life was not easy. Adapting to new place and coping with intensive studies was a huge challenge to me until I was assisted by friendly teachers, friends and staff at PCT. They guided me and helped me how to deal with issues. It’s been great experience with PCT; I feel it’s a home away from home. The College has definitely helped me to enhance my employability skills; I now look forward to continuing my higher studies in Australia."

"I have graduated from UOW College after completing my foundation studies in Commerce. What made my experience at the college great was that each subject had an assigned number of students, which overall helped me be more comfortable with my teachers, at the same time allowed them to focus on our progress during the session and pay a closer attention in areas that we needed most support. In addition to the amazing environment that the campus offers, the class atmosphere is awesome to make new friends with people from completely different backgrounds.

I highly recommend UOW College for all those seeking an opportunity to be prepared to commence a degree at University, it definitely helped me with my confidence and I am certain that it will do the same to you."
Certificate III in Hospitality

Central College Corporate was established 28 years ago & is one of Australia’s largest vocational Registered Training Organization’s with over 40 nationally accredited qualifications on our scope. This qualification reflects the role of skilled operators who use a range of well-developed industry skills. The qualification allows an outcome for small businesses requiring multi-skilled employees.

Possible job titles include:
- Espresso coffee machine operator
- Food and beverage attendant
- Function attendant
- Function host

Individuals may enter SIT30713 Certificate III in Hospitality with limited or no vocational experience and without a lower level qualification. There are no entry requirements for this qualification.

Central College Corporate

Central College Corporate – Launch Your Career!

Established over 28 years ago and part of (GCA) Group Colleges Australia, Central College Corporate today delivers over 40 nationally recognised qualifications in the following sectors: Aged Care, Business Services, Community Services, Disability, Hospitality, Library and Information Services, Financial Services, Travel and Tourism and Warehousing and Logistics.

We offer workplace training and assessment. We sponsor multiple regions within the NSW Training Awards and are involved as a sponsor in major events within the Vocational Education and Training sector such as National Skills Week and Reinvent Your Career Expo.

We cater to all learners including: School leavers, Job Seekers, Existing Workers, Indigenous and People with a Disability.

We tailor individual pathways for each student, with a focus on understanding what it is the learner wishes to achieve and offer work placement which may lead to employment as part of the learning experience.

Central College Corporate – Launch Your Career!

Academy of Interactive Entertainment

The Academy of Interactive Entertainment (AIE) is Australia’s most awarded 3D animation, game design and visual FX educator. Created as a non-profit organisation to grow the creative digital sector, AIE pioneered the development of specialist game qualifications and continues to innovate through industry partnerships and dynamic teaching.

AIE courses are practical, career-focused and delivered by industry experienced teachers in a seriously fun and creatively-demanding studio environment. All AIE’s certificate and diploma programs are nationally accredited and recognised through the Australian Qualifications Framework.

The design and production skills of interactive arts now underpin production activity in a large number of industries, not only in games, film and entertainment but are now recognised as increasingly valuable skills in various other industries including but not exclusive to the following:
- Engineering, Architecture and Urban planning
- Defence simulation and educational resource creation
- Biotechnology and scientific illustration across all disciplines.
### Specialising in Game Design and Production

The Academy of Interactive Entertainment (AIE) is Australia’s most awarded 3D animation, game design and visual FX educator. Created as a non-profit organisation, AIE pioneered the development of specialist game qualifications and continues to innovate through industry partnerships and dynamic teaching.

Game designers are the visionaries and evangelists for a game development project. They thrive on new ideas and are always thinking about how users will interact and enjoy the experience that they’ve created. Game designers spend significant amounts of time writing detailed documents specifying game mechanics, environments, playable characters and the game’s nemesis. This detail extends right down to how a particular item might behave, be animated and sound.

The Game Design stream of the Advanced Diploma of Professional Game Development is a two year, full-time course written by experienced game designers, in consultation with local and international studios, to produce innovative graduates who will lead the next generation of game development.

### Specialising in Game Programming

Game Programmers drive the game development process; creating the framework, functionality and interaction in the game. Regarded as the essential ingredient in the development process, game programmers are highly valued and continually in demand. The Advanced Diploma of Professional Game Development specialising in Game Programming, has been developed in response to industry needs and runs for two years, full-time.

### Specialising in 3D Animation and Visual Effects

The Advanced Diploma of Screen and Media is a two year, full-time course which is designed to get you into the world of film, TV or visual effects. It is a practical course designed to give you the best technical training using the latest, state-of-the-art technology. This course has been written in consultation with leading film and visual effects studios, enabling you to complete impressive film projects that showcase your skills and create a professional show-reel to impress potential employers.
SUCCESS STORY

For AIE graduate, Anita Breitbarth, working in the film industry as a 3D Artist was a life-long dream. Today, she works at one of the world’s top animation studios, Animal Logic, who are the creators of the well-known Happy Feet, The Lego Movie, The Great Gatsby and Prometheus just to name a few.

Anita has worked as a surfacing artist on films such as the Lego Movie, The Great Gatsby and Legends of Guardians. Surfacing artists are responsible for ensuring that surfaces, such as a dinosaur’s skin or Emmet’s plastic Lego hair, look as realistic as possible. Anita credits landing her job at Animal Logic with the training she received at AIE.

‘It’s a really supportive and passionate environment,’ said Anita.

After leaving high school, Anita enrolled into the AIE’s Advanced Diploma of Screen and Media, a two-year, full-time course, which specialises in 3D animation and visual effects for film.
Develop skills in Website Design, including navigation, Content Management Learn to create websites using HTML5 and CSS (Cascading Style Sheets) Create dynamic Websites using PHP, C# / ASP.NET Become fluent in understanding code for responsive web design Learn to use XML and AJAX in Web Design

Evocca College is the largest VET FEE-HELP provider in Australia. Our students love studying with us because of the local colleges, one on one tutors, flexible time tables and you can start any time.

With our Diploma of Digital Media Technologies, you will develop the skills and knowledge you need needed to design, develop and refine digital media technologies in organisations or as an independent operator.

Learn to work in 3D environments, graphical design, mobile app development and film production. Not only will you get to navigate your way through the new media landscape and gain experience in digital areas such as website development, digital effects for film production and interactive game design and development. You will also develop the knowledge and expertise to discuss and research the latest digital media trends.

The Diploma of Website design is a practical course designed for students who want to learn how to build websites using a range of programming languages. It is ideal for those wanting an introduction to website development, as well as and designers wanting to broaden their skills in Website Development

- Develop skills in Website Design, including navigation, Content Management Systems like Wordpress and basics of photo editing for web design
- Learn to create websites using HTMLS and CSS (Cascading Style Sheets)
- Become fluent in understanding code for responsive web design
- Learn to use XML and AJAX in Web Design
- Create dynamic Websites using PHP, C# / ASP.NET

Web developers work individually and as part of teams to build and manage websites. Web development work also involves writing codes with languages include HTML, JavaScript and PHP. Martin College’s Website Development course is designed to help you gain entry into rewarding careers across the web development industry.

Possible job titles relevant to this role include: web developer, web development manager, web programmer, website manager, webmaster, web administrator or internet developer.

At MGIT Training packages embedded with major vendor certifications prepare graduates to be job ready with the technology understanding and practical skills directly applicable within the workplace.

We train students through in-depth understanding and practical experience to best equip them for the future.

This course has been structured for individuals seeking quick career and educational advancement in the field of IT, Microsoft MCSA and Cisco CCNA certification pathways that are attached to this qualification are beneficial to IT educational advancement in the field of IT. Microsoft MCSA and Cisco CCNA. This unique approach in education prepares MGIT students to be 100% job ready with new technologies and skills.

Possible job titles relevant to this role include: web developer, web development manager, web programmer, website manager, webmaster, web administrator or internet developer.

The course comprises of four key areas of study, focusing on the Microsoft and Cisco technologies of; Server, Network infrastructure, Virtualization, and Security.

Upon completion of this course, students are able to have strong competitive advantage in the industry and gain a University pathway in to the second year of a relevant degree.

Merage Global Institute of Technology (MGIT) deliver courses in Accounting, Business Management, and Information Technology Networking. Our training blends Vocational Education and Training (VET) Qualifications with Industry Certifications from leading vendors in the industry.

This unique approach in education prepares MGIT students to be 100% job ready with new technologies and skills.

We are a Microsoft Certified Silver Learning Partner for Learning Solutions and a Cisco Learning Associate partner. Our ICA50411 Diploma in Information Technology Networking course is embedded with industry certification; Microsoft Certified Solutions Associate (MCSA) Server Administrator and Cisco Certified Network Associate (CCNA). All training is delivered by Microsoft Certified Trainers (MCTs) using Microsoft Official Courseware (MOC) training manuals and materials.

In 2012 MGIT were nominated as the finalist of the MAPA 2012 (Microsoft Australia Partner Awards 2012) for our contribution towards the growth of IT education and commitment to the highest standards as an education provider.

Evocca College
www.evocacollege.com.au

Martin College
www.martincollege.edu.au

Merage Global Institute of Technology (MGIT)
www.mgit.nsw.edu.au
The Certificate IV in Massage Therapy Practice covers fundamental knowledge required for relaxation and therapeutic massage. It provides the foundation for further studies into remedial massage program which covers a range of subjects including lymphatic drainage, sports massage and cross fibre mobilisation.

The study of communication skills and clinic management are also vital components of this massage course.

As part of your qualification you will spend time within the AIAS Massage Clinic which operates to the public, giving you experience with real clients in a real work environment.

Graduates from the Certificate IV in Massage Therapy Practice will be competent base level massage therapists. The course provides skills in relaxation and therapeutic massage including basic health assessment and treatment. You will find employment in a range of areas including in a clinic (or in your own clinic), in a spa facility, with sports teams and in the fitness industry or in an aged care or a palliative care facility. Common job titles for those who have studied this course are Massage Therapist or Massage Therapy Practitioner.

The Diploma course is designed to produce self-motivated and self-sufficient graduates with the skills, knowledge and experience needed to successfully pursue a career in massage.

Guided and facilitated by our expert teaching staff, our students are given the tools, support and mentorship necessary for a rewarding and sustainable career in the Creative Industries. JMC Academy students benefit from interdisciplinary collaboration on projects, giving them real perspective when applying their skills to the industry.

Over the past two years, JMC Academy also acquired the Actors College of Theatre and Television and the International Film School Sydney, ensuring its commitment to providing an unsurpassed level of education and training for Australia’s Creative Industries. In 2013, ACPET honoured JMC Academy with the title of Higher Education Provider of the Year.

This qualification provides competence in the skills needed to practise as a Naturopath. Graduates of the Advanced Diploma of Naturopathy are often self-employed as independent practitioners. Career opportunities exist as Naturopaths and Naturopathic Practitioners.

Students also gain opportunities for external industry experience in performance, music business and recording studio.

Students study classes in Music Theory, Aural, Ensemble, Songwriting, Studio, Music Technology, Multimedia, Music Business and Instrument. Students completing a Diploma of Music at the NRCAC are able to enter the 2nd year of a Bachelor of Contemporary Music at Southern Cross University (SCU) majoring in Music Industry Studies.
NURSING

Advanced Diploma of Nutritional Medicine
- Australian Institute of Applied Sciences
  - Code: HLT61012
  - Length: 5 semesters full time
  - Delivery: Online
  - Funding: V

Diploma of Nursing
- UOW College
  - Code: HLT51612
  - Length: 1 year full time
  - Delivery: Wollongong
  - Funding: V

Bachelor of Health Science (Nutritional Medicine)
- Australasian College of Natural Therapies
  - Code: BHSCNUT13
  - Length: 3 years full time
  - Delivery: Pyrmont
  - Funding: V

UOW College
- Course: Advanced Diploma of Nutritional Medicine
  - Web: www.australian.edu.au
- Course: Bachelor of Health Science (Nutritional Medicine)
  - Web: www.anct.edu.au
- Course: Diploma of Nursing
  - Web: www.uowcollege.edu.au

When things don’t go to plan or you don’t fit the standard mould ‘Today is the Day’ reminds you to do today what you can. It says; here is a solution, a bridge to your goal of a place at university, your dream job or a trip around the globe.

At UOW College our ambition is to create a more educated, better informed world, by assisting people to advance their careers, through our study programs.

We provide a pathway to programs at the University of Wollongong via a supportive learning environment where students build skills and knowledge through our delivery of quality English language teaching and testing, vocational courses and academic pathway programs.

We enable our students to meet their personal, educational and career goals. In 2013, UOW College marked its 25th anniversary and since 1988, more than 23,000 students from 30 different nationalities have graduated from the College.
Screenwise was established fourteen years ago, offering a range of courses and tailored workshops suited to people wishing to enter the industry, or further develop their Film and TV career.

The Screenwise Diploma of Screen Acting is a two-year full-time comprehensive creative and technical screen acting program. It covers the full spectrum of skills training required to produce a high caliber, professional screen actor. Now with VET FEE-HELP, this government-accredited full-time program offers students the most advanced and critical acting theories and professional industry advice available today.

Based on the Roberts Method, it mixes a strong academic element with a hard-nosed professionalism, providing total focus and immersion training in the unique skills and techniques required for screen acting to meet the demands of today's industry.

Top local and international working professionals tutor Screenwise students. There are plenty of networking opportunities for students whilst they are studying, provided by the school.

Todd Lasance is one of our successful alumni at Screenwise, having graduated from the Screenwise two Year Intensive Course. It was during his studies at Screenwise that Todd was spotted by his first agent.

"From where I am today and the absolute dream ride I have had in my acting to this day, I most definitely have to thank Screenwise for getting me on my feet and giving me these opportunities." – Todd Lasance (Spartacus, Bikie Wars, Cloudstreet, Underbelly, Rescue Special Ops, Home & Away)

These days, Todd is consistently working in Australia, New Zealand and the United States. Between a break in his busy acting schedule Todd felt so blessed by the way his career was going that he wanted to give something back to Screenwise and offered to tutor the Screenteens Master Class where he has been able to pass on his experience, industry knowledge and advice to students.

Anthony Sottile is a full time professional actor. Within 6 months of graduating from Sydney Theatre School in 2009, he secured the role of “Manuel” in the internationally acclaimed production of “Faulty Towers The Dining Experience”.

In this role, Anthony has received many high accolades for his portrayal of this iconic character, touring with the production in 10 countries thus far. He has performed in many world-wide festivals, including Edinburgh and Brighton Fringe Festivals, Perth and Adelaide Fringe Festivals, Melbourne International Comedy Festival, and the Sydney Opera House, as well as many high profile theatre venues within Europe.

Currently in post production, Anthony’s first Feature Film debut, entitled “The End”, will be coming to cinemas soon (late 2014 / 2015).

One of Anthony’s career highlights to date, has been his debut on London’s West End in October 2012, when he opened “Faulty Towers The Dining Experience” to rave reviews.
### SUCCESS STORY

**COLLEGE**  
Australian College of Applied Psychology  

**COURSE**  
Bachelor of Psychological Science (Honours)  

**NAME**  
Carey Little  

“Before I enrolled at ACAP, I was a General Manager, responsible for over 800 people and working 60 hour weeks. I have always been interested in history, culture, literature and why people do what they do. When I realised that all of these areas were incorporated in psychology I enrolled in the Bachelor of Psychological Science and am now continuing this degree with Honours.

I chose ACAP because I have the flexibility of studying part-time and online to fit around my current work commitments. The small class sizes are great; everyone gets to participate and develop relationships with the teacher and other students.

Studying the Bachelor of Psychological Science has opened doors to coaching, which I’d like to pursue, but at the moment I’m considering a PhD in the health science field or ACAP’s Master of Psychology or Counselling.”

### Course Details

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<tr>
<th>COURSE</th>
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<tr>
<td>Bachelor of Psychological Science</td>
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ACAP has been delivering specialist courses for over 30 years. We offer courses in counselling, psychology, case management, social work, social science and coaching, from VET through to Undergraduate and Postgraduate level.

ACAP’s Bachelor of Psychological Science provides the first step on the path to training and registering as a psychologist in Australia. It provides a comprehensive foundation for understanding the theoretical bases of the scientific discipline of psychology, the development of skills in critical and analytical thinking, understanding the underpinnings of the professional applications of psychology and developing capabilities to design, conduct and evaluate psychological research.

Our Bachelor of Psychological Science provides a pathway to postgraduate studies in psychology as well as related fields. It is conditionally accredited by the Australian Psychology Accreditation Council (APAC), the body that set the standards for psychology education in Australia.

ACAP offers Psychology courses from Bachelor through to Masters level – the full six year study sequence.

### SUCCESS STORY

**COLLEGE**  
JobQuest  

**COURSE**  
Certificate III in Property Services (Real Estate)  

**NAME**  
Lee Forbes  

Since leaving school in year 10, Lee Forbes had worked in hospitality. As mother of two teenagers, she found it hard to juggle weekend and evening work with family commitments and decided to embark on a different career path.

Lee started work as a casual receptionist one day per week in Ray White Cessnock. She soon proved herself a valuable team member and was offered a traineeship.

Lee previously had not undertaken any formal study and had doubts about being a mature age student. With the support of JobQuest’s trainer, these doubts were soon replaced by confidence and determination.

It was hard work, but Lee has successfully completed her Certificate III in Property Services. The training from JobQuest equipped her with much needed skills in the industry. Soon her outstanding contribution to the business translated into a responsible position with her agency. Now Lee works as a Property Manager with Ray White Cessnock.

Certificate IV in Property Services (Real Estate) meets the academic requirements to apply for Real Estate Agent License in New South Wales.

JobQuest delivers the full range of real estate training: Certificate of Registration (basic requirement for any one working in the real estate industry in NSW), Continuous Professional Development and Diploma of Property Services (Agency Management).

As a non-profit training organisation, JobQuest is dedicated to assist our students to realise their full potential and follow their chosen career pathways.

With students from all backgrounds, from experienced executives seeking a change in career directions to fresh high school graduates, from new migrant building a new life to women returning to the workforce, their success stories demonstrates with dedication and the right support, dreams do come true.
Sports management is a global field in which Australians have earned an enviable reputation for excellence. ACPE is helping to build that reputation by delivering an innovative degree, taught by lecturers with demonstrated real-world expertise to their credit.

What is involved in Sports Management?

The course involves learning about how sports businesses operate, with particular emphasis on marketing, management, and administration. Learning outcomes are maximised by the degree’s structure, which tests student’s skills and knowledge in order to emphasise the professional judgement necessary to succeed in the sports sector.
The Bachelor of Sports Coaching and Administration is a specialised degree that fosters the coaching, administrative, and professional skills necessary for a fulfilling career in sport.

It educates students 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.

Launch your career in the sports coaching industry

The course offers a unique mix of human movement and coaching studies, along with a variety of generic professional skills.

More than being simply knowledge-based, the course incorporates a strong problem-solving focus. The result is a flexible foundation upon which students build the key competencies appropriate to highly successful sports coaches and administrators.
Occupations, training and career pathways

www.acpet.edu.au/students/acpet-catalogue/
The ACPET Catalogue provides you with the information you need at your fingertips, to make the right choice when selecting a private provider.

www.jobguide.thegoodguides.com.au
Job Guide has useful information about how to work out what occupations suit you best, based on your interests and abilities. You can find out a range of occupations, and their education and training pathways.

www.joboutlook.gov.au
Job Outlook is a careers and labour market information site to help you decide on your future career, with a wealth of information on around 350 occupations.

www.jobsearch.gov.au
JobSearch is Australia’s largest free online jobs website, assisting jobseekers searching employment and employers searching staff.

www.myfuture.edu.au
Do you have a career path or a career change in mind? MyFuture helps you learn about careers and occupations, as well as how to make career transitions.

www.myskills.gov.au
My Skills helps you to find information about different qualifications, training providers, extra support and available financial assistance.

www.transitions.youth.gov.au
Youth Attainment and Transitions connects you with information, resources and services for improving your educational outcomes and support you to move successfully to further education, training and employment.

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.

The New South Wales government training website has important information and links that you’ll need to access if you’re studying in New South Wales.

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 members and study options in New South Wales, Australia and abroad. Click on the ACPET website Students page for information about ACPET members, ACPET scholarships, links to the online New South Wales 2014-15 Study Guide and more.

The Australian Skills Quality Agency (ASQA) regulates the quality of Australia’s vocational education and training (VET) sector. This website provides information to help you if you’re not happy with the quality of service or training being provided by your college.

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

www.skillsone.com.au
SkillsOne showcases videos about real people getting a skill or trade. It’s also a great source of other tips and information about getting a trade or skill.

www.studyassist.gov.au
Study Assist provides information about Australian Government assistance for financing your study, whether you’re in 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.

www.training.gov.au
If you’re looking for more in-depth detail about training providers and courses, then TGA, as the official National Register on VET in Australia will assist you with the information you need.