

SCETI

SOUTHERN CROSS
EDUCATION INSTITUTE

Diverse people, diverse learning and
diverse delivery will ensure your success.



ENGLISH



COMMUNITY
SERVICES



HEALTH
SERVICES



BUSINESS



IT & SCREEN
AND MEDIA

Local
Course Guide 2019



To deliver education by using innovative approaches in a supportive environment, to equip our students with knowledge and practical skills, enabling them to be an active member of the wider community and future leaders in their chosen field.

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NRT: Nationally Recognised Training
URT: Unrecognised Training

WELCOME

Welcome to **Southern Cross Education Institute**. Our mission is to provide quality education programs, premium student services and to equip all students with the necessary skills that will enable them to effectively meet and surpass the challenges of the future.

Teaching staff at Southern Cross Education Institute provide students with quality training in accredited and non-accredited courses; both staff and management at SCEI are committed in helping students achieve their chosen qualification. Friendly administration and student support staff, provide students with the best possible environment to ensure that their learning experience is both practical and enjoyable.

WELCOME FROM THE DIRECTOR

Southern Cross Education Institute combines a fun and interactive atmosphere with an energetic and creative method of teaching.

We pride ourselves in providing you, our students, with a high level of customer service, open communication and academic excellence. Our training incorporates a one-on-one individual approach to meet your needs and skill level.

At Southern Cross Education Institute you will experience a relaxed learning environment with fellow students from all parts of the globe.

I wish you the best of luck with your studies and look forward to meeting you.

Warmest Regards
Azeezur Rahaman (Director)

SCEI Melbourne Campus

SCEI currently has three campuses in Melbourne. The main campus is conveniently located at 155-161 Boundary Road, North Melbourne. The campus has 15 large class rooms (60-80 square metres) and is located centrally within the suburb, providing students with a range of public transport options including bus, tram and train. Students may drive their own car as there is plenty of free street parking available in the area. SCEI encourages students and staff to use bicycles to and from the Institute. Onsite bike securement is available.

All classrooms are fitted with tables and chairs, whiteboard, data projector and WiFi to aid student learning. Students are supplied with training materials that will vary from ebooks to print books or printed handouts in class. Reception is on level one of the building where students can obtain information. There are four computer rooms specifically designed to facilitate independent study and research. Students are invited to relax between classes in either of the two recreational areas, where they have access to a kitchenette. A student library is available to students and staff which is administered by reception.

Melbourne's second multi level campus at 41 Boundary Road, North Melbourne is a five minute walk from the main campus. Free onsite and street parking is available. It comprises ten large classrooms, one computer room, student kitchen and meals area.

Our third Melbourne campus is located at 52-56 Chetwynd St, West Melbourne, VIC 3003. The building is located within 9 minute walk from Flagstaff station, and 2 minute walk from tram stop Route 57.

SCEI Adelaide Campus

SCEI Adelaide campus is conveniently located at Levels 2 & 4, 14-16 Grote Street Adelaide, with access to public transport (bus and tram). There are seven classrooms, of which two are equipped with computers. All classrooms have whiteboards, chairs, tables and the capacity for data projectors. Students are supplied with training materials that will vary from ebooks to print books or printed handouts in class. Reception is on level two of the building where students can obtain information. On level 4 you will find the student common room where you can relax, converse with other students and have meal breaks. The Welfare Office is situated on level 2.



EAL ENGLISH

- 22250VIC Certificate I in EAL (Access)
- 22251VIC Certificate II in EAL (Access)
- 22255VIC Certificate III in EAL (Further Study)
- 22258VIC Certificate IV in EAL (Further Study)



22250VIC CERTIFICATE I IN EAL (ACCESS)



The 22250VIC Certificate I in EAL (Access) is designed for individuals who want to improve their English skills in listening, speaking, reading and writing to prepare for further studies or work and participate effectively in the Australian community.

Duration

Full time - 32 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate I course, students may continue their studies in:

- 22251VIC Certificate II EAL (Access)

Assessment

Assessment is both formative and summative and may include a combination of interviews, presentations, projects, written assessments, activities and observations.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate I level, this can be demonstrated via the following:

- Successful completion of Language, Literacy and Numeracy Indicator Test.
- Aged 18 years or above

Campus Available

Melbourne



Units of Competency

VU21454	Plan language learning with support
VU21451	Participate in short simple exchanges
VU21449	Read and write short simple messages and forms
VU21450	Give and respond to short, simple verbal instructions and information
VU21448	Read and write short, simple informational and instructional texts
BSBITU101A	Operate a personal computer
BSBCMM101A	Apply basic communication skills
VU21446	Use basic digital technology language and skills

22251VIC CERTIFICATE II IN EAL (ACCESS)



The 22251VIC Certificate II in EAL (Access) is designed for individuals who want to improve their English skills in listening, speaking, reading and writing to prepare for further studies or work and participate effectively in the Australian community.

Duration

Full time - 32 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving 22251VIC Certificate II in EAL (Access), individuals may undertake:

- 22255VIC Certificate III EAL (Further Study)

Assessment

Assessment is both formative and summative and may include a combination of interviews, presentations, projects, written assessments, activities and observations.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate II level, this can be demonstrated via the following:

- Successful completion of Language, Literacy and Numeracy Indicator Test
- Successful completion of 22250VIC Certificate I in EAL (Access)
- Aged 18 years or above

Campus Available

Melbourne



Units of Competency

VU21297	Develop and document a learning plan and portfolio with guidance
VU21456	Participate in simple conversations and transactions
VU21459	Read and write simple instructional and informational texts
VU21457	Give and respond to simple verbal information and directions
VU21458	Read and write simple personal communications and transactional texts
BSBITU201A	Produce simple word processed documents
VU21461	Access the internet and email to develop language
BSBCMM201A	Communicate in the workplace

2225VIC CERTIFICATE III IN EAL (FURTHER STUDY)



The 2225VIC Certificate III in EAL (Further Study) is designed for individuals who want to develop advanced English skills in listening, speaking, reading and writing to prepare for further studies or work.

Duration

Full time - 36 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate III course, students may continue their studies in:

- 22258VIC Certificate IV EAL (Further Study)
- Certificate III or IV level vocational qualification

Assessment

Assessment is both formative and summative and may include a combination of presentations, projects, written assessments and case studies.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate III level, this can be demonstrated via the following:

- Successful completion of 22251VIC Certificate II in EAL (Access)
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Aged 18 years or above

Campus Available

Melbourne



Units of Competency

VU21323	Develop and document a learning plan and portfolio
VU21499	Give straightforward oral presentations for further study
VU21500	Participate in a range of straightforward interactions for further study
VU21501	Read and write straightforward texts for research purposes
VU21502	Analyse and produce straightforward texts relevant to further study
VU21503	Listen and take notes for research
VU21504	Use language learning strategies and study skills
VU21470	Investigate issues in the Australian environment
VU21473	Investigate Australian art and culture

22258VIC CERTIFICATE IV IN EAL (FURTHER STUDY)



The 22258VIC Certificate IV in EAL (Further Study) is designed for individuals who want to develop advanced English skills in listening, speaking, reading and writing to prepare for further studies or work.

Duration

Full time - 32 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate IV course, individuals may continue their studies in:

- Certificate III, IV or Diploma vocational qualifications

Assessment

Assessment is both formative and summative and may include a combination of presentations, projects, written assessments and case studies.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Successful completion of 22255VIC Certificate III in EAL (Further Study)
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Aged 18 years or above

Campus Available

Melbourne



Units of Competency

VU21353	Research pathways and produce a learning plan and portfolio
VU21510	Take notes from complex aural texts for further study
VU21508	Give complex presentations for further study
VU21509	Analyse and participate in complex spoken discourse for further study
VU21511	Read and write complex texts for research purposes
VU21512	Read and write complex texts for further study
VU21513	Use critical reading and writing skills for further study
VU21514	Use language analysis skills to review own texts
VU21479	Research features of Australian Government



COMMUNITY SERVICES

CHC30113	Certificate III in Early Childhood Education and Care
CHC33015	Certificate III in Individual Support
CHC43015	Certificate IV in Ageing Support
CHC43115	Certificate IV in Disability
CHC50113	Diploma of Early Childhood Education and Care
CHC52015	Diploma of Community Services
CHC62015	Advanced Diploma of Community Sector Management



CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE



This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Duration

Full time - 46 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate III qualification, individuals may continue their studies in CHC50113 Diploma of Early Childhood Education and Care.

Employment Opportunities

This course may provide employment opportunities in centre-based care, occasional care, out of school hour's care and family day care.

Job roles include:

- Early childhood educator
- Playgroup supervisor
- Family day care worker
- Nanny
- Childhood education assistant

Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, case scenarios, research, observation in the workplace.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate III level, this can be demonstrated via the following:

- Successful completion of Year 10 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Applicants must be aged 18 or above
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check

Campus Available

Melbourne, Adelaide



Units of Competency

CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCPRT001	Identify and respond to children and young people at risk

HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE021	Implement strategies for the inclusion of all children
CHCDIV001	Work with diverse people
CHCECE006	Support behaviour of children and young people

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT



This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

Duration

Full time - 44 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

Completion of CHC33015 Certificate III in Individual Support, students may continue their studies by enrolling in the following course at a:

- CHC43015 Certificate IV in Ageing Support
- CHC43115 Certificate IV in Disability
- HLT54115 Diploma of Nursing

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Aged care worker

Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, case scenarios, research, observation in the workplace.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate III level, this can be demonstrated via the following:

- Successful completion of Year 10 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Applicants must be aged 18 or above
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Commonwealth of Australia Statutory Declaration

Campus Available

Melbourne, Adelaide



Units of Competency

CHCCS015	Provide individualised support
CHCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCAGE002	Implement falls prevention strategies
HLTAID003	Provide First Aid
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCS011	Meet personal support needs
CHCCS025	Support relationships with carers and families

CHC43015 CERTIFICATE IV IN AGEING SUPPORT



This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Duration

Full time - 60 weeks

Upgrade from CHC33015 Certificate III in Individual Support - 33 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving CHC43015 Certificate IV in Ageing Support, students may continue their studies by enrolling in the following course:

- HLT54115 Diploma of Nursing

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Aged Care Activity Worker
- Care Service Team Leader
- Care Supervisor (Aged Care)

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Project and Research.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Successful completion of Year 11 or the equivalent level of study or mature aged entry.
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Applicants must also be aged 18 or above
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Commonwealth of Australia Statutory Declaration

Campus Available

Melbourne, Adelaide



Units of Competency

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCS006	Facilitate individual service planning and delivery
CHCCS011	Meet personal support needs
CHCCS023	Support independence and wellbeing
CHCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships

HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
HLTAID003	Provide First Aid
CHCAGE002	Implement falls prevention strategies
CHCMGT003	Lead the work team

CHC43115 CERTIFICATE IV IN DISABILITY



This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, selfreliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

Duration

Full time - 56 weeks

Work Placement Hours

160 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate IV qualification, individuals may continue their studies in HLT54115 Diploma of Nursing

Employment Opportunities

This course may provide you with employment opportunities in residential or community settings with people with disabilities in a direct care role.

Job roles may include:

- Disability officer - day support
- Disability support officer / worker
- Senior personal care assistant

Assessment

Assessment is both formative and

summative and may include a combination of questioning, case scenarios, projects, skills assessment and observation in the workplace.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Successful completion of Year 11 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Applicants must also be aged 18 or above
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check

Campus Available

Melbourne, Adelaide



Units of Competency

CHCCS015	Provide individualised support
CHCDIS002	Follow established person-centred behaviour supports
CHCDIS005	Develop and provide person-centred service responses
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS008	Facilitate community participation and social inclusion
CHCDIS009	Facilitate ongoing skills development using a person-centred approach
CHCDIS010	Provide person-centred services to people with disability with complex needs
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTAAP001	Recognise healthy body systems
HLTWH5002	Follow safe work practices for direct client care

HLTAID003	Provide first aid
CHCCS006	Facilitate individual service planning and delivery
CHCDIS004	Communicate using augmentative and alternative communication strategies

CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

Duration

Full time - 92 weeks

Work Placement Hours

240 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma qualification, individuals may continue their studies in an early childhood education degree at higher education. Credits and articulation pathways may apply.

Employment Opportunities

This course may provide employment opportunities in long day care, occasional care, family day care, pre-schools and kindergartens. Job roles include:

- Children's services coordinator
- Centre manager (children's services)
- Childhood educator
- Group/team coordinator/leader (children's services)
- Children's adviser

- Program leader (children's services)

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Role Play, Project, Research and Report.

Entry Requirements

- Successful completion of Year 12 or equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must be aged 18 or older
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check

Campus Available

Melbourne, Adelaide

VET Student Loans

VET Student Loans are now available to be accessed for the CHC50113 Diploma of Early Childhood Education and Care. Please refer to the SCEI website <http://www.scei.edu.au/> for further information.



Units of Competency

CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care service
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning

CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operations
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPOL003	Research and apply evidence to practice
CHCPOL002	Develop an implement policy
BSBLED401	Develop teams and individuals

CHC52015 DIPLOMA OF COMMUNITY SERVICES



This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities

Duration

Full time – 72 weeks

Work Placement Hours

400 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma course, students may continue their studies by enrolling in the: CHC62015 Advanced Diploma of Community Sector Management.

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Welfare support worker
- Community service case worker
- Community service case manager

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Role Play, Project, Research and Report.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must be aged 18 or older
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check

Campus Available

Melbourne, Adelaide

VET Student Loans

VET Student Loans are now available to be accessed for the CHC52015 Diploma of Community Services. Please refer to the SCEI website <http://www.scei.edu.au/> for further information.



Units of Competency

CHCCS007	Develop and implement services programs
CHCCOM003	Develop workplace communication strategies
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage work health and safety
CHCDEV001	Confirm client developmental status
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCCS004	Assess co-existing needs
CHCCDE011	Implement community development strategies

CHCCSL001	Establish and confirm the counselling relationship
CHCCDE007	Develop and provide community projects
CHCADV002	Provide advocacy and representation services
CHCCS019	Recognise and respond to crisis situations

CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT



This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions.

At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

Duration

Full time - 66 weeks

Work Placement Hours

200 Hours

Mode of Study

On Campus

Further Study Pathways

Completion of this course provides a pathway for further study into a relevant Bachelor Degree. Examples of relevant Bachelor Degrees:

- Bachelor of Community Services
- Bachelor of Social Science
- Bachelor of Community Welfare

Employment Opportunities

Graduates of this course will have employment opportunities in a range of community sector organisations e.g. aged care, early childhood services, disability services. Roles may include:

- Centre manager
- Community care manager
- Community services manager
- Program area manager
- Manager
- Coordinator

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Project, Third Party Report, Scenario, Work Placement Activities, Portfolio and Report.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following:

- Relevant vocational qualification at Diploma level Or
- Sufficient work experience in relevant (community services) field
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must be aged 18 or older
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check

Campus Available

Melbourne, Adelaide



Units of Competency

CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT001	Develop, implement and review quality framework
CHCMGT003	Lead the work team
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT608	Manage innovation and continuous improvement
BSBRISK501	Manage risk
CHCPOL003	Research and apply evidence to practice
CHCPRP003	Reflect on and improve own professional practice
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPOL002	Develop and implement policy
CHCPRP004	Promote and present the service



HEALTH SERVICES

090550B	HLT37215	Certificate III in Pathology Collection
090554J	HLT42015	Certificate IV in Massage Therapy
090556G	HLT52015	Diploma of Remedial Massage
092297E	HLT54115	Diploma of Nursing
094036K	HLT64115	Advanced Diploma of Nursing



HLT37215 CERTIFICATE III IN PATHOLOGY COLLECTION



This qualification reflects the role of pathology collectors. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

Duration

Full time - 32 weeks

Work Placement Hours

35 Hours

Mode of Study

On Campus

Further Study Pathways

Completion of HLT37215 Certificate III in Pathology Collection, students may continue their studies by enrolling in the following course:

- HLT54115 Diploma of Nursing

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Pathology collector

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Report, Project and Role Play.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate III level, this can be demonstrated via the following:

- Successful completion of Year 10 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Applicants must be aged 18 or above
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check
- Immunisation Record

Campus Available

Melbourne



Units of Competency

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTPAT001	Identify and respond to clinical risks in pathology collection
HLTPAT002	Perform venous blood collections
HLTPAT004	Collect pathology specimens other than blood
HLTWHS001	Participate in work health and safety
BSBCUS201	Deliver a service to customers
BSBMED301	Interpret and apply medical terminology appropriately
HLTPAT003	Perform capillary collection
HLTAID003	Provide first aid
HLTCAR001	Perform electrocardiology (ECG)
HLTPAT006	Receive, prepare and dispatch pathology specimens
HLTAAP001	Recognise healthy body systems

HLT42015 CERTIFICATE IV IN MASSAGE THERAPY



This qualification reflects the role of massage therapists who provide general health maintenance treatments. It does not reflect the role of a remedial massage therapist. Practitioners may be self-employed or work within a larger health service.

Duration

Full time - 52 weeks

Work Placement Hours

80 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving this Certificate IV course individuals may continue their studies in:

- HLT52015 Diploma of Remedial Massage
- HLT54115 Diploma of Nursing

Employment Opportunities

This course may provide employment opportunities as a basic level massage therapist in a massage clinic, an aged care facility, a health service, a spa facility, palliative care facility or hospital. Relevant job titles include:

- Massage therapist
- Massage therapy practitioner
- Assistant massage therapist

Assessment

Assessment is both formative and summative and a holistic approach has been applied where possible. The assessment process may include a combination of presentations, portfolio, reports, projects, questioning, case studies, scenarios, skills assessment and observation in a simulated massage clinic.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Year 11 or the equivalent level of study
- Successful completion of Language, Literacy and Numeracy Indicator Test
- 18 years of age or over
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check

Campus Available

Melbourne, Adelaide



Units of Competency

CHCCOM006	Establish and manage client relationships
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTAAP002	Confirm physical health status
HLTAID003	Provide first aid
HLTINF004	Manage the prevention and control of infection
HLTMSG001	Develop massage practice
HLTMSG002	Assess client massage needs
HLTMSG004	Provide massage treatments
BSBSMB404	Undertake small business planning
CHCPRP003	Reflect on and improve own professional practice
CHCPRP005	Engage with health professionals and the health system
HLTWHS004	Manage work health and safety

HLT52015 DIPLOMA OF REMEDIAL MASSAGE



This qualification reflects the role of remedial massage therapists who work with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.

Duration

Full time - 77 weeks

Work Placement Hours

200 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving HLT52015 Diploma of Remedial Massage, students may continue their studies by enrolling in the following course:

- HLT54115 Diploma of Nursing
- Bachelor of Health Science (Clinical Myotherapy)

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Remedial Massage Therapist

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Role Play, Project and Report.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Applicants must be aged 18 or above
- Moderate level of computer literacy required

Additional Requirements

- National Police Record Check
- Working with Children Check

Campus Available

Melbourne, Adelaide

VET Student Loans

VET Student Loans are now available to be accessed for the HLT52015 Diploma of Remedial Massage. Please refer to the SCEI website <http://www.scei.edu.au/> for further information.



Units of Competency

CHCCOM006	Establish and manage client relationships
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPRP003	Reflect on and improve own professional practice
CHCPRP005	Engage with health professionals and the health system
HLTAAP003	Analyse and respond to client health information
HLTAID003	Provide first aid
HLTINF004	Manage the prevention and control of infection
HLTMSG001	Develop massage practice
HLTMSG002	Assess client massage needs
HLTMSG003	Perform remedial massage musculoskeletal assessments
HLTMSG004	Provide massage treatments
HLTMSG005	Provide remedial massage treatments
HLTMSG006	Adapt remedial massage practice to meet specific

HLTMSG008	Monitor and evaluate remedial massage treatments
HLTWHS004	Manage work health and safety
BSBSMB404	Undertake small business planning
HLTAAP002	Confirm physical health status
CHCCS001	Address the needs of people with chronic disease
HLTMSG007	Adapt remedial massage practice for athletes
HLTHPS010	Interpret and use information about nutrition and diet

HLT54115 DIPLOMA OF NURSING



This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units.

Duration

Full time - 80 weeks

Work Placement Hours

400 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving HLT54115 Diploma of Nursing, students may continue their studies by enrolling in the following course:

- HLT64115 Advanced Diploma of Nursing

Bachelor of Nursing (at a higher education provider or University)

Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- Registered Enrolled Nurse

Assessment

Assessment is both formative and summative may include a combination of: Questioning, Scenarios, Role play/

simulation, quizzes, Case studies, Projects, Skills assessment and Observation in the workplace.

Entry Requirements

Candidates need to demonstrate a capacity to undertake study at the Diploma level and in accordance to ANMAC requirements. This can be demonstrated via the following:

- Aged 18 years or above, and
- Completion of Year 12 or equivalent; or
- Mature aged candidates (> 21 years of age) who do not meet the above criteria;
- Meet the English language skills (ELS) requirements as described in English Language Skills Requirements.
- Undertake ACER Language & Literacy test and achieve a working level 3/ exit level 4 results if ELS does not apply.
- Undertake ACER Numeracy Test to Identify level of support
- Attend an interview with the Nursing Course Coordinator and/or National Nursing Manager after successfully completing ACER test and/or meeting ELS requirements.

English Language Skills Requirements

- Has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including

at least two years between years 7 and 12 Or

- provided certified evidence of completed 3.5 years (full time equivalent) of studies taught and assessed in English that includes a combination of secondary, vocational or tertiary studies (or tertiary education alone) Or
- Minimum English level of IELTS (Academics) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking) or equivalent score in OET, PTE Academic and TOEFL iBT

Additional Requirements

- Hold or undertake National Police Record Check
- Hold or undertake Working with Children Check
- Immunisation record

Campus Available

Melbourne, Adelaide

VET Student Loans

VET Student Loans are now available to be accessed for the HLT54115 Diploma of Nursing. Please refer to the SCEI website <http://www.scei.edu.au/> for further information.

Units of Competency

CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPRP003	Reflect on and improve own professional practice
HLTAAP002	Confirm physical health status
HLTAAP003	Analyse and respond to client health information
HLTENN001	Practise nursing within the Australian health care system
HLTENN002	Apply communication skills in nursing practice
HLTENN003	Perform clinical assessment and contribute to planning nursing care
HLTENN004	Implement, monitor and evaluate nursing care plans
HLTENN005	Contribute to nursing care of a person with complex needs
HLTENN006	Apply principles of wound management in the clinical environment
HLTENN007	Administer and monitor medicines and intravenous therapy
HLTENN008	Apply legal and ethical parameters to nursing practice
HLTENN009	Implement and monitor care for a person with mental health conditions

HLTENN011	Implement and monitor care for a person with acute health problems
HLTENN012	Implement and monitor care for a person with chronic health problems
HLTENN013	Implement and monitor care of the older person
HLTENN015	Apply nursing practice in the primary health care setting
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS002	Follow safe work practices for direct client care
HLTENN025	Implement and monitor care for a person with diabetes
HLTENN010	Apply a palliative approach in nursing practice
CHCPOL003	Research and apply evidence to practice
BSBWOR404	Develop work priorities
HLTAID003	Provide First Aid

HLT64115 ADVANCED DIPLOMA OF NURSING



This qualification reflects the role of enrolled nurses with advanced skills who work in a specialised area of nursing practice. At this level, enrolled nurses integrate and adapt specialised, technical and theoretical knowledge to address a diverse range of clinical situations and challenges in their area of specialisation.

Duration

Full time - 40 weeks

Work Placement Hours

72 Hours

Mode of Study

On Campus

Further Study Pathways

After achieving HLT64115 Advanced Diploma of Nursing, students may continue their studies by enrolling in the following course at a:

- Bachelor of Nursing

Employment Opportunities

Enrolled nurses with advanced skills to work in a specialised area of nursing practice. At this level, enrolled nurses integrate and adapt specialised, technical and theoretical knowledge to address a diverse range of clinical situations and challenges in their area of specialisation. They contribute to the continuous improvement of clinical practice using research and participation in broader organisational quality processes.

Assessment

Assessment is both formative and summative may include a combination of: Questioning, Scenarios, Role play/ simulation, quizzes, Case studies, Projects, Research, Skills assessment and Observation in the workplace.

Entry Requirements

Currently working in Australia as an enrolled nurse and hold current registration as an enrolled nurse without notation with the Nursing and Midwifery Board of Australia www.nursingmidwiferyboard.gov.au

Additional Requirements

- Hold or undertake National Police Record Check
- Hold or undertake Working with Children Check
- Immunisation record

Campus Available

Melbourne, Adelaide

VET Student Loans

VET Student Loans are now available to be accessed for the HLT64115 Advanced Diploma of Nursing. Please refer to the SCEI website <http://www.scei.edu.au/> for further information.



Units of Competency

HLTENN020	Conduct clinical assessments
HLTENN033	Research and report on nursing trends and practice
HLTENN034	Contribute to the improvement of clinical practice
CHCAGE005	Provide support to people living with dementia
CHCCSM002	Implement case management practice
CHCDIS010	Provide person-centred services to people with disability with complex needs
HLTENN010	Apply a palliative approach in nursing practice
HLTENN029	Apply nursing practice in the contemporary aged care setting
CHCCS006	Facilitate individual service planning and delivery
CHCDIS006	Develop and promote positive person-centred behaviour supports



BUSINESS

BSB40215	Certificate IV in Business
BSB50215	Diploma of Business
BSB51415	Diploma of Project Management
BSB60215	Advanced Diploma of Business
BSB61218	Advanced Diploma of Program Management



BSB40215 CERTIFICATE IV IN BUSINESS



This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Duration

Full time - 30 weeks

Mode of Study

On Campus

Further Study Pathways

On successful completion of this Certificate IV, further studies may be undertaken in the BSB50215 Diploma of Business

Employment Opportunities

This course may provide individuals with employment opportunities in small, medium and large businesses. Relevant job titles include:

- Administrative officer
- Marketing or sales assistant
- Project officer administrator
- Project officer

Assessment

Assessment is both formative and summative and may include a combination of projects, assignments, written assessments, role plays, case

studies and activities.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Successful completion of Year 11 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide



Units of Competency

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCUS401	Coordinate implementation of customer service strategies
BSBFIA402	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBITU402	Develop and use complex spreadsheets
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBREL401	Establish networks
BSBADM407	Administer projects
BSBADM405	Organise meetings

BSB50215 DIPLOMA OF BUSINESS



This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Duration

Full time - 32 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma individuals may undertake Advanced Diploma level qualifications within the BSB07 Business Services Training Package such as:

- BSB60215 Advanced Diploma of Business

Individuals may also be eligible for credit against a bachelor degree at a variety of universities. For further information see the pathways brochure at www.scei.edu.au or contact individual universities.

Employment Opportunities

This course may provide individuals with employment opportunities as an executive or consultant.

Relevant job titles include:

- Executive officer
- Program consultant
- Program coordinator

Assessment

Assessment is both formative and summative and may include a combination of role play, activities, projects, written assessments and case studies.

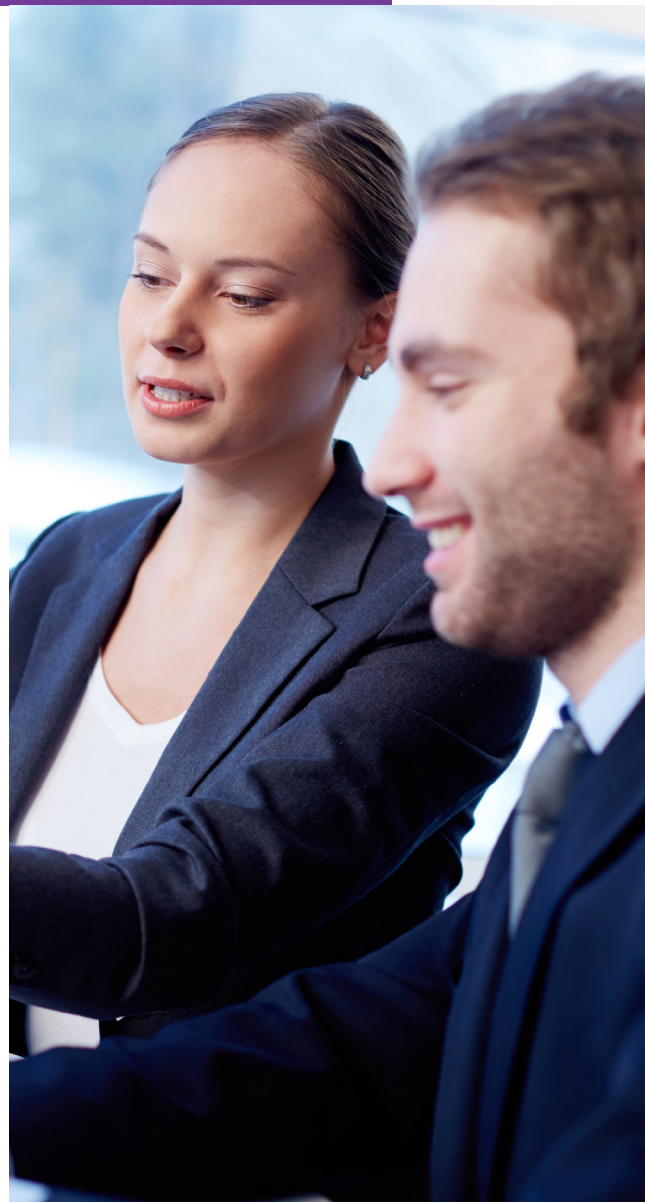
Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Certificate IV in Business or equivalent
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must be aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide



Units of Competency

BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment, selection and induction processes
BSBPMG522	Undertake project work
BSBMGT403	Implement continuous improvement
BSBHRM513	Manage workforce planning
BSBWOR501	Manage personal work priorities and professional development
BSBLED502	Manage programs that promote personal effectiveness

BSB51415 DIPLOMA OF PROJECT MANAGEMENT



This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Duration

Full time - 40 weeks

Mode of Study

On Campus

Further Study Pathways

Completion of BSB51415 Diploma of Project Management provides a pathway for further study into a relevant Advanced Diploma or Bachelor Degree. Examples of relevant Advanced Diploma's or Bachelor Degree's include:

- BSB61218 Advanced Diploma of Program Management
- Bachelor of Applied Science Project Management (Honours)
- Bachelor of Management

Employment Opportunities

Graduates of this course will have employment opportunities in across a number of industry sectors. Roles may

include:

- Project leadership
- Project manager
- Project coordinator

Assessment

Assessment is both formative and summative and may include a combination of projects, assignments, written assessments, role plays, case studies and activities.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Participants must be aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide



Units of Competency

BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration
BSBHRM513	Manage workforce planning
BSBMGT516	Facilitate continuous improvement
BSBWOR502	Lead and manage team effectiveness
BSBWOR501	Manage personal work priorities and professional development

BSB60215 ADVANCED DIPLOMA OF BUSINESS



This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Duration

Full time - 33 weeks

Mode of Study

On Campus

Further Study Pathways

Individuals may be eligible for credit against a Bachelor Degree at a variety of universities. For further information see the pathways brochure at www.scei.edu.au or contact individual universities.

Employment Opportunities

This course may provide individuals with employment opportunities as a senior administrator or executor.

Relevant job titles include:

- Senior administrator
- Executive
- Senior executive
- Marketing executive

Assessment

Assessment is both formative and summative and may include a

combination of presentations, reports, projects, written assessments, case studies and demonstrations.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Participants must be aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide



Units of Competency

BSBADV602	Develop an advertising campaign
BSBHRM602	Manage human resources strategic planning
BSBINN601	Lead and Manage organisational change
BSBMGT615	Contribute to organisation development
BSBMKG603	Manage the marketing process
BSBMKG607	Manage market research
BSBFIM601	Manage finances
BSBSU5501	Develop workplace policy and procedures for sustainability

BSB61218 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT



This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. It applies to individuals who are program managers, managing or directing a suite of projects (a program) to achieve organisational objectives.

Duration

Full time - 52 weeks

Mode of Study

On Campus

Further Study Pathways

Completion of BSB61215 Advanced Diploma of Program Management provides a pathway for further study into a relevant Bachelor Degree. Examples of relevant Advanced Diploma's or Bachelor Degree's include:

- Bachelor of applied science Project Management (Honours)
- Bachelor of Management

Employment Opportunities

Graduates of this course will have employment opportunities in across a number of industry sectors. Roles may include:

- Project leadership
- Project manager
- Project coordinator

Assessment

Assessment is both formative and summative and may include a combination of projects, assignments, written assessments, role plays, case studies and activities.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following:

- Have completed a Diploma of Project Management qualification or
- Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Participants must be aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide



Units of Competency

BSBPMG610	Enable program execution
BSBPMG621	Facilitate stakeholder engagement
BSBPMG622	Implement program governance
BSBPMG623	Manage benefits
BSBFIM601	Manage finances
BSBHRM602	Manage human resources strategic planning
BSBINN601	Lead and manage organisational change
BSBPMG615	Manage program delivery
BSBPMG616	Manage program risk
BSBPMG617	Provide leadership for the program
BSBMGT520	Plan and manage the flexible workforce
BSBMGT615	Contribute to organisation development



INFORMATION TECHNOLOGY & SCREEN AND MEDIA

CUA51015 Diploma of Screen and Media
ICT50115 Diploma of Information Technology
ICT60115 Advanced Diploma of Information
Technology



CUA51015 DIPLOMA OF SCREEN AND MEDIA



This qualification 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 the work of self and/or team in the film, television, radio and interactive media industries.

Duration

Full time - 47 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma individuals, may be eligible for credit against a Bachelor Degree at a variety of universities. For further information see the pathways brochure at www.scei.edu.au or contact individual universities.

Employment Opportunities

This Diploma course will provide individuals with employment opportunities in digital content industries. Job roles may include:

- Animation/visual effects designer
- Interactive media developer
- Interface designer
- Game Designer
- Storyboard writer
- 3D Graphic Designer
- 3D Graphic Modeller

Assessment

Assessment is both formative and summative and may include a combination of presentations, practical, projects, written assessments and activities.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must be aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide



Units of Competency

CUAPPR505	Establish and maintain safe creative practice
BSBCRT501	Originate and develop concepts
CUAIND502	Maintain and apply creative arts industry knowledge
CUADIG503	Design e-learning resources
CUAANM503	Design animation and digital visual effects
CUADIG504	Design games
CUADIG506	Design Interaction
CUAANM502	Create 3D digital environments
CUAANM302	Create 3D digital animations
CUAANM501	Create 3D digital character animation
CUAANM303	Design 3D digital models
CUAANM401	Create advanced 3D digital models
CUADIG402	Design user interfaces

CUADIG403	Create user interfaces
CUAPPM407	Create storyboards

ICT50115 DIPLOMA OF INFORMATION TECHNOLOGY



This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies. Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

Duration

Full time - 49 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Diploma course, individuals may continue their studies in ICT60115 Advanced Diploma of Information Technology.

Employment Opportunities

Occupational titles for these workers may include:

- Computer technician
- Customer IT support
- Information systems operator
- Systems administrator
- Systems support technician
- Network operations technician

Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, practical tasks and case studies.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must be aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne



Units of Competency

BSBWHS501	Ensure a safe workplace
BSBSUS501	Develop workplace policy and procedures for sustainability
ICTICT509	Gather data to identify business requirements
ICTICT511	Match ICT needs with the strategic direction of the enterprise
ICTPRG525	Build Java Applets
ICTPRG528	Perform ICT data conversion
ICTICT507	Select new technology models for business
ICTSAS506	Update ICT system operational procedures
ICTICT506	Implement process re-engineering strategies
ICTSAS504	Develop and conduct client acceptance test
ICTICT501	Research and review hardware technology options for organisations
ICTWEB502	Create dynamic web pages
ICTWEB510	Analyse information and assign meta tags

ICTWEB429	Create a markup language document to specification
ICTWEB508	Develop website information architecture
ICTSAS417	Undertake ICT system capacity planning
ICTWEB424	Evaluate and select a web hosting service
ICTDBS502	Design a database
ICTDBS412	Build a database
ICTICT505	Determine acceptable developers for projects

ICT60115 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY



This qualification provides high level information and communications technology (ICT), process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations. The qualification builds on a base core of management competencies, with specialist and general elective choices to suit particular ICT and business needs, especially in the areas of knowledge management and systems development.

Duration

Full time - 49 weeks

Mode of Study

On Campus

Further Study Pathways

After achieving this Advanced Diploma course the individuals may continue their studies in Bachelor Degree course such as Information Technology or Business Information Systems at a higher education provider. Individuals may be eligible for credit into a bachelor degree. For further information contact individual universities.

Employment Opportunities

This course may provide employment opportunities as an IT specialist in the ICT Industry. Relevant job titles include:

- Database systems administrator
- Software developer/programmer

- Knowledge manager
- ICT infrastructure manager
- Business development manager
- Software manager

Assessment

Assessment is both formative and summative and may include a combination of presentations, reports, projects, questioning, case studies and demonstrations.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of Language, Literacy and Numeracy Indicator Test
- Candidates must be aged 18 or above
- Moderate level of computer literacy required

Campus Available

Melbourne



Units of Competency

BSBWOR502	Ensure team effectiveness
ICTICT608	Interact with clients on a business level
ICTICT610	Manage copyright, ethics and privacy in an ICT environment
ICTPMG609	Plan and direct complex ICT projects
ICTSUS601	Integrate sustainability in ICT planning and design projects
ICTICT508	Evaluate vendor products and equipment
ICTICT602	Develop contracts and manage contracted performance
ICTSAS601	Implement change management processes
ICTSAD505	Develop technical requirements for business solutions
ICTSAD504	Implement quality assurance processes for business solutions
ICTDBS501	Monitor and improve knowledge - management system
ICTDBS601	Build a data warehouse
BSBMGT608	Manage innovation and continuous improvement

ICTSAS504	Develop and conduct client acceptance test
ICTDBS504	Integrate database with a website
ICTICT501	Research and review hardware technology options for organisations





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