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

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.
ENGLISH

087717K  General English - Beginner
086131M  General English - Elementary
086132K  General English - Pre-Intermediate
086133J  General English - Intermediate
086134G  General English - Upper Intermediate
087716M  IELTS Preparation (Upper Intermediate)
087715A  IELTS Preparation (Advanced)
The aim of the General English Program, which is student-centred and outcome-based, is to equip the students with the skills and knowledge required to perform competently in their further studies and to develop their confidence in communicating in English in an English-speaking country.

The Program is structured in a planned and sequential manner that builds on English levels of individuals throughout each of the program levels. The SCEI General English Program has five program levels:

- Beginner
- Elementary
- Pre-Intermediate
- Intermediate
- Upper Intermediate

Each of the program levels has been designed as a stand-alone program with clear entry and exit points. Students will be assessed upon application to determine their existing English language proficiency. This will determine which program level they will be enrolled in. Upon successful completion of the program level they are enrolled in the student may exit at that point or continue their General English studies by enrolling in the next program level.

### Duration
Full time - 6 weeks

### Pathways
Upon completion of General English - Beginner Program the student may progress to General English - Elementary.

### Mode of Study
On Campus

### Assessment
Assessment is both formative and summative and includes a combination of:
- Weekly mini tests
- Mid program exam
- Final program exam

### Entry Requirements
- Minimum English level of an IELTS test score of below 3.5 (Level 3 and 4 countries only)
- Completion of SCEI English Placement Test with a score between 0 - 19
- 18 years of age or over

### Please Note
- All students MUST complete the SCEI English Placement Test
- Entry into the course is determined by the student’s score of the English Placement Test

### Campus Available
Melbourne, Adelaide

### Topics Covered
- Hello
- Holidays
- Families
- Cities
- Inventions
- Passions
- Different Lives
- Routines
- Travel
- The Weekend
GENERAL ENGLISH ELEMENTARY
CRICOS Code: 086131M

The aim of the General English Program, which is student-centred and outcome-based, is to equip the students with the skills and knowledge required to perform competently in their further studies and to develop their confidence in communicating in English in an English-speaking country.

The Program is structured in a planned and sequential manner that builds on English levels of individuals throughout each of the program levels. The SCEI General English Program has five program levels:

- Beginner
- Elementary
- Pre-Intermediate
- Intermediate
- Upper Intermediate

Each of the program levels has been designed as a stand-alone program with clear entry and exit points. Students will be assessed upon application to determine their existing English language proficiency. This will determine which program level they will be enrolled in. Upon successful completion of the program level they are enrolled in, the student may exit at that point or continue their General English studies by enrolling in the next program level.

Duration
Full time - 12 weeks

Pathways
Upon completion of General English - Elementary the student may progress to General English - Pre-Intermediate.

Mode of Study
On Campus

Assessment
Assessment is both formative and summative and includes a combination of:
- Weekly mini tests
- Mid program exam
- Final program exam

Entry Requirements
- Minimum English level of an IELTS test score of below 3.5 (Level 3 and 4 countries only)
- Completion of SCEI English Placement Test with a score between 20 - 39
- 18 years of age or over

Please Note
- All students MUST complete the SCEI English Placement Test
- Entry into the course is determined by the student’s score of the English Placement Test

Campus Available
Melbourne, Adelaide

Topics Covered
- People
- Possessions
- Places
- Free Time
- Food
- Money
- Journeys
- Appearance
- Films & The Arts
- Science
- Tourism
- The Earth
The aim of the General English Program, which is student-centred and outcome-based, is to equip the students with the skills and knowledge required to perform competently in their further studies and to develop their confidence in communicating in English in an English-speaking country.

The Program is structured in a planned and sequential manner that builds on English levels of individuals throughout each of the program levels. The SCEI General English Program has five program levels:

- Beginner
- Elementary
- Pre-Intermediate
- Intermediate
- Upper Intermediate

Each of the program levels has been designed as a stand-alone program with clear entry and exit points. Students will be assessed upon application to determine their existing English language proficiency. This will determine which program level they will be enrolled in. Upon successful completion of the program level they are enrolled in the student may exit at that point or continue their General English studies by enrolling in the next program level.

### Duration
Full time - 12 weeks

### Pathways
Upon completion of General English - Pre-Intermediate the student may progress to General English - Intermediate.

### Mode of Study
On Campus

### Assessment
Assessment is both formative and summative and includes a combination of:
- Weekly mini tests
- Mid program exam
- Final program exam

### Entry Requirements
- Minimum English level of IELTS 4.0 or equivalent (Level 3 and 4 countries only)
- Completion of SCEI English Placement Test with a score between 40 – 59
- 18 years of age or over

### Please Note
- All students MUST complete the SCEI English Placement Test
- Entry into the course is determined by the student’s score of the English Placement Test

### Campus Available
Melbourne, Adelaide

### Topics Covered
- Health
- Competitions
- Transport
- Adventure
- Environment
- Stages in Life
- Work
- Technology
- Language & Learning
- Travel & Holidays
- History
- Nature
GENERAL ENGLISH INTERMEDIATE
CRICOS Code: 086133J

The aim of the General English Program, which is student-centred and outcome-based, is to equip the students with the skills and knowledge required to perform competently in their further studies and to develop their confidence in communicating in English in an English-speaking country.

The Program is structured in a planned and sequential manner that builds on English levels of individuals throughout each of the program levels. The SCEI General English Program has five program levels:

- Beginner
- Elementary
- Pre-Intermediate
- Intermediate
- Upper Intermediate

Each of the program levels has been designed as a stand-alone program with clear entry and exit points. Students will be assessed upon application to determine their existing English language proficiency. This will determine which program level they will be enrolled in. Upon successful completion of the program level they are enrolled in the student may exit at that point or continue their General English studies by enrolling in the next program level.

Duration
Full time - 12 weeks

Pathways
Upon completion of General English - Intermediate the student may progress to General English - Upper Intermediate.

Mode of Study
On Campus

Assessment
Assessment is both formative and summative and includes a combination of:

- Weekly mini tests
- Mid program exam
- Final program exam

Entry Requirements
- Minimum English level of IELTS 4.5 or equivalent (Level 3 and 4 countries only)
- Completion of SCEI English Placement Test with a score between 60 – 79
- 18 years of age or over

Please Note
- All students MUST complete the SCEI English Placement Test
- Entry into the course is determined by the student’s score of the English Placement Test

Campus Available
Melbourne, Adelaide

Topics Covered
- Colour
- Performance
- Water
- Opportunities
- Travel
- Wellbeing
- Living Space
- Weird News
- Trade
- No Limits

- Connections
- Experts
GENERAL ENGLISH
UPPER INTERMEDIATE
CRICOS Code: 086134G

The aim of the General English Program, which is student-centred and outcome-based, is to equip the students with the skills and knowledge required to perform competently in their further studies and to develop their confidence in communicating in English in an English-speaking country.

The Program is structured in a planned and sequential manner that builds on English levels of individuals throughout each of the program levels. The SCEI General English Program has five program levels:

- Beginner
- Elementary
- Pre-Intermediate
- Intermediate
- Upper Intermediate

Each of the program levels has been designed as a stand-alone program with clear entry and exit points. Students will be assessed upon application to determine their existing English language proficiency. This will determine which program level they will be enrolled in. Upon successful completion of the program level they are enrolled in the student may exit at that point or continue their General English studies by enrolling in the next program level.

Duration
Full time - 12 weeks

Pathways
Upon completion of General English - Upper Intermediate the student may progress to a Nationally Recognised Training course at Certificate III or Certificate IV level.

Mode of Study
On Campus

Assessment
Assessment is both formative and summative and includes a combination of:
- Weekly mini tests
- Mid program exam
- Final program exam

Entry Requirements
- Minimum English level of IELTS 5.0 or equivalent (Level 3 and 4 countries only)
- Completion of SCEI English Placement Test with a score between 80 – 100
- 18 years of age or over

Please Note
- All students MUST complete the SCEI English Placement Test
- Entry into the course is determined by the student’s score of the English Placement Test

Campus Available
Melbourne, Adelaide

Topics Covered
- Relationships
- Storytelling
- Science & Technology
- Art & Creativity
- Development
- Alternative Travel
- Natural Resources
- The News
- Talented People
- Customs & Behaviour
- Knowledge & Learning
- The Economy
IELTS PREPARATION
UPPER-INTERMEDIATE
CRICOS Code: 087716M

The aim of the IELTS Preparation Program, which is student-centred and outcome-based, is to prepare international students, from diverse backgrounds and nationalities, for the Academic IELTS test.

Preparation for the IELTS Examination is achieved by introducing the student to the same kinds of texts and tasks which the IELTS exam uses.

The program is not only designed to help the student to practise examination techniques, but it will also help them to develop the necessary skills required to achieve an optimal IELTS test score.

The student will be exposed to a range of activities including whole class activities, group and pair work, individual tasks, excursions, a variety of materials related to speaking, listening, reading and writing to provide full preparation for the IELTS exam.

Duration
Full time - 6 weeks

Mode of Study
On Campus

Assessment
There is no formal assessment for this program. Students complete practice tests each week of the program consisting of:
• Practice writing test
• Practice reading test
• Practice listening test
• Practice speaking test
• Final practice writing/reading/listening/speaking test

Entry Requirements
• Students will enter with an IELTS of 5.5
• Students who do not have an IELTS test score will be requested to complete SCEI’s English Placement Test to determine the course entry level. For entry into the IELTS Preparation – Upper Intermediate program a student is required to score between 80 – 100.
• 18 years of age or over

Campus Available
Melbourne, Adelaide
IELTS PREPARATION ADVANCED
CRICOS Code: 087715A

The aim of the IELTS Preparation Program, which is student-centred and outcome-based, is to prepare international students, from diverse backgrounds and nationalities, for the Academic IELTS test.

Preparation for the IELTS Examination is achieved by introducing the student to the same kinds of texts and tasks which the IELTS exam uses.

The program is not only designed to help the student to practise examination techniques, but it will also help them to develop the necessary skills required to achieve an optimal IELTS test score.

The student will be exposed to a range of activities including whole class activities, group and pair work, individual tasks, excursions, a variety of materials related to speaking, listening, reading and writing to provide full preparation for the IELTS exam.

Duration
Full time - 6 weeks

Mode of Study
On Campus

Assessment
There is no formal assessment for this program. Students complete tests in any of the IELTS examination tasks; reading, writing, speaking and listening and trial IELTS tests throughout the program.

Entry Requirements
• Students will enter with an IELTS of 6.0
• Students who do not have an IELTS test score will be requested to complete SCET's English Placement Test to determine the course entry level. For entry into the IELTS Preparation – Upper Intermediate program a student is required to score between 90 – 100.
• 18 years of age or over

Campus Available
Melbourne, Adelaide
EAL ENGLISH

082234C  22250VIC  Certificate I in EAL (Access)
082235B  22251VIC  Certificate II in EAL (Access)
082237M  22255VIC  Certificate III in EAL (Further Study)
082238K  22258VIC  Certificate IV in EAL (Further Study)
22250VIC CERTIFICATE I IN EAL (ACCESS)
CRICOS Code: 082234C

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 - 28 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)
• Certificate II level vocational qualification

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

Entry Requirements
• Must also be aged 18 or above.
• Minimum English level of IELTS 2 or equivalent. Students originating from student visa assessment level 1 & 2 countries according to immigration classification, without the required IELTS scores can undertake SCEI’s English Placement Test. For information on student visa assessment levels, refer to the Department of Immigration and Border Protection website (www.border.gov.au).

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
- BSRFTU101A Operate a personal computer
- BSBCM101A Apply basic communication skills
- VU21446 Use basic digital technology language and skills
22251VIC CERTIFICATE II IN EAL (ACCESS)
CRICOS Code: 082235B

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 - 28 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)
- Some individuals exit to Certificate II industry qualifications or complete them concurrently with 22251VIC Certificate II in 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
- Must also be aged 18 or above.
- Minimum English level of IELTS 3 or equivalent. Students originating from student visa assessment level 1 & 2 countries according to immigration classification, without the required IELTS scores can undertake SCEI’s English Placement Test.

For information on student visa assessment levels, refer to the Department of Immigration and Border Protection website (www.border.gov.au).

Campus Available
Melbourne

Units of Competency

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<tr>
<td>VU21456</td>
<td>Participate in simple conversations and transactions</td>
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<tr>
<td>VU21459</td>
<td>Read and write simple instructional and informational texts</td>
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<tr>
<td>VU21457</td>
<td>Give and respond to simple verbal information and directions</td>
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<td>VU21458</td>
<td>Read and write simple personal communications and transactional texts</td>
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<td>BSBITU201A</td>
<td>Produce simple word processed documents</td>
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<td>VU21461</td>
<td>Access the internet and email to develop language</td>
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<tr>
<td>BSBCOMM201A</td>
<td>Communicate in the workplace</td>
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22255VIC CERTIFICATE III IN EAL (FURTHER STUDY)

CRICOS Code: 082237M

The 22255VIC Certificate III in EAL (Further Study) 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 - 28 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
• Must also be aged 18 or above.
• Successful completion of Certificate II in EAL
• Minimum English level of IELTS 4.5 or equivalent. Students originating from student visa assessment level 1 & 2 countries according to immigration classification, without the required IELTS scores can undertake SCEI’s English Placement Test.
For information on student visa assessment levels, refer to the Department of Immigration and Border Protection website (www.border.gov.au).

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
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 - 28 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 interviews, presentations, projects, written assessments, activities and observations.

**Entry Requirements**
- Must also be aged 18 or above.
- Successful completion of Certificate III in EAL or
- Minimum English level of IELTS 5.5 or equivalent. Students originating from student visa assessment level 1 & 2 countries according to immigration classification, without the required IELTS scores can undertake SCEI’s English Placement Test. For information on student visa assessment levels, refer to the Department of Immigration and Border Protection website (www.border.gov.au).

**Campus Available**
Melbourne

**Units of Competency**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU21353</td>
<td>Research pathways and produce a learning plan and portfolio</td>
</tr>
<tr>
<td>VU21510</td>
<td>Take notes from complex aural texts for further study</td>
</tr>
<tr>
<td>VU21508</td>
<td>Give complex presentations for further study</td>
</tr>
<tr>
<td>VU21509</td>
<td>Analyse and participate in complex spoken discourse for further study</td>
</tr>
<tr>
<td>VU21511</td>
<td>Read and write complex texts for research purposes</td>
</tr>
<tr>
<td>VU21512</td>
<td>Use critical reading and writing skills for further study</td>
</tr>
<tr>
<td>VU21513</td>
<td>Use language analysis skills to review own texts</td>
</tr>
<tr>
<td>VU21479</td>
<td>Research features of Australian Government</td>
</tr>
</tbody>
</table>
COMMUNITY SERVICES

082212J  CHC30113  Certificate III in Early Childhood Education and Care
090551A  CHC33015  Certificate III in Individual Support
090552M  CHC43015  Certificate IV in Ageing Support
090557F  CHC43115  Certificate IV in Disability
082213G  CHC50113  Diploma of Early Childhood Education and Care
090553K  CHC52015  Diploma of Community Services
090595M  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**
- Successful completion of Year 11 or the equivalent level of study or mature aged entry
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For information on student visa assessment levels, refer to Department of Immigration and Border Protection website (http://www.border.gov.au)
- Applicants must also be aged 18 or above
- Police clearance certificate (from home country)

**Additional Requirements**
- National Police Record Check
- Working with Children Check

**Campus Available**
Melbourne, Adelaide

**Units of Competency**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
</tr>
<tr>
<td>CHCEE001</td>
<td>Develop cultural competence</td>
</tr>
<tr>
<td>CHCEE002</td>
<td>Ensure the health and safety of children</td>
</tr>
<tr>
<td>CHCEE003</td>
<td>Provide care for children</td>
</tr>
<tr>
<td>CHCEE004</td>
<td>Promote and provide healthy food and drinks</td>
</tr>
<tr>
<td>CHCEE005</td>
<td>Provide care for babies and toddlers</td>
</tr>
<tr>
<td>CHCEE007</td>
<td>Develop positive and respectful relationships with children</td>
</tr>
<tr>
<td>CHCEE009</td>
<td>Use an approved learning framework to guide practice</td>
</tr>
<tr>
<td>CHCEE010</td>
<td>Support the holistic development of children in early childhood</td>
</tr>
<tr>
<td>CHCEE011</td>
<td>Provide experiences to support children’s play and learning</td>
</tr>
<tr>
<td>CHCEE013</td>
<td>Use information about children to inform practice</td>
</tr>
<tr>
<td>HLTAD004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
</tr>
<tr>
<td>HLTWS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>CHCECE021</td>
<td>Implement strategies for the inclusion of all children</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people</td>
</tr>
</tbody>
</table>
CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT
CRICOS Code: 090551A

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 - 36 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:
- 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
- Home and community worker
- Disability 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 11 or the equivalent level of study or mature aged entry
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For information on student visa assessment levels, refer to Department of Immigration and Border Protection website (http://www.border.gov.au)
- Moderate level of computer literacy required
- Applicants must be aged 18 or above
- Police clearance certificate (from home country)

Additional Requirements
- National Police Record Check
- Commonwealth of Australia Statutory Declaration

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC3015</td>
<td>Provide individualised support</td>
</tr>
<tr>
<td>CHC3023</td>
<td>Support Independence and well being</td>
</tr>
<tr>
<td>CHC3095</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>CHC3101</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHC3001</td>
<td>Work legally and ethically</td>
</tr>
<tr>
<td>HLT3201</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLT4002</td>
<td>Follow safe work practices for direct client care</td>
</tr>
<tr>
<td>HLT3002</td>
<td>Implement falls prevention strategies</td>
</tr>
<tr>
<td>HLT3003</td>
<td>Provide First Aid</td>
</tr>
<tr>
<td>CHC3001</td>
<td>Facilitate the empowerment of older people</td>
</tr>
<tr>
<td>CHC2005</td>
<td>Provide support to people living with dementia</td>
</tr>
<tr>
<td>CHC3011</td>
<td>Meet personal support needs</td>
</tr>
<tr>
<td>CHC3023</td>
<td>Support relationships with carers and families</td>
</tr>
</tbody>
</table>
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 - 65 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.
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For information on student visa assessment levels, refer to Department of Immigration and Border Protection website (http://www.border.gov.au)
- Moderate level of computer literacy required
- Applicants must also be aged 18 or above
- Police clearance certificate (from home country)

**Additional Requirements**
- National Police Record Check
- Commonwealth of Australia Statutory Declaration

**Campus Available**
Melbourne, Adelaide

**Units of Competency**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADV001</td>
<td>Facilitate the interests and rights of clients</td>
</tr>
<tr>
<td>CHCAGE001</td>
<td>Facilitate the empowerment of older people</td>
</tr>
<tr>
<td>CHCAGE003</td>
<td>Coordinate services for older people</td>
</tr>
<tr>
<td>CHCAGE004</td>
<td>Implement interventions with older people at risk</td>
</tr>
<tr>
<td>CHCAGE005</td>
<td>Provide support to people living with dementia</td>
</tr>
<tr>
<td>CHCCCS006</td>
<td>Facilitate individual service planning and delivery</td>
</tr>
<tr>
<td>CHCCCS011</td>
<td>Meet personal support needs</td>
</tr>
<tr>
<td>CHCCCS023</td>
<td>Support independence and wellbeing</td>
</tr>
<tr>
<td>CHCCCS025</td>
<td>Support relationships with carers and families</td>
</tr>
<tr>
<td>CHCDNV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>CHCPAL001</td>
<td>Deliver care services using a palliative approach</td>
</tr>
<tr>
<td>CHCPRP001</td>
<td>Develop and maintain networks and collaborative partnerships</td>
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<tr>
<td>HLTAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLTHHS002</td>
<td>Follow safe work practices for direct client care</td>
</tr>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
</tr>
<tr>
<td>CHCAGE002</td>
<td>Implement falls prevention strategies</td>
</tr>
<tr>
<td>CHCMGT003</td>
<td>Lead the work team</td>
</tr>
</tbody>
</table>
CHC43115 CERTIFICATE IV IN DISABILITY
CRICOS Code: 090557F

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, self-reliance, 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 - 50 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 Year 12 or mature aged entry
• Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI's English Proficiency Test. For information on student visa assessment levels, refer to Department of Immigration and Border Protection website (http://www.border.gov.au)
• Applicants must also be aged 18 or above
• Police clearance certificate (from home country)

Additional Requirements
• National Police Record Check
• Working with Children Check

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCCS015</td>
<td>Provide individualised support</td>
</tr>
<tr>
<td>CHCDIS002</td>
<td>Follow established person-centred behaviour supports</td>
</tr>
<tr>
<td>CHCDIS005</td>
<td>Develop and provide person-centred service responses</td>
</tr>
<tr>
<td>CHCDIS007</td>
<td>Facilitate the empowerment of people with disability</td>
</tr>
<tr>
<td>CHCDIS008</td>
<td>Facilitate community participation and social inclusion</td>
</tr>
<tr>
<td>CHCDIS009</td>
<td>Facilitate ongoing skills development using a person-centred approach</td>
</tr>
<tr>
<td>CHCDIS010</td>
<td>Provide person-centred services to people with disability with complex needs</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td>HLTWH002</td>
<td>Follow safe work practices for direct client care</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>CHCCCS006</td>
<td>Facilitate individual service planning and delivery</td>
</tr>
<tr>
<td>CHCDIS004</td>
<td>Communicate using augmentative and alternative communication strategies</td>
</tr>
</tbody>
</table>
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.

**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**

- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI's English Proficiency Test. For information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Applicants must also be aged 18 or above
- Police clearance certificate (from home country)
- Moderate level of computer literacy required

**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)

**Units of Competency**

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<tbody>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Provide and provide healthy food and drinks</td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
</tr>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
</tr>
<tr>
<td>CHCECE016</td>
<td>Establish and maintain a safe and healthy environment for children</td>
</tr>
<tr>
<td>CHCECE017</td>
<td>Foster the holistic development and wellbeing of the child in early childhood</td>
</tr>
<tr>
<td>CHCECE018</td>
<td>Nurture creativity in children</td>
</tr>
<tr>
<td>CHCECE019</td>
<td>Facilitate compliance in an education and care service</td>
</tr>
<tr>
<td>CHCECE020</td>
<td>Establish and implement plans for developing cooperative behaviour</td>
</tr>
<tr>
<td>CHCECE021</td>
<td>Implement strategies for the inclusion of all children</td>
</tr>
<tr>
<td>CHCECE022</td>
<td>Promote children’s agency</td>
</tr>
<tr>
<td>CHCECE023</td>
<td>Analyse information to inform learning</td>
</tr>
<tr>
<td>CHCECE024</td>
<td>Design and implement the curriculum to foster children’s learning and development</td>
</tr>
<tr>
<td>CHCECE025</td>
<td>Embed sustainable practices in service operations</td>
</tr>
<tr>
<td>CHCECE026</td>
<td>Work in partnership with families to provide appropriate education and care for children</td>
</tr>
<tr>
<td>CHCHPRT001</td>
<td>Identify and respond to children and young people at risk</td>
</tr>
<tr>
<td>HLTAID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
</tr>
<tr>
<td>CHCPRT003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>HLTVHS003</td>
<td>Maintain work health and safety</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>CHCPOL003</td>
<td>Research and apply evidence to practice</td>
</tr>
<tr>
<td>CHCPOL002</td>
<td>Develop an implement policy</td>
</tr>
<tr>
<td>BSBLD0401</td>
<td>Develop teams and individuals</td>
</tr>
</tbody>
</table>
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
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Applicants must also be aged 18 or above
- Police clearance certificate (from home country)
- Moderate level of computer literacy required

**Additional Requirements**
- National Police Record Check
- Working with Children Check

**Campus Available**
Melbourne, Adelaide

**Units of Competency**

- **CHCCS007** Develop and implement services programs
- **CHCCOM003** Develop workplace communication strategies
- **CHCDV002** Analyse impacts of sociological factors on clients in community work and services
- **CHCDV003** Manage and promote diversity
- **CHCLEG003** Manage legal and ethical compliance
- **CHCDAT005** Facilitate workplace debriefing and support processes
- **CHCPPR003** Reflect on and improve own professional practice
- **HLTWHS004** Manage work health and safety
- **CHCDV001** Confirm client developmental status
- **CHCCSM005** Develop, facilitate and review all aspects of case management
- **CHCCS004** Assess co-existing needs
- **CHCDE011** Implement community development strategies
- **CHCSSL001** Establish and confirm the counselling relationship
- **CHCCDE007** Develop and provide community projects
- **CHCAUV002** Provide advocacy and representation services
- **CHCCS019** Recognise and respond to crisis situations
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
400 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:
- Successful completion of Year 12 or a relevant vocational qualification at Certificate IV or Diploma level
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Applicants must also be aged 18 or above
- Police clearance certificate (from home country)
- Moderate level of computer literacy required

Campus Available
Melbourne, Adelaide

Units of Competency
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV003</td>
<td>Manage and promote diversity</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>CHCMGT001</td>
<td>Develop, implement and review quality framework</td>
</tr>
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<td>CHCMGT003</td>
<td>Lead the work team</td>
</tr>
<tr>
<td>BSBFIN601</td>
<td>Manage finances</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Lead and manage organisational change</td>
</tr>
<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
<tr>
<td>CHCPOL003</td>
<td>Research and apply evidence to practice</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>CHCMGT005</td>
<td>Facilitate workplace debriefing and support processes</td>
</tr>
<tr>
<td>CHCPOL002</td>
<td>Develop and implement policy</td>
</tr>
<tr>
<td>CHCPRP004</td>
<td>Promote and present the service</td>
</tr>
</tbody>
</table>
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

CRICOS Code: 090550B

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
38 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:
- HLT4115 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 11 or the equivalent level of study or mature aged entry
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Moderate level of computer literacy required
- Applicants must also be aged 18 or above
- Record of vaccinations (from home country)
- Police clearance certificate (from home country)

Additional Requirements
- National Police Record Check
- Working with Children Check
- Immunisation records

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
HLTPAT005 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 covers workers who work as basic level massage therapists. It provides skills in therapeutic relaxation massage including basic health assessment and treatment and may be used by people working:

- within a clinic or in their own clinic
- in an aged care facility
- in a health service
- in a spa facility or
- in a palliative care facility or hospital.

**Duration**
Full time - 39 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. Students are advised of the assessment requirements at the beginning of each unit.

**Entry Requirements**
- Year 11 or the equivalent level of study
- Successful completion of Year 12 or the equivalent level of study.
- IELTS 5.5 or completion of SCEI’s English Proficiency Test
- 18 years of age or over
- Police clearance certificate (from home country)
- Moderate level of computer literacy required

**Additional Requirements**
- National Police Record Check
- Working with Children Check

**Campus Available**
Melbourne, Adelaide

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**Units of Competency**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM006</td>
<td>Establish and manage client relationships</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>HLTAAP002</td>
<td>Confirm physical health status</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>HLTNF004</td>
<td>Manage the prevention and control of infection</td>
</tr>
<tr>
<td>HLTMSG001</td>
<td>Develop massage practice</td>
</tr>
<tr>
<td>HLTMSG002</td>
<td>Assess client massage needs</td>
</tr>
<tr>
<td>HLTMSG004</td>
<td>Provide massage treatments</td>
</tr>
<tr>
<td>BSBSMB404</td>
<td>Undertake small business planning</td>
</tr>
<tr>
<td>CHCPPR003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>CHCPPR005</td>
<td>Engage with health professionals and the health system</td>
</tr>
<tr>
<td>HLTWHS004</td>
<td>Manage work health and safety</td>
</tr>
</tbody>
</table>
HLT52015 DIPLOMA OF REMEDIAL MASSAGE
CRICOS Code: 090556G

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.

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
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Applicants must also be aged 18 or above
- Police clearance certificate (from home country)
- Moderate level of computer literacy required

Further Study Pathways
After achieving HLT52015 Diploma of Remedial Massage, students may continue their studies by enrolling in the following course:
- HLT51512 Diploma of Nursing (Enrolled-Division 2 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.

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM006</td>
<td>Establish and manage client relationships</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>CHCPPR003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>CHCPPR005</td>
<td>Engage with health professionals and the health system</td>
</tr>
<tr>
<td>HLTAAP003</td>
<td>Analyse and respond to client health information</td>
</tr>
<tr>
<td>HLTAIM003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>HLTINF004</td>
<td>Manage the prevention and control of infection</td>
</tr>
<tr>
<td>HLTMSG001</td>
<td>Develop massage practice</td>
</tr>
<tr>
<td>HLTMSG002</td>
<td>Assess client massage needs</td>
</tr>
<tr>
<td>HLTMSG003</td>
<td>Perform remedial massage musculoskeletal assessments</td>
</tr>
<tr>
<td>HLTMSG004</td>
<td>Provide massage treatments</td>
</tr>
<tr>
<td>HLTMSG005</td>
<td>Provide remedial massage treatments</td>
</tr>
<tr>
<td>HLTMSG006</td>
<td>Adapt remedial massage practice to meet specific</td>
</tr>
<tr>
<td>HLTMSG008</td>
<td>Monitor and evaluate remedial massage treatments</td>
</tr>
<tr>
<td>HLTHHS004</td>
<td>Manage work health and safety</td>
</tr>
<tr>
<td>BSBSMB404</td>
<td>Undertake small business planning</td>
</tr>
<tr>
<td>HLTAAP002</td>
<td>Confirm physical health status</td>
</tr>
<tr>
<td>CHCCCS001</td>
<td>Assess the needs of people with chronic disease</td>
</tr>
<tr>
<td>HLTMSG007</td>
<td>Adapt remedial massage practice for athletes</td>
</tr>
<tr>
<td>HLTHPS010</td>
<td>Interpret and use information about nutrition and diet</td>
</tr>
</tbody>
</table>
HLT54115 DIPLOMA OF NURSING
CRICOS Code: 092297E

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
• Aged 18 years or above with a VCE Year 12 Certificate, Senior VCAL Certificate or other post-secondary school certificate at Certificate III level or higher; or
• Completion of Australian Year 12 or equivalent; to
• Mature aged candidates (21 years of age) who do not meet the above criteria; or
• Completion of Certificate III or IV qualification preferably Aged Care, Pathology Collection, Health Services Assistant desirable.
• Minimum IELTS (or equivalent) with score 6.0 in each module.
• Successfully undertake ACER Numeracy test with working level 4 and exit level 3 within first semester.

Additional Requirements
• National Police Record Check
• Working with Children Check
• Immunisation record
• Hold a current first aid certificate

Campus Available
Melbourne, Adelaide

Units of Competency
CHCIVIV001 Work with diverse people
CHCIVIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPPBP003 Reflect on and improve own professional practice
HLTAP002 Confirm physical health status
HLTAP003 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
HLTENN010 Implement and monitor care for a person with diabetes
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
HLMHHSW002 Follow safe work practices for direct client care
HLTENN025 Implement and monitor care for a person with diabetes
HLTENN033 Research and report on nursing trends and practice
HLTENN034 Contribute to the improvement of clinical practice

CRICOS Provider Number: 02934D
RTO Provider Number: 121952
Effective Date: 15/11/2016
Version 5.0
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

**Units of Competency**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTENN020</td>
<td>Conduct clinical assessments</td>
</tr>
<tr>
<td>HLTENN033</td>
<td>Research and report on nursing trends and practice</td>
</tr>
<tr>
<td>HLTENN034</td>
<td>Contribute to the improvement of clinical practice</td>
</tr>
<tr>
<td>CHCAGE005</td>
<td>Provide support to people living with dementia</td>
</tr>
<tr>
<td>CHCCSM002</td>
<td>Implement case management practice</td>
</tr>
<tr>
<td>CHCDIS010</td>
<td>Provide person-centred services to people with disability with complex needs</td>
</tr>
<tr>
<td>HLTENN010</td>
<td>Apply a palliative approach in nursing practice</td>
</tr>
<tr>
<td>HLTENN029</td>
<td>Apply nursing practice in the contemporary aged care setting</td>
</tr>
<tr>
<td>HLTENN024</td>
<td>Apply nursing practice in the cardiovascular care setting</td>
</tr>
<tr>
<td>CHCDIS006</td>
<td>Develop and promote positive person-centred behaviour supports</td>
</tr>
</tbody>
</table>
BUSINESS

086946E  BSB40215  Certificate IV in Business
087214M  BSB50215  Diploma of Business
088817J  BSB51415  Diploma of Project Management
087493K  BSB60215  Advanced Diploma of Business
088818G  BSB61215  Advanced Diploma of Program Management
BSB40215 CERTIFICATE IV IN BUSINESS
CRICOS Code: 086946E

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 - 26 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
- Successful completion of Year 11 or the equivalent level of study or mature aged entry
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI's English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Moderate level of computer literacy required
- Participants must aged 18 or above

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBUS5401</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBFAA402</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBMKG414</td>
<td>Undertake marketing activities</td>
</tr>
<tr>
<td>BSBREL401</td>
<td>Establish networks</td>
</tr>
<tr>
<td>BSBADM407</td>
<td>Administer projects</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings</td>
</tr>
</tbody>
</table>
BSB50215 DIPLOMA OF BUSINESS
CRICOS Code: 087214M

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 - 26 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
• Successful completion of Certificate IV in Business or equivalent
• Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
• Moderate level of computer literacy required
• Participants must also be aged 18 or above

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBADM506</td>
<td>Manage business document design and development</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment, selection and induction processes</td>
</tr>
<tr>
<td>BSBMGT403</td>
<td>Implement continuous improvement</td>
</tr>
<tr>
<td>BSBHRM513</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBWORK501</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBLDS502</td>
<td>Manage programs that promote personal effectiveness</td>
</tr>
</tbody>
</table>
BSB51415 DIPLOMA OF PROJECT MANAGEMENT

CRICOS Code: 088817J

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:

- BSB61215 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
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Moderate level of computer literacy required
- Participants must also be aged 18 or above

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
- BBAMGMT516 Facilitate continuous improvement
- BSBWOR502 Lead and manage team effectiveness
- BSBWOR501 Manage personal work priorities and professional development
SOUTHERN CROSS EDUCATION INSTITUTE

BSB60215 ADVANCED DIPLOMA OF BUSINESS

CRICOS Code: 087493K

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
- Successful completion of Diploma of Business or equivalent
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Moderate level of computer literacy required
- Participants must also be aged 18 or above

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADV602</td>
<td>Develop an advertising campaign</td>
</tr>
<tr>
<td>BSBRM602</td>
<td>Manage human resources strategic planning</td>
</tr>
<tr>
<td>BSBRN601</td>
<td>Lead and manage organisational change</td>
</tr>
<tr>
<td>BSBMGT615</td>
<td>Contribute to organisation development</td>
</tr>
<tr>
<td>BSBMKG603</td>
<td>Manage the marketing process</td>
</tr>
<tr>
<td>BSBMKG607</td>
<td>Manage market research</td>
</tr>
<tr>
<td>BSBRM601</td>
<td>Manage finances</td>
</tr>
<tr>
<td>BSBSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
</tbody>
</table>
BSB61215 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

CRICOS Code: 088818G

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 - 61 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
Entry to this qualification is limited to those who:
- 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.
- Participants must also be aged 18 or above
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Moderate level of computer literacy required

Campus Available
Melbourne, Adelaide

Units of Competency
- BSBPMG610 Enable program execution
- BSBPMG611 Facilitate stakeholder engagement
- BSBPMG612 Implement program governance
- BSBPMG613 Manage benefits
- BSBFIM601 Manage finances
- ICTICT602 Develop contracts and manage contracted performance
- 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
- BSBPMG602 Direct the scope of a project program
INFORMATION TECHNOLOGY & SCREEN AND MEDIA

092301C  CUA51015  Diploma of Screen and Media
086616A  ICT50115  Diploma of Information Technology
086730K  ICT60115  Advanced Diploma of Information Technology
CUA51015 DIPLOMA OF SCREEN AND MEDIA
CRICOS Code: 092301C

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
- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Participants must also be aged 18 or above

Campus Available
Melbourne, Adelaide

Units of Competency

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUAPP505</td>
<td>Establish and maintain safe creative practice</td>
</tr>
<tr>
<td>BSBCRT501</td>
<td>Originate and develop concepts</td>
</tr>
<tr>
<td>CUANV502</td>
<td>Maintain and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>CUADIG503</td>
<td>Design e-learning resources</td>
</tr>
<tr>
<td>CUANM503</td>
<td>Design animation and digital visual effects</td>
</tr>
<tr>
<td>CUADIG504</td>
<td>Design games</td>
</tr>
<tr>
<td>CUADIG506</td>
<td>Design Interaction</td>
</tr>
<tr>
<td>CUANM502</td>
<td>Create 3D digital environments</td>
</tr>
<tr>
<td>CUANM302</td>
<td>Create 3D digital animations</td>
</tr>
<tr>
<td>CUANM501</td>
<td>Create 3D digital character animation</td>
</tr>
<tr>
<td>CUANM303</td>
<td>Design 3D digital models</td>
</tr>
<tr>
<td>CUANM401</td>
<td>Create advanced 3D digital models</td>
</tr>
<tr>
<td>CUADIG402</td>
<td>Design user interfaces</td>
</tr>
<tr>
<td>CUADIG403</td>
<td>Create user interfaces</td>
</tr>
<tr>
<td>CUAPP407</td>
<td>Create storyboards</td>
</tr>
</tbody>
</table>
ICT50115 DIPLOMA OF INFORMATION TECHNOLOGY
CRICOS Code: 086616A

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
- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Participants must also be aged 18 or above

Campus Available
Melbourne

Units of Competency
- BSBWHS501 Ensure a safe workplace
- BSBUS501 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
- ICTSAS504 Develop and conduct client acceptance test
- ICTICT506 Implement process re-engineering strategies
- ICTICT504 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
- ICTSAS517 Undertake ICT system capacity planning
- ICTWEB424 Evaluate and select a web hosting service
- ICTDBS502 Design a database
- ICTDBS512 Build a database
- ICTICT505 Determine acceptable developers for projects
ICT60115 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY
CRICOS Code: 086730K

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
- Successful completion of Certificate or Diploma qualification in IT or equivalent
- Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI’s English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
- Participants must also be aged 18 or above

Campus Available
Melbourne

Units of Competency
<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR502</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>ICTICT108</td>
<td>Manage copyright, ethics and privacy in an ICT environment</td>
</tr>
<tr>
<td>ICTPMG609</td>
<td>Plan and direct complex ICT projects</td>
</tr>
<tr>
<td>ICTXU6001</td>
<td>Implement sustainability in ICT planning and design projects</td>
</tr>
<tr>
<td>ICTICT508</td>
<td>Evaluate vendor products and equipment</td>
</tr>
<tr>
<td>ICTICT602</td>
<td>Develop contracts and manage contracted performance</td>
</tr>
<tr>
<td>ICTSAM601</td>
<td>Implement change management processes</td>
</tr>
<tr>
<td>ICTSAD505</td>
<td>Develop technical requirements for business solutions</td>
</tr>
<tr>
<td>ICTSAS504</td>
<td>Implement quality assurance processes for business solutions</td>
</tr>
<tr>
<td>ICTDB501</td>
<td>Monitor and improve knowledge - management system</td>
</tr>
<tr>
<td>ICTDB501</td>
<td>Build a data warehouse</td>
</tr>
<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
</tr>
<tr>
<td>ICTSAS504</td>
<td>Develop and conduct client acceptance test</td>
</tr>
<tr>
<td>ICTDB504</td>
<td>Integrate database with a website</td>
</tr>
<tr>
<td>ICTICT501</td>
<td>Research and review hardware technology options for organisations</td>
</tr>
</tbody>
</table>