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stories
start
here.**





Welcome to UB

Welcome to the University of Ballarat (UB).

We are delighted to present your 2011/2012 Program Guide.

You are about to discover the huge range of opportunities waiting for you at the University of Ballarat (UB).

The University has several hundred programs across many fields of study including business and commerce, human and community services, the visual and performing arts, the sciences, mathematics, information technology, engineering, nursing, paramedicine, biomedical sciences, food sciences, teacher education, the behavioural and social sciences, the humanities, human movement, sport sciences, the various trades and in manufacturing services. The University also has a Technical Education Centre catering for the needs of secondary school students.

At the University of Ballarat we place great emphasis on the quality of the learning and teaching for our students as well as our research capability. We have developed a reputation nationally and internationally for delivering relevant, high quality programs that meet the needs of industry and employers.

We maintain a strong commitment to delivering our programs in a personalised learning environment with a student-centred approach. We are well known for our friendliness and 'can-do' attitude.

At the University of Ballarat we are very proud of our graduates. They continue to be sought after by employers and industry and as a result we continue to experience high employment rates amongst our graduates.

I invite you to consider the study options offered by the University of Ballarat and to take advantage of the opportunity to become part of one of Australia's newest and most progressive universities.

I'm pleased to invite you to *Learn to Succeed at UB*.

A handwritten signature in black ink that reads "David Battersby". The signature is written in a cursive, flowing style.

Professor David Battersby

Vice-Chancellor and President

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A note on University of Ballarat terminology:

The University of Ballarat has adopted new terminology which is used throughout this guide. *Program* refers to the overall path of study. (This was formerly known as 'Course'.) *Course* now refers to the individual areas of study that a student completes within their program. (These were formerly known as 'Units' or 'Subjects'.) If you have any questions, please call us on **1800 811 711**.

Choosing the program that's right for you

There are plenty of programs to choose from at the University of Ballarat, each offering you enhanced career opportunities and plenty of lifestyle options. Follow these steps to help decide which ones are right for you.

Step 1 – Start with a self assessment

To work out which program will suit you best, spend some time considering what you are interested in, what you are good at and what you enjoy. Get input from your parents, your friends, teachers and family. And arrange some work experience in areas that may interest you.

Step 2 – Gather information and do your research

Once you've identified areas you're interested in, start collecting information from various universities.

Whether you're in Year 10, Year 12, you're a non-school leaver or a parent of a prospective student, there's a UB publication to help you:

- 2011 Online Higher Education Handbook
- 2011/12 Program Guide
- UB Tertiary Entry Guide 2014: What every Year 10 student should know.
- 2011 UB Open Day Program
- Parent's Guide to UB: Your guide to tertiary education.
- VTAC Guide (available from newsagents or www.vtac.edu.au)

Or visit the UB Program Finder at www.ballarat.edu.au/programfinder

To order copies of any of these guides, please call us on 1800 811 711 or email us at info@ballarat.edu.au

Step 3 – Know your program

This list of questions will help you find the program that's best for you:

Questions to ask when choosing your program

- What does my program involve? (ie. What will I learn by choosing it?)
- Are there any prerequisites/extra requirements I need in order to apply for this program?
- How many days a week will I attend classes?
- Will I have much out-of-class work?
- Are there any work placements or practical placements?
- How many places are available?
- Am I likely to get in?
- How can I apply for my program?
- What dates are important to ensure my application is eligible?
- Is there anything in the selection process that I need to know?
- Can I defer my place if I want to postpone studying the program?
- Will I have the option of transferring from one program to another, or from one campus to another?
- How much will my study cost each year? (eg. books, uniforms, other fees)
- Will I be eligible for any UB scholarships?
- What do I need to do to apply?
- What kind of jobs will I qualify for at the end of my studies? (Where have past graduates found jobs?)
- What will the employment prospects be like by the time I finish?
- Why is my program at UB better than at other institutions?

Ask UB students

Our students, both past and present, are one of the most valuable sources of information about the University. So find out more about the UB experience by asking someone who already knows.

Career counselling

If you're having trouble finding the right program, try our Vocational Guidance Service (fee applies) which can provide you with confidential help in choosing your program. Call (03) 5327 9470 to find out more.

Step 4 – What kind of student are you?

Secondary school students

If you are a current secondary school student you may use this guide in the following way:

Year 11 or 12 students:

- Choose a program or programs that you are interested in and make sure they are right for you.
- Find out how long the program is, what kind of career opportunities are available and which campus you will be studying at.
- Refer to this guide in conjunction with the current VTAC Guide to confirm prerequisites and extra requirements for particular programs you may be interested in.
- Find out about your accommodation options.

Year 10 students:

- When you are making your subject selections for VCE, this guide and the VICTER 2014 Guide can help you figure out which prerequisites you will need to think about. Remember it is never too early to start thinking about your options, and this guide is the perfect place for you to start.

Non-Year 12 applicants

'Non-Year 12 applicants' describes a wide range of people, such as:

- Mature aged applicants.
- Applicants who have previously completed part of a tertiary program.
- Applicants who have not completed VCE.

If I am a Non-Year 12 applicant, and I have recently completed VCE, are my VCE results considered with my application?

If it has been less than two years since you completed your VCE, consideration for entry will be based on your VCE results.

If you have undertaken further tertiary study within the last two years, your consideration for entry will be primarily based on your most recent results. Some programs are selected primarily on performance within an interview and/or audition. Please refer to the relevant program entry within this guide to find out more. In addition, your work or other study experiences are taken into account during selection.

Nervous about returning to study?

If it has been a while since you last studied and the idea of stepping back into a classroom is daunting – don't let it stop you.

UB has a number of returning to study programs to help make the process easier. Check out the Further Education section on pages 61-62 to find out more.

What type of program can I study?

When you are looking through this guide, pay special attention to the entry requirements for each particular program.

If you are having trouble meeting the entry requirements of a particular program, call the UB Infoline on **1800 811 711** and see if we can help.

Step 5 – Make your decision and apply

After researching your options and narrowing them down, it's time to make your decision and apply for your program. It's a good idea to keep your options open when applying for programs, so make sure you apply for all the programs you're interested in.

Call the UB Infoline on **1800 811 711** for information on applying or see page 6 of this guide.

What if I don't get into the program of my dreams?

If there is a particular program that you really want to study, it's worth investigating alternative entry into that program. This can sometimes be referred to as a 'pathway'. A pathway allows you to undertake a program of study which may give you credit for some or all of the subjects you complete if you are able to transfer into another program later on. Also, if you are returning to study after a long period of time or you are a school leaver considering alternative entry options into university, you may be interested in the FAST Program on page 27.

I've missed Open Day. Can I visit the campus on another day?

Our school holiday campus tours are designed especially for those people who can't attend our Open Day. They are the best way to get a feel for one of our campuses and learn about a particular program. This year these tours will run in the September/October school holiday break at our Ballarat campuses. Bookings are essential, so please call **1800 811 711** or email us at info@ballarat.edu.au to confirm tour times.

I'm having trouble choosing my VCE subjects. What should I do?

We have a range of publications on hand to help you research your program preferences, and ensure that you choose the correct pre-requisite subjects while you're at school. The best publication for you is titled 'UB Tertiary Entry Guide 2014: What every Year 10 student should know'. Check it out at www.ballarat.edu.au or call **1800 811 711** for a copy. Our Open Day is also an excellent way of getting a feel for uni-life, and you can speak directly with current students about the programs which interest you.



Apply today

Once you've chosen your program, you can apply for it via VTAC (Victorian Tertiary Admissions Centre) or direct to UB. The appropriate application process and specific program requirements can be found in each of the program listings in this guide.

Your application

When you apply for your preferred program, you will be assessed on the basis of your formal qualifications or background and experience, and whether you meet specific requirements set for your program. Your selection can also depend on quotas set for each program.

All programs selecting through VTAC are bound by entry requirements detailed in the most current VTAC Guide which can be found at your newsagent. Application methods may vary depending on the program you are applying for and your citizenship status.

Please read the information below carefully to determine the appropriate application method.

TAFE programs

VTAC

The following applicants for TAFE programs are advised to apply through the Victorian Tertiary Admissions Centre (VTAC) for full-time programs published in the VTAC Guide at Certificate IV level and above:

- Australian citizens
- New Zealand citizens
- Holders of Australian Permanent Visas

Direct Application

Apply direct to the University of Ballarat for:

- programs not listed in the VTAC Guide, and
- part-time TAFE Programs.

Direct Application forms for TAFE programs can be downloaded from www.ballarat.edu.au/apply

For more information, call 1800 811 711.

Apprenticeship and traineeship programs

Access to UB TAFE apprenticeship and traineeship programs is arranged in consultation with both the apprentice/trainee and the employer through an Australian Apprenticeship Centre (AAC) after employment has commenced.

All apprentices/trainees must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. The relevant department must first approve all enrolments.

Higher Education programs

VTAC

Who should apply through VTAC?

The following applicants for Higher Education Programs are advised to apply through VTAC for

- Undergraduate Degree programs listed in the current VTAC Guide
- Graduate Diploma of Education (Secondary)
- Australian citizens
- New Zealand citizens
- Holders of Australian Permanent Visas

- International students studying the Victorian Certificate of Education (VCE) in the year of application
- Victorian Certificate of Applied Learning (VCAL) or the International Baccalaureate (IB) in Victoria

Direct Application

The Higher Education Direct Application form may only be used by applicants who are an Australian or New Zealand citizen or a permanent resident of Australia who are:

- applying for programs not listed in the VTAC Guide
- applying for mid-year entry (visit www.ballarat.edu.au/midyear for availability)
- applying for postgraduate programs offered by coursework, excluding Graduate Diploma of Education (Secondary), or
- a current University of Ballarat student wishing to undertake another program within the University.

Download the *Direct Application* form from www.ballarat.edu.au/apply

International programs

If you are not currently a permanent resident of Australia or New Zealand (and are not currently studying Year 12 in Victoria) please contact International Student Programs, University of Ballarat, Mt Helen Campus, (03) 5327 9018 or www.ballarat.edu.au/international

Types of Higher Education places for domestic students

Commonwealth supported place (CSP) —VTAC 'type 1' program code formerly known as a HECS place

The Australian Government contributes towards the educational costs for Commonwealth-supported students. These students pay a 'student contribution amount'. If eligible, students may defer their student contribution via a HECS Higher Education Loan Programme (HECS-HELP) or Australian citizens may pay their student contribution upfront and receive a 20% discount. To find out more on Commonwealth support and HELP Loans including eligibility, please visit the Department of Education, Employment and Workplace Relations at www.goingtouni.gov.au

For fee information, visit www.ballarat.edu.au/fees

Postgraduate programs

Graduate Certificate, Graduate Diploma and Masters by Coursework

If you're applying for a Graduate Certificate, Graduate Diploma (except the programs listed below) or Masters by Coursework program at UB, you must complete the University of Ballarat Higher Education Direct Application, downloadable from www.ballarat.edu.au/apply

Graduate Diploma of Education (Secondary)

If you're applying for entry into the Graduate Diploma of Education (Secondary), you must apply through VTAC. VTAC Guides can be purchased from newsagents or via www.vtac.edu.au

Higher Degree by Research - Research and Graduate Studies Application

Higher Degree by Research applicants should contact the Research and Graduate Studies Office on (03) 5327 9508 or visit www.ballarat.edu.au/research to obtain an application form (from the Forms page). Applicants should complete sections A & B of the form, and then return it, plus all associated documentation to the Research & Graduate Studies Office. Incomplete applications will not be considered.

Non-resident students

If you are not currently an Australian citizen or a permanent resident of Australia or New Zealand, please contact the International Student Programs Office, University of Ballarat, Mount Helen Campus, (03) 5327 9018 or www.ballarat.edu.au/international

Applying: Consideration on equity grounds

We place a high importance on providing equal opportunities so everyone can enjoy our university. This value is upheld by offering a range of educational opportunities to students from disadvantaged circumstances.

VTAC

If you apply via VTAC and you wish to be considered for entry based on any one of these categories please refer to the Special Entry Access Scheme (SEAS) information at www.vtac.edu.au/seas.html

Direct Application

If you are required to apply directly to the University and feel that your eligibility for entry was lowered by circumstances during your education (such as having a disability, being from a non-English speaking background, being rural or isolated, being affected by financial hardship or having a major setback during your studies) you can ask for this to be taken into account when your application is considered. Please attach an additional personal statement to your application. For more information contact the Manager, Equity and Equal Opportunity on (03) 5327 9357, the Disability Liaison Officer on (03) 5327 9757 or the Admission Co-ordinator on (03) 5327 9552.

Working With Children Check

Students enrolling in Education/Childcare related programs are required to have a satisfactory Working with Children Check (WWCC) for confirmation of enrolment. The Working with Children Act 2005 requires that people who work or volunteer in certain child-related work apply for, and pass, a WWCC Check. It aims to strike a balance between protecting children under 18 years of age, promoting volunteering and safeguarding the rights of individuals. For more information, visit www.justice.vic.gov.au/workingwithchildren

Deferring programs**Yes, you can defer your program**

To defer your offer for up to one year, you must apply to the relevant School by the enrolment date specified on your offer letter. Deferment will not be granted automatically. Please visit www.ballarat.edu.au/defer

If you have any questions about deferring your program, please contact Admissions on (03) 5327 9552 or the relevant School

Regional Education Entry Program (REEP)

REEP is an alternative entry program to UB for regional VCE students which recognises that VCE results (or equivalent) do not always predict success at a tertiary level. Applicants may be eligible for an early provisional offer for their program. Eligibility criteria apply. To find out if you may be eligible to submit a REEP application please visit www.ballarat.edu.au/reep

Contacting VTAC**VTAC**

40 Park Street, South Melbourne VIC 3205
1300 364 133
www.vtac.edu.au

All VTAC applications are submitted online. Internet Access Points are available at UB's Mt Helen campus to provide access to the VTAC website services. The online VTAC Guide is available from the VTAC website or hard copies can be purchased from newsagents.

Let's talk about money

Starting university can be a money-managing minefield. You may need to budget for fees, textbooks and the expenses associated with living away from home. So we're here to help with financial advice and financial assistance for our students. Read on to find out more.

TAFE Fees

If you're a TAFE student enrolling in a Government Subsidised Course, you must pay a Tuition Contribution and any ancillary and materials fees at the time of enrolment.

These fees vary depending on the Category and the total number of hours you enrol in. The minimum Tuition Contribution varies from \$50 to \$375 and the maximum Tuition Fee varies from \$500 to \$2000.

A minimum Tuition Contribution applies to students who hold a Commonwealth Health Care Card, Pensioner Concession Card or a Veteran's Gold Card. These students will be charged no more than the minimum tuition fee for enrolments in all categories (other than Skills Deepening). Details are covered in the *Fees and Charges 2011* brochure, which will be available by contacting your relevant campus.

If you are Aboriginal or Torres Strait Islander you will be charged no more than the minimum tuition fee for all categories.

It is recommended that prospective students ask about the level of fees prior to enrolment.

A Fee Deferment Plan may be available, this plan would allow you to pay your fees in instalments (conditions apply),

VET FEE-HELP assistance is available for eligible students enrolling in both government-subsidised and Full Fee Skills Deepening level courses. At the University of Ballarat, Skills Deepening level courses include Diplomas and Advanced Diplomas.

To find out more about VET FEE-HELP, including eligibility and application requirements, please visit the University of Ballarat Skills Reform Information at www.ballarat.edu.au/ubskills and the Australian Government's VET FEE HELP site at www.deewr.gov.au/vetfeehelp



Higher Education Fees

The Commonwealth Government requires students to contribute to the cost of their education. Students in a Commonwealth supported place pay a student contribution amount which varies depending on the program and courses chosen. These costs are based on the following 2011 fee structure.

Programs relating to Humanities, Behavioural Sciences, Social Studies, Clinical Psychology, Foreign Languages, Nursing, Education and Visual and Performing Arts fall into Band 1 and charges vary from \$0–\$5,442.

Band 2 charges are \$0–\$7,756 for programs including, Computing, Built Environment, Health, Engineering Surveying and Agriculture.

Accounting, Administration, Economics, Commerce, Law, Dentistry, Medicine and Veterinary Science are in Band 3 where charges vary between \$0–\$9,080.

Mathematics, Statistics and Science are National Priorities and attract the lowest charges, \$0–\$4,355.

If you are studying part time, pro-rata charges will apply.

Full or partial payments may be made at the beginning of each teaching period or deferred until you complete your program. When you obtain paid employment that exceeds the repayment threshold (estimated \$39,000 per annum), repayments will be deducted through the taxation system. Further details can be found in the HECS-HELP and FEE-HELP booklets

Contact the Department of Education, Employment and Workplace Relations (DEEWR) on 1800 020 108 or visit www.goingtouni.gov.au if you require further information on Commonwealth supported places. Alternatively, contact Student Administration on (03) 5327 9564 or studentadmin@ballarat.edu.au

2012 Program Detail and Cost

For program information and costs for all students, please visit the website a www.ballarat.edu.au/fees

Postgraduate Fees

If the program you are enrolling in is a fee paying (non-CSP), non-research, postgraduate program, you also have the option of taking out a FEE-HELP (Higher Education Loan Program) loan for your tuition fees. This Commonwealth loan is similar to the HECSHELP loan and voluntary payments can be made to the Australian Taxation Office (ATO) at any time. Program fees for fee-paying students range from \$7,000 to \$17,800 a year depending on the program. Fees are subject to change without prior notification.

For more information, visit www.goingtouni.gov.au

CSP students are entitled to a 20% discount on fees if they pay up-front by the census date of the applicable semester. Or they may defer repayments until they have completed their program, gained employment and are earning more than the minimum threshold for compulsory repayment. New Zealand citizens and holders of permanent resident visas (excluding holders of a permanent humanitarian visa) are not eligible for the Higher Education Loan Program (HELP loan) and do not receive a discount for upfront payments.

Other costs for postgraduate students may include non-compulsory program or course charges.

Ancillary costs

As well as tuition fees, other charges may be incurred. Ancillary costs vary between TAFE, Higher Education and Postgraduate programs. For example, TAFE programs are likely to have more materials costs because they tend to be more practical. Ask your Program Coordinator if there are any further charges required to complete your program.

Allowances should also be made for purchasing textbooks. Students living away from home will need to allow approximately \$130 to \$150 per week for day-to-day living expenses.

Financial assistance - student loans

We offer a loans scheme for currently enrolled students studying on campus, excluding those studying a full fee paying program. This scheme provides loans of up to \$2,000 (limited to \$1,000 for first year students). Loans are available for a variety of purposes to assist students to complete their studies (subject to eligibility).

To find out more, visit www.ballarat.edu.au/student-loans or contact (03) 5327 9334 to speak to our Loans Officer.

Financial Information

For information and assistance with Youth Allowance or Austudy, Centrelink can be contacted on 13 3276 or www.centrelink.gov.au. Counsellors at UB can assist with personal budgeting and referrals to organisations offering financial assistance. To find out more visit www.ballarat.edu.au/counselling. To make an appointment phone (03) 5327 9470.

Scholarships

A range of awards and scholarships are available for students within the Higher Education and TAFE Divisions of UB, including financial aid scholarships to help with the costs associated with studying. You are encouraged to apply for any scholarships in the following pages for which you are eligible.

UB Equity and Financial Aid Scholarships

The University of Ballarat offers a range of scholarships to assist students and families on low incomes, who are Australian citizens or holders of a Permanent Humanitarian Visa and Australian Permanent Residents, with accommodation and education costs.

Commonwealth Scholarships (for Indigenous Students)

1. Commonwealth Education Costs Scholarships-Indigenous provide eligible students with \$2,290 per year for up to four years (2011 value, indexed annually).
2. Commonwealth Accommodation Scholarships-Indigenous provide eligible students from rural and regional areas with \$4,580 per year (2011 value, indexed annually) for up to four years to assist with accommodation expenses where they have to move to undertake their chosen higher education program.
3. Commonwealth Education Costs Scholarships-Indigenous Enabling provide eligible Indigenous students enrolled in the University of Ballarat's FAST program with \$1,145 for one semester (2011 value).
4. Commonwealth Accommodation Scholarships-Indigenous Enabling provide eligible Indigenous students enrolled in the University of Ballarat's FAST program with \$2,290 (2011 value) for one semester to assist with accommodation expenses where they have to move to undertake their chosen higher education program.
5. Indigenous Access Scholarships provide eligible commencing Indigenous students with a once only payment of \$4,442 (2011 value) to assist with the expenses associated with Higher Education.

University of Ballarat Financial Aid Scholarships (UBFAS)

1. University of Ballarat Education Costs Scholarships provide eligible students with \$2,128 (2011 value) to assist with education costs for one year.
2. University of Ballarat Accommodation Scholarships provide eligible students with \$4,000 or \$3,000 for a partial scholarship (2011 value) for one year to assist with accommodation expenses where they have to move to undertake their chosen higher education program.
3. University of Ballarat School Based Financial Aid Scholarships – Most Higher Education Schools offer one year financial aid scholarships to eligible students enrolled with their school. TAFE students enrolled in selected Arts Academy programs are able to apply for the Arts Academy's financial aid scholarships.
4. University of Ballarat Dr Mary Atkinson Scholarship, worth \$5,400 (2011 value) for one year, is offered to assist an eligible Indigenous student with costs associated with studying at the University of Ballarat.
5. University of Ballarat Regional Relief Scholarships provide eligible students who have been affected by exceptional circumstances such as drought with \$1,500 (2011 value) to assist with the expenses of attending university.

For up-to-date information on the Commonwealth Scholarships or UB Financial Aid scholarships including information on how to apply please visit www.ballarat.edu.au/equityscholarships or contact the Equity Scholarships Office on (03) 5327 9069.

General Scholarships

University of Ballarat Scholarships and Awards

The University of Ballarat awards scholarships to the value of \$2,000 to Year 12 students within the Central Highlands, Wimmera, Barwon, Loddon, Mallee and Western District regions who enrol in a higher education University of Ballarat program. The Scholarships are awarded on the basis of excellence in the areas of study, contributions to the community and to their school. Awards to the value of \$500 are also available to Year 10 students who achieve the best results within their year level, in each of the secondary schools within the Central Highlands and Wimmera regions. These awards will be presented at end of year Secondary School Speech Nights. For more information, visit www.ballarat.edu.au/scholarships or call 1800 811 711.

University of Ballarat Pipe Band Scholarships

The University of Ballarat Pipe Band is a highly successful Victorian Pipe Band with more than 50 members of all ages. Its aim is to promote the Highland Bagpipes and Drums.

In 2010, full scholarships are available to the value of \$1,000 each or half scholarships may be awarded to the value of \$500. To be eligible for a scholarship, students must be enrolled at the University of Ballarat, and be interested in becoming playing members of the University of Ballarat Pipe Band. Applicants must also have had some tuition in playing bagpipes or drums. For more information, call (03) 5331 9611.

Harold Carroll Memorial Scholarships

The Harold Carroll Memorial Scholarships are valued at \$4,000 per annum for a maximum of four years. There will be one scholarship for 2010, awarded to a student studying Year 12 in the Western District of Victoria, who enrolls in a TAFE or higher education University of Ballarat program. Applicants must exhibit a determination and diligence towards their VCE studies, a capacity for hard work, a willingness to learn and evidence of financial disadvantage. For more information, visit www.ballarat.edu.au/scholarships or call 1800 811 711.

Mick Young Scholarships

The eligibility criterion for a recipient of the Mick Young Scholarship is financial disadvantage combined with motivation and commitment to furthering education and improving life circumstances. Two \$2,500 scholarships are available – one for Higher Education and one for the TAFE Division.

Information sheets and how to apply from www.ballarat.edu.au/future-student-scholarships

TAFE Division Scholarships

RJ Young Scholarships

Value: \$4,000 each

Eight scholarships are being offered. Students must enrol full-time or part-time in a Certificate IV, Diploma or Advanced Diploma program at the University of Ballarat, SMB Campus. The RJ Young Scholarship is awarded based on financial circumstances, academic performance, commitment to educational achievement and objectives of study. Previous recipients of this Scholarship are not eligible to apply.

Information sheets and how to apply from www.ballarat.edu.au/future-student-scholarships

Brian McLennan Scholarship

Value: \$2,000 each

Students enrolled in the first year of a University of Ballarat TAFE Arts Program and intend to undertake the second year of the program are entitled to apply. At the time of application and on receipt of scholarship the recipient must be enrolled in 11 hours (or 0.75 of this) per week. For more information, call the Arts Academy on (03) 5327 8656.

Higher Educations School Scholarships

Arts Academy Scholarships

Value: \$500 each

Four scholarships are being offered to encourage and support talented undergraduate students in selected Visual and Performing Arts Bachelor Degrees. All prospective VCE students from the Ballarat Region interviewed for each year will be eligible for consideration. The Arts Academy also offer a variety of awards to current students based on academic performance. To find out more, call the Arts Academy on (03) 5327 8603.

School of Business

Value: range from \$500 to \$5,000

Up to twenty scholarships are being offered for new students commencing their undergraduate studies in selected higher education School of Business programs. Eligible programs are Bachelor of Commerce, Bachelor of Business, Bachelor of Management and Bachelor of Commerce/Bachelor of Management. To find out more, call the Undergraduate Administrator at the School of Business on (03) 5327 9288.

School of Human Movement and Sport Sciences

The School of Human Movement and Sport Sciences offers scholarships for commencing students in selected programs.

- Two \$1,000 'Bachelor of Sport Management' Scholarships
- Two \$1,000 'Bachelor of Sport Management/Bachelor of Business' Scholarships

In addition there are two financial aid scholarships available to students in undergraduate programs.

- 1 x Education Costs scholarship \$2254
- 1 x Accommodation Scholarship \$4000

To find out more, call the School of Human Movement and Sport Sciences on (03) 5327 9682.

Graduate School of Information Technology and Mathematical Sciences

There are a variety of scholarships, ranging in value up to \$18,000, available to students starting the Bachelor of Information Technology, Bachelor of Information Technology (Computer Games), Bachelor of Information Technology (Software Engineering), Bachelor of Information Technology (Business Systems) and Bachelor of Mathematical Sciences in 2012. These scholarships are only available to current Year 12 students or students who completed Year 12 studies previously.

If you apply for the Bachelor of Information Technology, Bachelor of Information Technology (Computer Games), Bachelor of Information Technology (Software Engineering), Bachelor of Information Technology (Business Systems) and Bachelor of Mathematical Sciences scholarships, and you are selected into one of the above programs, and you receive an ENTER of at least 75, you are guaranteed a scholarship of at least \$1,400 for each of your three years of study. Selection is based on your performance in VCE or equivalent.

We also offer scholarships into the Bachelor of Computing (Honours), Bachelor of Mathematical Sciences (Honours) and the Graduate Diploma of Advanced Computing.

For more information, call the Graduate School of ITMS on (03) 5327 9770.

School of Science and Engineering

Value: \$1,000 each

Ten Xstrata Zinc commencer scholarships will be offered to full-time, first year undergraduate students studying in the areas of metallurgy or geology. For more information, call the School of Science and Engineering on (03) 5327 9277.

Postgraduate Scholarships

Australian Postgraduate Awards with Stipend (APAs)

Each year, the Department of Education, Employment and Workplace Relations (DEEWR) offers Australian Postgraduate Awards With Stipend (APAs) to train people with exceptional promise to undertake a higher degree by research (Masters by Research, Doctor of Philosophy and Professional Doctorates).

This award includes a stipend for living expenses, Research Training Scheme (RTS) exemption and a relocation and thesis allowance. It is awarded to individuals for academic excellence — there are no quotas for particular disciplines.

Research Training Scheme

The Department of Innovation, Industry, Science and Research (DIISR) also allocates a number of RTS scholarships (program fees) to UB each year.

UB Postgraduate Research Scholarships (UBPRS)

Priority in awarding these scholarships is given to graduates who have completed a four-year undergraduate degree with first class honours (or equivalent). Awards are restricted to Australian citizens — or those with residence status — and current UB IPRS awardees.

Endeavour International Postgraduate Research Scholarships (IPRS) To Cover the Program Fees

These awards are open to citizens of all overseas countries except New Zealand. The scholarship is available for full-time postgraduate research study in areas of research concentration as designated by individual institutions.

The closing date is 31 October. For details about entitlements and application requirements contact the Research and Graduate Studies Office on (03) 5327 9508, email HDRResearch@ballarat.edu.au or visit www.ballarat.edu.au/research-scholarships

Apprenticeships and Traineeships

A fantastic way to balance achieving your goals with work and study is to enrol in an apprenticeship or traineeship.

Earn as you learn with apprenticeships and traineeships

As an apprentice or trainee you will:

- earn a wage as you train and develop your practical skills
- receive nationally accredited qualifications
- enjoy flexible training arrangements
- receive workplace training and support, and
- benefit from the career opportunities from the incentives offered to employers.

We offer apprenticeships and traineeships in areas such as:

- Aged Care
- Agriculture
- Automotive
- Baking
- Bricklaying
- Building and Construction
- Business
- Butcher
- Children's Services
- Civil Construction
- Conservation and Land Management
- Disability Work
- Electrical
- Engineering (Fabrication)
- Engineering (Production)
- Food Processing
- Furniture
- Horticulture
- Hairdressing
- Health Support Services
- Home & Community Care
- Hospitality and Tourism
- Information Technology
- Joinery
- Meat Processing
- Nursing
- Office Administration
- Outdoor Power Equipment
- Painting and Decorating
- Plumbing and Gasfitting
- Process Manufacturing
- Retail
- Transport & Distribution

And more.

What next?

You must secure employment as an apprentice or trainee before any trade training can occur. You may also be able to start a part-time apprenticeship/traineeship while still at school. There are a number of ways this can be managed and may include working in industry two days a week and going to school three days a week.

Employers usually give preference to those who have completed Year 10 or beyond.

If you have already left secondary school, consider doing a pre-apprenticeship program at UB TAFE. This is a pathway for people wishing to gain an apprenticeship in a particular trade area.

A pre-apprenticeship prepares you with the basic starting skills employers are looking for in a prospective employee and in some areas it actually takes time off the length of the apprenticeship.

Call us now about an apprenticeship or traineeship:

SMB Campus (Ballarat)

Apprenticeship Liaison Coordinator (03) 5327 8173

Western Campus (Horsham/Stawell/Ararat)

Apprenticeship Liaison Officer (03) 5362 2712

FAQ's about apprenticeships and traineeships

How can I start an apprenticeship or traineeship?

1. Think about what areas you would like to work in (most careers now have apprenticeships and traineeships available).
2. Update your resume. There's a great sample at www.najobpathways.com.au
3. Visit employers to drop off your resume and impress them with your enthusiasm. See your local Group Training organisation, visit employment network providers, and check out local papers and employment websites.
4. Try volunteering your services.
5. Consider doing a pre-apprenticeship program.
6. Be persistent!

What are the wages for an apprentice/trainee?

The wages vary. There are many extra benefits now available to starting apprentices/trainees to offset the lower wages at the beginning of your training. Don't forget you are learning new skills – AND getting paid. Visit www.australianapprenticeships.gov.au to see the Government initiatives on offer.

UB campuses uncovered

Did you know we are the only regionally based university in Australia offering TAFE, Higher Education and senior secondary education? This means we offer state-of-the-art facilities and a global reputation in producing world-class career opportunities. We also pride ourselves on our team spirit, innovative learning and industry links.

UB is regional Victoria's largest institution, with six campuses providing easy access to programs, and approximately 1,500 staff committed to teaching excellence and the provision of student support. Our staff thrive in providing you with a fast-paced, dynamic and innovative environment where you are free to apply your talents, skills and creativity to any task at hand and beyond.

We pride ourselves on the level of access that is available to you, and the resources we offer to support you in realising your goals. UB has three campuses in Ballarat, campuses in Ararat, Stawell and Horsham and we are committed to providing high-quality services to students, the community and industry.

Mt Helen Campus (Ballarat)

University Drive, Mt Helen 3350

Phone (03) 5327 9000 Fax (03) 5327 9704

Mt Helen is our Higher Education campus and is located 10 kilometres from the Ballarat city centre. One hundred and ten hectares of parkland and natural bushland surround the facility which is attended by more than 4,500 students specialising in about 50 alternate areas within the Schools of Science and Engineering, Nursing, Business, Education, Behavioural and Social Sciences and Humanities, Information Technology and Mathematical Sciences, and Human Movement and Sport Sciences. Administrative operations are coordinated from the Mt Helen Campus. Facilities include lecture theatres, studios, sporting facilities, a library, residences plus informal and formal dining areas. Our Mt Helen Campus is home for the University's thriving and innovative Technology Park.

SMB TAFE Campus (Ballarat)

Lydiard Street South, Ballarat 3350

Phone (03) 5327 8000 Fax (03) 5327 8001

Right in the hub of Ballarat's CBD, our SMB Campus facilities incorporate an historic environment dating back to 1870. The Prospects Training Restaurant, open to the public, is housed at our SMB location. Quality TAFE vocational education and training programs are delivered to approximately 9,000 people each year from our SMB Campus. In addition, other TAFE facilities within Ballarat include the Agriculture Education Centre, a brand new Building and Construction Studies facility and the Ballarat Horticulture Centre.

SMB Campus provides programs in applied science, building studies, business, hospitality, further education, manufacturing and technology, community studies, rural studies and vocational arts.

Camp Street Campus (Ballarat)

Camp Street, Ballarat 3350

Phone (03) 5327 8600 Fax (03) 5327 8601

Located in the heart of Ballarat, our Camp Street Campus is home to our Arts Academy and the majority of the University's visual and performing arts students, staff and programs. Our Camp Street Campus is a unique integration of both old and new buildings which provides for a dynamic and vibrant arts and cultural environment. Programs offered in the performing arts include acting, theatre performance, music theatre, small companies and community theatre, lighting and sound, and music performance. In visual arts, students can study graphic art, visual arts, ceramics, fine arts and graphic design/multimedia.

Ararat Campus

Laby Street, Ararat 3377

Phone (03) 5355 3000 Fax (03) 5352 4616

Our Ararat Campus has provided first-class vocational education and training to the Ararat and surrounding communities for many years. It provides a range of programs and contemporary teaching facilities. Programs are offered in computing, business studies, electronics, further education, social and community studies, and engineering. We have strong relationships with local industries providing services to trainees and apprentices within the immediate community. Students have access to video-conferencing equipment, and can access our library's formidable range of study support resources via our on-line borrowing system.

Stawell Campus

Sloane Street, Stawell 3380

Phone (03) 5358 7200 Fax (03) 5358 7250

Centrally located in Sloane Street, our Stawell Campus offers a modern learning environment with seven training rooms, a technology area, our Learning Resource Centre and a Student Recreation area. Our purpose-built facilities provide students and staff with resources designed to enhance training. Programs are provided in business studies, computing, wool classing, hospitality, further education, health, social and community studies.

Horsham Campus

Baillie Street, Horsham 3402

Phone (03) 5362 2600 Fax (03) 5362 2610

Our Horsham Campus delivers training throughout the Wimmera and surrounding regions. Located in Baillie Street, it has modern facilities including a spacious Learning Resource Centre, videoconferencing facilities and specialised training rooms for childcare, computing, welfare and library studies. Our Campus also houses art and design workshops, nursing training facilities and three state of the art computer-training rooms.

At UB Horsham, we offer programs in business studies, computing, further education, industrial studies, hospitality, rural studies, vocational arts, health, social and community services and nursing.

UB Tec

UB Tec is an exciting new option for senior secondary education in Ballarat. It provides accredited, hands-on learning for Years 11 and 12 students in an adult learning environment. UB Tec is funded by the Victorian Government and enrolls students who have completed Year 10, are less than 20 years of age and who have not completed Year 12. Students who enrol in UB Tec will be interested in going on to further training at TAFE, starting a pre-apprenticeship, apprenticeship, or getting a job. UB Tec students will be enrolled as students of the University of Ballarat. Please see page 103.

UB national/UB international

Try the UB Exchange Program

A UB Exchange Program allows you to discover unique opportunities in a number of countries around the world. To study in another country is to invest in your academic, social, personal and professional growth.

Benefits include:

- being able to choose subjects in your host university, which may not be offered at UB
- being challenged by subjects, which offer a non-Australian perspective
- subjects undertaken at the host university may be credited to your UB transcript
- enjoying the cultural diversity of mixing with other exchange and local students
- forming lifetime friendships for future travel and business opportunities, and
- challenging yourself by venturing into the unfamiliar.

For students studying a language, this will be a huge benefit in building your knowledge of the country and developing the language about which you are learning.

UB exchange universities

Austria

University of Applied Sciences in Wiener Neustadt
University of Applied Sciences of WKW in Vienna

Canada

University of Victoria

China

Bohai University

Denmark

University of Southern Denmark

England

Leeds Metropolitan University
University of Chester
University of Worcester

Finland

Laurea University of Applied Sciences

France

Amiens Sup De Co
INSEEC Graduate School of Business

Germany

International School of Management – GMBH

Lithuania

ISM University of Management & Economics

Netherlands

Avans Hogeschool
Haagse Hogeschool
Vrije University

Sweden

Halmstad University
Karlstad University

USA

Missouri State University
State University of New York College – Cortland
Ohio State University
Virginia Polytechnic Institute and State University

Interesting things to know

Starting at university can be quite a learning curve. From figuring out how to use the library to deciding which associations to join, there's plenty to keep you busy. Read on to find out more about UB's offerings.

Aboriginal Education Centre

Aboriginal and Torres Strait Islander students are offered educational and community support at all our campuses. Our staff – who include Aboriginal Liaison and Aboriginal Education Officers – are able to provide personalised support to students.

Services we can provide include:

- scholarship information
- a resource library
- career advice
- facilitation of involvement with our local Aboriginal community
- computer access
- access to tutorial support, and
- referral to childcare, accommodation, financial and transport services.

For more information, call:

Horsham Campus (03) 5327 9038

Mt Helen Campus (Ballarat) (03) 5327 9798

SMB Campus (Ballarat) (03) 5327 8260

Employment In and Around Ballarat

Your Student Experience office can assist you in finding part-time/casual and vacation work to help you pay your way through Uni. Students can choose to sign-up for important employment notices, whereby they will receive a direct email informing them of any jobs advertised through the University. To sign-up for this employment email list, send an email to unijobs@ballarat.edu.au for more information or call in and see our friendly staff for assistance.

Some Australian employment websites:

www.jobsguide.com.au

www.mycareer.com.au

www.seek.com.au

www.careerone.com.au

Student Experience Office

The Student Experience Office enhances your University experience by providing sports, recreation, social and interest group activities as well as assistance in finding part-time or casual work.

A large number of clubs and societies operate on the Mt Helen and Camp St campuses, these include:

- Sporting Clubs e.g. Hockey, Netball, Rugby, Football etc.
- Academic-based Societies e.g. Physical Education, Engineering, Arts Society etc.
- Cultural & interest-based Clubs, e.g. Gamers Guild, Environmental Club, UB Chinese Scholars and Students Association etc.
- Social Clubs

Student Learning Skills

The Study Learning Skills Office (SLS) is committed to enhancing your learning experience at the University of Ballarat and supporting your transition to become independent learners. SLS provides free assistance in study skills, academic writing and English language for undergraduate degree students located on the Mt Helen, SMB, Horsham and Camp Street campuses. Learning Skills Advisers present academic skills workshops throughout the year, and can provide limited individual assistance at weekly drop-in sessions. The SLS website has a variety of resources and links to academic learning material to sharpen your academic learning skills. Visit the website for contact information and resources: www.ballarat.edu.au/learningskills

UB Higher Education Mentor Program

The change to university life can be challenging. Whether you are coming to university from high school, TAFE, the work force or another path, there are common challenges to overcome, such as finding somewhere to live, having to build a new network of friends and managing a busy work/home/study life. To support your transition to university, we provide you with a mentor who is in the second or third year of your program. Having already experienced life at UB, mentors provide first-hand support to new students in the first six weeks of the university year – when it matters most. Starting in Orientation Week, your mentor introduces you to the support structures at UB, orientates you to the campus, the lingo and academic expectations. For more information on the Mentor Program, visit www.ballarat.edu.au/studentmentors

University Library

The University of Ballarat Library collection includes over 252,000 books, 100,000 e-books and subscriptions to over 30,750 journal titles (550 in print and 30,200 unique electronic titles), as well as audio-visual material and equipment.

Services available include:

- help with locating and retrieving library resources including searching the library catalogue, CD-ROM, online and full text databases, locating newspaper articles, reference and other materials
- Information Skills programs and training, including basic orientation classes aimed at new and returning students. Programs are run during the first few weeks of each semester and include logging in and using the student network, searching the library catalogue, searching online full text data-bases
- flexible study areas available at the Mt Helen and SMB campus libraries
- help with student network and account queries and problems
- photocopying, and
- access to the library collections of other Australian Tertiary Institutions through the CAVAL Reciprocal Borrowing Program, the National Borrowing Scheme and through participating libraries and the BONUS+ Scheme.

Campus Libraries:

Horsham Campus (03) 5362 2649

Mt Helen Campus (Ballarat) (03) 5327 9594

SMB Campus (Ballarat) (03) 5327 8230

Stawell Campus (03) 5358 7258

Email libinfo@ballarat.edu.au or visit www.ballarat.edu.au/library

Childcare

The University of Ballarat Early Learning Centres of Excellence provide dedicated teaching and learning spaces. Our Centres at Mt Helen and SMB provide a friendly, safe and caring environment for children from birth to six years.

We offer:

- High Quality Accredited care
- Safe & secure environment
- Settling in process
- Music program
- On campus for easy access
- Individual programming

Childcare facilities are also available at our Horsham Campus, within close proximity to the campus, so that your children are never too far away when you are studying.

Bookings are essential and places are limited. Please contact the Centres for more information.

Mt Helen

K Building, Mt Helen Campus (03) 5327 9456
info@ballarat.edu.au

SMB

S building, SMB Campus (03) 5327 8183
info@ballarat.edu.au

Horsham

(03) 5362 2665

Counselling

We provide a free, professional and confidential counselling service to all students.

Your counsellor will:

- listen carefully to what you say
- work with you so that you can see your situation more clearly
- help you discover and develop your own resources
- help you resolve your difficulties, and
- where appropriate, put you in touch with other sources of assistance within and outside of the educational institution.

Counselling can provide assistance with a range of academic and personal issues such as: course and career decisions, adjusting to student life, cultural issues, academic progress, financial hardship, relationships, anxiety, depression, and stress management.

You can contact our counselling service on (03) 5327 9470 or visit www.ballarat.edu.au/counselling

Disability

UB has a Disability Liaison Unit (DLU) to assist people with permanent and temporary disabilities in gaining access to programs and facilities and in achieving their academic and training goals. If a physical, sensory or learning disability, or other disability or medical condition impacts on your ability to access the University or to achieve your educational or training goals, then our DLU staff may be able to assist you through the provision of adjustments to the educational environment.

Apprentices and trainees with a disability undertaking training through the University of Ballarat may be eligible to receive assistance to help them learn their trade, through the DAAWS (Disabled Australian Apprentice Wage Support) scheme. The apprentice can receive off the job tutorial, interpreter or mentoring assistance.

Please contact the Disability Liaison Unit:

Apprentices and Trainees (03) 5327 8323

Horsham, Stawell and Ararat (03) 5327 9757

Mt Helen and Camp Street (03) 5327 9757

SMB (03) 5327 8092

Or email disability@ballarat.edu.au or visit www.ballarat.edu.au/student/disability

SMB Fitness Centre

You'll find our Fitness Centre on the first floor of the Student Amenities Building in the Old Gaol. The centre is used by staff, students and our local community under the direction of staff and students in the fitness leadership programs.

Memberships may be taken for a term, a semester or the whole year and are offered at a discounted rate to encourage staff and students to improve their fitness and health.

Students who are studying the **Certificate 4 in Fitness and Massage** are available to personally train clients who take out a yearly membership in the facility. This program includes fitness assessment, individual upstart program, program updates and exercise and technique explanation.

The Fitness Centre is open five days a week from 6am to 5.30pm. The centre is also open Saturday mornings 9am to 12 noon.

To find out more, call the Physical Recreation Co-ordinator on (03) 5327 8191.



UniSports – Mt Helen

UniSports provides a wide range of recreational and sporting services to students, staff and the local community. It's no surprise the fully equipped gymnasium, the 'Toning Point' and the eight-lane state-of-the-art indoor heated swimming pool are popular among students. The Toning Point Gym offers qualified instructors, fitness guidance and individualised programs as part of a membership, whilst swimming lessons (we cater for adults as well as children) and water aerobics classes are available in the UniSports pool. Students receive GYM/SWIM Memberships at special student prices. Keep an eye out for sales on memberships during enrolment days and O-Week. Additional facilities available at UniSports include a multi-purpose sports hall, gymnastics hall, Get Active studio, two tennis courts, squash courts and an oval. The ubuy store retail outlet stocks a wide range of University of Ballarat branded merchandise including hoodies, T-Shirts and jackets. The ubuy store also stocks a range of swimwear and goggles as well as drinks and snacks for active students. To find out more, visit www.ballarat.edu.au/unisports or call UniSports (Mt Helen) (03) 5327 9695

Health services

Our Mt Helen Campus has a bulk-billable health service available to students from all campuses. This centre also includes a daily pathology service, pharmacy delivery service and a hire service for crutches. The Health Centre specialises in travel health, providing vaccinations to students and members of the public.

For more information, call the Health Centre on (03) 5327 9477.

The SMB and Camp Street Campuses are within reach of a full range of health facilities adjacent to the CBD, including excellent public and private hospitals and other specialist providers. Similarly, professional counselling staff are able to arrange referrals to a comprehensive network of service providers.

Our Horsham Campus (a five minute walk from the centre of town) is located close to the Wimmera Health Care Group and Horsham Hospital.

East Grampians Health – Ararat Hospital is available to students at the Ararat Campus, and students at the Stawell Campus are within walking distance to private medical practices and the Stawell Hospital.

Lifelong learning opportunities

UB graduates and students from home and abroad have identified the importance of lifelong learning and many students return to the University of Ballarat for postgraduate study. A wide range of postgraduate Coursework Programs and Degrees by Research are available. Please visit www.ballarat.edu.au/programfinder for program details.

Social activities

There's an exciting calendar of events, festivals and entertainment to enjoy during your time in the area. Some of the most famous attractions are the multimillion-dollar Gold Museum at Sovereign Hill, the Grampians National Park, Ballarat's Tramway Museum and Wildlife Park. The region has a cosmopolitan atmosphere with coffee and wine bars, fantastic restaurants and food outlets as well as a large number of entertainment and nightlife venues for students including bars, night clubs, beer gardens and live music venues.

Check out the following sites for more information:

Ballarat Tourism	www.visitballarat.com.au
Horsham Tourism	www.visithorsham.com.au
Stawell Tourism	www.visitgrampians.com.au
Ararat Tourism	www.ararat.vic.gov.au

ub)alumni – the University of Ballarat Alumni Association

The word 'alumni' is a Latin term meaning former pupil or student. For University of Ballarat graduates, it's a ticket to lifelong learning and networking opportunities at the local, national and international level.

The University's Alumni Association – fondly known as ub)alumni – was formed to bring together students, staff and graduates for the mutual benefit of alumni, the University and the extended community. Membership of ub)alumni provides you with opportunities to keep in touch with friends, expand your social and professional networks and support the continuing development of the University.

ub)alumni is committed to ensuring that your connection with the University of Ballarat is fulfilling, active and lifelong. So find out how you can remain a part of the University's future and check out the ub)alumni website at www.ballarat.edu.au/alumni

UB Golden Key Chapter – the key to your success

Join some of the brightest and most driven people on campus. Be in the top 15% of undergraduate or postgraduate students at the University of Ballarat and as a member of the University's Golden Key Chapter, gain access to:

- members only scholarships
- career assistance
- leadership opportunities
- members only jobs and internships
- community service opportunities, and
- study abroad programs.

There's no better incentive to succeed. Visit www.goldenkey.org to learn more.

Your home away from home

The University of Ballarat Accommodation Services provides quality student housing and a supportive environment for full-time students. In our Halls of Residences, we aim to create a friendly and caring living, social and study environment so new residents quickly adapt to living away from home. Visit www.ballarat.edu.au/accommodation-options for an interactive tour.

Mt Helen Campus Residences (Ballarat)

Both the Mt Helen Campus Halls of Residence, Peter Lalor Hall and Bella Guerin Hall are designed in clusters of two-story units, each housing 10–14 students in comfortably sized, fully furnished single bed/study rooms. All units have spacious lounge/kitchen areas with excellent cooking facilities, refrigerator/freezers for perishable food and storage cupboards for non-perishable foods. Residents share two well-appointed bathroom/toilet areas in each unit, and have access to free laundry and ironing facilities. Each room has data access to the University's internet network. Peter Lalor Hall is a partially catered hall with quality meals provided Monday to Thursday evenings during the semester in the University Bistro. It also has a kitchen to prepare all other meals (breakfast and lunch including weekends). Kitchen facilities in Bella Guerin Hall have been designed for full self-catering so you can prepare all other meals there.

Camp Street – Arts Academy (Ballarat)

Camp Street Residence provides accommodation for 38 students in ensuite studio rooms or four bedroom apartments with shared facilities. The residences are located on the fourth and fifth floors of the new North and South buildings at the Camp Street Campus. Many rooms in both buildings have balcony access with spectacular views over Ballarat. Camp Street is a fully self-catered residence. There is an option for secure underground car parking, however spaces are limited and there is a small cost to the student. A full laundry is located in the basement of the North building for resident use.

Off-Campus Accommodation

Elsworth Street opened mid 2006. This stunning residence is situated a 10 minute drive from the CBD and Mt Helen Campus. Close to public transport the facility provides a mix of one to four bedroom self-contained apartments with access to the University's internet network. A large communal lounge and dining area with full cooking facilities is situated on the ground level. Secure undercover car parking is available for tenants via swipe card access and laundry facilities area also available for students.

Jemacra Place is community living at its best. A mix of 16 five and six bedroom houses in a new residential estate located in Mt Clear approximately 1.5 kilometres from Mt Helen Campus. The bus stop is right around the corner while a five minute walk has you on the steps of Midvale Shopping Centre. If walking to class is what you are looking for the bike/running track to the University's main Campus is just off the street (20 minute walk to our campus). All bed/study rooms have access to the University's internet network. Parking and a laundry are provided at each of the 16 houses.

Victoria Street House This historic mansion is located in the heart of Ballarat and houses 10 students in huge bed/study rooms (twin/triple share rooms are available). A well appointed self-catering kitchen, dining room, spacious TV room and laundry facilities are available for resident use. Limited car parking is available. Included in the weekly rent for all of the above properties are utilities (gas, electricity and water), regular cleaning of communal living areas, Residential Programs Fee, Recreational/Activity Fee, First Year Orientation Program (first years only) and three special meals.

Victoria Street Motel New to the University is the Victoria Street Motel located in the heart of Ballarat. It houses 10 students in large single rooms with ensuite. There is also a large fully equipped self catering kitchen and communal area for students. Included in the weekly rent for all of the above properties are utilities (gas, electricity and water), regular cleaning of communal living areas, Residential Programs Fee, Recreational/Activity Fee, First Year Orientation Program (first years only) and three special meals.

Short-term Accommodation

Victoria Street Short-term residence is located in the heart of Ballarat and offers apprentice and short-term accommodation in the form of triple share rooms with ensuite. A well-appointed self catering kitchen, spacious TV/dining room and laundry facilities are available for guest use. Limited car parking is available. This is an alcohol free residence.

Applications

Complete the online *Application for Residence* as soon as possible after Open Day. We usually receive more applications than we have available places and we don't want you to miss out. Download the selection criteria and application process from www.ballarat.edu.au/accommodation

Also available online are prices, detailed descriptions, interactive tours and photos of each residence and what is provided in the cost.

For other accommodation options or assistance please contact the Accommodation Services office on (03) 5327 9480.

Emergency Accommodation

There may be occasions when you or your parents require emergency accommodation. Anyone needing emergency accommodation should contact the Housing Officer, Accommodation Services on (03) 5327 9480 (Voice mail will provide mobile number if required).

Example of accommodation expenses (2011 approximate costs only)

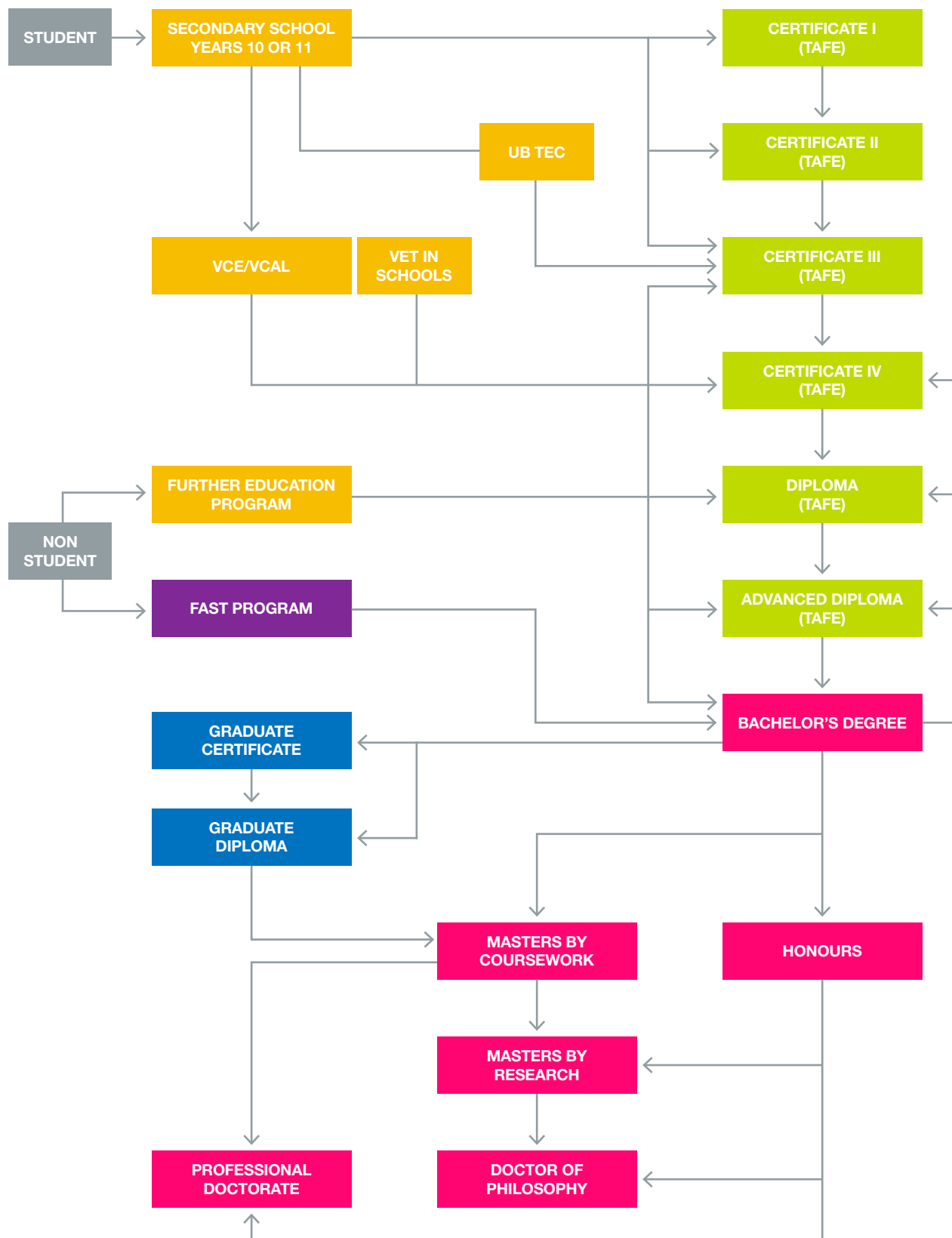
Accommodation type	Catering provided	Approx. cost per week
Mt Helen (Ballarat) Campus		
Halls of Residence		
Bella Guerin Hall (40wks)	Self-catered	\$175
Peter Lalor Hall (40wks)	Catered	\$210
Camp Street (Arts Academy) Campus		
Camp Street (ensuite studio) (40wks)	Self-catered	\$244
Camp Street (apartment) (40wks)	Self-catered	\$205
Off-Campus residences		
Elsworth Street (ensuite studio) (40wks)	Self-catered	\$232
Elsworth Street (2/3 bedroom apartment) (40wks)	Self-catered	\$215
Elsworth Street (4 bedroom apartment) (40wks)	Self-catered	\$208
Jemacra Place (Single room) (40wks)	Self-catered	\$208
Victoria Street House (Single room) (40wks)	Self-catered	\$140
Victoria Motel (Single with Ensuite) (40wks)	Self-catered	\$186
Short-Term/Apprentice Units (Victoria Street)	All linen and cooking equipment included	\$39.50 p/night (UB students) for minimum two night stay
	Self-catered	\$42.00 p/night (non UB students) for minimum two night stay

Pathways

UB offers you the flexibility to achieve your career goals. If you are looking to change employment, or don't receive the ATAR that you had hoped for we can assist you in creating your own career pathway.

The diagram below outlines the progression through education at UB.

For more information on credit transfer and specific programs of choice please visit www.ballarat.edu.au/pathways





Learn to become the mechanical expert who delivers the best performance.



Automotive Studies

Certificate II in Automotive Technology Studies (Pre Apprenticeship)

3 x 7 hour days per week running approximately 20 weeks

SMB Campus (Ballarat)

Outline

This program will suit you if you are looking for a career in the automotive industry. It covers the competency to carry out research activities and perform the generic mechanical tasks that are encountered in the automotive industry sector (light vehicle). Work in this industry also requires you to prepare for and plan tasks, carry out planned tasks to industry standards and produce a technical report. The courses selected are from the pre-apprenticeship descriptor for motor mechanics.

Career Opportunities

You will have the opportunity to pursue a career in such areas as automotive mechanics, engine reconditioning, automotive electrician and electronics, vehicle body repair, painting, panel beating and trimming.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Entry to this program requires you to have completed Year 10 or equivalent and having completed a literacy and numeracy assessment.

Extra Requirements

You must wear safety boots.

More Information

(03) 5327 8199 or info@ballarat.edu.au

Air Conditioning

Certificate II Automotive Mechanical – Air Conditioning

Part-time

Horsham Campus, SMB Campus (Ballarat)

Outline

This program trains you for accredited employment on automotive air-conditioning systems. You will gain the skills required to repair, service or install air-conditioning systems in cars, trucks, busses, agricultural and heavy plant equipment.

Career Opportunities

This program may lead to specialty work on air conditioners within the automotive industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal educational prerequisites for this program.

More Information:

(03) 5327 8199 or info@ballarat.edu.au

Automotive Sales-Parts Interpreting

Certificate III in Automotive Sales – Parts Interpreting – Apprenticeship

3 years

Horsham Campus, SMB Campus (Ballarat), and the workplace

Outline

This program will prepare you for work as a sales parts interpreter in a retail or

wholesale environment. Parts interpreters provide parts for cars, trucks, vans, trailers and agricultural, industrial and marine equipment or specialise in one make of vehicle. This program will introduce you to the skills needed in this work, such as the sale, stock control and administration in relation to automotive replacement parts such as engine, brake and transmission components, barriers, headlights and tyres and accessories such as seat covers, tow bars and car cleaning equipment. Specific duties would include identifying automotive parts/components including consulting catalogues, microfiche or computer databases, carrying out storage and stock control procedures, materials handling, customer advice and sales activities, receiving and filling orders and organising dispatch.

Career Opportunities

You will be able to work as a sales parts interpreter managing a sales team in a retail or wholesale environment.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You are required to be employed as a trainee in Certificate III in Automotive (Sales - Parts Interpreting) at the time of enrolment.

More Information

(03) 5327 8199 or info@ballarat.edu.au

Automotive

Certificate III in Automotive Mechanical Technology – Light Vehicle – Apprenticeship

Certificate III in Automotive Mechanical Technology – Heavy Vehicle Mobile Equipment – Apprenticeship

Certificate III in Automotive Mechanical Technology – Heavy Vehicle Road Transport – Apprenticeship

3 years

Horsham Campus, SMB Campus (Ballarat)

Outline

Light Vehicle

This program will teach you to service and repair mechanical parts of motor vehicles such as engine, transmission (clutch, gear box and differential) and suspension system (springs, steering, brakes, wheels and tyres), cooling systems, fuel systems, air conditioning and emission control systems. As part of this program, you will learn diagnostic procedures that will enable you to diagnose, repair and service any mechanical problems. The repair of ignition, electronic engine management, electrical systems and safety/roadworthy inspections will also be covered in this program.

Heavy Vehicle Mobile Equipment

This program will teach you how to overhaul, service and repair the mechanical parts of heavy vehicle mobile equipment, which includes headers, balers, tractors, road construction machinery and large stationary engines. As part of this apprenticeship program, you will learn hydraulics principles and diagnostic procedures, which will enable you to diagnose problems. The repair of ignition, electronic engine management, electrical systems and safety/road worthy inspections will also be covered in this program.

Heavy Vehicle Road Transport

This program will teach you how to overhaul, service and repair the mechanical parts of road transport vehicles such as engine, transmission (clutch, gear box and differential) and suspension system (springs, steering, brakes, wheels and tyres). As part of this program, you will be taught diagnostic procedures that will enable you to diagnose problems. The repair of ignition, electronic engine management, electrical systems and safety/roadworthy inspections will also be covered in this program.

Career Opportunities

On completion of this program and your apprenticeship, you will be able to work as a qualified Motor Mechanic, which can lead you into careers such as owning your own business, management, sales/retail and teaching in the automotive field.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Entry into this program requires you to be employed as an apprentice Motor Mechanic at the time of enrolment.

More Information

(03) 5327 8199 or info@ballarat.edu.au

Automotive Sales – Vehicle

Certificate III in Automotive Sales – Vehicle – Apprenticeship

3 years

Horsham Campus, SMB Campus, and the workplace

Outline

This program will provide you with the knowledge and skills to work as an automotive vehicle salesperson in a new or used car yard. Such work involves inspecting, preparing and presenting vehicle stock for sale; providing advice and service in establishing customer relations; and applying sales procedures while taking into account the legal requirements relating to vehicle sales.

Career Opportunities

You will be qualified to work as an automotive vehicle salesperson, which may lead to managing a sales team in this environment.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Entry into this program requires you to be employed as a Certificate III in Automotive (Sales - Vehicle) apprentice at the time of enrolment.

More Information

(03) 5327 8199 or info@ballarat.edu.au

Outdoor Power Equipment

Certificate III in Outdoor Power Equipment

3 years

SMB Campus (Ballarat) or in the work place

Outline

This program will teach you how to overhaul, service, and repair lawnmowers, chainsaws, brush cutters, generators, post hole diggers, pumps and other similar engines/motors. You will also be taught how to diagnose problems, repair and service outdoor power engines and engine components, cooling and petrol fuel systems and clutch assemblies, and

the repair of charging, starting, ignition, electrical, electronic engine and drive management systems.

In addition, you will learn how to repair and service rotary, drum, chain and reciprocating cutting systems and post boring, post hole digging and pumping systems. In completing this program, there is the ability to encompass many of the sales aspect from the Certificate III Outdoor Power Equipment program through the choice of elective competencies.

Career Opportunities

Completion of this program and your apprenticeship will enable you to work as a qualified Motor Mechanic, which may lead you into careers such as owning your own business, management, sales/retail and teaching in the automotive field.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You are required to be employed as an apprentice Motor Mechanic at the time of enrolment.

More Information

(03) 5327 8199 or info@ballarat.edu.au

Automotive Technology

Certificate IV in Automotive Technology

Flexible delivery

SMB Campus (Ballarat)

Outline

This program will provide you with advanced technical skills to service, repair and diagnose modern motor passenger vehicles. There are two mandatory courses: Carry out diagnosis of complex system faults and an environmental cluster course – usually plan and manage compliance with environmental regulations in the mechanical repair industry. There are eight elective courses required to complete the qualification. You may choose from the courses on offer to make up the eight that suit your interests best. This program is run in a night school format to enable existing workers to access further training.

Career Opportunities

You can become a better diagnostic technician and typically would suit a workshop foreman/leading technician.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Completed a Certificate III from a similar discipline. Generally a Certificate III in Automotive Technology is the accepted standard but other qualifications can be considered on a case by case basis.

More Information

(03) 5327 8199 or info@ballarat.edu.au

Learn to become the professional who inspires others.



Child Care Assistant

Certificate III in Children's Services

9 months full-time or part-time equivalent
Horsham Campus, SMB Campus (Ballarat)

Outline

This is an accredited training program that will prepare you for work as an assistant in Centre Based Care, Occasional Care, Pre-school Centres and Family Day Care and other Children's Services settings.

Career Opportunities

You will be able to seek employment as an assistant in Centre Based Care, Occasional Care, Pre-school Play Programs, Out of School Hours programs, as Family Day Care Providers or as aides for children with additional needs.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Satisfactory completion of Year 11. Mature age (away from school for 12 months or longer) applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. A working with children check is required to work in this industry.

Extra Requirements

All applicants must attend an interview.
IMPORTANT: Successful completion of practical placement within a children's services setting is necessary to ensure a pass in all courses of the program. Whilst the University of Ballarat will attempt to facilitate successful placements for its students, this cannot be guaranteed nor is the University of Ballarat responsible for ensuring that external agencies accept any or all students for practical placement.

More Information

(03) 5327 8163 or info@ballarat.edu.au

Alcohol and Other Drugs Work

Certificate IV in Alcohol and Other Drugs Work

1 year full time

SMB Campus (Ballarat); Flexible delivery option available for workplace delivery

Outline

This program will equip you to provide a range of services and interventions to clients with AOD issues and/or implement health promotion and community interventions. This work may take place in a range of contexts such as community-based organisations, residential rehabilitation services and outreach services. This qualification defines the knowledge and skills for Support Workers and Care Workers who work autonomously under the broad guidance of others. This qualification refers to specific knowledge of a client with AOD issues and to appropriate intervention processes applied in residential and community settings. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Career Opportunities

Case worker; community support worker; detoxification worker; family support worker; health education officer; drug and alcohol counsellor; outreach worker; drug and alcohol worker; support worker; or welfare support worker.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must attend an information session and complete a literacy test.

Extra Requirements

Successful completion of practical placement within a community organisation

is necessary to ensure a pass in all courses of the program. Whilst the University of Ballarat will attempt to facilitate successful placements for its students, it cannot guarantee this, nor is the University responsible for ensuring that external agencies accept any or all students for practical placement.

Please Note: A Police Check and a Working with Children Check is required to work in this industry.

More Information

(03) 5327 8421 or info@ballarat.edu.au

Disability Work

Certificate IV in Disability

1 year full-time

SMB Campus (Ballarat)

Outline

This program will prepare you for work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes. Workers in this field apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. These workers report to service managers and may liaise with health professionals and other service agencies. Workers in this group may work without direct supervision and may be required to supervise and/or co-ordinate a limited number of lower classified workers. At this level you are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Career Opportunities

You will be qualified to seek employment in a range of work contexts within the human services field including accommodation

services, employment services, recreation services, adult day training centres, advocacy services, respite services, and peer support programs. The variety of settings for possible employment includes government and non-government institutions, community-based settings, and in clients' own homes.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Attend an information session and complete a literacy assessment. A National Police Check and Working with Children Check is required to work in this industry.

More Information

(03) 5327 8421 or info@ballarat.edu.au

Community Services Work

Certificate IV in Community Services Work

1 year full-time

SMB Campus (Ballarat)

Outline

This program covers workers who provide a range of services and interventions to clients, and/or implement health promotion in community based organisations, residential rehabilitation services and outreach services. This qualification defines the knowledge and skills for support workers and case workers who work autonomously under the broad guidance of others. This qualification refers to specific knowledge of a client group and appropriate intervention processes applied in residential and community settings. Workers at this level are required to have an understanding of indigenous culture and history and to work with local communities in the provision of services.

Career Opportunities

Case worker; community support worker; welfare support worker; family support worker; health education officer; outreach officer; and in other positions in related fields.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Attend an information session and complete a literacy assessment.

Please Note: Presentation of a satisfactory police check and a Working with Children check is required for the successful completion of practical placement.

More Information

(03) 5327 8421 or info@ballarat.edu.au

Mental Health Work

Certificate IV in Mental Health Work

1 year full-time. Flexible delivery options available for workplace delivery.

SMB Campus (Ballarat)

Outline

This qualification covers workers who provide a range of community services focusing on:

- Rehabilitation and support for people affected by mental illness and psychiatric disability
- Implementing community based activities focusing on mental health, mental illness and psychiatric disability, and
- Mental health promotion work.

Work may focus on engaging people with mental illness in community participation, prevention of relapse and promotion of recovery through programs such as residential rehabilitation, work in clinical settings, home based outreach and centre-based programs delivered by community based non-government organisations. This work may also involve supported employment and programmed respite care. You are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Career Opportunities

Lifestyle/behavioural support officer; development officer; local area coordinator; residential care officer; case worker; family support worker; outreach worker; support worker; welfare support worker; community support worker; or mental health worker.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Attend an information session and complete a literacy assessment.

Please Note: A Police Check and Working with Children Check is required to work in this industry.

More Information

(03) 5327 8421 or info@ballarat.edu.au

Professional Writing and Editing

Diploma of Professional Writing and Editing

2 years full-time or part-time equivalent

SMB Campus (Ballarat)

Outline

The program has a strong emphasis on the business and discipline of writing. It aims to develop skills in written communication, which are in great demand in the public

and private sectors. Applicants often have an interest in journalism, writing novels, plays or acting, advertising or marketing. Students may combine this award concurrently with a Bachelor of Arts degree from the Mt Helen Campus if they meet the entry requirements of both programs.

Career Opportunities

Publishing, editing, professional writing, design and production of magazines/newsletters, freelance writing or working in promotion and publicity roles in both the private or public sectors.

Application Method

VTAC Application (full-time)

VTAC Code: 74651 – VGF

OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Applicants are required to have year 12 or equivalent. Mature age entries are expected to have literacy skills at a year 12 standard.

All full-time students apply through VTAC including Year 12 and mature age students. All applicants will be assessed on previous life experience, work history and educational background.

Extra Requirements

You must complete an application form and submit a folio of writing. More information about the selection process is available when applicants request an application form by contacting the number listed below.

More Information

(03) 5327 8168 or info@ballarat.edu.au

Library Services

Diploma of Library/Information Services

2 years part-time

SMB Campus (Ballarat)

Outline

This program will equip you with the essential knowledge, skills and attributes required for employment in the library and information services industry. Library technicians work in a range of libraries and information agencies, where they play an important role in the location, delivery and management of information. The growth of technology and the subsequent expansion of access to information have enhanced the employment prospects of graduates. Particular emphasis is placed on learning and using information technology, as this is a fundamental part of working in a library.

Career Opportunities

You will be qualified to work as a library technician in a variety of positions in libraries and other information agencies. The Advanced Diploma of Library/Information Services program is recognised by the Australian Library and Information Association (ALIA) and graduates are eligible for membership of ALIA.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry with suitable life experience, work history and educational background. A police check is required to work in the education sector.

Extra Requirements

Applicants will be required to complete an application form and questionnaire and may be required to attend an interview.

More Information

(03) 5327 8240 or info@ballarat.edu.au

Disability**Diploma of Disability**

2 years full-time

SMB Campus (Ballarat)

Outline

This qualification covers workers who are responsible for the coordination and management of agencies delivering services to people with a disability. Workers in this role are usually also involved in service delivery, either direct client work and/or community development projects or have responsibility for supervision of other staff and volunteers.

Career Opportunities

Assessor; local support coordinator; case coordinator; manager; case manager; program/service coordinator; client service assessor; senior disability worker; coordinator; support facilitator; or local area coordinator.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Be recognised as competent, through a recognised training program or recognition process, against the following courses of competency common to CHC40308 Certificate IV in Disability:

- CHCCS400A Work within a relevant legal and ethical framework
- CHCCS411A Work effectively in the community sector
- CHCDIS301A Work effectively with people with a disability
- CHCDIS410A Facilitate community participation and inclusion
- CHCICS402A Facilitate individualised plans

OR Have sufficient relevant work experience in the disability sector to indicate likely success at this level of qualification in a job role involving:

- The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills

- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
- The exercise of discretionary judgement and decision making under general guidance.

Extra Requirements

You must attend an information session. A National Police Check and Working with Children Check is required to work in this industry.

More Information

(03) 5327 8421 or info@ballarat.edu.au

Community Services Work**Diploma of Community Services Work**

2 year full-time

SMB Campus (Ballarat)

Outline

This program aims to equip you with the knowledge, skills and personal qualities relevant to a wide range of human services, in particular those associated with the various types of social welfare work. The program combines concepts with practical application and has been developed on a statewide basis and is endorsed in each of the social and community services industry training plans. This program provides industry recognised qualifications for people already working in the industry in a voluntary or paid capacity. If you have completed Certificates III or IV in other streams within community services, you may find this program particularly suitable.

Career Opportunities

You will be eligible to seek employment in the human services field with a range of employment bodies including local, state and federal government departments, voluntary organisations, community-based organisations and private employers in the SACS industry. Successful graduates will be eligible for membership into the Australian Institute of Welfare and Community Workers.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Be recognised as competent, through a recognised training program or recognition process, against the following compulsory courses of competency from CHC40708 Certificate IV in Community Services Work:

- CHCCS411A Work effectively in the community sector
- HLTHIR403B Work effectively with culturally diverse clients and co-workers

OR Have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification in a job role involving:

- The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required and including work with culturally diverse clients and co-workers
- The exercise of discretionary judgement and decision making under general guidance.

Applicants are encouraged to have completed some paid or voluntary welfare-related work.

Extra Requirements

Attending an information session is a prerequisite for gaining an interview. All applicants will be required to complete a written test.

More Information

(03) 5362 2676, (03) 5327 8421 or info@ballarat.edu.au

Alcohol, Other Drugs and Mental Health**Diploma of Community Services (Alcohol, other drugs and mental health)**

2 years full-time

SMB Campus (Ballarat)

Outline

This qualification applies to workers providing services to clients in relation to mental health and alcohol and other drugs issues. The qualification includes counselling, referral, advocacy and education/health promotion services. It requires high level specialist knowledge, skills and competencies especially in regard to laws affecting clients, the range of services available to them and health issues related to mental health issues and alcohol and drug use and misuse.

Career Opportunities

Alcohol and drugs worker; community rehabilitation and support worker; community support worker; mental health community worker; mental health outreach worker; mental health rehabilitation support worker; or mental health support worker

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Be recently appointed or currently working in a community support mental health and/or alcohol and other drugs work role and have a relevant recognised higher education or vocational education qualification at Certificate IV or above

OR

Be recognised as competent, through a recognised training program or recognition process, against the compulsory courses of competency from one of the following qualifications (or equivalent):

- Certificate IV in Mental Health
 - Certificate IV in Alcohol and Other Drugs
- OR

Have sufficient work experience in the relevant sector to indicate likely success at this level of qualification in a job role involving:

- The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
- The exercise of discretionary judgement and decision making under general guidance

More Information

(03) 5327 8421 or info@ballarat.edu.au

Early Childhood Education & Care

Diploma of Children's Services (Early Childhood Education & Care)

Horsham Campus – 15 months full-time or part-time equivalent via distance learning

SMB Campus (Ballarat) – 2 years full-time. Flexi-study also available with study 1 night/week

Outline

This program is designed to provide you with the skills, knowledge and understanding required to work with children. Childcare graduates provide care for the social, emotional, physical and educational needs of infants and children up to the age of 12. They also work closely with parents in fostering children's development. Work in the childcare field is both demanding and extremely rewarding. This qualification is highly regarded in the childcare industry and will allow you to work in the children's services field in the capacity of qualified staff.

Career Opportunities

Centre-based care; family day care schemes; private homes; pre-school play centres; out of school hours programs and as aides with children with additional needs.

Application Method

Horsham Campus
Direct Application. Please refer to page 6 for further information.

SMB Campus (Ballarat)
VTAC Application (full-time)
VTAC Code: 74111 – VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Certificate III component of this program; Complete an ACER test of reasoning ability and you will be considered for eligibility on the basis of previous life experience, work history and educational background.

A working with children check is required to work in this industry.

More Information

(03) 5327 8163 or info@ballarat.edu.au

Children's Services

Advanced Diploma of Children's Services

2 years full-time. Part-time study may be negotiated.

SMB Campus (Ballarat)

Outline

This program is the base level management qualification in the Children's Services field.

Career Opportunities

You will greatly increase your opportunities for advancement into management in Children's Services.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Diploma of Children's Services or equivalent

More Information

(03) 5327 8163 or info@ballarat.edu.au

FAST

Foundation Access Studies Program (FAST)

13 weeks full-time. There is no provision for part-time study in this program.

Mt Helen Campus (Ballarat)

Outline

Would you like to study at a University? Many very capable people feel they have been denied access to university level studies because they left school early or did not achieve school results which reflected their true potential. Others initially lack confidence in their ability to succeed in such study or are finding that a lack of qualifications is a significant barrier in terms of future employment opportunities. Others simply don't know what is involved in university level study, or what is available at tertiary level.

The UB Foundation Access Studies Program (FAST for short) allows prospective students to experience university study. FAST aims to give students enough skills and confidence to undertake degree level studies at UB in the following semester.

FAST is open to people returning to study or Year 12 leavers who are considering alternative entry options into University. It is not open to applicants of school age, but is designed for those who have left school.

FAST is specifically designed to enable people returning to study to develop the skills, attitudes and knowledge to confirm

their decision about university study. University students are required to take responsibility for their own learning and the FAST program provides students with the skills of independent learning. The FAST program will not remove all the difficulties you may face in attempting university study, but it will provide a stimulating and challenging opportunity to test yourself, and possibly help you to find a new direction in life.

The FAST Program is designed to provide alternative entry to tertiary study for people who have a disadvantage because they are:

- From a low socio-economic background
- From rural or isolated backgrounds
- Of Aboriginal or Torres Strait Islander descent
- A woman in a non-traditional area
- From a non-English speaking background
- Living with a disability

Career Opportunities

FAST guarantees you entry to a Higher Education program at the University of Ballarat. Your career options will depend on the program of study you wish to pursue following successful completion of FAST.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Applicants are required to have as a minimum literacy and numeracy skills equivalent to CGEA Certificate III level or Year 10 equivalence. FAST is open to people returning to study or Year 12 leavers who are considering alternative entry options into University. It is not intended for applicants of school age.

Extra Requirements

All applicants will be required to attend an interview and complete a literacy test to assess their suitability for FAST. For the Mathematics Unit, Year 10 Mathematics (or equivalent) is a prerequisite. Further information about is available at www.ballarat.edu.au/FAST. The FAST program is only open to domestic students (that is Australian citizens, New Zealand citizens or students with permanent residency status).

More Information

(03) 5327 9632 or info@ballarat.edu.au

Applied Public Administration

Bachelor of Applied Public Administration

2 years part-time flexible delivery

Horsham Campus, SMB Campus (Ballarat)

Outline

This is an innovative degree integrating vocational and academic learning, with a specific focus on the unique needs of

public sector employees. The program reflects the multiplicity of objectives and expectation of excellence within contemporary public administration. Suited to those working within public and non-government sectors, this program incorporates technical skills and higher level management concepts from a distinctly Australian perspective.

Career Opportunities

Developed to meet the demand for higher level skills in public administration, this program will prepare graduates for the evolving challenges and expectations of a diverse range of government and non-government organisations. The program aims to equip participants with the necessary skills, knowledge and attributes to undertake a wide variety of professional positions.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Advanced Diploma in the relevant discipline or equivalent qualification and significant, relevant industry experience.

More Information

(03) 5327 8440 or info@ballarat.edu.au

Children's Services

Bachelor of Children's Services

1 year blended delivery

Horsham Campuses, SMB Campus (Ballarat)

Outline

This is an innovative degree integrating vocational and academic learning. This degree has been developed in response to an increasing need for high levels of qualification for managers, or for people wanting to become managers, of child care services and facilities.

Career Opportunities

It will prepare you with the necessary skills, knowledge and attributes to undertake a wide variety of professional positions across diverse organisations and industries.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Advanced Diploma in the relevant discipline or equivalent qualification; and at least two years industry experience.

Note: Recognition of industry experience can gain credits to an Advanced Diploma level.

More Information

(03) 5327 8163 or info@ballarat.edu.au

Arts

Bachelor of Arts (Humanities and Social Sciences)

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat), MIT (Melbourne), MIT (Sydney)

Outline

This program offers a multidisciplinary, liberal education in the Humanities and Social Sciences. The program prepares graduates for careers in the public and private sectors including Personnel, Management, Education and Social Research. It also provides a basis for further study including postgraduate training and higher degrees. The program can be flexibly and individually tailored to meet student's interests, and it provides for breadth and depth of study in at least one coherent, multidisciplinary major. Three introductory courses lead students into a broad range of disciplines from the humanities and social sciences. From Semester 2 of Year 1, students can specialise in one of the following multidisciplinary/disciplinary areas of study:

Social Inquiry

This multidisciplinary major combines critical social analysis with the development of a range of professional skills. It draws upon the disciplines of sociology, politics, anthropology, indigenous studies, rural social welfare and statistics. The central questions in this major are: What is the nature of society and social relations? What forces are shaping Australian society, the region and the international order? What forms of human agency are effective and influential? What is the character of urban life and how is this changing? Issues of power and control and structures of inequality and injustice will be considered. This major also provides opportunities for students to develop skills and knowledge in social research, data analysis, policy making and policy analysis, social planning, and change management.

Literary and Cultural Inquiry

This multidisciplinary major draws on studies in film, literature, and cultural studies. The major focuses on analytic and interpretative skills in these disciplines, with particular application to visual and verbal texts. The major introduces students to a wide range of critical approaches, including formalism, psychoanalysis, structuralism, post-structuralism, feminism, literary history and studies in genre. Some opportunity is given for the exploration of theory via creative projects. In this major, students are encouraged to understand the cultural history and contemporary contexts that shape their understanding of themselves and the world.

Globalisation Studies

Contemporary processes of globalisation demand awareness of and sensitivity to other cultures. A major in globalisation studies gives students an opportunity to learn another language (Japanese) and to experience a multi-disciplinary approach to the study of globalisation, multiculturalism, Indigenous (Aboriginal) cultures and/or cultures and societies in the Asia-Pacific region. Comparative reflection on social and cultural patterns in the Australian and global contexts is fostered systematically in this major. A deep study of another language or culture enables students to appreciate other world views and to critically analyse their own from a more informed perspective.

Psychology

Disciplinary Major: Australia Psychology Accreditation Council (APAC) Accredited Psychology Major

The APAC-accredited Psychology major is the only disciplinary major in the Bachelor of Arts (Humanities and Social Sciences) degree. It comprises eight courses prescribed by the APS, plus two of six optional advanced Psychology courses STATS1000 Statistical Methods must be included.

Career Opportunities

This program is a versatile qualification. Rather than channelling you in one direction, the breadth of this course enables you to keep many career options open. Recent statistics from the Graduate Careers Council of Australia show that some of the most popular career destinations for BA graduates include personnel and management, environmental management, education, human resource management, computing, health science, teaching and lecturing, social welfare, editing and research, community work, clerical administration. Key skills valued by employers are an integral part of the Bachelor of Arts and include critical thinking, analysis, communication skills, higher level research skills and the ability to write texts appropriate to the audience.

Application Method

VTAC Application
VTAC Code: 37301 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9610 or info@ballarat.edu.au

Arts – International Studies

Bachelor of Arts (International Studies)

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program will develop and foster an understanding and knowledge of other cultures, societies and philosophies. It will encourage students to explore the way geographical, cultural, historical, ideological and social factors impact on, and are related to national and international contexts. Studies in globalisation, social science, history, and working in cross-cultural environments will be featured.

Career Opportunities

Upon completion of this program, you will be qualified to seek employment in international organisations, government agencies, world governing bodies, Australian multicultural and foreign affair organisations and service providers. Graduates may also have opportunities to work overseas.

Application Method

VTAC Application
VTAC Code: 37281 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9610 or info@ballarat.edu.au

Arts/Professional Writing & Editing

Bachelor of Arts/Diploma of Professional Writing & Editing

3 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This double award program features the best of academic learning and vocational training as it combines elements of the Arts degree with professional training in writing and editing.

Career Opportunities

Graduates are qualified to apply for employment in areas including publishing, editing, professional writing, design and production of magazines and/or newsletters, freelance writing, and

promotions and publicity roles in the public or corporate sectors.

Application Method

VTAC Application
VTAC Code: 37171 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

All applicants must obtain a Professional Writing and Editing Supplementary Application Form by phoning (03) 5327 8163. This form must be completed and returned with a writing folio of no more than five A4 pages by 28 October 2011 for the 2012 academic year.

Non-Year 12 applicants will be notified in late December/January if they are required to attend an interview.

Note: The writing folio should be five A4 pages in length and include three pieces of writing. The pieces of writing should preferably not have been submitted for assessment at school, TAFE or university. The folio should include a range of writing styles that reflects the applicant's interests and abilities. It may include any of the following types of writing: short story, poetry, journalism or other non-fiction writing, novel, screenplay. With longer works, a short excerpt and not the whole work should be submitted.

More Information

(03) 5327 9610 or info@ballarat.edu.au

Psychology

Bachelor of Psychological Science

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides a more detailed and intensive study than the Psychology major taken in other degrees and offers a solid foundation for those students wishing to make a career in psychology. The degree is recognised as an accredited undergraduate program by the Australian Psychology Accreditation Council (APAC). In addition to Psychology, students may also study in areas such as the Social Sciences, Philosophy, International Studies, Historical and Heritage Studies, Literature, Film, Japanese and Applied Statistics.

Career Opportunities

Graduates are eligible for further postgraduate study which can lead to positions such as a clinical psychologist, clinical neuro-psychologist, community psychologist, counselling psychologist, developmental/educational psychologist, forensic psychologist, health psychologist, organisational psychologist, sports psychologist, academic/research psychologist. Other specialist careers

which generally follow additional study include teacher, counsellor and careers in the human service and personnel areas.

Application Method

VTAC Application
VTAC Code: 37221 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 & 4 – English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9610 or info@ballarat.edu.au

Rural Social Welfare

Bachelor of Arts (Rural Social Welfare)

3 years full-time

Mt Helen Campus (Ballarat)

Outline

This program provides major studies in welfare theory and practice. This program will prepare you for employment in a wide variety of welfare and social services in government and non-government agencies. While generic skills are developed, attention is given to the complexities of working in non-urban areas in welfare and community work positions. Intensive studies and skill development in the areas of individual and family counselling, group work, community work practice, public policy analysis and human service management are included. A feature of the program is the 15-week practical fieldwork experience in welfare agencies. In addition to your welfare major, you will also choose a major in psychology or the social sciences. Graduates may also continue onto postgraduate studies in psychology or education as well as welfare.

Career Opportunities

The program provides students with the skills and knowledge to enable them to pursue careers in a variety of welfare and social services, both in government and non-government settings. While a particular reference and focus is given to rural practice issues, graduates are able to gain employment in both rural and urban locales. Work opportunities and career options are flexible with graduates being employed in areas such as youth work, child protection, community work and in many other areas. Graduates are able to pursue postgraduate studies in psychology or teaching.

Application Method

VTAC Application
VTAC Code: 37011 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 & 4 - English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

All applicants must obtain the Supplementary Information package, which includes a supplementary application form and referee report forms. These forms need to be returned by the due date given on the form. Forms may be obtained from www.ballarat.edu.au/bssh/courses.shtml or by phoning (03) 5327 9610 for further details. Interviews may be required in some cases. Late Applicants and those adding this program at Change of Preference must first telephone (03) 5327 9610.

More Information

(03) 5327 9610 or info@ballarat.edu.au

Arts – Honours**Bachelor of Arts (Honours)**

1 year full-time or 2 years part-time

Mt Helen Campus (Ballarat)

Outline

This is a fourth-year program that often serves as a prelude to a higher degree in research or a professional qualification. Honours students focus on an area of interest, usually in the discipline/s in which they have majored. Within the multidisciplinary Honours course, studies in Literature, Film, Cultural Studies, Historical and Heritage Studies, Philosophy and Social Sciences are offered. The program involves four course-work units plus a dissertation of 12,000 to 15,000 words.

Career Opportunities

Graduates are highly valued for research work (academic and professional), and are especially prepared for a higher degree by research such as a PhD. This qualification demonstrates an advanced level of academic, research and writing skills which are of value in a range of research, teaching, and project officer positions.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Applicants to this program must have completed an undergraduate program with at least a 'D' (Distinction) (or equivalent) average in third-year level courses, and no less than 'D' (Distinction) or equivalent in the major area in which they have chosen to pursue their Honours studies. You must also have your dissertation proposal accepted by a suitably qualified supervisor at the University of Ballarat.

Extra Requirements

Students will normally have a short thesis topic approved before enrolment, developed in consultation with a potential supervisor and the Honours Coordinator.

More Information

(03) 5327 9627 or info@ballarat.edu.au

Psychology – Honours**Bachelor of Arts (Psychology) (Honours)**

1 year full-time or 2 years part-time.

Part-time study is not available to international students.

Mt Helen Campus (Ballarat)

Outline

This program comprises extensive, specialist study in both professional psychology and psychological research. With a strong research emphasis, students plan, implement and report on a Research Project under supervision, in addition to undertaking a number of core units (Professional Psychology, Psychological Research, The Scientist-Practitioner Model and Psychological Assessment).

As an Honours program, it is aimed at students who wish to engage in research. Successful graduates will be eligible to pursue an accredited Masters program in psychology and, after the prerequisite period of supervised practice, register as a psychologist in Victoria, Australia.

Career Opportunities

This program has been designed to meet Australian Psychology Accreditation Council (APAC) accreditation guidelines, making it an approved fourth-year psychology degree. Graduates of this program are eligible to apply for Associate Membership of the APS, and are equipped to engage in further postgraduate study or work in a research or psychology-related field.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Students must have completed an APS-accredited, three-year sequence in psychology and qualified for an undergraduate degree. You must submit an official academic transcript.

A minimum grade point average of 6.0 (Distinction) is needed for entry into the honours program.

Note: Meeting minimum requirements does not guarantee entry as each year the number of applicants greatly exceeds the number of places.

More Information

(03) 5327 9610 or info@ballarat.edu.au

Psychology**Graduate Diploma of Psychology**

3 – 4 hours of class contact per course plus private study

Mt Helen Campus (Ballarat)

Outline

This program offers an accredited undergraduate sequence in psychology without the need for existing graduates to study non-essential subjects. On

completion, graduates may proceed to fourth year psychology courses. The diploma is designed to enable graduates to acquire a thorough education in the scientific discipline of psychology. In doing so, the course is intended to perform the critical task of providing students with the necessary linguistic and numerical skills to allow them to comprehend and evaluate existing psychological material, and to develop their capacities to produce intelligible and imaginative contributions to that body of work.

Career Opportunities

Eligible to apply for a fourth year of psychological study - usually an Honours Degree or Postgraduate Diploma. Entry to fourth year courses is competitive, normally based on performance in the undergraduate accredited sequence in psychology. A fourth year is an essential prerequisite to a career as a fully registered psychologist.

After completing the diploma and a fourth year course, some students elect to pursue a Masters, Professional Doctorate or PhD in Psychology, which usually allows them full membership of the Australian Psychological Society (APS).

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Completion of a completed degree (or equivalent) in any discipline.

More Information

(03) 5327 9612 or info@ballarat.edu.au

Postgraduate Diploma of Psychology

1 year full-time or part-time equivalent

Mt Helen (Ballarat) Campus

Outline

This fee-paying program achieves a balance between general professional, specific practitioner, and research related skills. In line with professional opinion that the first four years of psychological training should be general (rather than specialised), the program focuses on the general practitioner area of professional psychology. Most staff teaching the program have doctoral qualifications and a number have had experience as practitioners. Some practitioners from outside the University are also involved in the program.

Career Opportunities

Department of Human Services and government organisations.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed an APAC-accredited, three-year sequence in psychology and qualified for an undergraduate degree. Applicants must submit an official academic transcript.

A minimum grade point average of 5.5 (Mid Credit) is needed for entry into the Postgraduate Diploma program. Please note that meeting minimum requirements does not guarantee entry as each year the number of applicants greatly exceeds the number of places.

More Information

(03) 5327 9610 or info@ballarat.edu.au

Master of Psychology

2 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program aims to provide professional training in Clinical Psychology. This program incorporates coursework courses, clinical practicum and research. It is provisionally accredited by the Australian Psychology Accreditation Council (APAC) and fulfils the requirements for associate membership of the Clinical College of the Australian Psychological Society. On completion, you are eligible for registration as psychologists with the Psychologists Registration Board of Victoria.

Career Opportunities

Eligible to apply for clinical psychologists positions in either the public or private sectors.

Application Method

Direct Application & Masters of Psychology Application. Please refer to page 6 for further information.

Entry Requirements

The minimum entry requirement is an Australian Psychology Accreditation Council (APAC) accredited Honours Degree in Psychology at Class 2A level or its equivalent (e.g., Postgraduate Diploma of Psychology).

More Information

(03) 5327 9772 or info@ballarat.edu.au

Higher Degrees by Research

Master of Arts

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

The aim of this Masters program is to provide training in a specialised area. You will work under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the School.

Career Opportunities

You would be able to seek employment in the research and academic fields.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- (b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Master of Applied Science (Psychology)

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

The aim of the Masters program is to provide training in psychological research. You would work during candidature under the guidance of a principal supervisor appointed by the Research and Higher Degrees committee on the recommendation of the School.

Career Opportunities

You would be able to seek employment in the research and academic fields.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- (b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy

Minimum 3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

The aim of this program is to provide advanced training in research. You would work during candidature under the guidance of a principal supervisor appointed by the Research and Higher Degrees committee on the recommendation of the School.

Career Opportunities

Depending on the area of study completed, you could expect to be employed in the higher education sector.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
- (b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
- (c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

Extra Requirements

You should first familiarise yourself with staff supervision, then contact the staff in the relevant area to informally discuss research ideas. Staff will then advise on proceedings regarding formal applications for the program and scholarships.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Community Services – Short Programs

Preparation for Study in Community Services

This full-time program is offered in April or July each year (depending on numbers)

SMB Campus (Ballarat)

Outline

This program will help you develop the confidence and English, Maths and Computer skills to undertake further study in the field of Community Services eg disability, aged care, welfare, youth work. The program is designed for people who have been out of the school system for some time and/or who left school before completing their secondary education. The teaching is specific, relevant and graduated, so that students don't feel out of their depth. The program is offered in first Semester and would suit people interested in studying Certificate IV or Diploma level programs in the community services field in second Semester. The Preparation for Study in Community Services is accredited under Certificate III in General Education for Adults.

More Information

(03) 5327 8240 or info@ballarat.edu.au

Case Management

Online and can be completed within a time period of up to three months

The program will equip you with the necessary skills to identify appropriate providers and services in a timely and cost-effective manner while working with clients in service systems. Service systems can be very complex; this program will teach you how to negotiate the sometimes complex process of assessing, planning, facilitating and advocating for options and services through communication and the use of appropriate resources to promote quality cost-effective outcomes. People of all ages are encouraged to apply.

More Information

(03) 5327 8421 or info@ballarat.edu.au

Facilitate the Counselling Relationship – Commercial Short Course

Online and can be completed within a time period of up to three months

This short program will train you in the application of a range of counselling skills within an effective relationship between client and worker. Particular emphasis is placed on ways to assist clients to identify and work through their issues and concerns. Areas covered include working with client strengths, reflecting client affect, exploring underlying issues, and working with client resistance. Methods of monitoring and ending the counselling relationship will also be explored within this program.

More Information

(03) 5327 8421 or info@ballarat.edu.au

Children's Services – Short Program

Preparing to Study in Children's Services

Part-time, 2nd semester

SMB Campus (Ballarat)

Outline

This program is designed for people who are considering undertaking study in the Children's Services area. The program will equip you with the preparatory academic skills in literacy, numeracy, oral communication and information technology specifically required for children's services study and/or employment. The program is offered in second semester and would suit people interested in studying Diploma level courses in the children's services field the following year. The Preparation for Study in Children's Services is accredited under Certificate II/III in General Education for Adults.

More information

(03) 5327 8240 or info@ballarat.edu.au

Learn to become the tradesperson whose craftsmanship is envied.



Electrotechnology – Career Start

Certificate II in Electrotechnology (Prevocational) – Pre Apprenticeship

16 weeks full-time

SMB Campus (Ballarat)

Outline

Successful completion of this program gives the participants a number of credits towards the Certificate III (Electrician) qualification. This qualification is well regarded in the Electrotechnology industry and provides an enhanced opportunity when seeking an apprenticeship.

Career Opportunities

The Electrotechnology industry encompasses activities in Electrical (Commercial, Domestic and Industrial), Security, Telecommunications, Office Equipment Maintenance and related fields.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Applicants are required to attend an interview for selection.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Building & Construction

Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating)

16 weeks full-time.

Horsham Campus, SMB Campus (Ballarat)

Outline

You will need to choose the stream you wish to work in before you enrol. This program incorporates pre-apprenticeship training in the building and construction industry. The program will provide you with up-front training on full-size work in either Carpentry,

Bricklaying or Painting & Decorating. The program will also offer you assessment and advice on gaining an apprenticeship. After completing this program you will be eligible to pursue an apprenticeship.

Please be aware that the Carpentry stream is the only stream available in Horsham.

Career Opportunities

The skills and knowledge gained in this program will greatly improve your employment prospects within the building and construction industry. On completion of this program, you may go on to an apprenticeship.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Entry into this program requires completion of Year 10 or equivalent.

More Information

SMB Campus (Ballarat) (03) 5327 8061, Horsham Campus (03) 5362 2657 or info@ballarat.edu.au

Plumbing

Certificate II in Plumbing (Prevocational)

14 weeks full-time including 1 day per week industry experience

SMB Campus (Ballarat)

Outline

This program will provide you with the knowledge and skills to enhance your employment prospects in plumbing and related service stream industries. You will also gain the experience and knowledge to make an informed choice of career, an understanding of the nature of the workplace and employment, and experience in the use of tools and equipment used in the workplace.

Career Opportunities

This program will enable you to advance as an apprentice plumber. You will also have the awareness to follow up other desired careers.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Students enter the program through a program selection session. Criteria for selection includes the desire to enter an apprenticeship in plumbing, the ability to complete a plumbing apprenticeship through both academic and personal fitness requirements, and any recognised credentials that will assist you to gain employment.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Electrician

Certificate III in Electrotechnology Electrician

3 years

SMB Campus (Ballarat)

Outline

This program will provide the competence to install and maintain electrical components, wiring, equipment and systems, and have the possibility of working in specialised areas of the electrical industry. In this program you will learn to:

- Carry out electrical work safely
- Ensure that electrical systems worked-on are safe to use
- Ensure measures for protection against faults are in place and will operate as intended
- Select approximately rated equipment and cables

Undertaking this program will give you the following benefits:

- Greater opportunities for career progress due to the broad-based nature of the program
- The ability to select, with the support of your employer, your own program of elective modules, only acquiring skills directly relevant to your work and interests
- A qualification to apply for an electrical license.

Career Opportunities

You will be able to seek employment in all facets of the electrical industry upon gaining an Electrical Licence.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be currently employed as an apprentice electrician.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Painting and Decorating**Certificate III in Painting and Decorating**

3 years, including 8 school blocks per calendar year

SMB Campus (Ballarat)

Outline

This program will provide you with up-front training in the building and construction industry and the relevant training to become a qualified Painter & Decorator. Students must be employed as an apprentice Painter & Decorator.

Career Opportunities

You will be qualified to pursue a career in this field in a variety of positions including business owner, building contractor, site supervisor, qualified tradesperson, subcontractor. In addition, you have the opportunity to continue further studies in specific fields such as building inspection, teaching, builder registration, architectural drafting and many other building-related areas.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Satisfactory completion of Year 10 or equivalent or Mature Age entry. The applicant must be employed as an apprentice and have entered a training agreement.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Bricklaying/Blocklaying**Certificate III in Bricklaying/Blocklaying**

3 years, including 8 school blocks per calendar year

SMB Campus (Ballarat)

Outline

This program provides up-front training in the building and construction industry.

Career Opportunities

You will be qualified to pursue a career in this field in a variety of positions including business owner, building contractor, site supervisor, qualified tradesperson, subcontractor. In addition, you have the opportunity to continue

further studies in specific fields such as building inspection, teaching, builder registration, architectural drafting and many other building-related areas.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of Year 10 or equivalent or Mature Age entry. The applicant must be employed as an apprentice Bricklayer/Blocklayer and have entered a training agreement.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Cabinet Making**Certificate III in Cabinet Making**

3 years, including 8 school blocks per calendar year

SMB Campus (Ballarat)

Outline

This program describes the trade level outcomes for those working in furniture making and those involved in the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context. Installation skills may be applied to new or renovation works. All cabinet maker outcomes require customer communication skills in order to ensure customer requirements are met.

Career Opportunities

This program has been created to encourage the Furniture Tradesperson to be cross-skilled. Completion of the program will demonstrate that you are competent in a wide range of skills within the industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You need to be employed as an apprentice Cabinet Maker.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Carpentry**Certificate III in Carpentry**

3 years, including 8 school blocks per calendar year

SMB Campus (Ballarat)

Outline

This program will provide you with up-front training in the building and construction industry and the relevant training to become a qualified carpenter. Students must be employed as an apprentice carpenter.

Career Opportunities

You will be qualified to pursue a career in this field in a variety of positions including business owner, building

contractor, site supervisor, qualified tradesperson, subcontractor. In addition, you have the opportunity to continue further studies in specific fields such as building inspection, teaching, builder registration, architectural drafting and many other building-related areas.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of Year 10 or equivalent or Mature Age entry. You must be employed as an apprentice and have entered a training agreement.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Joinery**Certificate III in Joinery**

3 years, including 8 school blocks per calendar year

SMB Campus (Ballarat)

Outline

This program is designed to provide apprentices with the competency training that is appropriate for a qualified tradesperson working in a joinery workshop, ranging from basic hand skills and joints, through to cupboards and windows and their installation. You will also be trained in specific areas, such as the construction and installation of staircases, curved work, partitions and showcases.

Career Opportunities

Completion of this program will give you the opportunity to gain employment in your chosen field or the opportunity to undertake further trade study.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of Year 10 or equivalent or Mature Age entry. You must be employed as an apprentice and have entered a training agreement.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Plumbing**Certificate III in Plumbing**

3 years, including 9 school blocks per calendar year

SMB Campus (Ballarat)

Outline

This program will provide you with the training six streams of the Plumbing Industry. The program will equip you with the knowledge and skills to recognise fittings, fixtures, tools, physically install in simulated on-site conditions the various fixtures and their associated pipework. You will follow an integrated Theory - Practical

program on the installation procedures to your particular task. When you have completed the program, the installation is inspected to see if it meets the standards in the program. The installation assessments are audited by representatives from industry to enable them to maintain Industry Standards. After the successful completion, you will be eligible to sit for the Plumbing Industry Commission's Registration level examinations. Completion of this program is a Pre Requisite for the Certificate IV programs in Plumbing.

Career Opportunities

You will be qualified to work in the plumbing industry as an employee plumber.

To gain a Licence in specialist areas of Plumbing eg: Gasfitting, Roofing, Mechanical Services, Sanitary, Drainage & Water you require three core Certificate IV courses.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be currently employed as an apprentice and have entered a training agreement.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Building and Construction

Certificate IV in Building and Construction (Building)

6 months part-time

SMB Campus (Ballarat)

Outline

This program is recognised by the Building Practitioners Board as a qualification towards registration as a domestic builder. The Builders Registration Program is designed to develop the knowledge and skills of builders so that they can:

- Fully prepare for registration as a builder (this includes Building Practitioners Board application preparation)
- Compile an individual folio of evidence to be used at the Building Practitioners Board interview
- Successfully manage and operate a registered building business
- Gain recognition for nationally recognised training

Career Opportunities

- licence builders
- supervisor
- building design
- construction management

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

A minimum of three years practical experience in the building industry.

If you want to become a Domestic Builder Unlimited or a Domestic Builder Limited, completion of this program along with a certificate issued by the Building Practitioners Board after examination is required to verify that the applicant has adequate knowledge.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Plumbing and Services

Certificate IV in Plumbing and Services

Varied formats (day and night)

SMB Campus (Ballarat)

Outline

This program prepares the participants for an industry examination in each course of competence. The examination in most cases will be conducted on behalf of the Plumbing Industry Commission by UB. Successful completion of the core courses and then any of the industry specific courses will allow the participant to be eligible to become licenced in that industry specific field after application to the Plumbing Industry Commission. Participants may choose to complete one or more of the industry specific courses to enhance their employment prospects as a licenced plumber.

At the end of the program, you will be ready for a 2.5hr external exam for each course of competency.

Career Opportunities

You will be qualified to work in the Plumbing Industry as an employee plumber or self-employed plumber.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have a Certificate III level accreditation (e.g. Cert III in Plumbing, Cert III in Plumbing & Gasfitting etc).

Plumbers that have registration in one or more streams are eligible to complete the Certificate IV level in the same stream/s.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Building Design – Architectural

Advanced Diploma of Building Design (Architectural)

2 years full-time, 3rd year part-time study

SMB Campus (Ballarat)

Outline

Building designers design buildings and develop working drawings and documentation for all components in the construction of residential, commercial and industrial buildings.

This program involves:

- Construction technologies (their application and associated detailing and documentation accuracy)
- Safe building design (the legal responsibilities of the building designer, and application of the Building Code of Australia)
- Ecological and Environmentally Sustainable Building
- Digital applications (including Building Information Modelling (BIM) for integrated design and documentation practice)

It is intended that the program will give graduates the skills and knowledge required to make a valuable contribution to the industry, employers and the community well into the future. Required for the purpose of registration in the category of Draftsperson Building Design-Architectural (DP-AD).

Career Opportunities

Include working for building design organisations, architects and building contractors in both large and small commercial enterprises or government departments. This could include restoration of old buildings, commercial kitchen design and as documentation technicians for specialists, manufacturers and suppliers. Work as a sole practitioner after registration with the Building Practitioners Board.

Application Method

VTAC Application (full-time)
VTAC Code: 74001 – VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry.

More Information

(03) 5327 8061 or info@ballarat.edu.au

Short Programs

- Installation of Grid Connect Photovoltaic Systems
- Open Cabler Registration
- Construction (OH&S Induction)
- Thermal Building Performance Assessment (FirstRate5)
- Restricted Electrical Licence
- Home Sustainability Assessment Program
- Scaffolding
- Electrical Power Management and Sustainability
- Portable Appliance Safety Testing

More Information

(03) 5327 8061 or info@ballarat.edu.au

Learn to become the executive a company can't do without.



Business Administration – Traineeship

Certificate II in Business – Traineeship

Length as per agreement

Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Certificate III in Business – Traineeship

Traineeships: Available through SMB and Horsham Campuses.

Horsham Campus, SMB Campus (Ballarat)

Certificate III in Business Administration – Traineeship

6 months full-time or part-time equivalent

Horsham Campus, SMB Campus (Ballarat)

Outline

These programs are a nationally accredited Training Package that will train you to: develop specific competencies required by employees in the office/clerical and reception areas and develop a range of administrative/technical/business skills which will be applicable to the office environment.

Career Opportunities

Qualify you to apply for careers in administration as a receptionist, secretary, office/personal/executive assistant, switchboard/word processor operator, or office supervisor/manager.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background. You are required to

attend an interview will be contacted by telephone or mail.

Extra Requirements

You are required to be employed in a traineeship agreement before undertaking training.

More Information

(03) 5327 8200 or info@ballarat.edu.au

Retail – Traineeship

Certificate II in Retail – Traineeship

Certificate III in Retail – Traineeship

Traineeships: Available through SMB and Horsham Campuses.

Camp Street Campus (Ballarat), Horsham Campus

Outline

These qualifications provide the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic retail operational knowledge and limited practical skills in a defined context. Work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets. Individuals may work with some autonomy or in a team but usually under close supervision. This qualification is suitable for an Australian Apprenticeship pathway.

Career Opportunities

Certificate II

- providing product and service advice in a retail store
- selling products and services in variety of retail settings
- operating a checkout area
- preparing and selling fast food items
- store, rotate and replenish food stock
- checking stock and replenishing retail shelves
- organising and maintaining work areas and displays.

Certificate III

- providing in-depth product and service advice in a retail environment
- selling products and services in variety of retail settings
- supervising a checkout area
- leading a team preparing and selling fast food items
- leading a department team within a large store or supermarket
- acting as an assistant to a manager of a small to medium store
- organising and maintaining work areas and displays
- carry out specific responsibilities, such as merchandising.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background. All applicants required to attend an interview will be contacted by telephone or mail.

Extra Requirements

All applicants are required to be employed in a traineeship agreement before undertaking training.

More Information

(03) 5327 8200 or info@ballarat.edu.au

Office Administration

Certificate III in Business Administration

Flexible delivery

Ararat Campus, Horsham Campus, Stawell Campus

Outline

This program is a nationally accredited training package that will train you to develop specific competencies required by employees in the office/clerical and reception areas. This program will provide you with a range of administrative/technical/business skills which will be applicable to the office environment.

Career Opportunities

Successful completion of this program will qualify you to apply for careers in administration as a receptionist, secretary, office/personal/executive assistant, switchboard/word processor operator, or office supervisor/manager.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Selection will be based on the above criteria established at an interview.

More Information

(03) 5355 3026, (03) 5327 8177 or info@ballarat.edu.au

Certificate III in Business Administration and Certificate IV in Business Administration

Full-time

SMB Campus (Ballarat)

Certificate IV in Business Administration

Flexible delivery

Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

These Training Packages are aimed to train you to develop specific competencies required by employees in the office/clerical and reception areas and equips you with a range of administrative/technical/business skills which will be applicable to the office environment.

Career Opportunities

You will have extensive training in office/business administration and you will have developed a range of administrative/technical/business skills applicable to the office environment, offering opportunities to work as an office administrator, personal assistant, project manager, and/or executive assistant.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Selection will be based on the above criteria established at an interview.

More Information

(03) 5327 8177, (03) 5355 3026 or info@ballarat.edu.au

Financial Services

Certificate III in Financial Services (Accounts Clerical)

6-12 months full-time or part-time equivalent

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program is a nationally recognised program that will provide you with practical training in the accounting discipline which has immediate application for a career in the financial services industry.

The program is based upon the principles of competency based assessment and flexible delivery, which offer participants greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

Career Opportunities

You will be qualified to seek employment in the accounting sector in entry level positions including:

- Accounts payable/Accounts receivable
- Payroll
- Cashier
- Preparation of Trial Balance
- Bookkeeping
- Cash receipts/Cash payments
- Purchases and sales
- Manual and computerised systems
- Preparation of financial reports

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. All applicants required to attend an interview will be contacted by telephone or mail. Applicants must be at least 18 years of age.

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Frontline Management – Traineeship

Certificate III in Frontline Management – Traineeship

Traineeships available through SMB and Horsham Campuses.

Outline

This qualification reflects the role of individuals who provide supervision

in a wide range of organisational and industry contexts. They are likely to have existing technical skills in a broad range of vocations or professions, but require some training in the basics of supervision. Typically they would report to a supervisor or team leader. At this level frontline managers provide basic leadership and guidance to small groups of others and have limited responsibility for the effective functioning and performance of a course and its work outcomes.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include unit leader and leading hand.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background. All applicants required to attend an interview will be contacted by telephone or mail.

Extra Requirements

All applicants are required to be employed in a traineeship agreement before undertaking training.

More Information

(03) 5327 8200 or info@ballarat.edu.au

Business – Traineeship

Certificate IV in Business – Traineeship

Traineeships: Available through SMB and Horsham Campuses.

SMB Campus (Ballarat)

Outline

This is a nationally accredited Training Package that will train you to use well-developed business skills and a broad knowledge base in a wide variety of contexts. Successful completion of the traineeship will apply business solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Career Opportunities

Successful completion of this program will qualify you to apply for careers in business management where you have an increasing level of responsibility for business activity and employees or consultants. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include manager, administrator, project officer.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background. All applicants required to attend an interview will be contacted by telephone or mail.

Extra Requirements

All applicants are required to be employed in a traineeship agreement before undertaking training.

More Information

(03) 5327 8200 or info@ballarat.edu.au

Retail Management – Traineeship

Certificate IV in Retail Management – Traineeship

Traineeships available through SMB and Horsham Campuses

Outline

This qualification provides the skills and knowledge for an individual to be competent in the first line management skills of those working in the retail and/ or wholesale industries. It applies to those who are managing a small retail outlet, a section or department within a larger retail store, a small wholesale outlet, or a section or department within a larger wholesale business. This qualification is suitable for an Australian Apprenticeship pathway.

Career Opportunities

- managing a small to medium retail store group or franchise outlet
- managing an independent retail store
- managing a wholesale outlet
- departmental/section management in a retail or wholesale business
- functional management roles, such as merchandise management
- management of an inside or outside sales team in a wholesale business

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background. All applicants required to attend an interview will be contacted by telephone or mail.

Extra Requirements

All applicants are required to be employed in a traineeship agreement before undertaking training.

More Information

(03) 5327 8200 or info@ballarat.edu.au

Frontline Management

Certificate IV in Frontline Management

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Certificate IV in Frontline Management – Traineeship

Horsham Campus, SMB Campus (Ballarat)

A blended delivery model is used for these program, combining on-the-job and workshop training and assessments

Outline

UB recognises the complexity of the role of the frontline manager and the skills and knowledge needed to effectively lead work teams. This training program is a mix of structured training and guided learning activities where you will spend time reviewing your existing skills and consolidating them in your workplace. This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager. At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include co-ordinator, leading hand, supervisor and team leader.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Traineeship

BSB31207 Certificate III Frontline Management or other relevant qualification/s

OR

Providing evidence of competency in the majority of courses required for the BSB31207

Certificate III in Frontline Management or other relevant qualification/s

OR

Vocational experience in a supervisory role but no formal qualification. Examples of indicative job roles for candidates seeking entry based upon their vocational experience include: accounts clerk; customer service advisor; import/export

clerk; office administrator; or student services officer. This breadth of expertise would equate to the competencies required to undertake this qualification.

Extra Requirements

- Over 18 years of age
- Copy of resume
- Be available for an interview if required

Traineeship

You are required to be employed in a traineeship agreement before undertaking training.

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Traineeship

(03) 5327 8200 or info@ballarat.edu.au

Small Business Management

Certificate IV in Small Business Management

1 year - 1 evening per week (3 hours)

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program is designed for managers who currently operate, or intend to start and operate, a small business. This popular program covers research, planning, legal requirements, marketing, operations, and finances. The program provides the skills and knowledge required for small business management. And is an excellent qualification for the small business manager. An important outcome of this study will be the student's development of their specific business plan.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include a small business manager or owner/operator.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. All applicants required to attend an interview will be contacted by telephone or mail.

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Marketing

Certificate IV in Marketing

1 evening per week (3 hours)

SMB Campus (Ballarat)

Outline

This program is a great foundation for those students interested in marketing. The focus covers researching the market and analysing consumer behaviour through to promoting your products/services and presenting findings and proposals utilising technology. The program provides a basic understanding of marketing concepts which allows a pathway to diploma studies in marketing. Individuals interested in sales or marketing are able to study part-time while they are working whilst enhancing their promotional and job opportunities. People operating their own small business enterprises may also find this program of great benefit.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Direct Marketing Officer
- Market Research Assistant
- Marketing Coordinator
- Marketing Officer
- Public Relations Officer
- Sales Representative

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. All applicants required to attend an interview will be contacted by telephone or mail.

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Project Management

Certificate IV in Project Management

8 months – monthly workshops

Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program aims to provide the skills and knowledge of Project Management and relate them in practical ways to assist in the planning, management and control of projects.

This program is for those new to project work, or team members who require an understanding of the fundamental

approach to project management. Consisting of eight areas of knowledge, the program provides tools and techniques that can be readily applied to project implementation and management.

Career Opportunities

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.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background. All applicants required to attend an interview will be contacted by telephone or mail.

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Financial Services

Certificate IV in Financial Services (Accounting)

6-12 months full-time or part-time equivalent

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program is designed to provide practical training in the accounting discipline. It is being offered on a national basis. The program is based upon the principles of competency-based assessment and flexible delivery, offering participants greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

Career Opportunities

- Completing BAS and other office taxes
- Operational reporting

- Producing of basic management reports
- Producing basic job costing reports
- Preparing budgets
- Maintaining inventory records
- Managing a small office

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background. All applicants required to attend an interview will be contacted by telephone or mail. Applicants must be at least 18 years of age.

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Management

Diploma of Management

1 year

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program aims to develop management skills in the areas of people management, finance, OH&S requirements in the workplace, teams, marketing, business planning and industrial relations. You may find this program relevant if you fall into one of the following categories:

- An individual aspiring to careers requiring management competencies
- A first level manager drawn from technically experienced staff
- An owner/operator of a small business
- A recent graduate given management roles or responsibilities
- A professional from a wide range of disciplines who has had little management experience, and/or one whose role requires the acquisition and development of management skills, knowledge, and attributes
- An individual wishing to upgrade skills in line with best practice

Career Opportunities

You will have the opportunity to acquire, enhance and fine-tune your managerial skills to apply in your existing role or to move into a role with more responsibility.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal education prerequisites for entry into this program; however applicants must:

- be at least eighteen (18) years of age
- be able to participate in group environments
- submit a Direct Application and attach a resume with training records
- have three (3) years industry experience at supervisory/managerial level
- attend an interview

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Human Resources Management

Diploma of Human Resources Management

1 year full-time

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Human Resources Advisor
- Human Resources and Change Manager
- Human Resources Consultant
- Human Resources Manager
- Senior Human Resources Officer

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal education prerequisites for entry into this program; however applicants must:

- be at least eighteen (18) years of age
- be able to participate in group environments
- submit a Direct Application and attach a resume with training records
- have three (3) years industry experience at supervisory/managerial level
- attend an interview

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Marketing

Diploma of Marketing

1 evening per week (3 hours)

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program has been designed to enable talented marketing practitioners to understand the role and nature of marketing in a business environment and reflect on the roles and responsibilities of marketing.

- Marketing activities are across all areas of business today. The best marketing managers have the skills and confidence to adapt to an ever changing business world.
- Enhance your marketing and sales employment prospects in a wide range of industries with the skills and knowledge gained from the Diploma of Marketing.
- The Diploma of Marketing aims to provide students with a thorough understanding of the basic principles of marketing, the motivations of customers and the use of strategic marketing tools/research.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Marketing Manager
- Marketing Team Leader
- Product Manager
- Public Relations Manager

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. All applicants required to attend an interview will be contacted by telephone or mail.

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Project Management

Diploma of Project Management

9 months – monthly workshops

Horsham Campus, SMB Campus (Ballarat), Stawell Campus, External Site

Outline

Unique, innovative and flexible, the University of Ballarat's Diploma of Project Management program aims to help

participants extend and develop skills in the areas of:

- Project planning
- Defining the project outcomes
- Establishing the project schedule and budget
- Managing project risks
- Project procurement and contract management
- Managing the project team
- Communicating project information
- Presentations

Career Opportunities

This training can be of extensive benefit to people working in diverse fields on varying scales, put broadly into categories:

- individuals aspiring to careers requiring project management competencies.
- technically experienced staff moving into project management roles
- owner/Operators of small business.
- professionals from a wide range of disciplines who have had little formal project management training
- anyone whose role requires the acquisition and development of project management skills, knowledge and attributes

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

BSB41507 Certificate IV in Project Management or other relevant qualification/s

OR

Evidence of competency in the majority of courses required for the BSB41507 Certificate IV in Project Management or other relevant qualification/s

OR

Extensive vocational experience in project roles where you may have had some limited responsibility for the output of others, with no formal project management qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Project Co-ordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator

The breadth of expertise would equate to competencies required to undertake this qualification.

AND

- Over 18 years of age
- Submission of resume
- Be available for an interview if required

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Accounting

Diploma of Accounting

1 year full-time or part-time equivalent

Horsham Campus, SMB Campus (Ballarat)

Outline

This program will provide you with practical training in the accounting discipline. The program is based upon the principles of competency-based assessment and flexible delivery, offering participants greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

Career Opportunities

You will be qualified to seek employment in such positions as audit clerk, tax clerk, cost clerk, bookkeeper, and other clerical duties, which require minimal supervision while working with a professional accountant and others which require the services of a para-professional.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. All applicants required to attend an interview will be contacted by telephone or mail.

Extra Requirements

Successful completion of the Certificate III Financial Services (Accounts Clerical) and Certificate IV in Financial Services Accounting

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

skills applicable to the office environment, and you will have the opportunity to seek work as an office administrator, personal assistant, project manager, and/or executive assistant.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Selection will be based on the above criteria established at an interview.

More Information

(03) 5355 3026, (03) 5327 8177 or info@ballarat.edu.au

Management/ Human Resources

Diploma of Management/ Diploma of Human Resources

As per schedule

Horsham Campus, SMB Campus (Ballarat), Stawell Campus, External Site

Outline

UB's dual qualification program provides participants with a competitive edge in their employment prospects with a wider range of skills and job options combining knowledge in management and human resources.

- Develop a broad integrated understanding of how organisations work
- Develop the ability to lead performance and change
- Analyse, reflect and make decisions.
- Define concepts properly and identify faulty logic or reasoning
- Plan, organise and prioritise tasks

The Diploma of Management program aims to develop management skills in the areas of people management, finance, OH&S requirements in the workplace, teams, marketing, business planning and industrial relations.

The program is designed for those aspiring to middle manager position in large organisations and those who have a leadership role in small organisations.

The Diploma of Human Resource Management has been developed to give you the confidence to manage performance termination procedures, and develop employment policies. You will gain valuable skills and knowledge in human resources operations, practice and management.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Management
- Supervisor
- Team Leader

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- Be at least 18 years of age
- Current year 12 students – satisfactory completion of VCE. All other applicants will be considered for eligibility on the basis of previous experience, work history and education background.
- Be able to participate in group environments
- Submit a Direct application and attach a resume with training records
- All applicants required to attend an interview will be contacted by telephone.

Extra Requirements

To enter into the Diploma of Management or the Diploma of Human Resources Management it is required that you have basic computer knowledge

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Fast>>Track Management

Fast>>Track Advanced Diploma of Management

6 months - fortnightly day workshops

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program is a methodology developed by UB to meet the growing need for formal qualifications in the management discipline. The program taps into the existing competencies of managers and through a series of workshops and assignments, gives the participants the skills and competencies to successfully manage businesses and people in an ever-changing workplace. The program is conducted over a six month period and during that time all courses are assessed for competency in accordance with the BSB07 Business Services Training Package V1.0. This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge and who are seeking further developed expertise across a range of business functions. This qualification is also suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to further develop in order to create further educational or employment opportunities

Career Opportunities

This program offers essential knowledge for motivated managers to position themselves for rapid career growth in a competitive global business environment. If you have are looking for a qualification to reinforce your technical or industry experience, the quality of program will increase the impact of your resume in the job market.

Business Administration

Diploma of Business Administration

Fast Track only

Ararat Campus, Horsham Campus, SMB Campus (Ballarat)

Outline

This qualification reflects the role of individuals who possess theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of the team.

Career Opportunities

You will have gained extensive training in office/business administration, developed a range of administrative/technical/business

For small business owners the program of study provides professional networks that can offer support external to your existing business stream. We provide you with skills and tools that you can apply directly to your business to develop greater profit capacity and ease of business growth.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- A copy of your resume will be required together with copies of transcripts before enrolment forms can be issued.
- Diploma qualification
- Degree qualification
- VET diploma and one year managerial experience
- 3 years managerial experience

Extra Requirements

- You are over the age of 18 years of age.
- You have basic computer knowledge

More Information

(03) 5327 8177 or info@ballarat.edu.au

Management – Human Resources

Advanced Diploma of Management (Human Resources)

1 year

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This program will give you an incisive and analytical examination of the processes of Human Resource Management (HRM). Employees are the greatest asset of any business. The focus of HRM is on managing people within the employer-employee relationship. Specifically, it involves the productive use of people in achieving the organisation's strategic business objectives and the satisfaction of individual employee needs. Because HRM seeks to strategically integrate the interests of an organisation and its employees, it is much more than a set of activities relating to the co-ordination of an organisation's human resources. HRM is that part of management dealing directly with people.

Career Opportunities

You will have acquired, enhanced and fine-tuned your knowledge and skills in the field of people management. These skills may be applied in your existing role or enable you to move into a more exciting and responsible position of management.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Diploma of Business (Human Resources)
OR

Substantial vocational experience in human resources management but without a formal qualification.

- be at least eighteen (18) years of age
- be able to participate in group environments
- submit a Direct Application and attach a resume with training records
- attend an interview

More Information

(03) 5327 8177 or info@ballarat.edu.au

Marketing

Advanced Diploma of Marketing

1 year

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be highly specialised or broad within the marketing field. These individuals are often accountable for group outcomes and for the overall performance of the Marketing function of an organisation.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Marketing Director
- Marketing Strategist
- National, Regional or Global Marketing Manager.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- Be at least 18 years of age
- Be able to participate in group environments
- Submit a direct application and attach a resume with training records
- Have three years industry experience at supervisory/managerial level
- Attend an interview

More Information

Ararat/Stawell Campuses (03) 5358 7233, Horsham Campus (03) 5362 2630, SMB Campus (Ballarat) (03) 5327 8177 or info@ballarat.edu.au

Applied Management

Bachelor of Applied Management

3 years full-time or part-time equivalent or 1 year with credit of 2 years for a Diploma and Advanced Diploma in a relevant discipline

SMB Campus (Ballarat)

Outline

This is an innovative degree that integrates vocational and academic learning. It has been developed to reflect the changing roles and responsibilities of a senior manager. This program will provide graduates with the necessary skills, knowledge and values to be a successful manager across a range of organisations and industries. Successful completion of the program gives you the skills and knowledge to translate your leadership vision and ethical commitment into reality. A range of assessment tasks will be undertaken during this program including written reports, assignments, group projects, case studies, presentations and formal examinations. You will complete an applied management workplace project at the end of the program.

Career Opportunities

This program has been developed to meet the global demand for highly skilled senior managers. It will prepare graduates with the necessary skills, knowledge and attributes to undertake a wide variety of professional positions across a broad range of industries.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

A Diploma qualification in any field; an Advanced Diploma or equivalent qualification in a relevant discipline; and significant industry experience in the relevant professional area.

More Information

(03) 5327 8440 or info@ballarat.edu.au

Commerce – Accounting/Business Law/Applied Economics and Finance

Bachelor of Commerce

Mt Helen Campus (Ballarat), MIT (Melbourne), MIT (Sydney)

Bachelor of Commerce (Accounting)

Mt Helen Campus (Ballarat), MIT (Melbourne), MIT (Sydney)

Bachelor of Commerce (Business Law)

Mt Helen Campus (Ballarat)

Bachelor of Commerce (Applied Economics and Finance)

Mt Helen Campus (Ballarat)

3 years full-time or part-time equivalent

Outline

The flexible degree structure allows program combinations to be tailored to suit chosen career paths. Aside from undertaking a general commerce degree students may elect to undertake a specialisation in Accounting, Applied Economics and Finance or Business Law. A feature of the program is the group of practical business placements and project courses that are available.

The core curriculum in the Bachelor of Commerce (undesigned) focuses on quantitative, analytical and argumentation skills, although there is extensive scope through elective courses. Up to one-third of the program may be selected from other degree programs, including management, marketing, human resource management, tourism, Asian studies and languages, psychology, arts and mathematics.

This program is recognised for professional qualification purposes by accounting and computing associations. There is further opportunity, by undertaking specified courses, to badge your degree with a specialisation.

Accounting

This program will give you the skills you need to be a leader in Commerce and Business. It focuses on the hard-edged courses needed for professional accreditation with the major professional bodies as well as providing a well-defined career path for professionals in the world of commerce.

The study of accounting appeals to aspiring professionals in a broad range of fields because of its importance in promoting effective organisational management and accountability.

Career Opportunities

Graduates with accounting specialisation are employed in a wide variety of commercial, government and professional settings. These include public accounting, banking, teaching, government organisations, stockbroking, business consulting, and the retailing, manufacturing and mining industries. Functional responsibilities include accounting, information systems analysis and design, financial reporting, cost accounting, finance, taxation, audit, financial planning and general management responsibilities.

Business Law

This program opens up a variety of opportunities for employment and entrepreneurial activity, depending on the combination of courses selected. The fields in which these opportunities arise include tourism and hospitality, marketing, human resource management, industrial relations, sports and event management, accounting and finance. A knowledge of Business Law is also essential in conducting any business activity because all businesses are regulated by law.

Career Opportunities

Knowledge of law can enhance all career opportunities, especially those in public administration, management, human resource management, the service sector including marketing, tourism, finance and

accounting, and information technology. Self-employed persons also benefit from knowledge of law.

Applied Economics and Finance

The Applied Economics and Finance program seeks to meet the needs of students who plan to enter commerce and industry with a view to specialising in the management of the economic and financial performance of private and public sector organisations.

Career Opportunities

Graduates work in a number of specialist fields and are employed by a wide variety of organisations. Popular employment fields for graduates include retail and merchant banking, insurance, investment management and stockbroking, public accounting, federal, state and local government, corporate finance, government business enterprises, business consulting, teaching in state and private schools, and retail management.

Application Method

VTAC Application
VTAC Code: 37501 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 - two units of Mathematics (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9288 or info@ballarat.edu.au

Business – Tourism/ Entrepreneurship/ Marketing

Bachelor of Business

Mt Helen Campus (Ballarat),
East Gippsland TAFE, MIT (Melbourne)

Bachelor of Business (Tourism)

Mt Helen Campus (Ballarat),
East Gippsland TAFE

Bachelor of Business (Entrepreneurship)

Mt Helen Campus (Ballarat),
East Gippsland TAFE

Bachelor of Business (Marketing)

Mt Helen Campus (Ballarat),
East Gippsland TAFE, MIT (Melbourne)

3 years full-time or part-time equivalent

Outline

Business

This program will give you a strong background across the broad scope of the main business and organisation functional areas, and develop a strong strategic

and entrepreneurial emphasis towards innovation and the development and growth of businesses. Aside from undertaking a general Bachelor of Business, students may elect to undertake a specialisation in Entrepreneurship, Marketing or Tourism. A feature of the program is the group of practical business placements and project courses that are available.

Tourism

This program provides an attractive option for students interested in combining skills in business with the exciting area of tourism.

You will complete key foundation courses in marketing, accounting, tourism, management, law, microeconomics and eBusiness and so are well grounded in the principles, theory and practice of general business skills.

Key curriculum areas in tourism include consumer behaviour, market analysis, product and services delivery, event management development, communication and strategic planning. Students can also select up to eight electives from other disciplines including Asian studies, languages, psychology and mathematics.

You will become well grounded in the principles, theory and practice of tourism in a business setting, meaning you are able to positively contribute to the service industries by developing effective and sustainable tourism plans.

Entrepreneurship

This program includes a core of foundation subjects necessary for a broad understanding of business, rather than focusing on subjects required for professional accreditation. It integrates theory and practice to provide entrepreneurial skills that give graduates a choice of careers in business. A key feature of the program is the group of practical business placements and project courses that are available.

The specialised Bachelor of Business (Entrepreneurship) degree combines the broad skill base of the business degree with the specialised knowledge and skills required in entrepreneurship and successful business creations.

Marketing

This program provides an attractive option for students interested in developing business skills in marketing. Students complete a range of specialist marketing courses as well as key business courses in accounting, human resources, tourism and management. It is focused on developing graduates who are well grounded in the principles and practice of marketing and so can positively contribute to business growth and operations through the development of effective marketing strategy.

Throughout the degree, students may have the opportunity to work with local businesses on projects that provide valuable experience in real business settings.

Career Opportunities

Business

This program focuses on enterprise, competitiveness and integration. You will be

prepared for roles in businesses that range from small start-up enterprises to large firms and for self-employment. On completion of this program, you will be prepared to work in a range of business settings, particularly where environments are dynamic and complex and industries highly competitive. This program would be a good choice for those aiming for self employment or wishing to develop a career as a business analyst, consultant or strategic planner.

Tourism

Strong links with tourism industries ensure that students have the opportunity to move into exciting and responsible positions following graduation. Graduate opportunities include positions in travel and destination marketing, general marketing in aviation, accommodation and visitor services, human resources, and strategic planning within Australia and internationally.

Entrepreneurship

You might expect to be employed as a business consultant, researcher planner, a manager of a local or international new venture, or creator of new and innovative enterprises.

Marketing

Graduates have the opportunity to work in challenging managerial or support positions in marketing that can involve strategic planning, media liaison, market research, product management, branding and marketing communications in organisations in Australia and internationally.

Application Method

VTAC Application
VTAC Code: Mt. Helen Campus (Ballarat)
37131 – CSP, East Gippsland 37481 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 - two units of Mathematics (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9288 or info@ballarat.edu.au

Management – Human Resource Management/Marketing/Organisations & Leadership/Tourism

Bachelor of Management

Mt Helen Campus (Ballarat),
MIT (Melbourne), MIT (Sydney)

Bachelor of Management (Human Resource Management)

Mt Helen Campus (Ballarat)

Bachelor of Management (Marketing)

Mt Helen Campus (Ballarat)

Bachelor of Management (Organisations & Leadership)

Mt Helen Campus (Ballarat)

Bachelor of Management (Tourism)

Mt Helen Campus (Ballarat)

3 years full-time or part-time equivalent.

Outline

Management

This program is ideal if you intend to pursue a career in general management or Human Resource Management in large businesses or government organisations. The focus of much of the curriculum is on human and organisational relationships and structure.

You may elect to undertake a specialisation in either Human Resource Management, Marketing, Organisational Management and Leadership or Tourism. A feature of the program is the group of practical business placements and projects courses that are available.

This flexible degree structure allows up to one-third of the program to be selected from other degree programs, including management, marketing, human resource management, tourism, Asian studies and languages, psychology, arts and mathematics as electives.

Career Opportunities

The knowledge and skills gained through studying management will qualify you to work in any organisation in positions that could eventually lead to management roles. Combining your management courses with Human Resource Management, or electives from the Marketing or Tourism strands will enhance career opportunities. The Bachelor of Management is recognised by the Australian Institute of Management.

Human Resource Management

Management is about achieving objectives with and through people. HRM is the part of management (or the function of management) concerned with 'people' dimension, staffing, training development, motivation and maintenance of employees. HRM is about recruiting and selecting the best staff, determining the duties they undertake, what they should be paid and what opportunities they can be given. It is also concerned about issues such as equal employment opportunity, employee safety and health and employee and labour relations. HRM is about people achieving organisation goals.

Career Opportunities

Opportunities exist for Human Resource practitioners to work as consultants, recruitment officers, personnel or human resource officers, employee relations officers, training and development officers as well as project officers. These positions also lead to management and directorial roles in organisations across all industries. The Bachelor of Management is recognised by the Australian Human Resources Institute. Students undertaking

the Human Resource Management major at the University of Ballarat and who join the Australian Human Resources Institute are assigned a mentor by the Institute to guide their professional development.

Marketing

This program provides an attractive option for students interested in developing business skills in marketing.

Students complete a range of specialist marketing courses as well as key business courses in tourism, accounting, human resources and management.

The Bachelor of Management (Marketing) is focused on developing graduates who are well grounded in the principles and practice of marketing and so can positively contribute to business growth and operations through the development of effective marketing strategy.

Throughout the degree, students may have the opportunity to work with local businesses on projects that provide valuable experience in real business settings.

Career Opportunities

Graduates have the opportunity to work in challenging managerial or support positions in marketing that can involve strategic planning, media liaison, market research, product management, branding and marketing communications in Australia and internationally. With the emphasis on human and organisational relationships and structure, these positions also lead to management and directorial roles in organisations across all industries.

Organisations & Leadership

The Bachelor of Management (Organisational Management and Leadership) is designed for students with a desire to work in high-level management in both small and large organisations. Upon graduation you will be equipped with the skills to

- Design an effective organisation
- Communicate effectively both in written format and verbally.
- Manage team work, group behaviour, group dynamics and group interactions in a diverse environment.
- Identify organisational problems and opportunities and formulate appropriate programs of action.

Solve organisational problems in an ethical and socially responsible manner.

Career Opportunities

This program provides you with a range of career options in a variety of organisations. You might expect to be employed as a personnel manager, human resource consultant or industrial relations manager. Employment prospects are high.

Tourism

This program provides an attractive option for students interested in focusing on the human resources and service aspects of working in the exciting area of tourism.

Students have the flexibility of combining a number of special interest courses from a range of disciplines including human

resource management, marketing and organisational management and leadership, as well as their tourism specialisation.

Students complete key business programs in human resource management, marketing, business communication and law, in addition to a range of tourism courses. With strong grounding in the principles, theory and practice of tourism in a business setting, students can positively contribute to the service industries by developing effective and sustainable tourism plans.

Throughout the degree, students have the opportunity to work with local communities and regional tourism organisations on research projects that provide valuable experience in a real tourism setting.

Career Opportunities

Strong links with tourism industries ensure that students have the opportunity to move into exciting and responsible positions following graduation. Graduate opportunities include positions in travel and destination marketing, general marketing in aviation, accommodation and visitor services, human resources, and strategic planning within Australia and internationally. With the emphasis on human and organisational relationships and structure, these positions also lead to management and directorial roles in organisations across all industries.

Application Method

VTAC Application
VTAC Code: 37511 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 - two units of Mathematics (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9288 or info@ballarat.edu.au

Commerce/Management

Bachelor of Commerce/Bachelor of Management

4 ½ years full-time or part-time equivalent (the program may be completed in four years)

Mt Helen Campus (Ballarat)

Outline

This double degree is a professional program for those wishing to pursue a career in the area of business commerce, business administration, management or human resource management. The double degree is designed to be flexible. Both degrees give students the practical and conceptual skills they need to be leaders in their profession.

Program combinations can be tailored to suit chosen career paths. Commerce students may elect to undertake a specialisation in Accounting, Applied Economics and Finance or Business Law. Management students may elect to undertake a specialisation in Human Resource Management, Organisational Management and Leadership, Marketing or Tourism.

Career Opportunities

A Bachelor of Commerce provides you with a range of career options across a wide range of business types. You might expect to be employed as an accountant, a financial adviser, a business consultant or an economist.

A Bachelor of Management provides you with a range of career options in a variety of organisations. You might expect to be employed as a personnel manager, human resource consultant or industrial relations manager.

Employment prospects are high.

Application Method

VTAC Application
VTAC Code: 37021 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 - two units of Mathematics (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9288 or info@ballarat.edu.au

Commerce – Honours

Bachelor of Commerce (Honours)

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program offers qualified students the opportunity for specialised study in Commerce at an advanced level. The Honours program is a combination of coursework and research. Honours aims to provide a post-degree level of study for students seeking to widen their knowledge in one of the specialist areas offered by the School of Business. It gives graduates the training necessary to conduct independent high-quality research in business and academic settings and cultivates analytical and critical skills and an awareness of emerging developments in business. Honours is particularly suited to those who may wish to undertake study at Masters or PhD level.

Career Opportunities

The program provides an opportunity for students to study a topic of their choice in greater depth that is possible in program

work. It is highly valued by employers as evidence of a graduate's ability to think critically, to work independently on an in-depth project and to be able to communicate the results with a professional written report. Graduates have found employment in a wide range of areas in the public and private and sector including sessional university teaching. Many Honours graduates go on further study, either upon completion of Honours or after a few years of employment.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed an Undergraduate program with at least a Distinction average in third-year courses in the major area of study in which they have chosen to pursue their Honours studies, and have achieved no less than a Credit average in all second and third year level courses.

More Information

(03) 5327 9982 or info@ballarat.edu.au

Business – Honours

Bachelor of Business (Honours)

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program offers qualified students the opportunity for specialised study in Business at an advanced level. The Honours program is a combination of coursework and research.

Honours aims to provide a post-degree level of study for students seeking to widen their knowledge in one of the specialist areas offered by the School of Business. It gives graduates the training necessary to conduct independent high-quality research in business and academic settings and cultivates analytical and critical skills and an awareness of emerging developments in business. Honours is particularly suited to those who may wish to undertake study at Masters or PhD level.

Career Opportunities

The program provides an opportunity for students to study a topic of their choice in greater depth that is possible in program work. It is highly valued by employers as evidence of a graduate's ability to think critically, to work independently on an in-depth project and to be able to communicate the results with a professional written report.

Graduates have found employment in a wide range of areas in the public and private and sector including sessional university teaching. Many Honours graduates go on further study, either upon completion of Honours or after a few years of employment.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed an Undergraduate program with at least a Distinction average in third-year courses in the major area of study in which they have chosen to pursue their Honours studies, and have achieved no less than a Credit average in all second and third year level courses.

More Information

(03) 5327 9982 or info@ballarat.edu.au

Management – Honours**Bachelor of Management (Honours)**

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program offers qualified students the opportunity for specialised study in Management at an advanced level. The Honours program is a combination of coursework and research. Honours aims to provide a post-degree level of study for students seeking to widen their knowledge in one of the specialist areas offered the School of Business. It gives graduates the training necessary to conduct independent high-quality research in business and academic settings and cultivates analytical and critical skills and an awareness of emerging developments in business. Honours is particularly suited to those who may wish to undertake study at Masters or PhD level.

Career Opportunities

The program provides an opportunity for students to study a topic of their choice in greater depth that is possible in program work. It is highly valued by employers as evidence of a graduate's ability to think critically, to work independently on an in-depth project and to be able to communicate the results with a professional written report. Graduates have found employment in a wide range of areas in the public and private and sector including sessional university teaching. Many Honours graduates go on further study, either upon completion of Honours or after a few years of employment.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed an Undergraduate program with at least a Distinction average in third-year courses in the major area of study in which they have chosen to pursue their Honours studies, and have achieved no less than a Credit average in all second and third year level courses.

More Information

(03) 5327 9982 or info@ballarat.edu.au

**Management/
Business Administration/
International
Management****Graduate Certificate of Management**

6 months full-time or part-time equivalent

Graduate Diploma of Management

1 year full-time or part-time equivalent

Master of Business Administration

1 ½ years full-time or part-time equivalent

**Master of Business Administration
(International Management)**

2 years full-time part time equivalent

Mt Helen Campus (Ballarat)

Outline

These programs are generalist degrees intended for those with some practical experience who now wish to widen their managerial knowledge and skills. The philosophy underlying the programs is to enable students to deal with the many facets of management. The programs aim to develop skills in critical thinking, research and analysis through individual and team based work.

A feature of the MBA is that it focuses on critical areas of integration but facilitates some specialisation to accommodate specific career paths.

The MBA (International Management) targets applicants seeking the intrinsic reward of knowing their work makes a difference to the well being of their organisation and its stakeholders.

The Graduate Certificate of Management is a component of the Master of Business Administration.

Career Opportunities**Management**

You will be better prepared to advance to more senior roles in general management

Business Administration

You will be better prepared to advance to senior management roles in a wide range of organisations.

International Management

You will be better prepared to advance to general management roles in a wide range of organisations which are operating predominately in the international domain.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a bachelor's degree or equivalent and/or extensive experience working within an organisation.

More Information

(03) 5327 9437 or info@ballarat.edu.au

Commerce**Master of Commerce
(Professional Accounting)**

2 years full-time or part time equivalent
Mt Helen Campus (Ballarat)

Outline

This program is designed to extend students knowledge, values and skills in commerce-related subject areas which are additional to the "core curriculum in accounting and business areas". As such, it is expected that this program will appeal to students wishing to undertake a more extensive program of study (that is, two years of full-time study or equivalent) than is offered in the 18 month Master of Professional Accounting program.

Career Opportunities

You'll be able to practice as a professional accountant in a variety of enterprises with the added breadth of skills and knowledge in general business disciplines.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a bachelor's degree. In exceptional circumstances applicants who do not have a bachelor's degree may be admitted on the basis of relevant work experience, non-degree qualifications (including professional qualifications), and demonstrated capacity to undertake the program, as assessed by the Programs Coordinator. Applicants without a bachelor's degree would normally be admitted initially to the Graduate Certificate in Commerce.

Applicants whose bachelor's degree was not undertaken in the English language would need to demonstrate English proficiency to the following standard: TOEFL 550 or IELTS 6 or equivalent.

You would be presumed to have proficiency in using a computer, including common office automation software such as spreadsheets and word-processing programs. Where such proficiency is not held, applicants would be required to undertake a preparatory program which would be additional to the MPA program requirements.

More Information

(03) 5327 9437 or info@ballarat.edu.au

Graduate Certificate of Commerce

6 months full-time or part-time equivalent

Graduate Diploma of Commerce

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

These programs are designed to provide you with a foundation standard of knowledge, skills and values in key subject areas of Commerce. The programs will provide an exit point for students not wishing to proceed to an intermediate level of accomplishment in these subject areas.

Career Opportunities

You will have a basic understanding of key commercial disciplines and, as such, will be better prepared to advance to organisational roles which require application of quasi-legal and financial skills, such as administration managers of small to medium size enterprises.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a bachelor's degree or equivalent and some level of work experience

Applicants whose bachelor's degree was not undertaken in the English language would need to demonstrate English proficiency to the following standard: TOEFL 550 or IELTS 6 or equivalent.

More Information

(03) 5327 9437 or info@ballarat.edu.au

Professional Accounting

Master of Professional Accounting

1 ½ years full-time or part time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides a comprehensive sequence of study in accounting, as well as introducing students to related subject areas such as business law, financial management, economics and quantitative methods for business. The program consists of eleven courses of study, one of which is a double credit point course, representing a total of 180 credit points.

Career Opportunities

Entitles you to become a member of CPA Australia and further your careers as a professional accountant.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a Bachelors degree. In exceptional circumstances applicants who do not have a bachelors degree may be admitted on the basis of relevant work experience, non-degree qualifications (including professional qualifications), and demonstrated capacity to undertake the program, as assessed by the Programs Coordinator. Applicants without a bachelor's degree would normally be admitted initially to the Graduate Certificate of Commerce.

Applicants whose bachelor's degree was not undertaken in the English language would need to demonstrate English proficiency to the following standard: TOEFL 550 or IELTS 6 or equivalent.

You would be presumed to have proficiency in using a computer, including common office automation software such as spreadsheets and word-processing programs. Where such proficiency is not held, applicants would be required

to undertake a preparatory program which would be additional to the Master of Professional Accounting program requirements.

More Information

(03) 5327 9437 or info@ballarat.edu.au

Business Management

Master of Business Management

1 ½ years full-time part time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed to provide practising managers with an economically competitive, career oriented education that is work-place relevant. The program develops approaches to learning that will enable practising managers to demonstrate initiative, flexibility, problem-solving ability, innovative thinking and responsiveness to change in their work environments. It is a program work and project degree that provides students with unique benefits over most Master of Business Administration's. With an emphasis on the development of managerial skills and competencies, intensive use of work related assignments, adult learning and the extensive Action Learning Project, the program offers students a more structured and systematic approach to management education and training.

Career Opportunities

You will be better prepared to advance to senior management roles in a wide range of organisations.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- Bachelor degree and/or extensive work experience;
- A minimum of five years work experience;
- Be currently working as a manager; and
- Provide a referee's report

More Information

(03) 5327 9437 or info@ballarat.edu.au

Business Administration Doctorate

Doctor of Business Administration

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

The DBA program involves 1 ½ years of coursework and 1 ½ years of research. It advances knowledge as well as demonstrating the application of new knowledge in practical situations. Experienced practitioners can use this degree to enhance their professional managerial competence and insights. The portfolio of activities combines rigorous

academic theory with management practice.

The degree is awarded on the basis of an externally examined thesis of approximately 45,000 words that makes a substantial contribution to knowledge and demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge. In most cases the thesis will be a text reporting research undertaken by the candidate.

Areas of research strength in which supervision is available include:

- Action learning methodologies
- Business strategy
- Contemporary economic ideas and policies
- Clustering
- Economics: systems and policies
- Gender and organisation
- History in business
- Indigenous peoples, cultural heritage, and indigenous policy development
- Industrial relations and human resource management
- Information communications technology and e-commerce
- Marketing in society
- Regional and rural development
- Small-medium sized enterprises
- Third sector research
- Tourism and regional Australia
- Water resource management

Career Opportunities

Depending on the area of study completed, most graduates of this program would expect to be employed in the private sector, government sector, or higher education sector.

Application Method

All applicants are required to contact the Research Administrator. Further information can be found at www.ballarat.edu.au/business

Entry Requirements

Completion of a degree at Bachelor level with at least Upper Second Class Honours, Masters of Business Administration, or a Masters Degree by Research (or equivalent) with provision for credit awarded for completion of a Masters of Business Administration. Applicants should normally hold at least 2 years (full-time equivalent) of relevant professional experience.

More Information

(03) 5327 9982 or info@ballarat.edu.au

Higher Degrees by Research

Master of Business

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

The program will see you working with a principal supervisor (and possibly co-supervisor) appointed by the Research and Higher Degrees Committee on the recommendation of the School. The degree is awarded on the basis of an externally examined thesis of approximately 40,000 words that makes a substantial contribution to knowledge and demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge.

Areas of research strength in which supervision is available include:

- Action learning methodologies
- Business strategy
- Contemporary economic ideas and policies
- Clustering
- Economics: systems and policies
- Gender and organisation
- History in business
- Indigenous peoples, cultural heritage, and indigenous policy development
- Industrial relations and human resource management
- Information communications technology and e-commerce
- Marketing in society
- Regional and rural development
- Small-medium sized enterprises
- Third sector research
- Tourism and regional Australia
- Water resource management

Career Opportunities

Depending on the area of study completed, most graduates of this program would expect to be employed in the higher education sector, government sector, or private sector.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- (b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy

Minimum 3 - 4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This PhD program is a three-year full-time program, or the equivalent in part-time study, which sees candidates working with a principal supervisor (and possibly co-supervisor) appointed by the Research and Higher Degrees Committee on the recommendation of the School. The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words that makes a substantial contribution to knowledge and demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge. In most cases the thesis will be a text reporting research undertaken by the candidate.

Areas of research strength in which supervision is available include:

- Action learning methodologies
- Business strategy
- Contemporary economic ideas and policies
- Clustering
- Economics: systems and policies
- Gender and organisation
- History in business
- Indigenous peoples, cultural heritage, and indigenous policy development
- Industrial relations and human resource management
- Information communications technology and e-commerce
- Marketing in society
- Regional and rural development
- Small-medium sized enterprises
- Third sector research
- Tourism and regional Australia
- Water resource management

Career Opportunities

Depending on the area of study completed, most graduates of this program would expect to be employed in the higher education sector, government sector, or private sector.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
- (b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or

(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Real Estate – Short Program

Real Estate Agent's Representative

Self paced program, 6 months to complete

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

An agents' representative is a person employed by a licensed estate agent to sell, lease or manage a property on behalf of the owner. The licensed estate agent is responsible for the professional actions of the agents' representative. In a real estate transaction an agents' representative acts on behalf of a principal, who may be a vendor or a landlord, or in some cases a purchaser or a tenant, to negotiate a sale or rental agreement. The agents' representative follows the instructions of the principal and provides evidence on market conditions, documentation and advertising. The majority of agents' representatives are employed with real estate firms dealing in residential sales. Residential property management is another major area of employment for agents' representatives and there are some opportunities for work in commercial and industrial sales, leasing and management.

Career Opportunities

This training is designed to meet the educational requirements for employment as a real estate agents' representative. The courses of competency cover the skills and knowledge required to work ethically and effectively in a real estate agency. This knowledge and skill includes an understanding of how the industry operates, the basic legal principles relating to property sales and property management and skill in the completion of various documents required for the sale and leasing of property. The training comprises three courses from the Certificate III in Property Services (Agency) (CPP30207).

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be over 18 years of age

More Information

(03) 5327 8177 or info@ballarat.edu.au

Learn to be the teacher who is always remembered.



Training and Assessment

Certificate IV in Training and Assessment

Horsham Campus: A flexible program of weekend workshops, evening tutorials and off campus/on-line delivery

SMB Campus (Ballarat): Evening program - 32 sessions of three hours; Day program - one day a week for 16 weeks

Outline

This program will qualify you to deliver training and/or conduct assessments in the Vocational Education and Training (VET) sector. Graduates will have considerable responsibility for training program development, delivery and assessment of training participants or employees. Applicants are often referred by agencies and workplaces. You may be interested in applying for this program if you: wish to make a career change; have trade qualifications and are interested in becoming a VET trainer/assessor; deliver training in industry; deliver training in Registered Training Organisations; deliver VET programs in secondary schools; work as a Human Resource Manager; or wish to upgrade existing teaching qualifications.

Career Opportunities

You may gain employment teaching in the TAFE/VET sector or delivering training in industry. This program is recognised as a minimum qualification in Australian Registered Training Organisations for delivery assessment, writing and reviewing programs using national competency standards.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Applicants should have experience in a vocational area gained through a qualification, usually a Certificate III or IV. Access to an environment delivering

training and assessment would be an advantage. As a guide to the successful completion of study, it is recommended that students have writing and critical literacy skills to the equivalent of Certificate III in General Education for Adults. Students should also be comfortable using a computer to create word documents and to search the internet. Applicants apply directly to the SMB or Horsham Campus.

More Information

Horsham Campus (03) 5358 7245,
SMB Campus (Ballarat) (03) 5327 8107
or info@ballarat.edu.au

Associate Degree in Training and Assessment

2 years full-time or part-time equivalent

Flexible Delivery

Outline

This program will provide students with the skills and attributes to work as teachers and trainers in the Vocational Education and Training (VET) and adult education sector.

The program has multiple entry and exit points and embeds the units of competency in the Diploma of VET Practice, and students wishing to be awarded that qualification need to undertake an additional teaching practice component. Students can exit after the first four courses (and the additional practicum component) with the Diploma of VET Practice.

One year's advanced standing is given to all who meet the entry requirements, and further credit is available for the Diploma of VET Practice or the Diploma of Training and Assessment. Only six courses are required for students entering with either of these two diplomas.

Career Opportunities

You will enjoy enhanced career opportunities as teachers and trainers within the vocational education and training sector, in TAFE, Registered Training Organisations, industry or adult education settings. The embedded Diploma in VET Practice meets salary progression requirements for TAFE teachers in Victoria.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have a recognised vocational qualification at trade level (Certificate III) or above, or equivalent; a Certificate IV in Training and Assessment TAA40104 which must include the unit of competency TAADEL402A (or which must be undertaken additionally); and a minimum of 4 years relevant experience.

More Information

(03) 5327 6146 or info@ballarat.edu.au

Teaching

Bachelor of Education

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat),
MIT (Melbourne)

Outline

This program will prepare you for the new and broader roles expected of professional educators, now and into the future. It will provide a qualification to teach in primary schools (P-6), or in primary and middle years of schooling (P-10)*. This contemporary program has a strong focus on educational issues, and is underpinned by the principles of diversity, equity and critical reflection. The professional experience is focused on enhancing knowledge, skills and attitudes required for the profession.

The learning themes underpinning the program include:

Year 1: Communities of Learners

Year 2: Diversity of Learning

Year 3: Connections in Learning

Year 4: Developing a Professional Identity

* P-10 strand offered at Mt Helen (Ballarat) campus ONLY.

Career Opportunities

Mt Helen: You will be qualified to teach students in the primary years (P-6), or primary and middle years of schooling (P-10).

MIT: You will be qualified to teach students in the primary years (P-6).

Application Method

VTAC Application

VTAC Code: Mt Helen: 37251 – CSP,

MIT: 37591 – CSP

Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites of a minimum equivalent of Units 1 and 2 - VCE General Mathematics or Mathematical Methods (either); Units 3 and 4 - a study score of at least 25 in English (any); interstate or overseas equivalent.

Extra Requirements

Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing professional experience placements. Information regarding the WWCC can be found at www.justice.vic.gov.au/workingwithchildren

Non-VCE applicants who apply via VTAC must complete the VTAC Pi (personal information) form and submit this form to VTAC with their application. Non-VCE applicants who are required to attend an interview will be notified of the arrangements by telephone or mail.

More Information

(03) 5327 6128 or info@ballarat.edu.au

Education – Early Childhood

Bachelor of Education (Early Childhood)

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat): on campus,
MIT (Melbourne): on campus

Ararat Campus, Horsham Campus,
Stawell Campus: combined on-campus
& online delivery

Outline

This program aims to prepare teachers who are able to work confidently and competently with children in early childhood and primary school settings. Settings may include; primary (Prep to 6), kindergarten, pre-schools, occasional care, out of school hour's care and long day care

centres. Each year of study is designed is designed to answer particular questions both as a focus for students learning and reflect their development towards becoming qualified and competent primary and early childhood teachers.

Career Opportunities

Successful completion of this program prepares individuals to work as a teacher in primary (prep to grade 6) and early childhood settings (birth to 5 years old).

Application Method

VTAC Application

VTAC Code: Mt Helen: 37431 – CSP,

MIT:37591 – CSP, Horsham: 37471 – CSP.

Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 - General Mathematics or Mathematical Methods (either), Units 3 and 4 - a study score of at least 25 in English (any); interstate or overseas equivalent.

Extra Requirements

Non-VCE applicants who apply via VTAC must complete the VTAC Pi (personal information) form and submit this form to VTAC with their application. Non-VCE applicants who are required to attend an interview will be notified of the arrangements by telephone or mail.

Successful applicants are required to apply for a Police Check and Working With Children Check (WWCC) before commencing their program. A copy of the Police Check and WWCC card must be supplied to the University prior to commencing professional experience placements.

More Information

(03) 5327 6128 or info@ballarat.edu.au

Teaching – Early Childhood Education

Bachelor of Teaching (Early Childhood Education)

3 years part-time (or 2 years if Summer semesters are undertaken), flexible delivery

Mt Helen Campus (Ballarat)

Outline

This program prepares teachers in prior-to-school education particularly Kindergarten. The program also offers opportunities for qualified child care workers in the early education field to achieve professional status as a teacher. The program has been designed to build upon students' existing knowledge and focus on the development of the professional attributes of teaching including:

- Responsibility for curriculum development
- Strategies for engaging children and families in learning
- Advocacy for children and families

- Continued professional development through research and understanding research publication
- Providing links into the broader social and education communities in which they are located

Career Opportunities

Successful completion of this program prepares individuals to work as a teacher in early childhood education settings including Kindergartens.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a Diploma of Children's Services or an approved equivalent. As part of their application, applicants, whose qualification on which the application is based is older than eight years, will be invited to submit additional supplementary material related to professional experience as part of their application. An interview may be required prior to selection for the program.

Extra Requirements

Successful applicants are required to apply for a Police Check and Working With Children Check (WWCC) before commencing their program. A copy of the Police Check and WWCC card must be supplied to the University prior to completing professional experience placements.

Applicants must submit a written task with their application, for more information please phone the number listed below.

More Information

(03) 5327 9748 or info@ballarat.edu.au

Arts/Education

Bachelor of Arts/Bachelor of Education

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program aims to develop professional educators who will have specific discipline knowledge in the following areas: Japanese (LOTE), Psychology, Literature, History, Social Sciences, Human Behaviour, Philosophy and Indigenous Studies to prepare them to become secondary teachers in regional, rural and metropolitan schools. The programme provides a strong balance of theoretical studies in education and practicum studies.

The Education component of the joint degree has a strong focus on educational issues and is designed to meet and respond to challenges of the new millennium for learning communities.

Career Opportunities

As well as preparing you for a range of careers open to Bachelor of Arts graduates, this program helps meet the current and emerging need for well-qualified and competent secondary school teachers (years 7-12).

Application Method

VTAC Application
VTAC Code: 37351 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites of a study score of at least 25 in Units 3 and 4 of English (any); a pass in VCE Mathematics Units 1 & 2 not including Foundational Mathematics; interstate or overseas equivalent or mature age entry.

Extra Requirements

Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements. Information regarding the WWCC can be found at www.justice.vic.gov.au/workingwithchildren

More Information

(03) 5327 6146 or info@ballarat.edu.au

Mathematical Sciences/Education

Bachelor of Mathematical Sciences/ Bachelor of Education

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides a professional qualification for teaching in secondary school from years 7-12 as a Mathematics and Information Technology teacher.

The Mathematical Sciences component of the program will provide students with a strong foundation in the basic principles and techniques of mathematics and understanding how mathematics is applied to the real world.

The Education component is aimed at professional educators in the areas of mathematics and information technology in a number of settings such as regional, rural and metropolitan schools and has a strong focus of educational issues and is designed to meet and respond to the challenges of the new millennium for learning communities. This program provides a strong balance of theoretical studies in education practicum studies with strands in mathematics and information and technology.

Career Opportunities

You will be qualified to teach in secondary schools up to year 12, or be employed in an increasingly diverse range of career opportunities for Mathematics and Information Technology.

Application Method

VTAC Application
VTAC Code: 37311 – CSP
Please refer to page 6 for further information.

Entry Requirements

Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematical

methods (either); equivalent interstate or overseas qualification.

Extra Requirements

Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements. Information regarding the WWCC can be found at www.justice.vic.gov.au/workingwithchildren.

More Information

(03) 5327 6146 or info@ballarat.edu.au

Science/Education

Bachelor of Science/Bachelor of Education

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program aims to develop professional educators who will have specific discipline knowledge in the areas of science and prepare them to become secondary teachers in regional, rural and metropolitan schools. The program provides a strong balance of theoretical studies in education, practicum studies and with major and minor science strands. The Education component of the joint degree has a strong focus of educational issues and is designed to meet and respond to the challenges of the new millennium for learning communities.

Career Opportunities

The Science component of the joint degree provides the knowledge skills and values appropriate for effective scientific investigation and communication, enabling entry into a variety of career options.

The Education component prepares students as professional educators for the new and broader roles expected of them in schools now and into the future. It provides a qualification to teach in secondary schools (years 7-12).

Application Method

VTAC Application
VTAC Code: 37331 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of the VCE including prerequisites Units 3 and 4 Mathematics (any); and including at least 25 in each of English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements.

More Information

(03) 5327 6146 or info@ballarat.edu.au

Visual Arts/Education

Bachelor of Visual Arts/Bachelor of Education

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This joint degree will prepare graduates, with a particular emphasis on rural and regional needs, for a career as a secondary teacher. This program will provide the education theory and practicum to teach visual arts at secondary level until year 12. This joint degree is designed to give graduates a strong foundation in the areas of Arts Theory and Fine Art Studio Practice (Ceramics/3D, Drawing and Digital, Intermedia and Painting) to prepare graduates with the necessary teaching skills to be effective teachers in secondary schools (years 7-12).

Career Opportunities

This program will qualify you to teach in secondary schools up to year 12, or to pursue a career in professional arts practice as well as being equipped to participate in the broader arts community at an enhanced level.

Application Method

VTAC Application
VTAC Code: 37441 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites of a study score of at least 25 in Units 3 and 4 of English (any); A pass in VCE Mathematics Units 1 & 2 not including Foundational Mathematics; interstate or overseas equivalent or mature age entry.

Extra Requirements

Applicants must complete and submit an application for interview proforma by downloading a copy from www.ballarat.edu.au/artsacademy or by contacting the Arts Academy. Interviews will be confirmed in early November and held in late November/early December. Applicants are expected to present the following at interview:

- A comprehensive folio of their work (including works specific to the discipline being applied for)
- Records of academic progress results
- References.

Selection is determined by the perceived potential of the student, motivation and reason for study within the field as well as previous experience in the Visual Arts. Folio work should be representative of the individual's ideas and abilities. Qualities of importance are: originality, innovation, imagination, experimentation and competence in the basic skills associated with visual arts (evidence of drawing skills should be included). In general, students should submit selected samples of completed works and relevant sketchbook materials.

Successful applicants are required to apply for a Working With Children Check (WWCC) card before commencing their program. A copy of the WWCC card must be supplied to the University prior to commencing Professional Experience placements. Information regarding the WWCC can be found at www.justice.vic.gov.au/workingwithchildren.

More Information
(03) 5327 6146 or info@ballarat.edu.au

Tertiary Education

Graduate Certificate of Education (Tertiary Education)

2 years part-time
Mt Helen Campus (Ballarat)

Outline

This program is offered in partnership with a number of Australian universities. It offers relevant, sustained and engaging professional development opportunities for educators currently working within a tertiary setting. It has been designed to cater for all participants, regardless of career stage, teaching context, or levels of experience and qualification. During the program, participants will focus on the following themes:

- The teacher as learner
- The role of the teacher in contemporary learning communities
- The value of lived experience
- Enabling learner-centred learning
- Designing and evaluating learning experiences
- Engaging in collaborative, practice-based critical enquiry processes
- Adopting critical perspective with respect to educational literature and the broader educational context
- Developing a personal commitment to the teacher as researcher
- Valuing and participating in personal and professional networks as a way of developing and fostering the scholarship of teaching

Career Opportunities

Completion will allow you to pursue a career path in the teaching and educational development area within higher education, TAFE and other educational settings.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a Bachelor's degree or possess equivalent experience, and be teaching full-time or part-time at a tertiary education institution. Tenured contract and sessional staff will have equal opportunity to enrol in the program.

More Information
(03) 5327 9327 or info@ballarat.edu.au

Education Studies

Postgraduate Diploma of Education Studies

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program is not a teacher preparation program. It is designed to provide a postgraduate qualification for people interested in educational issues, and particularly for teachers who have three-year Australian qualifications and wish to up-grade to a four-year qualification. It is recognised as a fourth year qualification by the Victorian Institute of Teaching.

Career Opportunities

Successful completion allows you to undertake the validation process for accomplished or exemplary teaching and access the higher wage rates and status associated with achieving these teaching standards.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year university degree or equivalent. Some formal study of education and/or experience in education settings is desirable, but qualifications in other disciplines are also acceptable.

More Information
(03) 5327 9730 or info@ballarat.edu.au

Education Studies – Early Childhood

Postgraduate Diploma of Education Studies (Early Childhood)

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program allows UB Bachelor of Teaching (Early Childhood Education) graduates to achieve 4 year degree status and provides an opportunity for current three year degree qualified experienced early childhood teachers to upgrade to a four year qualification.

Career Opportunities

Successful completion allows you to undertake the validation process for accomplished or exemplary teaching and access the higher wage rates and status associated with achieving these teaching standards.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year university degree in Early Childhood Education or an approved equivalent and be qualified as an early childhood teacher. Anyone who has outstanding courses/assessment from their undergraduate degree at the commencement of the academic year is not eligible to commence the program.

Applicants who do not meet these criteria, or who have a degree on application that is older than eight years, will be invited to submit additional supplementary material related to interim professional experience as part of their application. A satisfactory interview may be required as part of the selection process.

More Information
(03) 5327 9729 or info@ballarat.edu.au

Primary Education

Graduate Diploma of Education (Primary)

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program is a pre-service teacher education degree that is offered between February to December each year. The program structure includes 8 compulsory courses of education, 2 courses of professional studies and 45 days of primary school experience. The program provides a balance of professional studies in applied learning and professional experience.

Career Opportunities

The program is designed to prepare pre-service teachers to become teachers at the primary level.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- You must have completed an approved three-year degree (or equivalent).
- You should be able to produce evidence of satisfactory completion of a minimum equivalent to VCE Mathematics Units 1 & 2, (not including Foundation Mathematics) and a study score equivalent to at least 25 in one of the VCE English group of studies at Units 3 and 4
- You must satisfy requirements of a Working With Children Check. Please refer to page 7 for further information.

Extra Requirements

You must submit an Additional Details form, available at: www.ballarat.edu.au/education/docs/AdditionalDetailsFormP.pdf

Preference will be given to applicants who have demonstrated a commitment to teaching through volunteering or working with primary aged children in an educational setting.

Applicants whose degree was completed more than eight years prior to application will be invited to submit additional supplementary material related to their interim professional experience.

More Information

(03) 5327 9730 or (03) 5327 9349 or info@ballarat.edu.au

Secondary Education

Graduate Diploma of Education (Secondary)

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program will prepare you to teach at the post-primary level. This program will develop your capacity to be a competent, reflective and critically aware classroom teacher with a sound basis of skill and understanding to provide for future professional development. A major learning experience in this program is the teaching practicum (teaching rounds). You will be provided with a wide range of experiences in a variety of settings to permit you to acquire the required teacher competencies. You will also participate in lectures, tutorials, workshops, seminars and observation visits.

Career Opportunities

You will be qualified to teach in secondary schools and other education related areas.

Application Method

VTAC Application

VTAC Code: 95111

Please refer to page 6 for further information.

Entry Requirements

- You must have completed an approved three-year degree (or equivalent).
- You will need to have two teaching methods: a major and a sub-major OR two sub-majors (a major is a total of three-quarters of a year of successful full-time tertiary study, usually comprising sequential discipline study taken over three years, e.g. a part in each of the first, second and third years of tertiary study, or equivalent study; whilst a sub-major is a total of half a year of successful full-time tertiary study, usually comprising sequential discipline study taken over two years, e.g. a part in each of the first and second years of tertiary study, or equivalent study)
- Applicants, whose degree is older than 12 years, will be invited to submit additional supplementary material related to professional experience.
- Some teaching methods have additional requirements, please check with Victorian Institute of Teaching: www.vit.vic.edu.au/files/documents/1672_Specialist-Area-Guidelines-Nov08.pdf
- You must satisfy requirements of a Working With Children Check. Please refer to page 7 for further information.

Extra Requirements

You must submit an Additional Details form and a Referee's Report form, available at www.ballarat.edu.au/vtac-requirements

More Information

(03) 5327 9729 or (03) 5327 9730 or info@ballarat.edu.au

Master of Education

Master of Education Studies

2 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program offers multiple entry and exit points. The intention is to provide students with maximum flexibility within a structured pathway to support their success. This approach is underpinned by an education philosophy that recognises students as self-actualising learners, particularly when they are professionals with relevant experience and expertise. The aim is to centre their expertise, common interests and understandings and build on collegial networks within the program structure. This will enable students to support each other, increasingly gain confidence as researchers and succeed with program requirements that are sequenced to facilitate completion.

It is anticipated that a number of students will proceed from this program into research degrees including at doctoral level. Towards this end the program is structured around core courses that introduce students to fundamental aspects of research. Students then undertake research towards a thesis (equivalent of 60 credit points). All courses will be supported through on-line materials and discussion forums. Students who do not wish to complete a thesis can undertake the program through coursework only.

Career Opportunities

Enhancement of your professional standing in the Educational Community and may lead to employment opportunities in the Tertiary Sector.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Entry to the Master of Education Studies program is predicated on the completion of undergraduate study to a third year level. Credit is awarded to students who have completed a fourth year of university study or have equivalent appropriate qualifications and/or experience. Applicants who do not meet the normal entry requirements may present a case to be considered eligible for provisional entry. These students will remain provisionally enrolled until they have satisfactorily completed two courses towards the degree.

More Information

(03) 5327 9730 or info@ballarat.edu.au

Special Education

Master of Special Education

2 years part-time

Mt Helen Campus (Ballarat)

Outline

This program is an exciting, innovative and flexible program designed to meet the needs of teachers and other professionals (such as social workers and lawyers) wishing to work with people with particular learning needs, including gifted students, within regular schools, special schools, and the wider community. The program offers students a critical familiarity with issues and questions relevant to the fields of disability studies and special education, and their relevance to our professional roles.

Career Opportunities

Successful completion will qualify you for employment in specialist educational settings and will enhance your professional standing within the education and professional communities.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a Bachelor degree or equivalent. Experience in educational settings is not assumed.

If you have completed a fourth year of university study, you will be eligible for one year's advanced standing. Applicants who do not meet the normal entry requirements may present a case to be considered for provisional entry.

More Information

(03) 5327 9730 or info@ballarat.edu.au

Higher Degrees by Research

Master of Education

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This degree sees candidates working with a principal supervisor, and possibly co-supervisor, for the period of enrolment. The degree is awarded on the basis of an externally examined research thesis (40,000 words), developed over the period of study. There are strong links with the regional education community, which offers a rich field for research opportunities.

Career Opportunities

With teaching qualifications, completion of this program will enable you to apply for promotions in schools, building on your research experiences. The opportunity also exists for you to seek employment in school systems in the areas of administration, policy development and

research. The degree is often a prerequisite for entry to a PhD or EdD.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- (b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy

Minimum 3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This PhD sees candidates working with a principal supervisor (and possibly co-supervisor) during each phase. The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words. There are strong links with the regional education community, which offers a rich field for research opportunities.

Career Opportunities

This doctoral degree added to your existing teaching qualifications will allow you to apply for promotion in schools, building on your research experiences. The opportunity also exists for you to seek employment within school systems in the areas of administration, policy development and research. The degree is commonly a prerequisite for a career in higher education. A PhD is a transferable qualification that has application (depending on the nature of the research) to government, industry, commerce and independent research centre employment.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
- (b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or

Learn to become the engineer who designs a smarter solution.



Engineering Studies

Certificate II in Engineering Studies

6 months - run in both Semester 1 & 2
SMB Campus (Ballarat)

Outline

This is a pre-apprenticeship program which will provide you with broad-based foundation competencies in a range of engineering skills such as basic machining, fabrication and use of hand and power tools. This will enhance your entry-level employment prospects into apprenticeships and traineeships. You will gain experience and knowledge of a range of occupations at engineering trade level which will enable you to make more informed choices in the selection of vocational career paths. This program will also allow you to gain a recognised credential and credits for further training as an apprentice or trainee.

Career Opportunities

You will have increased opportunities to gain an engineering apprenticeship or traineeship leading into a range of careers as an engineering tradesperson.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You will be best-equipped to achieve the program outcomes if you have language, literacy and numeracy skills that are equivalent to a minimum educational level of Year 9 (highly recommended).

Extra Requirements

Applicants for this program may be required to attend a compulsory information session or interview to secure their place in the program.

More Information

(03) 5327 8117 or info@ballarat.edu.au

Engineering – Production Technology

Certificate II in Engineering

1 year full-time or 3 years part-time

External Site

Certificate II in Engineering – Production Technology

2 years full-time or 3 years part-time

External Site

Outline

The Metal Industry Award provides for an integral career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to Professional Engineer Level. The Certificate II in Engineering – Production Technology is part of an articulated program structure that will allow you to gain full recognition of the studies you undertake at each stage. Courses of competency include broad-based skills desirable for most people to follow a career path in engineering. Mandatory and specialist courses are then chosen for the program to meet the requirements of the enterprise in which you are employed. Depending on the courses achieved and stream undertaken, you may transfer with credits applied to Certificate III in Engineering. All competencies achieved are recognised nationally. This new program will provide you with at least three major benefits:

- Greater opportunities for career progress due to the more broadly-based training
- The ability to select (with the support of your employer) your own program of study, meaning you need only acquire those skills directly relevant to your work and interests
- The opportunity to proceed through the program at your own pace, due to the program design.

Career Opportunities

Completion of this program will allow you to pursue an apprenticeship in this field or, depending on the courses achieved and stream undertaken, you may wish to undertake further study by transferring (with credits applied) to Certificate III in Engineering.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no entry requirements although a minimum educational level of Year 9 is highly recommended.

More Information

(03) 5327 8117 or info@ballarat.edu.au

Engineering – Production Systems

Certificate III in Engineering – Production Systems

3 years full-time or part-time equivalent

Workplace delivery

Outline

This program together with on-the-job training, provides the educational and training needs required by the Metal and Engineering Industry Award. The Metal Industry Award provides an integrated career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to the professional Engineer Level.

The program is part of an articulated program structure that will allow you to gain full recognition of the studies you undertake at each stage. Courses of competency include broad-based skills desirable for most people to follow a career path in Engineering. Mandatory and specialist courses are then chosen for the program to meet the requirements of the enterprise in which you are employed. Depending on the courses achieved and stream undertaken,

you may transfer with credits applied to Certificate III in Engineering - Fabrication/ Mechanical Trade. All competencies achieved are nationally recognised.

Undertaking this program will offer you:

- Greater openings for career progress due to the broad-based nature of the program
- The opportunity to select your own program of study, with the support of your employer, meaning you need only acquire those skills directly relevant to your work and interests
- The ability to proceed through the program at your own pace

Career Opportunities

This program allows for qualification in the non-traditional trades sector within engineering support areas such as Surface Finishing, Warehousing, Production and Assembly. This allows career opportunities in these areas and provides a platform for advancement to supervisory positions and the progression within the Metals and Engineering classification structure.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no entry requirements although a minimum educational level of Year 9 is highly recommended. Access to off-the-job training is available for school leavers (general student) or adults who have obtained employment and entered a training contract within a relevant industry (traineeship).

More Information

(03) 5327 8117 or info@ballarat.edu.au

Engineering – Technical

Certificate III in Engineering – Technical

2 years part-time workplace based

SMB Campus (Ballarat)

Outline

The Metal Industry Award provides for an integrated career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to the professional Engineer Level. This is part of an articulated program structure that allows people entering this industry to progress to the highest level with full recognition of studies undertaken at each stage either on the job, within the TAFE sector, or at Industry Training Centres. This program, together with on-the-job training, provides the educational and training needs required by the Metal and Engineering Industry Award for Mechanical Technicians.

Undertaking this program will offer you:

- Greater openings for career progress due to the broad-based nature of the program
- The opportunity to select your own program of study, with the support of

your employer, meaning you need only acquire those skills directly relevant to your work and interests

- The ability to proceed through the program at your own pace.

Career Opportunities

This is the beginning of a pathway to the Diploma and Advanced Diploma of Engineering for those people in the non-trade or technical areas and can lead to roles such as Technicians, Supervisors and/or Middle Management within Engineering and associated organisations.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no entry requirements, although a minimum educational leave of Year 12 is highly recommended. Access to off-the-job training is available for school leavers or adults who have obtained employment and entered a training contract within a relevant industry.

More Information

(03) 5327 8117 or info@ballarat.edu.au

Engineering – Mechanical

Certificate III in Engineering – Mechanical Trade

3 years part-time

SMB Campus (Ballarat)

Outline

This apprenticeship program, together with 'on-the-job' training, provides the educational and training needs required by the Metal and Engineering Industry Award for Mechanical Tradespersons. Credit will be given for each level of competence achieved.

- Competency based progression/ completion
- Training plan developed in consultation with employers; based on occupational and enterprise outcomes
- Opportunity to train in advanced manufacturing technologies

Career Opportunities

Training completed under the new competency system is recognised nationally. On completion of Certificate III in Engineering - Mechanical Trade you will be qualified Mechanical Tradesperson which will enable you to work as a maintenance fitter, tool maker or machinist in many industries.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be currently employed as a Certificate III in Engineering - Mechanical Trade apprentice. Access to off-the-job training is available for school leavers or

adults who have obtained employment and entered a training contract within a relevant industry.

Extra Requirements

There are no extra requirements for entry into this program although a minimum educational level Year 9 is highly recommended.

More Information

(03) 5327 8117 or info@ballarat.edu.au

Engineering – Fabrication

Certificate III in Engineering – Fabrication Trade

3 years part-time

Horsham Campus, SMB Campus (Ballarat)

Outline

'Fabrication' refers to the full scope of work previously known as 'Boilermaking', 'Structural Steel', 'Metal Fabrication' and 'Sheet Metal'. This program covers all aspects of fabrication including the use of hand tools, portable power tools, metal working machinery, the use of all current welding and cutting processes, training in reading and interpretation of working drawings, developmental drawing, marking out and job planning and associated theory required to complement all tasks. Undertaking this program will offer you:

- Competency based progression/ completion
- Training plan developed in consultation with employers; based on occupational and enterprise outcomes
- Opportunity to train in advanced manufacturing technologies

Career Opportunities

Training completed under the new competency system is recognised nationally. On completion you will be a qualified Fabricator which will enable you to work as a Fabricator/Welder (if Heavy Stream chosen) or Sheetmetal worker/ Boiler maker (Light Stream) in many industries.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed as a Certificate III in Engineering - Fabrication Trade apprentice. Access to off-the-job training is available for school leavers or adults who have obtained employment and entered a training contract within a relevant industry.

Extra Requirements

There are no extra requirements for entry into this program although a minimum education level Year 9 is highly recommended.

More Information

(03) 5327 8117 or info@ballarat.edu.au

Transport and Logistics

Certificate IV in Transport and Logistics (Warehousing and Storage)

Certificate IV in Transport and Logistics (Logistics)

2 years full-time or 3 years part-time

All training and assessments are conducted in the workplace.

Outline

Warehousing and Storage

You will learn how to lead a team, apply quality systems, conduct induction processes, and deliver and review training. You will also learn how to develop and conduct assessment, complete import/export documentation, coordinate stock-takes, manage a range of inventory and carry out emergency and customer service procedures.

Logistics

You will learn how to lead a team, apply quality systems, conduct induction processes, and deliver and review training. You will also learn how to develop and conduct assessment, complete import/export documentation, coordinate stock-takes, manage a range of inventory, and carry out emergency and customer service procedures.

Career Opportunities

Warehousing and Storage

Purchasing Officer; Storeperson; Warehouse Administrator; Warehouse Clerk; Warehouse Manager; or Warehouse Operations Officer

Logistics

Inventory and Supply Officer; Logistics Clerk; Transport Clerk; Transport Manager; Transport Operations Officer; Import/Export Manager; General Manager; or Operations.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the Transport and Logistics Industry, either as an existing employee who wishes to formalise existing skills, or gain new work-related skills and knowledge; or a new employee who wishes to gain a qualification

More Information

(03) 5362 2751 or info@ballarat.edu.au

Transport and Logistics – Apprenticeship

Certificate III in Transport and Logistics (Logistics Operations) – Apprenticeship

Certificate III in Transport & Logistics (Warehousing and Storage) – Apprenticeship

2 years full-time or 3 years part-time

All training and assessments conducted in the workplace.

Outline

Logistics Operations

You will learn how to coordinate goods for distribution to customers, how to use inventory systems to conduct stock counts and apply product knowledge to organise incomings and dispatches.

Warehousing and Storage

Designed to teach you how to coordinate goods for distribution to customers, use inventory systems to conduct stock counts, and apply product knowledge to organise the receivables and dispatches.

Career Opportunities

Logistics Operations

Inventory and Supply Officer; Logistics Clerk; Storeperson; Transport Clerk; Transport Operations Officer; or Freight Forwarder.

Warehousing and Storage

Warehouse manager; transport manager; distribution centre manager; or purchasing and supply officer.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the Transport and Logistics Industry, either as an existing employee who wishes to formalise existing skills, or gain new work related skills and knowledge; or a new employee who wishes to gain a qualification.

More Information

(03) 5327 8456 or info@ballarat.edu.au

Engineering

Certificate IV in Engineering

1 year

Horsham Campus, SMB Campus (Ballarat)

Outline

The Metal Industry Award provides for an integrated career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to the professional Engineer Level. The Certificate IV in Engineering is part of an articulated program structure that allows people entering this industry to progress to the highest level with full recognition of studies undertaken at each stage either on the job, within the TAFE sector, or at Industry Training Centres. This program, together with on-the-job training, provides the educational and training needs required by the Metal and Engineering Industry Award for Mechanical Technicians. Undertaking this program will offer you:

- Greater openings for career progress due to the broad-based nature of the program
- The opportunity to select your own program of study, with the support of your employer, meaning you need only acquire those skills directly relevant to your work and interests
- The ability to proceed through the program at your own pace.

The aim of the program is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the Federal Metal Industry Award. Credits will be given for each level of competence achieved. Training undertaken under the new competency system will be recognised nationally.

Career Opportunities

- Toolmaking
- NC/CNC Machining/Plasma Profiling
- Computer Aided Drafting
- Specialised welding and welding supervision
- Maintenance and design in Hydraulics & Pneumatics
- Specialised maintenance and maintenance supervision

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate III qualification in the Metals and Engineering area.

More Information

(03) 5327 8117 or info@ballarat.edu.au

Engineering – Advanced Trade

Diploma of Engineering – Advanced Trade

1 year part-time

Horsham Campus, SMB Campus (Ballarat)

Outline

The Metal Industry Award provides for an integrated career structure that allows people in this industry to progress through 14 graded classifications from the Basic Operative Level to the professional Engineer Level. The Diploma of Engineering - Advanced Trade is part of an articulated program structure that allows people entering this industry to progress to the highest level with full recognition of studies undertaken at each stage either on the job, within the TAFE sector, or at Industry Training Centres. This program, together with on-the-job training, provides the educational and training needs required by the Metal and Engineering Industry Award for Mechanical Technicians. Undertaking this program will offer you:

- Greater openings for career progress due to the broad-based nature of the program

- The opportunity to select your own program of study, with the support of your employer, meaning you need only acquire those skills directly relevant to your work and interests
- The ability to proceed through the program at your own pace.

The aim of the program is to provide post-trade training to those who have completed an approved trade training program and wish to access the career path identified by the Federal Metal Industry Award. Credits will be given for each level of competence achieved. Training undertaken under the new competency system will be recognised nationally.

Career Opportunities

- Toolmaking
- NC/CNC Machining/Plasma Profiling
- Computer Aided Drafting
- Specialised welding and welding supervision
 - pressure welding
 - high pressure steam
 - gas lines
 - aluminium
 - stainless steel
- Maintenance and design in Hydraulics and Pneumatics
- Specialised maintenance and maintenance supervision
- Pathway into Middle Management

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no entry requirements, although a minimum educational level of Year 12 is recommended. Trade entry can give up to 96 points of credit for those with engineering trade qualifications. Access to off-the-job training is available for school leavers or adults who have obtained employment and entered a training contract within a relevant industry.

More Information

(03) 5327 8117 or info@ballarat.edu.au

Engineering

Bachelor of Engineering Science (Civil Engineering)

Mt Helen Campus (Ballarat), MIT (Melbourne), MIT (Sydney)

Bachelor of Engineering Science (Mechanical Engineering)

Mt Helen Campus (Ballarat)

Bachelor of Engineering Science (Mining Engineering)

Mt Helen Campus (Ballarat)

3 years full-time or part-time equivalent

Outline

This program is an integrated design-orientated program that aims

to produce creative, engineering technologists who have knowledge of the social, environmental, economic and organisational aspects of their work. This is a vocationally orientated program that will provide you with the knowledge and skills necessary to obtain employment as an engineering technologist and to be admitted as an Engineering Technologist with the Institution of Engineers, Australia. The main characteristic of this program is applied design in a systems context, which is encompassed by two study majors: Design Engineering and Systems Engineering. From your second year, you may specialise in one of the following programs: Mining, Mechanical, or Civil.

Civil Engineering

Areas of study available to you in the Civil Engineering program include Engineering Surveying, Fundamentals of Engineering, Geomechanics, Structural Design and Analysis, Transport Infrastructure, Waste & Wastewater Infrastructure Design, Water and Drainage Infrastructure.

Career Opportunities

As a Civil Engineering graduate, you will have developed technical skills together with a knowledge and appreciation of the environment, sustainable development, social and political aspects that impact upon the work of the civil engineer. Graduates may be employed with private consultants, contracting companies, mining and processing industries or with federal, state and local government organisations. There are significant opportunities for employment in Australia, as well as in South-East Asia and throughout the rest of the world.

Mechanical Engineering

Areas of study within the Mechanical Engineering program include Machinery Design, Automated Systems Control, Machinery Dynamics and Industrial Data Communications.

Career Opportunities

Employment in a range of industries including manufacturing and processing industries, which are aiming to lead the way in new developments in automated machinery.

Mining Engineering

Areas of study within the Mining Engineering program include Mineral Deposit Evaluation and Processing, Underground Production Systems, Mine Power and Services, Surface Mining Operations and Mine Environment and Safety.

Career Opportunities

Mining Engineers are in high demand in Australia and the Asia Pacific Region. The broad education offered will enable you to find employment in a wide range of resource related industries, including consulting. Mining Engineers work in all parts of the industry from feasibility studies through to mine design, to managing actual production and sales.

Application Method

VTAC Application
VTAC Code: 37451 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 Mathematical Methods (either); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9419 or info@ballarat.edu.au

Technology Management

Bachelor of Technology (Management)

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat), Unity College (Malaysia)

Outline

The degree has been developed to integrate core technical studies in either Engineering, Applied Science or Information technology with specialist subjects in Engineering and Business. This program is structured in a flexible manner to allow pursuit of a range of options, such as converting an appropriate three-year Diploma to a degree. Alternatively, studying the core subject in Engineering Science followed by the specialist Management and Engineering courses. Engineering and Business courses in the third year are geared towards innovative management of a modern technological workplace and include topics such as Project Management, Sustainable Development, Quality Management, Occupational Health and Safety, Marketing, Accounting and Human Resource Management.

Career Opportunities

Completion of this program will provide you with modern technology and professional management skills in a wide variety of discipline areas. Graduates are well equipped to handle the challenges of management and supervisory roles in a competitive workplace.

Application Method

VTAC Application
VTAC Code: 37031 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites units 3 and 4 in Mathematical Methods; interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and

an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information
(03) 5327 9419 or info@ballarat.edu.au

Mining Engineering

Graduate Diploma of Mining
Master of Mining Engineering
Block Mode, Distance Learning
Mt Helen Campus (Ballarat)

Outline

Masters

The program is designed to allow for flexible delivery of advanced subjects in the area of Mining Engineering to allow working Engineers to understand advanced concepts and to develop skills in applying these concepts in the mining industry. The program is designed to provide advanced education across a range of mining engineering subjects and not to focus on a single area of study.

The program is to comprise of a total of 12 courses each based on the 15-credit point system. Eight of these courses will be coursework based with the requirement being that a minimum of four of these courses must be undertaken from the advanced list. The remaining four courses make up a sequence that involves a major project to be undertaken and thesis to be written and presented.

Graduate Diploma

The program is designed for part-time study (for domestic students only, international student are required to study full-time) over a two-year period in the form of four full-time periods on campus of two weeks each, followed by assignments and practical work in the student's place of employment. Persons not wishing or not able to finish the program in minimum time may attend full or half sessions once or twice per year until the required number of courses have been completed. Completion in one year of full-time study is possible following consultation with the program coordinator.

Career Opportunities

Mining Engineers are in high demand in Australia and the Asia Pacific Region. The broad education offered at the School of Science and Engineering enables students to find employment in a wide range of resource related industries, including consulting. Mining Engineers work in all parts of the industry from feasibility studies through to mine design, to managing actual production and sales.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Masters

You must possess a three or four year degree in Mining Engineering, or have completed a Graduate Diploma of Mining from the UB, the Western Australian School of Mines or the University of New South Wales. Alternatively candidates must possess a four-year degree in Mining Engineering, from a college or university recognised by the National Office of Overseas Skills Recognition (NOOSR) as awarding degrees that are comparable to the education level of an Australian bachelor degree. Candidates for admission must have demonstrated a high level of academic performance and must also comply with the University requirements for competency in written and spoken English.

Candidates for admission to the program are eligible to seek advanced standing in the program, in accordance with existing University regulations. For this program the maximum number of exemptions permitted will be four 15-credit point courses. Studies used as the basis for claims for advanced standing must normally be graduate studies and must not have been used to meet the requirements of another award. They will normally have been completed within a period of five years prior to the date of application for advanced standing.

Graduate Diploma

Relevant degree or diploma or lesser qualification with significant industrial experience.

More Information

Masters (03) 5327 9106 or
Graduate Diploma (03) 5327 9419
info@ballarat.edu.au

Master of Engineering Technology (Mining Engineering)

Block Mode

Mt Helen Campus (Ballarat)

Outline

This is a vocationally orientated program that provides students with the knowledge and skills that are necessary to obtain employment as an engineer and to be admitted as a Member with Engineers Australia. The program also serves as a preparation for further graduate studies in technology, business administration and other areas. Specifically the program provides students with advanced studies in Mining Engineering.

Career Opportunities

Mining Engineers are in high demand in Australia and the Asia Pacific Region. The broad education offered at the School of Science and Engineering enables students to find employment in a wide range of resource related industries, including consulting. Mining Engineers work in all parts of the industry from feasibility studies through to mine design, to managing actual production and sales.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must possess a three-year Bachelor of Engineering Science Degree from the University of Ballarat.

More Information

(03) 5327 9419 info@ballarat.edu.au

Engineering Systems

Master of Engineering Systems

Block Mode

Mt Helen Campus (Ballarat)

Outline

This is a design orientated program that provides students with the knowledge and skills that are necessary to obtain employment as an engineer. The program provides a four course, one-semester bridging program, ahead of the same sequence of courses as the Master of Engineering Technology. The program also serves as a preparation for further graduate studies in technology, business administration and other areas. Specifically the program provides students with advanced studies in a branch of engineering, either civil engineering, mechanical engineering or mining engineering.

Career Opportunities

A Civil Engineering graduate will have developed technical skills together with a knowledge and appreciation of the environment, sustainable development, social and political aspects that impact upon the work of the civil engineer. Graduates may be employed with private consultants, contracting companies, mining and processing industries or with Federal, State and Local Government organisations. There are significant opportunities for employment both in Australia and in South-East Asia and throughout the rest of the world.

A degree in Mechanical Engineering enables a graduate to gain employment in a range of industries including manufacturing and processing industries, which are aiming to lead the way in new developments in automated machinery.

Mining Engineers are in high demand in Australia and the Asia Pacific Region. The broad education offered at the School of Science and Engineering enables students to find employment in a wide range of resource related industries, including consulting. Mining Engineers work in all parts of the industry from feasibility studies through to mine design, to managing actual production and sales.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must possess a three-year degree in engineering, science or technology in the same field of study as their proposed specialisation. Alternatively candidates must possess a four-year degree in engineering, from a college or university recognised by the National Office of Overseas Skills Recognition (NOOSR) as awarding degrees that are comparable to the education level of an Australian bachelor degree.

More Information

(03) 5327 9419 info@ballarat.edu.au

Civil Engineering**Master of Engineering Technology (Civil Engineering)****Block Mode**

Mt Helen Campus (Ballarat)

Outline

This is a design orientated program that provides students with the knowledge and skills that are necessary to obtain employment as an engineer and to be admitted as a Member with Engineers Australia. The program also serves as a preparation for further graduate studies in technology, business administration and other areas. Specifically the program provides students with advanced studies in Civil Engineering.

Career Opportunities

A Civil Engineering graduate will have developed technical skills together with a knowledge and appreciation of the environment, sustainable development, social and political aspects that impact upon the work of the civil engineer. Graduates may be employed with private consultants, contracting companies, mining and processing industries or with Federal, State and Local Government organisations. There are significant opportunities for employment both in Australia and in South-East Asia and throughout the rest of the world.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must possess a three-year Bachelor of Engineering Science Degree from the University of Ballarat.

More Information

(03) 5327 9419 info@ballarat.edu.au

Mechanical Engineering**Master of Engineering Technology (Mechanical Engineering)****Block Mode**

Mt Helen Campus (Ballarat)

Outline

This is a design orientated program that provides students with the knowledge and skills that are necessary to obtain employment as an engineer and to be admitted as a Member of Engineers Australia. The program also serves as a preparation for further graduate studies in technology, business administration and other areas. Specifically the program provides students with advanced studies in Mechanical Engineering.

Career Opportunities

Employment in a range of industries including manufacturing and processing industries, which are aiming to lead the way in new developments in automated machinery. Additionally graduates may gain employment as consulting engineers.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must possess a three-year Bachelor of Engineering Science Degree from the University of Ballarat.

More Information

(03) 5327 9419 or info@ballarat.edu.au

Higher Degrees by Research**Doctor of Philosophy (Engineering)**

Minimum 3-4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This degree is awarded on the basis of a thesis making a substantial contribution to knowledge and demonstrating an understanding of a relationship of the investigations undertaken to a wider field of knowledge. A student works during candidature under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the school, together with one or more associated supervisors.

There are three areas of research specialisation in Engineering:

- Dynamic & Structural Systems (vibration and strength; fluids and ventilation; and machine condition and control)
- Mining Resources (mining methods; rock and soil mechanics; electro-chemical processes; computer modelling)
- Occupational Health & Safety (HSE systems and management; rural and workplace safety; noise hazards; airborne contaminants; and mining industry safety)

Career Opportunities

You will be able to undertake high level research in a wide range of employment areas, and also engage in Post-doctoral research and papers.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- have graduated with or qualified for a Masters degree, a four-year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
- have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
- hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Short Programs

The following programs are available:

- Computer Numerical Control
- Computer Aided Drafting (CAD)
- Welding Certificate (AS 1796, Cert 1-9)

Learn to become confident in your abilities.



General Education

Certificates in General Education for Adults

Full-time, part-time, day and evening classes

Ararat Campus, SMB Campus (Ballarat), Stawell Campus

Outline

The Certificates in General Education for Adults (CGEA) are designed for students who seek to improve their general education, literacy and/or numeracy skills. The programs are accredited throughout Australia, which means that parts can be studied at different learning centres and each of these parts will count towards the achievement of a certificate. The programs available are:

- 21770VIC Course in Initial General Education for Adults
- 21771VIC Certificate I in General Education for Adults (Introductory)
- 21772VIC Certificate I in General Education for Adults
- 21773VIC Certificate II in General Education for Adults
- 21774VIC Certificate III in General Education for Adults

These certificates are suitable for you if you left school before completing Year 12, had a disrupted schooling or left school some time ago and now wish to improve your education level: to prepare for further study; to assist with skill development for current study; to improve job opportunities; to help gain a promotion; to gain entry into the services (army, navy, fire-brigade); to assist your children with schoolwork; or to gain confidence.

Career Opportunities

This will assist you to improve your level of basic education and improve your access to employment, further study or community activities. Students may seek advice from their teachers as to appropriate further study options.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal academic requirements. Prospective students should be:

- Capable of achieving success in the program (an educational assessment may be required to support this)
- Willing to accept responsibility for their own learning
- Committed to follow the program regulations and University Regulations
- Aged over 15 years
- Wish to improve their general education skills up to Level 5 of the National Reporting System

Extra Requirements

Applicants may be required to attend an initial interview and assessment to find out where they need to begin their studies. Students seeking entry directly from enrolment in a secondary college may be required to provide evidence of support for their application from guardian, school or agency.

More Information

Ararat Campus (03) 5358 7245,
SMB Campus (Ballarat) (03) 5327 8240,
Stawell Campus (03) 5358 7247
or info@ballarat.edu.au

Spoken and Written English

Certificates in Spoken and Written English

Students can commence classes throughout the year

Ararat Campus, Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Outline

These certificates provide a clear pathway for students who want to develop general

English language and literacy skills and knowledge for participating effectively in the Australian community.

The programs available are:

- 91418NSW Course in Preliminary Spoken and Written English
- 91421NSW Certificate I in Spoken and Written English
- 91422NSW Certificate II in Spoken and Written English
- 91423NSW Certificate III in Spoken and Written English
- 91420NSW Certificate IV in Spoken and Written English - Employment
- 91419NSW Certificate IV in Spoken and Written English - Further Studies

Prospective students are those whose first language is not English, such as:

- Newly-arrived migrants or refugees eligible for the Adult Migrant English Program
- Australian citizens or permanent residents who wish to improve their English
- Short-term visitors who wish to upgrade their English skills without receiving certification

Participation in these programs will provide participants with:

- Improved English skills in reading, writing, speaking and listening
- Increased social, living and employment skills for Australian society
- Increased knowledge of Australian society

Career Opportunities

The improved English skills gained from these programs will assist in accessing employment, further study or community activities.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal academic requirements. Australian citizens or

permanent residents will be required to provide their Australian passport or evidence of Residency Status. Other applicants will be required to verify their visa status.

Extra Requirements

Potential students are required to attend a pre-program interview to assess eligibility and language level.

More Information

Ararat Campus (03) 5358 7245,
Horsham Campus (03) 5362 2676,
SMB Campus (Ballarat)
(03) 5327 8163 or (03) 5327 8091,
Stawell Campus (03) 5358 7247
or info@ballarat.edu.au

Transition Education

Certificate I in Transition Education

Selected modules are delivered at the Ararat, Stawell, Horsham Campuses

Outline

This program will provide you with post-school educational options if you have individual or special learning needs. This program focuses on enabling you to find the most appropriate option in the community after leaving school. You will find this program suitable if you have:

- An intellectual disability
- Learning disabilities and/or difficulties
- Developmental delay
- Specific disorders, such as autism spectrum or ADHD, and are otherwise unable to meet entry requirements of accredited training

This program aims to provide you with the skills to access a preferred option such as further education or training, entry into paid employment or voluntary work, or other adult activity.

Career Opportunities

The program is not industry-specific and introduces participants to a wide range of possible career paths.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Participants in the Certificate I in Transition Education program will have been identified as having a disability or disabilities. As a minimum, it is expected that learners will have emerging literacy and numeracy skills, and a degree of mobility which enables them to participate in all aspects of the program. It is anticipated that participants entering the program will be post-school age and in search of an adult option/s.

Extra Requirements

You will be required to attend an interview to establish suitability of the program for their individual needs. Further information about the selection process is available from the contact people listed below.

More Information

Ararat Campus (03) 5358 7247,
Horsham Campus (03) 5362 2678,
SMB Campus (Ballarat) (03) 5327 8270,
Stawell Campus (03) 5358 7247
or info@ballarat.edu.au

Work Education

Certificate I in Work Education

Ararat Campus, Horsham Campus
and Stawell Campus: 2 years full-time
or part-time equivalent

SMB Campus (Ballarat): 1 year full-time

Outline

The certificate is a post-school program for people with disabilities who have special learning needs. This program will provide you with vocational training, focusing specifically on vocational planning and work readiness skills. It will prepare you to gain mainstream employment involving routine, predictable, repetitive and proceduralised tasks under supervision, or undertake further vocational training. You will find this program suitable if you have:

- An intellectual disability
- Learning disabilities and/or difficulties
- Developmental delay
- Specific disorders, such as autism spectrum or ADHD, and are otherwise unable to meet entry requirements of accredited training, and are going to move into employment following the program.

Career Opportunities

The program offers general Work Education skills to all campuses however the program will become industry-specific in Hospitality and Retail at the SMB Campus

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You will have been identified as having a disability or disabilities. It is appropriate that learners have skills at NRS Level 1, and a degree of mobility that will enable you to participate in all aspects of the program. Participants should have the motivation and desire for employment and/or further training. Where learners do not have skills at NRS Level 1 at entry, they should be provided with additional support to develop their literacy and numeracy skills to this level.

Extra Requirements

Applicants will be required to attend an interview to establish suitability of the program for their individual needs.

More Information

Ararat Campus (03) 5358 7247,
Horsham Campus (03) 5362 2678,
SMB Campus (Ballarat) (03) 5327 8270,
Stawell Campus (03) 5358 7247
or info@ballarat.edu.au

CGEA Youth Program

CGEA Youth Program

1 year part-time

SMB Campus (Ballarat)

Outline

This program is designed for people aged 15 - 18 years who have left secondary school before completing Year 10. The aims of the program are to:

- Improve general education skills for further study
- Connect students back into education
- Develop employability skills
- Promote independent learning in an adult setting

The program has new student intakes in both Semester One and Two.

More information

(03) 5327 8240, (03) 5327 8270
or info@ballarat.edu.au

Police Entry Preparation – Short Program

Preparation for Entry to Police Exam

30 hours, conducted twice per year

SMB Campus (Ballarat)

This short program is designed to equip students with skills in literacy/numeracy as preparation to undertake the Victoria Police Education Exam which is an entry requirement for recruitment to the Victoria Police. The program is suitable for people wanting to improve their skills before undertaking the recruitment exam. This short program is not assessed.

For further details about careers in the Victoria Police, potential students can access the website: www.police.vic.gov.au

Victorian Police Education Entrance Examination

The exam is delivered four times a year on a Saturday and is approximately three and a half hours long. Applicants who successfully complete the exam will receive an application form with their results. Then they will make an appointment with the Officer in Charge of their local Police Station to begin the second stage of interviews and testing.

More Information

(03) 5327 8163 or info@ballarat.edu.au

Learn to become the beauty expert customers recommend.



Hairdressing

Certificate II in Hairdressing

2 days per week for 20 weeks

Horsham Campus & SMB Campus (Ballarat)

Outline

This program is appropriate if you are wishing to gain a pre-vocational qualification in order to attain an apprenticeship. This program provides the foundation skills such as braiding, blow waving, basic colouring, washing, working effectively as a team member and building a rapport with clients, as well as a variety of other knowledge to assist those seeking employment in the hairdressing industry working in UB's Unistyle hairdressing salon.

Career Opportunities

Assist you to obtain employment as a hairdressing apprentice in the hairdressing industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must attend an information session, complete an application form and complete a numeracy and literacy selection exercise.

More Information

(03) 5327 8485 or info@ballarat.edu.au

Certificate III in Hairdressing

15 months full-time – 4 days per week and one evening per week or part-time equivalent

Horsham Campus & SMB Campus (Ballarat)

Outline

The program provides you with the theoretical and practical skills associated with working in a live hair salon. Students

get to take a hands-on approach in UB's Unistyle salon where they will be able to interact with actual clients while practising a variety of skills and techniques such as blow waving, colouring, cutting, styling, washing and a variety of other services to become a fully qualified hairdresser. This training includes a four-week industry placement.

Career Opportunities

Standard training qualification to work in hairdressing salons.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must attend an information session, complete an application form, complete a numeracy and literacy selection exercise and provide your current resume.

More Information

(03) 5327 8250 or info@ballarat.edu.au

Certificate IV in Hairdressing

1 year part-time

SMB Campus (Ballarat)

Outline

This program is appropriate if you are wishing to gain an advanced qualification in the hairdressing industry. Some courses from this qualification are available to enrol in separately for those wishing to up-skill.

Career Opportunities

Hair dressing salons; hotels; cruise ships; resorts; or home businesses.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate III in Hairdressing

More Information

(03) 5327 8309 or info@ballarat.edu.au

Beauty Services

Diploma of Beauty Therapy

1 year full-time or part-time equivalent

SMB Campus (Ballarat)

Outline

This qualification will further develop students' practical skills and knowledge to apply the full range of face and body treatments, aromatherapy and the use of essential oils, applying make-up, waxing, relaxation massage, lymphatic draining massage, reflexology and a vast range of other services. This will provide the students with the capable knowledge to advance successfully in a beauty career.

Career Opportunities

Beauty Therapists are qualified to work in a beauty salon, or specialist business such as a day spa or resort. The Beauty Therapist will be qualified to own or manage a salon or business.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must attend an information session, complete an application form and complete a numeracy and literacy selection exercise.

Extra Requirements

You will be required to complete a work placement, 1 day a week for 10 weeks.

More Information

(03) 5327 8250 or info@ballarat.edu.au

Short Programs

Gel and Acrylic Nails

You will gain the knowledge and skills to apply gel and acrylic nail applications to enable you to work in hairdressing or beauty salons.

More Information

(03) 5327 8250 or info@ballarat.edu.au

Waxing

A short program designed to introduce the skills and knowledge required to analyse the temporary hair removal/bleaching needs of clients and to provide the necessary service/s in a safe, hygienic manner. Direct credits are offered from this program into the Certificate IV in Beauty Therapy and the Diploma of Beauty Therapy.

More Information

(03) 5327 8309 or info@ballarat.edu.au

Make-Up

You will be introduced to the application and design of make-up techniques to a variety of skin types for a range of occasions such as weddings, photo shoots and other special moments where makeup can set the mood. Direct credits are offered from this program into the Diploma of Beauty Therapy.

More Information

(03) 5327 8250 or info@ballarat.edu.au

Learn to run the business that's always booked out.



Kitchen Operations – Traineeship

Certificate II in Hospitality (Kitchen Operations) – Traineeship

1-2 years part-time

[External Site](#)

Outline

This program will provide you with the skills and knowledge to get your foot in the kitchen door. The focus of this program is on basic kitchen skills, including knife handling, cutting techniques and preparation, cooking and presentation of food.

Career Opportunities

You will be provided with the skills and knowledge to work as a cook, cook's assistant and kitchen hand, in cafes, restaurants and hotels.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed as a trainee to enrol, and you are required to have at least Year 10 literacy and numeracy levels.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Hospitality – Traineeship

Certificate II in Hospitality – Traineeship

1-2 years part-time

Certificate III in Hospitality – Traineeship

6 months full-time

[SMB Campus \(Ballarat\)](#), [External Site](#)

Outline

This program provides the skills and knowledge you need to work in the hospitality industry at an operational

level (Certificate II) or team leader level (Certificate III).

Career Opportunities

Enable you to work in a variety of hospitality venues including restaurants, hotels, motels, guest house, clubs, pubs, cafes and coffee shops.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate II

You must be employed as a trainee to enrol, and you are required to have at least Year 10 literacy and numeracy levels.

Certificate III

You must be employed as a trainee to enrol, and you are required to have at least Year 11 literacy and numeracy levels.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Tourism – Traineeship

Certificate II in Tourism – Traineeship

Certificate III in Tourism – Traineeship

1-2 years part-time

[External Site](#)

Outline

Certificate II

This program will provide the skills and knowledge required to work in an entry level role in tourism.

Certificate III

This program will provide the skills and knowledge required to work independently in a range of tourism roles

Career Opportunities

You will have a broad range of Tourism competencies and will be able to gain

employment as a Visitor Information Officer, Guide/Salesperson in an Indigenous Gallery/Retail Outlet, Cellar Door Person in a Winery, Guide/Attendant in a Museum, or an Attendant in a Botanic Garden.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate II

You must be employed as a trainee to enrol, and you are required to have at least Year 10 literacy and numeracy levels.

Certificate III

You must be employed as a trainee to enrol, and you are required to have at least Year 11 literacy and numeracy levels.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Hospitality – Patisserie

Certificate III in Hospitality (Patisserie)

10 months full-time (night classes)

[SMB Campus \(Ballarat\)](#)

Outline

Decadent, luxurious, opulent and enticing - properly prepared pastry goods are more than foods. They bring joy, excitement and romance into an occasion. Yet there is something secret about the craft of the pâtissière, working with precise detail and creating anything from centrepieces to traditional pastry goods. With exceptional margins, an effective patisserie section can add immense value and attraction to a kitchen operation. The ingredients are challenging, the expectations of customers are high and the popularity of a good pâtissière is based on an understanding of heat and ingredients that goes well beyond the knowledge of a normal cook. This program opens the door to the world of baked goods, pastries and desserts.

As a graduate you'll learn traditional patisserie management as well as ingredient techniques and cooking processes that will build your kitchen practice into something beyond the ordinary.

Career Opportunities

Provide you with the skills and knowledge to work as a commercial/professional pâtissière. Employment opportunities include restaurants, bakeries and cafes.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Students in this program will be required to have at least year 11 literacy and numeracy levels (or equivalent). Prospective students must complete an application form detailing vocational interest, previous work experience and academic results, and they may also be required to attend an interview. Selection is based on merit.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Events

Certificate III in Events – Traineeship

1-2 years part-time

Certificate III in Events

Full-time and part-time over a period of six months (day classes)

SMB Campus (Ballarat), [External Site](#)

Outline

This qualification is designed for application across multiple disciplines within the Events industry by exposing students to current event practises through attendance and work experience at conferences and festivals. You develop a portfolio of event resources and proformas, research event ideas and meet event suppliers, learn event staging set-ups and develop a blue print for your next event.

Career Opportunities

Successful completion of the Certificate III in Events will provide you with entry level qualification. Employment opportunities include positions such as event assistant, event administrative assistant, event operations assistant, event operative, conference assistant, exhibition assistant.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

At least Year 11 literacy and numeracy levels.

Prospective students must complete an application form detailing vocational interest, previous work experience and academic results, and they may also be required to attend an interview. Selection is based on merit.

Traineeship applicants will also be required to be employed as a trainee.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Hospitality – Commercial Cookery

Certificate III in Hospitality (Commercial Cookery) – Apprenticeship

3 years part-time

Certificate III in Hospitality (Commercial Cookery)

Bridging program – six months full-time after completing Certificate II Kitchen Operations or equivalent

Certificate IV in Hospitality (Commercial Cookery)

5 months part-time

SMB Campus (Ballarat)

Outline

This program will provide you with the skills and knowledge to open the kitchen door to your career as a cook. You will learn the fundamentals of cookery and food presentation which includes sauces, meats, seafood, and desserts. You will also learn about all aspects of food safety and how to design and cost a menu.

Career Opportunities

Certificate III

Provide you with the skills and knowledge to work as a cook in a variety of hospitality establishments, both in Australia and overseas.

Certificate IV

Cooks are in high demand and successful completion will allow you to choose any role from self employment to following a career path through an international hospitality business.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Apprenticeship

You must be employed as a cookery apprentice

Certificate III

You must have at least year 11 literacy and numeracy levels (or equivalent).

Certificate IV

You must have Certificate III in Hospitality (Commercial Cookery) and a year 11 literacy and numeracy levels (or equivalent).

More Information

(03) 5327 8186 or info@ballarat.edu.au

Hospitality

Diploma of Hospitality

18 months full-time or as an accelerated program for experienced managers and supervisors with a minimum of five years experience.

SMB Campus (Ballarat)

Outline

This is the first step to your career as a manager in the Hospitality Industry. The focus of this program is on the operational aspects of food and beverage service applicable to a range of Hospitality establishments. High level communication skills, stock control, service procedures and people management are strongly emphasised in this program.

Career Opportunities

This program has been designed to equip new hospitality professionals or existing unqualified hospitality professionals, with skills that will help them develop a hospitality career that offers opportunities for growth into management roles at some of the world's premier hospitality venues. It prepares graduates with skills, knowledge, attributes and networks to allow them choice in their professional growth within the hospitality industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

To gain entry into the full-time program you are required to have completed year 11 or equivalent.

To gain entry into the accelerated program you must have a minimum of five years Hospitality experience as a supervisor/manager.

Extra Requirements

Applicants must telephone the number listed below to request a pre-selection form.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Events

Diploma of Events

1 year

SMB Campus (Ballarat)

Outline

You are given the opportunity to develop expertise in several areas of study including planning, organising and running events, finance, obtaining sponsorship, building client relations and greening your event.

Career Opportunities

Provide you with a management level qualification. Employment opportunities include positions such as stage manager,

venue coordinator, conference coordinator and exhibitions coordinator.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Have achieved a Certificate III qualification in an event-related area. Certificate III qualifications which are particularly relevant include those in the area of: business, entertainment, hospitality, museums and libraries, music, sport and recreation, tourism.

OR

Have paid or voluntary employment experience at an operational, coordination or management level in an events-related field.

Extra Requirements

Applicants must telephone the number listed below to request a pre-selection form.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Hospitality

Advanced Diploma of Hospitality

2 years full-time

Fast track option of this program is also available where you have been employed in a Hospitality venue in a supervisors or managers role for a minimum of five years.

SMB Campus (Ballarat)

Outline

This program provides supervisors and managers with a dynamic qualification that integrates your developed technical ability with conceptual and managerial skills. Successful completion will provide you with the skills and knowledge to run your own restaurant or hotel; to manage a large hospitality venue; to develop a professional network of industry peers; to better manage your hospitality career; and to build on previous vocational studies and/or work experience and apply these techniques to effectively manage in a hospitality context.

Career Opportunities

This program has been developed to equip ambitious hospitality professionals and individuals with the essential training and qualification that will allow them to seek careers and gain experience at some of the world's premier hospitality venues. It prepares graduates with skills, knowledge, attributes and networks to allow choice in their professional growth within the hospitality industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Extra Requirements

Applicants must telephone the number listed below to request a pre-selection form.

More Information

(03) 5327 8186 or info@ballarat.edu.au

Hospitality – Management

Bachelor of Hospitality (Management)

3 years full-time or part-time equivalent or 1 year with credit of 2 years for a Diploma and Advanced Diploma of Hospitality

SMB Campus (Ballarat)

Outline

This is an innovative degree that integrates vocational and academic learning. It has been developed to reflect the changing roles and responsibilities of a senior hospitality manager thus it incorporates hospitality industry skills and management concepts and theories. This program will provide graduates with the necessary skills, knowledge and values to be successful managers in the hospitality industry.

There is a strong emphasis on applied learning through a range of integrated management and hospitality industry projects. A range of assessment tasks will be undertaken during this program including written reports, assignments, group projects, case studies, oral presentations and formal examinations. Management and vocational skills, knowledge and attributes will be further consolidated by completing an internship in an area of vocational interest in the capstone year.

Career Opportunities

This program has been developed to meet the global demand for senior hospitality managers. It will prepare graduates with the necessary skills, knowledge and attributes to undertake a wide variety of professional positions in the hospitality industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of the Advanced Diploma of Hospitality Management or equivalent.

More Information

(03) 5327 8440 info@ballarat.edu.au

Short Programs

Responsible Service of Alcohol

Horsham Campus, SMB Campus (Ballarat), Stawell

This program will enable the student to learn skills in the following areas: problems associated with excessive consumption; alcohol and the law; who is responsible; facts about alcohol; improved atmosphere; and handling difficult customers.

More Information

Horsham Campus (03) 5362 2647, SMB Campus (Ballarat) (03) 5327 8186, Stawell Campus (03) 5358 7230 or info@ballarat.edu.au

Follow Workplace Hygiene Procedures

Horsham Campus, SMB Campus (Ballarat), Stawell Campus

This program provides guidance on hygiene and sanitation, regulations and safe food handling practices. Participants will gain valuable insights into the prevention of food related spoilage and poisoning.

More Information

Horsham Campus (03) 5362 2647, SMB Campus (Ballarat) (03) 5327 8186, Stawell Campus (03) 5358 7230 or info@ballarat.edu.au

Implement Food Safety Procedures

Horsham Campus, SMB Campus (Ballarat), Stawell Campus

Due to recent amendments in the Victorian Food Safety Act 1984, Victorian food businesses must nominate a food safety supervisor. The minimum competency standards for food safety supervisors in the hospitality sector are:

- SITXOHS002A – Follow workplace hygiene procedures (Level 1)
- SITXFSA001A – Implement food safety procedures (Level 2)

Pre-requisite SITXOHS002A: Follow workplace hygiene procedures

More Information

Horsham Campus (03) 5362 2647, SMB Campus (Ballarat) (03) 5327 8186, Stawell Campus (03) 5358 7230 or info@ballarat.edu.au

Learn to be the specialist who motivates someone to get up and go.



Fitness

Certificate III in Fitness

1 year

SMB Campus (Ballarat)

Outline

This program will provide you with the basic knowledge and skills to work as an instructor in the fitness industry. It is a training program that creates awareness for the graduates of the changing nature of the Health and Fitness environment in the Australian society. Combined with our aging population and our sedentary lifestyle, there is a huge opportunity for a close working relationship between the health and fitness industries to help clients achieve a better management of the health of the Australian population.

Career Opportunities

Gym instructor in the fitness, recreation and sports industries.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Complete a numeracy and literacy selection exercise

More Information

(03) 5327 8191 or info@ballarat.edu.au

Massage Therapy

Certificate IV in Massage Therapy Practice

1 year part-time

SMB Campus (Ballarat)

Outline

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, aged care facility, health service, spa facility or palliative care facility or hospital. Graduates of this program will be recognised by AAMT-Australian Association of Massage Therapists

Career Opportunities

You will be provided with the skills required for competence in massage practice. Practitioners at this level may be self employed independently or may work within a larger health service.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must attend an information session, complete an application form and complete a numeracy and literacy selection exercise.

Extra Requirements

Highly recommend that prospective students attend an introductory program.

More Information

(03) 5327 8250 or info@ballarat.edu.au

Fitness/Massage

Certificate IV in Fitness/Certificate IV in Massage

1 year

SMB Campus (Ballarat)

Outline

This program leads to a qualification in the fitness and massage industries. The program is a mix of theoretical, practical and vocational (on the job) learning with UB's active gym which consists of free weights, conditioning area and a vast amount of equipment for the fitness and massage professional to develop their skills. There is a strong emphasis on practical work skills and physical conditioning. The structure of the course is progressive with ongoing assessment throughout the year and there is a major emphasis on practical

experiences to match your theoretical knowledge, as students get to interact with a variety of clients to give hands-on fitness, massage and healthy lifestyle guidance. Graduates of this program will be recognised by AAMT - Australian Association of Massage Therapists and registration with Kinect Australia or any other fitness governing body.

Career Opportunities

Personal trainer, gym instructor and massage therapist.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must attend an information session, complete an application form and complete a numeracy & literacy selection exercise.

Extra Requirements

You will be required to undertake a police check.

More Information

(03) 5327 8191 or info@ballarat.edu.au

Remedial Massage

Diploma of Remedial Massage

1 year part-time

SMB Campus (Ballarat)

Outline

This program will build on the skills developed at Certificate IV enabling graduate's greater opportunities as either a sole practitioner or within an industry group. The diploma qualification will also give greater access to health fund rebates and qualify practitioners for work cover clients.

Career Opportunities

Professional sporting clubs, day spas, private practice and wellness centres, chiropractic clinics, recognition with AAMT.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate IV in Massage Therapy Practice

Extra Requirements

You must attend an information session, complete an application form and complete a numeracy and literacy selection exercise.

More Information

(03) 5327 8250 or info@ballarat.edu.au

Physical Education

Bachelor of Education (Physical Education)

4 years full-time or part-time equivalent

Mt Helen (Ballarat) Campus

Outline

This program provides graduates with vocationally relevant knowledge and skills and encourages the blending of theory and practice.

Career Opportunities

On completion of this program, you will be qualified as a secondary teacher in physical education and a further discipline area as well as a primary teacher in physical education. Graduates will be eligible for professional accreditation as a teacher throughout Australia and overseas. Graduates of this program are well-prepared to undertake many other occupations successfully and are highly sought after by industries and schools for their communication and organisational abilities. Students who have strong academic standing may choose to undertake an Honours program concurrently with their final year of study. The Honours program will provide you with training in research, making it a suitable qualification for entry into a higher degree program, research-based industry positions and all the careers as described in the Bachelor of Education (Physical Education). Graduates of this program are well-prepared to undertake many other occupations successfully and are highly sought after by industries and schools for their communication and organisational abilities.

Application Method

VTAC Application
VTAC Code: 37751 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 - two units of general mathematics or mathematical methods. Units 3 and 4 - a study score of at least 25 in English (any), and completion of one of physical education, outdoor and environmental studies, health and human development, or biology. Mathematics Stream, additional method: Units 3 and 4 - specialist mathematics or mathematical methods. Health Stream, additional method: Units 3 and 4 - one of

biology, health and human development or psychology. Science Stream, additional method: Units 3 and 4 - at least one of biology, chemistry, environmental science or physics. Information Technology, additional method: Units 3 and 4 - information technology (any). English, additional method: Units 3 and 4 - literature. Interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants applying through VTAC must complete and submit an Additional Details Form. Forms are available from www.ballarat.edu.au/vtac-requirements or from the School of Human Movement and Sport Sciences, and must be returned to the Selection Officer, Human Movement and Sport Sciences by 21st October, 2011. Applicants who fail to meet these requirements will not be considered. Non Y12 applicants required to attend an interview in November will be notified.

More Information

(03) 5327 9682 or info@ballarat.edu.au

Exercise and Sport Science

Bachelor of Exercise and Sport Science

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides graduates with vocationally relevant knowledge and skills and encourages the blending of theory and practice.

Career Opportunities

On completion of this degree, graduates will be qualified for a career in sports coaching, the development of training programs, work place health promotion, rehabilitation programming and exercise programming for a healthy population. You may find employment in health and fitness centres, in regional, state and national institutes of sport and within the corporate health and fitness sector. This program provides a pathway into the field of exercise rehabilitation and exercise physiology.

Application Method

VTAC Application
VTAC Code: 37651 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE, including prerequisites Units 1 and 2- Mathematics (any), Units 3 and 4- English (any), and one of Outdoor and Environmental Studies, Health & Human Development, Physical Education, or Biology; interstate or overseas equivalent; or mature age entry.

Extra Requirements

Non-Year 12 applicants applying through VTAC must complete and submit an Additional Details Form. Forms are available from www.ballarat.edu.au/

vtac-requirements and must be returned to the program Selection Officer by 21st October, 2011. Applicants who fail to meet these requirements will not be considered. Non Y12 applicants required to attend an interview in November will be notified.

More Information

(03) 5327 9682 or info@ballarat.edu.au

Sport Management

Bachelor of Sport Management

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed to provide theoretical and practical knowledge about the sport industry combined with an extensive grounding in business expertise.

Career Opportunities

On completion of this program, you will be qualified to pursue a career in sport and recreation agencies, in positions that include management of sport organisations, facilities, programs and events. Graduates have found employment in such diverse areas and occupations as Program Managers at YMCAs, Executive Officers of sporting associations, Event Managers, corporate health and fitness positions, and facility management positions.

Application Method

VTAC Application
VTAC Code: 37091 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE, including prerequisite Units 3 and 4- English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants applying through VTAC must complete and submit an Additional Details Form. Forms are available from www.ballarat.edu.au/vtac-requirements, and must be returned to the program Selection Officer by 21st October, 2011. Applicants who fail to meet these requirements will not be considered. Non Y12 applicants required to attend an interview in November will be notified.

More Information

(03) 5327 9682 or info@ballarat.edu.au

Sport Management/ Business

Bachelor of Sport Management/ Bachelor of Business

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed to provide graduates with theoretical and practical

knowledge about the sport industry combined with an extensive grounding in business studies.

Career Opportunities

On completion of this program, you will be qualified to pursue a career in sport and recreation agencies, in positions that include management of sport organisations, facilities, programs and events. This double degree will allow you to work in the specialist field of Sport Management as well as in the management fields of Marketing, Tourism, Entrepreneurship and Human Resource Management. Graduates have found employment in such diverse areas and occupations as Program Managers at YMCAs, Executive Officers of sporting associations, Event Managers, corporate health and fitness positions, and facility management positions.

Application Method

VTAC Application
VTAC Code: 37411 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 Mathematics (any), Units 3 and 4 – English (any); interstate or overseas equivalent; Mature Age entry.

Extra Requirements

Non-Year 12 applicants applying through VTAC must complete and submit an Additional Details Form. Forms are available from www.ballarat.edu.au/vtac-requirements and must be returned to the program Selection Officer by 21st October, 2011. Applicants who fail to meet these requirements will not be considered. Non Y12 applicants required to attend an interview in November will be notified.

More Information

(03) 5327 9682 or info@ballarat.edu.au

Human Movement – Honours

Bachelor of Applied Science (Human Movement) (Honours)

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program is offered by a combination of coursework and research. The program is designed to provide students with an opportunity to learn and develop research skills which will culminate in the production of an independent thesis.

Career Opportunities

This program will provide you with training in research, making it a suitable qualification for entry into a higher degree program, research-based industry positions and all the careers as described in the Bachelor of Exercise and Sport Science.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Distinction average or higher (> 70) in the third year of your program

More Information

(03) 5327 9682 or info@ballarat.edu.au

Outdoor and Environmental Education

Graduate Certificate in Outdoor and Environmental Education

**currently under review*

Graduate Diploma of Outdoor and Environmental Education

**currently under review*

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

The program combines the study of outdoor and environmental education knowledge, skills and values with the development of competence and experience in outdoor activities. Outdoor activities are viewed as approaches to gaining access to more natural settings and as a medium for developing human/nature relationships. The theoretical perspective of the program aims to develop student's understanding of the interdependence of culture and the natural environment and to identify the influence of cultural beliefs on environmental and outdoor education issues and practices.

Career Opportunities

Combining a Bachelor of Education (Physical Education) with a Graduate Certificate or Diploma of Outdoor and Environmental Education will enable graduates to teach Physical Education in secondary schools, gain a second discipline in an area such as Science, Social Science, Health, English, Mathematics or Information Technology and a teaching qualification in Outdoor and Environmental Education. Teachers may undertake the Graduate Diploma of Outdoor and Environmental Education to upgrade their qualifications in the area.

Other career options include:

- positions with outdoor education companies, centres and camps;
- occupations in recreation (eg. community organisations, resorts, with municipal councils and tertiary institutions), tourism (eg. adventure tourism, ecotourism) and corporate training.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must enrolled in, or holds, a Bachelor Degree or a Diploma in a field related to

outdoor education, outdoor recreation and/or environmental studies and demonstrated potential to undertake graduate level study; or, has standing or qualification accepted by the School as being equivalent to the above. Applicants who do not have formal academic qualifications must have relevant work experience, preferably with some experience of education and be able to demonstrate their ability to undertake the program. Such applicants may be required to undertake bridging studies, up to 30 credit points from existing accredited undergraduate courses, designed to enhance their study skills. Applicants who hold a degree or diploma in a field unrelated to outdoor and environmental education must have relevant work experience in the field and be able to demonstrate their ability to undertake the program.

Extra Requirements

You should possess a current Royal Life Saving Award (Bronze Medallion) or equivalent proficiency, and it is highly recommended that students also possess a current First Aid Certificate (St John's Ambulance Level 2 or equivalent) prior to entry into the program.

More Information

(03) 5327 9682 or info@ballarat.edu.au

Exercise Rehabilitation

Graduate Diploma of Exercise Rehabilitation

**currently under review*

1 year full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program is designed to extend and supplement the relevant knowledge of exercise science graduates and related allied health professionals. A thorough knowledge of health sciences is integrated with practical ability to apply land based and aquatic exercise programs for people with sports injuries and chronic and complex health problems.

Career Opportunities

- Accredited Exercise Physiologists specialising in musculoskeletal, cardiorespiratory, metabolic, neurological, cancer and mental health rehabilitation
- Preferred provider of exercise physiology services for people with chronic and complex conditions
- Graduate study/Masters research towards Doctoral work.

Graduates are currently employed in a variety of rehabilitation settings:

- Specialist exercise physiology and rehabilitation centres
- Consultants for Workcover and case management authorities
- Privately through multi-disciplinary clinics
- Community health centres
- Exercise Physiologists in hospitals

- Specialist exercise rehabilitation programs within hospitals (including hydrotherapy)
- Consultants to elite sporting clubs.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

A Bachelor Degree in Exercise Science, Human Movement or a related Health Science; Prerequisite knowledge of human anatomy and physiology, exercise physiology, biomechanics, motor learning, psychology, exercise prescription and sports injuries/pathology; and, demonstrated potential to undertake graduate level work. Special Entry includes the provision to allow students to select coursework from existing programs to upgrade their qualification to entry level in a preliminary semester/year.

Advanced standing entry into the program includes credit transfer, recognition of prior learning and complementary credit according to the current University Academic Regulations.

Extra Requirements

An interview may be required for entry into this program.

More Information

(03) 5327 9682 or info@ballarat.edu.au

Master of Exercise Rehabilitation

**currently under review*

1.5 years full-time study or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed to extend and supplement the relevant knowledge of exercise science graduates, exercise physiologists and related allied health professionals. A thorough knowledge of health sciences is integrated with the research knowledge and skills to complete a research thesis.

Career Opportunities

Graduates are qualified

- Accredited Exercise Physiologists specialising in musculoskeletal, cardiorespiratory, metabolic and neurological rehabilitation
- Preferred provider of exercise rehabilitation services for people with chronic and complex conditions

Graduates are currently employed in a variety of rehabilitation settings:

- Specialist exercise rehabilitation centres
- Consultants for Workcover and case management authorities
- Privately multi-disciplinary clinics
- Community health centres
- Exercise Physiologists in hospitals
- Specialist exercise rehabilitation courses within hospitals (including hydrotherapy)
- Elite sporting clubs.

Application Method

Direct Application. Please refer to page 6 for further information

Entry Requirements

Normal entry requires completion of the Graduate Diploma of Exercise Rehabilitation course work component.

Advanced standing entry into the program includes credit transfer, recognition of prior learning and complementary credit according to the current University Academic Regulations.

Extra Requirements

An interview may be required prior to an offer of a place in the program.

More Information

(03) 5327 9682 or info@ballarat.edu.au

Higher Degrees by Research

Master of Human Movement

Minimum 1 ½ years full-time or part-time equivalent

Master of Applied Science

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

The Master's degree is awarded on the basis of a thesis demonstrating 'command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of his or her own work to that of others'.

Career Opportunities

The ability to gain employment with Universities in research and teaching positions or work in professional bodies within Human Movement to engage in development and research activities associated with health, sport and physical activity.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- (b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy

Minimum 3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This degree is awarded on the basis of a thesis making a substantial contribution to knowledge and demonstrating an understanding of the relationship of the investigations undertaken to a wider field of knowledge.

Career Opportunities

Teaching and research within the tertiary sector and research within various sectors of the Human Movement profession.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
- (b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
- (c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Learn to be the specialist whose work moves the world forward.



Information Technology

Certificate I in Information Technology

Length varies depending on campus

Ararat Campus, Horsham Campus, Stawell Campus

Outline

If you are interested in learning how to use a computer, this nationally accredited program will train you and provide you with a qualification. The program covers an introduction to the most popular computer software including those in the Microsoft suite of programs - Word, Excel, Access and PowerPoint - as well as an introduction to Microsoft Windows and using the Internet. This program is designed for the absolute beginner and requires no prerequisite knowledge of computers.

Career Opportunities

- Enhanced employment prospects and promotional opportunities in occupations that use computers
- Eligibility to continue to upgrade your qualifications by completing higher level Information Technology Certificates - in particular Certificate II in Information Technology and Certificate IV in Information Technology.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal entry requirements for the program. Students choosing this program need to have an interest in Information Technology and a willingness to learn.

More Information

(03) 5362 2726 or info@ballarat.edu.au

Information Technology/ Business

Certificate II in Information Technology/ Certificate II in Business

SMB Campus Ballarat - 24 hours per week for 18 weeks

For details of program delivery and mode at other campuses, contact your local campus.

Ararat Campus, Horsham Campus, Stawell Campus, SMB Campus (Ballarat)

Outline

These programs are two nationally accredited programs that will provide you with a sound introduction to the development of administrative/business skills, computer fundamentals, the Internet, as well as an introduction to a range of business software packages including word processing, spreadsheets, databases and graphics. These Certificates will demonstrate that you have the specific competencies required in office/clerical and reception areas. Courses have been selected to foster familiarisation with PC issues and to improve personal efficiency through the use of technology.

Career Opportunities

These Certificates will qualify you to apply for careers in administration as a receptionist, administration assistant, clerical worker, data entry operator or information desk clerk. You will have also enhanced your employment prospects and promotional opportunities in occupations that use computers.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal entry requirements for this program. All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background. Students

who have completed a Certificate I in Information Technology will be given credits towards the Certificate II program.

More Information

(03) 5327 8197 or info@ballarat.edu.au

Information Technology

Certificate III in Information Technology

18 weeks

SMB Campus (Ballarat), Horsham Campus – off campus

Outline

This qualification provides skills and knowledge for an individual to be competent in the introductory ICT 'technical' functions and is designed to support information activities in the workplace to achieve a degree of self-sufficiency as an advanced ICT 'user'.

Career Opportunities

Job roles and titles vary across different industry sectors, but include, personal computer (PC) support, basic network/system administration or first level help desk roles.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Be at least eighteen (18) years of age. Applicants are also considered for eligibility if they have completed a Certificate I or II in Information Technology or have relevant previous life experience, work history or education background.

Extra Requirements

Attend an informal interview (with a folder of work, if available) and be able to participate in group environments.

More Information

(03) 5327 8197 or info@ballarat.edu.au

Media

Certificate III in Media

18 week program

SMB Campus (Ballarat)

Outline

This program is designed to provide the skills and knowledge required to produce multimedia content for authoring to web pages and stand alone interactive games. The program covers a range of areas including design, multimedia software animation and interactive content production.

Career Opportunities

Job roles and titles vary across different industry sectors, but include: Occupations relating to games design and development, Website design and administration. Production assistant animation and interactive design and Multimedia content developer

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Be at least eighteen (18) years of age. Applicants are also considered for eligibility if they have completed a Certificate I or II in Information Technology or have relevant previous life experience, work history or educational background.

Extra Requirements

Attend an informal interview (with a folder of work if available) and be able to participate in group environments.

More Information

(03) 5327 8197 or info@ballarat.edu.au

Information Technology – Websites

Certificate IV in Information Technology (Websites)

2 twilight sessions a week for 40 weeks

SMB Campus (Ballarat)

Outline

This program is designed to provide the skills and knowledge required to provide employment in the Website Design area. The program covers a range of areas including multimedia, web design, programming, web software tools and uploading websites to a server.

Career Opportunities

Job roles and titles vary across different industry sectors, but include occupations relating to: Internet Administrator, Multimedia Content Author, Multimedia Graphic Designer, Web Administrator, Web Applications Developer, Web Graphic Designer or Administrator. At the completion of the program, you will also have enhanced your employment

prospects and promotional opportunities in these areas.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry.

Extra Requirements

If you do not have a Certificate II in Information Technology you will need to undertake some additional prerequisite competencies before commencing their Certificate IV. Further information on prerequisite requirements can be obtained from the number listed below.

More Information

(03) 5327 8197 or info@ballarat.edu.au

Information Technology – Multimedia

Certificate IV in Information Technology (Multimedia)

3 Terms (27 weeks)

SMB Campus (Ballarat)

Outline

This program is designed to provide the skills and knowledge required to build and design computer games and produce interactive content. The program covers a range of areas including design, multimedia software (Illustrator, FlashCS4, 3D Studio Max, PhotoshopCS4, Premier Pro CS4, After Effects, C++ Programming), project management and games programming.

Career Opportunities

Job roles and titles vary across different industry sectors, but include occupations relating to: games design and development, website design and administration, production assistant animation and interactive design and multimedia content developer. At the completion of the program, you will also have enhanced your employment prospects and promotional opportunities in these areas.

Application Method

VTAC Application (full-time)
VTAC Code: 74011 - VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; interstate or overseas equivalent; or mature age entry.

Extra Requirements

Students who do not have a Certificate II in Information Technology will need to undertake some additional prerequisite competencies before commencing their Certificate IV. Further information on prerequisite requirements can be obtained by calling the number below.

More Information

(03) 5327 8197 or info@ballarat.edu.au

Diploma of Information Technology (Multimedia)

27 weeks full-time

SMB Campus (Ballarat)

Outline

This innovative program provides vocational qualifications to enter the games industry. Successful graduates will have the necessary skills and knowledge to build and design computer games. The program covers a range of areas including design, animation, modelling, video editing, project management, games programming and content development for websites.

Career Opportunities

You will have the opportunity to gain employment in the areas of: 2D graphic design, video editing, 3D modelling, games design, games development, interactive entertainment, media and website design.

Application Method

VTAC Application (full-time)
VTAC Code: 74011 – VGF
Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Certificate IV in Information Technology (Multimedia) or equivalent

More Information

(03) 5327 8197 or info@ballarat.edu.au

Information Technology

Diploma of Information Technology (General)

25 weeks full-time. Part-time places may be available.

SMB Campus (Ballarat)

Outline

This is an innovative and energetic program that provides a learning pathway to the Bachelor of Information Technology. Students will only need to complete a further eighteen months of study to obtain their degree. This qualification provides the skills and knowledge for an individual to be competent in a range of ICT fields at Diploma level. The qualification has a strong core ICT base sharing the same core competencies as several other ICT qualifications of the same level.

Career Opportunities

At the completion of this program, you will have the opportunity to gain employment in the areas of: Network support, Database administration, Computer Sales, Help Desk, Technical Support and Website Design.

Application Method

VTAC Application (full-time)
VTAC Code: 74331 – VGF.
Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Certificate IV in Information Technology (General)(ICA 40105) or an equivalent qualification.

Extra Requirements

A number of courses within this qualification have pre-requisites. These will be discussed at interview.

More Information

(03) 5327 8197 or info@ballarat.edu.au

Information Technology

Advanced Diploma of Information Technology

1 year full-time. Part-time places may be available

SMB Campus (Ballarat)

Outline

This program provides high level 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 core management base with streaming and electives choice to suit particular ICT and business needs and provides a learning pathway to the Bachelor of Applied Management Studies (BAMS) — making you hot property within the IT employment market. Class sizes are limited to 24 people per group, assuring students of personalised attention. It has four specialist streams (subject to availability) each with definable vocational outcomes:

- Systems or Software Process Improvement Stream Designed to equip people to undertake high level systems and software improvement.
- Systems Development Stream Focuses on the development of high level strategic planning and evaluation skills, which underpin ICT technical decision making in the development and execution of web, database and related systems technology solutions for business.
- E-learning Stream A 'blend' based on the common core of innovation, change and project management with the e-learning stream it provides a design and development focus in e-learning.
- Knowledge Management Stream This stream also incorporates a number of imported business courses provide knowledge and skills for managing the acquisition, analysis and distribution of information and knowledge.

Career Opportunities

The overall qualification structure provides flexibility to pick up studies in areas other than the listed 'streams'.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Diploma of Information Technology (ICA 50105) or an equivalent qualification.

Extra Requirements

A number of courses within this qualification may have pre-requisites. These will be discussed at interview.

More Information

(03) 5327 8197 or info@ballarat.edu.au

Associate Degree of Information Technology

2 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program examines both the organisational and technological issues that are needed for the analysis and design of information systems. In particular you will have appropriate knowledge skills and values to be effective in modern IT environments. Following completion of this program students may be eligible to receive two years credit upon entry into the Bachelor of Information Technology.

Career Opportunities

This program provides you with a variety of career opportunities in small, medium and large businesses and government. Work can be obtained in areas such as web technology, information systems, information technology, electronic commerce and managers with information technology skills.

Application Method

VTAC Application
VTAC Code: 37141 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 (any study combination) of general mathematics or mathematical methods OR Units 3 and 4 mathematics (any). Units 3 and 4 English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 VTAC applicants must complete and submit the VTAC Pi form to VTAC with their application.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology – Professional Practice

Bachelor of Information Technology (Professional Practice)

4 years full-time

Mt Helen Campus (Ballarat)

Outline

With the guarantee of employment with IBM® upon completion, this innovative program that has been developed in conjunction with IBM® to produce graduates who have an appreciation of the culture of work as an IT professional. From the second year of the program, students will combine university studies and practical experience with IBM® in an 'Earn As You Learn' program. Courses on industry awareness and industry application are delivered in association with IBM® staff.

The first year of the program consists of full-time study (with the option of some part-time work at IBM®). During the second

and third years, time will be divided between study (three-quarters of your time) and gaining industry experience with IBM® (one-quarter of your time). As part of the program, students will receive a scholarship of approximately \$8,000 for each of their second and third years. Students who successfully complete three years of the program will be employed full-time by IBM® for the first half of their fourth year, and offered a position at IBM® on completion of their studies. The design of this program means that students will graduate with one year's work experience, and the opportunity to take up a position at IBM®.

Career Opportunities

This program enables you to continue working with IBM®. IBM® guarantee employment to all 'Information Technology Professional Practice' students who successfully graduate from the program and meet IBM® Graduate Recruitment requirements. Completion of this program will provide you with a wide variety of career opportunities in small, medium and large businesses, industry and government. You will have a competitive advantage over other IT graduates because you will have gained valuable industry experience.

Application Method

VTAC Application
VTAC Code: 37201 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE, including prerequisites Units 1 and 2—two units (any) of general mathematics or mathematical methods or Units 3 and 4—mathematics (any). Units 3 and 4 English (any); interstate or overseas equivalent; or mature age entry.

Extra Requirements

All Applicants: Interview: Details will be sent to applicants in early November. Applicants must attend in late November. Applicants adding this program at Change of Preference must contact the Graduate School of Information Technology & Mathematical Sciences to request an interview.

Non-Year 12 Applicants must complete and submit a VTAC Pi form with their application

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology

Bachelor of Information Technology

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This is an innovative program designed with input from major IT industry partners. Upon completion of the program, you will have achieved industry-recognised qualifications; have the foundation to become a leader in the IT field; be able to understand the impact of technological change; be able

to appreciate not only current usage of IT in business and industry environments but also trends in computing; and be able to analyse, design and implement up-to-date computer-based systems including those related to internet technology, multimedia and web-based applications.

Career Opportunities

You will be qualified for a variety of career opportunities in small, medium and large business and government. Careers include network manager, applications developer, programmer, software engineer, systems analyst, multimedia developer, database administrator, project manager and IT consultant.

Application Method

VTAC Application
VTAC Code: 37941 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 two units (any study combination) from general mathematics or mathematical methods or Units 3 and 4 mathematics (any). Units 3 and 4 English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 VTAC applicants must complete and submit the VTAC Pi form to VTAC with their application.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology – Business Systems

Bachelor of Information Technology (Business Systems)

3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program examines - with a strong emphasis on electronic commerce - the organisational and technological issues that are needed for the analysis and design of business information systems. It provides a state-of-the-art program that considers modern principles and theories of computing together with the practical applications of technology. It provides students with the appropriate knowledge, skills and values to be effective in modern business environments.

Throughout the program, you will become familiar with the latest developments in IT, and understand the different types of information technology tools and their applications. You will learn to understand the role of technology in managing knowledge and information and become capable of critically evaluating currently existing technology systems and new developments. You will develop an understanding of the organisational settings in which information systems are used, and recognise the threats and opportunities of

technology in business. An understanding of the role of modern information systems in society and business is also developed.

Career Opportunities

The constantly expanding information infrastructure has opened up many career opportunities for information systems graduates, ranging from the very technical to the very business-oriented. A variety of career opportunities exist in small, medium and large business and government in the major areas of information systems development, systems analysis, systems design, information management, database design and administration, electronic commerce and consultant.

Application Method

VTAC Application
VTAC Code: 37271 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 - two units (any study combination) from general mathematics or mathematical methods or Units 3 and 4- mathematics (any). Units 3 and 4 English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology – Computer Games

Bachelor of Information Technology (Computer Games)

3 years full-time or part-time equivalent
Mt Helen Campus (Ballarat)

Outline

This program provides you with the necessary skills, knowledge and values to be successful in a variety of computing areas, with a specialisation in computer games development. To succeed in the dynamic field of computer games, you require a strong theoretical basis and practical skills in games design and development, both of which you will receive within this program. In particular, you will graduate with very strong programming and multimedia design skills.

Career Opportunities

Completion of this program will provide you with a variety of career opportunities in small, medium and large businesses and government. Possible career paths include games development, games design, games testing and quality assurance, interactive entertainment, 2D and 3D artistry, project management, consultancy, software

engineering, systems analysis, web development, and programming.

Application Method

VTAC Application
VTAC Code: 37061 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 - a study score of at least 25 in each of English (any) and Mathematical Methods; interstate or overseas equivalent; or mature age entry.

Extra Requirements

Applicants who are required to attend an interview will be notified of arrangements by telephone or mail.

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology – Software Engineering

Bachelor of Information Technology (Software Engineering)

3 years full time or part time equivalent
Mt Helen Campus (Ballarat)

Outline

This program aims to provide you with the appropriate knowledge, skills and values to be effective in creating high quality software in a controlled and cost efficient manner. This program contains many programming and software engineering courses that will enable students to get work in either field. There are also a number of electives that will enable students to either add depth or breadth to their studies. The material covered throughout the courses in this program reflects the current and future needs of practicing software engineers. In particular, students will be able to apply their skills with two courses dedicated to a real life project. For the non-project courses, students will also be exposed to a large number of case studies from industry. Students will cover object oriented analysis and design in depth rather than covering an overview of many methodologies. This will provide you with a very marketable skill as well as being exposed to other techniques.

Career Opportunities

Employment in a variety of industries with the production of medium to large scale software. Career opportunities include: Software Engineer, Systems Administrator, Systems Designer and Tester, Software Analysis, and Programmer.

Application Method

VTAC Application
VTAC Code: 37491 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 – a study score of at least 25 in both English (any) and mathematical methods (either); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 VTAC applicants must complete and submit the VTAC Pi form to VTAC with their application.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology – Business Systems/ Management

Bachelor of Information Technology (Business Systems) and Bachelor of Management *Subject to approval

4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides you with a complete study of management practices and information systems leading to a career in management or the utilisation of information systems to solve business problems.

The Bachelor of Business Information Systems examines both the organisational and technological issues that are needed for the analysis and design of business information systems with a strong emphasis on electronic commerce.

It is a state-of-the-art program that considers modern principles and theories of computing together with the practical applications of technology, and provides you with the appropriate knowledge, skills and values to be effective in modern business environments.

The Bachelor of Management provides you with the skills and qualifications necessary for positions in management, human resource management and organisational leadership. It is valuable for those wishing to pursue a career in general management, Human Resource Management, Tourism, Marketing or Organisation Management and Leadership in large businesses or government organisations.

Career Opportunities

The constantly expanding information infrastructure has opened up many career opportunities for graduates ranging from the very technical to the very business oriented. The knowledge and skills gained through studying management will qualify you to work in any organisation in positions that could eventually lead to management roles. Possible career paths include information systems development, systems analysis, systems design, information management, database design and administration, electronic commerce, or if you have combined your management major with HRM, Marketing or Tourism, this

will enhance career opportunities in any of these fields.

Application Method

VTAC Application
VTAC Code: 37321 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 1 and 2 two units (any study combination) from general mathematics or mathematical methods or Units 3 and 4 mathematics (any). Units 3 and 4 – English (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9770 or info@ballarat.edu.au

Mathematical Sciences

Bachelor of Mathematical Sciences

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides you with a strong foundation in the basic principles and techniques of mathematics and an understanding of how mathematics is applied in the real world. You will be able to analyse and critically evaluate new situations and develop strong numeracy, logical thinking, analysis, report writing and communications skills, which are valued by employers.

Career Opportunities

A degree in Mathematics provides a unique training in abstract reasoning and problem solving which in recent times has been much sought after by employers. Mathematical methods are used in all areas of science, engineering, technology, business, industry and commerce. Recent advances in medical imaging, finance and internet security, for example, rely on advanced mathematical methods. There is a high demand for mathematics graduates in manufacturing and engineering industries, banking, medicine, commerce, forecasting, and teaching.

Application Method

VTAC Application
VTAC Code: 37111 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE, including prerequisites Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematical methods; interstate or overseas equivalent; or mature age entry.

Extra Requirements

Non-year 12 VTAC applicants must complete and submit the VTAC Pi form to VTAC with their application.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Computing – Honours

Bachelor of Computing (Honours)

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed to provide computing graduates with advanced studies in computing at a professional level. It also offers an introduction to a research program and provides access to research degrees at universities throughout Australia and internationally by providing preparatory studies for PhD study.

Career Opportunities

In today's competitive environment, an Honours degree sets you apart. As a graduate of this program, you will be able to work in any area of industry or government, with possible career paths including software engineering, systems analysis, programming, networking, database analysis, system management and web engineering. This program will also provide you with an introduction to a research program and enables access to research degrees at universities throughout Australia and internationally.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You are required to have an average of D (Grade Point Average 6.0) or better in the third year of an undergraduate degree with a major study in computing.

If you wish to enter the program but do not completely fulfil these requirements, you may present a case in writing to the Program Coordinator for consideration.

A student may be admitted to the program at the end of the third year of the Bachelor of Information Technology/Bachelor of Computing/Bachelor of Information Systems degree or upon completion of their first degree.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Mathematical Sciences – Honours

**Bachelor of Mathematical Sciences
(Honours)**

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides advanced studies in mathematics, at a professional level for students with a strong mathematical background. It also provides students with an introduction to a research program enabling them access to research degrees at universities throughout Australia and internationally. This program provides preparatory studies to PhD study.

Career Opportunities

You would expect to work in any area of industry or government. This program is also designed to provide you with an introduction to a research program and enables access to research degrees at universities throughout Australia and internationally.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You are required to have an average of D (Grade Point Average 6.0) or better in the third year of an undergraduate degree with a major study in mathematics.

If you wish to enter the program but do not completely fulfil these requirements, you may present a case in writing to the Program Coordinator for consideration.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Advanced Computing**Graduate Diploma of Advanced Computing**

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program provides computing graduates with advanced studies in computing and information technology and also introduces them to the principles and practices of research, in preparation for postgraduate study. The program also provides you with the skills and knowledge necessary to advance your career or re-position yourself to take advantage of opportunities in current computing technologies.

Career Opportunities

As a preparatory program for a research degree, most graduates would progress to further study. You would also be qualified to gain employment in a research position within Government or Industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year Bachelor Degree with a major in computing or information technology.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology Management**Graduate Diploma of Information Technology Management**

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed specifically for students with a background in IT or computing who aspire to be IT managers and require an understanding of the strategic management of IT resources within IT departments and organisations.

Career Opportunities

You will be provided with a good grounding for employment in related areas in the settings of industry, commerce or government.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year Bachelor Degree or 3-year tertiary Diploma at an agreed standard with a major in computing or information technology.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology**Graduate Diploma of Information Technology**

1 year full-time and part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed for graduates with an undergraduate degree in areas other than computing or information technology. The program offers continuing education at a graduate level for professionals from all disciplines. A background in computing is not required.

Career Opportunities

Completion of this program will provide you with a good grounding for employment in related areas in the settings of industry, commerce or government.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year Bachelor Degree

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Systems**Graduate Diploma of Business Information Systems**

1 year full-time or part-time equivalent

Master of Business Information Systems

1 ½ years or part-time equivalent

Master of Information Systems

2 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline**Business Information Systems**

This program will provide you with the appropriate knowledge, skills and values to be effective in modern business environments. It provides a state-of-the-art program that considers modern principles and theories of computing together with the practical applications of information technology. The program examines the organisational and the technological issues that are needed for the analysis and design of business information systems, with a strong emphasis on electronic commerce.

Information Systems

This program is designed specifically to attract graduates who do not necessarily have a background in information technology, but who need to learn more about the utilisation of information technology in business environments. This is a state-of-the-art program that considers modern principles and theories of computing together with the practical applications of information technology. It examines both the organisational and technological issues that are needed for the analysis and design of business information systems with a strong emphasis on electronic commerce. Several elective courses are delivered through Business to take advantage of that school's skills and expertise in management and legal areas.

Career Opportunities

You will be well-equipped for employment in a range of areas, including information systems developer, system analyst manager, system designer, information manager, electronic commerce manager, database administrator, consultant, and company manager.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year Bachelor Degree.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology

Master of Information Technology

2 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This is a coursework degree that will introduce you to advanced theoretical and practical concepts. There is an in-depth approach to programming, project management skills and software engineering. This program has been designed specifically for graduates with undergraduate degrees in areas other than computing or information technology.

Career Opportunities

You would expect to work in the information technology areas of industry, commerce or government. Possible career paths include software engineering, systems analysis, programming, networking, database analysis, system management, and web engineering.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed (at least) a three-year undergraduate degree.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology Studies

Master of Information Technology Studies

1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed to provide advanced theoretical and practical concepts by coursework. It offers an in-depth approach to project management skills, programming and software engineering.

Career Opportunities

You would expect to work in industry, commerce or government in the areas of software engineering, systems analysis, programming, networking, database analysis, system management, and web engineering.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed (at least) a three-year undergraduate degree.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology Management Studies

Master of Information Technology Management Studies

1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is specifically for those with a background in IT or computing who aspire to be IT managers and require an understanding of the strategic management of IT resources within IT departments and organisations.

Career Opportunities

You could expect to work in any area of industry, commerce or government, in ICT strategic management or project management roles.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year Bachelor Degree with a major in computing or information technology or completed the Graduate Certificate in Information Technology Management or equivalent.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Information Technology Management

Master of Information Technology Management

2 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed specifically for those with a background in IT or computing who aspire to be IT managers, and require an understanding of the strategic management of IT resources within IT departments and organisations.

Career Opportunities

You could expect to work in any area of industry, commerce or government, in ICT strategic management or project management roles.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed at least a three-year Bachelor Degree with a major in computing or information technology or completion of the Graduate Certificate in Information Technology Management or equivalent.

More Information

(03) 5327 9770 or info@ballarat.edu.au

Higher Degrees by Research

Master of Mathematical Sciences

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program sees candidates working with a principal supervisor (and possibly co-supervisor) appointed by the Research and Higher Degrees Committee on the recommendation of the School. The degree is awarded on the basis of a thesis demonstrating command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of his or her own work to that of others. Areas of research strength in which supervision is available include:

- Applied optimization
- Mathematical finance
- Mathematical and statistical analysis
- Mathematics and statistics education

Career Opportunities

You are likely to gain employment undertaking research in a government department or in industry.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Master of Computing

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program see you working with a principal supervisor (and possibly co-supervisor) appointed by the Research and Higher Degrees Committee on the recommendation of the School. The degree is awarded on the basis of an externally examined thesis of approximately 40,000 words that makes a substantial contribution to knowledge and demonstrates an understanding of the relationship of the investigations undertaken to a wider field

of knowledge. Areas of research strength in which supervision is available include:

- Optimization
- Data Mining
- Information security
- Distributed simulation
- Knowledge management
- Computer science education

Career Opportunities

You are likely to gain employment in research positions within government or industry.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

(a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or

(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy

Minimum 3 – 4 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This PhD program will see you working with a principal supervisor (and possibly co-supervisor) appointed by the Research and Higher Degrees Committee on the recommendation of the School.

The degree is awarded on the basis of an externally examined thesis of approximately 100,000 words that makes a substantial contribution to knowledge and demonstrates an understanding of the relationship of the investigations undertaken to a wider field of knowledge. In most cases the thesis will be a text reporting research undertaken by the candidate. Areas of research strength in which supervision is available include:

- Applied optimization
- Information security
- Distributed simulation
- Knowledge management
- Computer science education

Career Opportunities

Depending on the area of study completed, graduates of this program would expect to be employed in the higher education sector. It is also possible that opportunities in government and Commercial Research Centres may be open to you.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

(a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or

(b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or

(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Learn to be the professional who knows exactly what to do.



Aged Care

Certificate III in Aged Care Work/ Certificate III in Home and Community Care

1 year full-time, 2 days per week plus 160 hours of industry placement

Horsham Campus, SMB Campus (Ballarat)

Outline

The program is an accredited training program that will prepare you for a career in the industry of Aged Care/Home and Community Care. Workers in this area work in the community under regular supervision, carrying out activities related to the maintenance of an individual's personal care and/or other activities of living. Aged Care is a responsible, physically demanding and rewarding area of work. Documentation and accountability are important aspects of the work and workers would be expected to note observations and write reports. This program provides all successful applicants with an industry placement which will have been pre-organised by the program co-ordinator.

Career Opportunities

You will be qualified to work in positions in such areas as residential aged care facilities, supported accommodation, hostel and home-based care programs.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Students will be required to undertake a police check.

Extra Requirements

You must attend an information session, complete an application form and complete a numeracy & literacy selection exercise.

More Information

Horsham Campus (03) 5362 2676,
SMB Campus (Ballarat) (03) 5327 8250
or info@ballarat.edu.au

Certificate IV in Aged Care

Length subject to enrolment

Horsham Campus

Outline

This is a bridging program designed specifically for holders of a current Certificate III in Aged Care. You will receive direct credit and RPL for their Certificate III in Aged Care. You will complete Certificate IV courses of competency to then be qualified to receive a Certificate IV in Aged Care.

Career Opportunities

Enables Aged Care workers to build on existing skills and knowledge in the Aged Care field and provides opportunities to advance their position within the aged care industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate III in Aged Care (CHC30102)

Extra Requirements

You will be required to undertake a police check

More Information

Horsham Campus (03) 5362 2613,
SMB Campus (Ballarat) (03) 5327 8250
or info@ballarat.edu.au

Nursing – Traineeship

Diploma of Nursing (Enrolled/Division 2 Nursing) – Traineeship

Students are employed directly by a participating health care facility

Horsham Campus, SMB Campus (Ballarat)

Outline

This program will provide you with the competencies, skills and knowledge to gain registration as a Division 2/Enrolled Nurse in Victoria. Graduates work under the supervision of Division 1 Nurses. Graduates

seeking employment outside of Australia will need to seek registration from the relevant state/country.

Career Opportunities

You will be eligible to apply for positions in the public and private health sectors; community allied health, and aged and extended care facilities. Graduates work as Division 2 Nurses under the supervision of Division 1 Nurses.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the industry.

More Information

Horsham Campus (03) 5362 2613,
SMB Campus (Ballarat) (03) 5327 8250
or info@ballarat.edu.au

Nursing – Enrolled

Diploma of Nursing (Enrolled/Division 2 Nursing)

1 ½ years full-time or part-time equivalent

Horsham Campus, SMB Campus (Ballarat)

Outline

This program will provide you with the competencies, skills and knowledge to gain registration as an Enrolled Nurse with the Nursing and Midwifery Board of Australia. Graduates work under the direct or indirect supervision of Registered Nurses. Graduates seeking employment outside of Australia will need to seek further assistance from the relevant state/country.

Career Opportunities

You will be eligible to apply for positions in the public and private health sectors, community allied health, and aged and extended care facilities.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must attend an information session, complete an application form and complete a numeracy & literacy selection exercise.

Extra Requirements

You will be required to undertake a police check and a Working With Children Check (WWCC).

More Information

Horsham Campus (03) 5362 2676,
SMB Campus (Ballarat) (03) 5327 8250
or info@ballarat.edu.au

Nursing**Bachelor of Nursing**

3 years full-time

Mt Helen Campus (Ballarat),
Horsham Campus

Outline

This program will equip you with the skills and knowledge to pursue a career in nursing. The program is influenced by five important themes: Person, Environment, Health, Nursing and Knowledge. These themes are based upon the type of health care activities with which nurses are involved (health promotion, health maintenance and health restoration); and the nature of the clients for whom nurses care (individuals, families and communities).

Career Opportunities

This qualification will allow you to work in hospitals, community health care centres, district nursing, aged care facilities, schools, homes, government agencies, industries, educational institutions. The qualification is recognised overseas and suits those who wish to travel and work in other countries.

Application Method

VTAC Application
VTAC Code (Ballarat): 37551 – CSP
VTAC Code (Horsham): 37191 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites English (any) with a study score of at least 25; Units 1 and 2 – Mathematics (any); Units 3 and 4 – any one unit of biology, chemistry, health and human development, physics or psychology; interstate or overseas equivalent.

Non-Year 12 Applicants: Applicants must hold an Australian Year 12 qualification (either complete or not; some (complete or incomplete) tertiary qualifications; an overseas qualification; or no qualifications. Selection amongst these applicants is primarily on academic merit and special principles of selection.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to

the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

Applicants may have:

- An Australian Year 12 qualification (either complete or not) from two years prior;
- Some (complete or incomplete) tertiary qualifications
- An overseas qualification; or
- No qualifications

Prospective students should be aware that health care organisations recommend all health staff to have relevant vaccinations to protect themselves and their patients/clients.

All students must obtain a Police Record Check (renewed annually) and a Working With Children Check (renewed every five years) and be prepared to present this when asked by an authorised staff member of a health care organisation.

More Information

Mt Helen Campus (Ballarat) (03) 5327 9660,
Horsham Campus (03) 5362 2729
or info@ballarat.edu.au

**Nursing –
Postregistration****Bachelor of Nursing (Post-registration)**

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

The BN(P) is considered by the University of Ballarat, and the international nursing profession, to be equivalent to the final year of a Bachelor of Nursing (BN) (via articulation/credit transfer arrangements), for those who already hold a qualification in nursing after completing study in nursing of 3 - 3.5 year duration (equivalent of Advanced Diploma), and are currently registered, and practicing nursing.

Specifically the BN(P) enables a pathway for domestic and overseas qualified registered nurses, who hold a professional nursing qualification of 3 - 3.5 year duration, and current registration, to upgrade their qualification to a “post-registration” bachelor degree.

These professional nurses who are eligible to apply to the BN(P) are already registered, practicing professional nurses. They differ from “graduate entry” applicants who seek initial registration as a professional nurse, and are required to undertake a Bachelor of Nursing (or similar).

The BN(P) does not lead to registration with the Nursing and Midwifery Board of Australia, or alter nurse registration status either locally, or offshore.

Career Opportunities

Enables pursuit of post graduate study

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- Hold a certificate or diploma of nursing having undertaken at least a three year undergraduate course or equivalent to gain registration as a professional nurse;
- Be currently registered as a Division 1 or Division 3 nurse in Australia or an overseas qualified nurse registered with the relevant authority in their home country (equivalent or comparable to Division 1 or Division 3 in Australia);
- Evidence of at least one year post-registration experience is desirable but not mandatory; and
- International students need to meet University of Ballarat English Language proficiency requirements.

More Information

(03) 5327 9671 or info@ballarat.edu.au

Nursing Honours**Bachelor of Nursing (Honours)**

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This is a pathway for students who have achieved a standard of excellence in their academic studies, and who wish to pursue higher degree studies. There is an increasing expectation by governments and communities for evidence-based health care practice as health policies impact upon the way services are delivered to the community. In this context nurses, as the largest group of health care providers, are central to the implementation of new, evidence-based practices. This requires nurses to increase their knowledge of, and skills in, research utilisation and application. Successful graduates of the Honours year will make significant contributions to health care and to the discipline of nursing, through their knowledge, research and evaluation skills.

Career Opportunities

The program provides skills in research, which will enable nurses to pursue research at a higher degree level. Graduates will have opportunities to pursue leadership positions and to undertake further study if they wish.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed a relevant undergraduate degree within the last five years with a ‘Distinction’ or ‘High Distinction’ grade in 75% of subjects in the final year of the Bachelor of Nursing or the total of the Bachelor of Nursing (Post-registration). Prospective entrants are also required to have achieved ‘Distinction’ or ‘High Distinction’ levels for the research course(s) in their undergraduate program.

More Information

(03) 5327 9660 or info@ballarat.edu.au

Midwifery

Graduate Diploma of Midwifery

1 year full-time or part time equivalent

Mt Helen Campus (Ballarat)

Outline

This is an innovative program leading to endorsement to practice as a midwife and is offered in collaboration with regional midwifery agencies. Learning will take place on campus and at various midwifery agencies.

Career Opportunities

Eligible for endorsement as a midwife on the Division 1 Register of the Nursing & Midwifery Board of Australia. Following endorsement graduates may work as a midwife in either health care or community settings.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Completion of an undergraduate Bachelor of Nursing. Preference will be given to applicants who reside and work in the region. Applicants must hold registration with the Nursing & Midwifery Board of Australia as a Division One Registered Nurse.

Special entry without the Bachelor of Nursing may be considered, provided that applicants have a minimum of two years clinical experience and have undertaken some tertiary study.

More Information

(03) 5327 9660 or info@ballarat.edu.au

Paramedicine

Graduate Diploma of Paramedicine

1 year full-time

Mt Helen Campus (Ballarat)

Outline

This program aims to provide students with the appropriate knowledge, skills and values, to be effective in providing paramedical patient care in pre-hospital environments to patients who are suffering a health crisis whether traumatic, medical, surgical and/or psychological. The program will prepare graduates for entry into the paramedic discipline as beginning practitioners who are competent to practice in a variety of clinical settings.

Career Opportunities

You will be eligible to apply for Graduate Entry Programs within Ambulance Victoria and Private Patient Transport Services. Graduates will also meet the requirements for employment with other pre-hospital and ambulance service employers throughout Australia and New Zealand.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Completion of an undergraduate Bachelor of Nursing and have recent clinical experience. Postgraduate/specialist qualifications and/or experience in an Emergency Department or Critical Care would be advantageous. Students in their Graduate year of nursing will normally not be considered. Selection amongst applicants is primarily on academic merit and special principals of selection. International applicants need to demonstrate an English Language Proficiency with an overall IELTS Band Score of 7.00 and no band score lower than 6.50. All applicants must also provide evidence of a comprehensive understanding of: Basic Life Support; Basic Health Assessment; Basic ECG Interpretation; Basis use and theory of portable testing devices.

Extra Requirements

It is a requirement of the program that students undertake clinical placements with Ambulance Victoria, in both rural and metropolitan areas. It is a requirement of AV that all students must be both medically and physically fit for placement on their operational vehicles. Applicants are advised that comprehensive assessments by AV's approved health provider and a police record check must be undertaken prior to commencement of study, details of which will be sent out prior to commencement. Students need to be aware that they are responsible for the cost of their uniform for clinical placements, which will commence from early in Semester 1. Details will be provided in week 1.

Students need to be available to attend clinical placements equalling 200 hours, or up to 20 shifts. These shifts will be organised by the Coordinator in consultation with AV, and may be anywhere in the rural/metropolitan region.

More Information

(03) 5327 9439 or info@ballarat.edu.au

Nursing – Master

Master of Nursing (Coursework)

1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program has been specifically designed to meet the professional needs of working clinicians who want their study time to be flexible, without a requirement to travel to classes on a weekly basis. The program is offered in a format that enables students to complete the program in 12 or 18 months, depending on prior learning.

Speciality Streams are available in the following areas:

- Aged Cared Nursing
- Acute Care Nursing

- Mental Health Nursing
- Palliative Care Nursing
- Professional Nursing

Career Opportunities

A master degree qualification prepares graduates for advanced nursing practice. Graduates can work in hospital or community settings, and in educational institutions. Graduates studying specialist streams will find this program an advantage to their career opportunities.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- Be professional nurses who are registered with the Nursing & Midwifery Board of Australia or the registering authority in the country of practice;
- Provide evidence of English language proficiency in accordance with University.
- Hold a Bachelor of Nursing.

More Information

(03) 5327 9660 or info@ballarat.edu.au

Higher Degrees by Research

Master of Nursing

Minimum 1 ½ years full-time or part-time equivalent.

Mt Helen Campus

Outline

The program will suit those students who have a specific interest in research and who wish to pursue, with supervision, an in-depth investigation of an issue of concern to the nursing profession.

The degree is awarded on the basis of a thesis demonstrating "command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of his or her own work to that of others".

Career Opportunities

Research Master Degrees provide an advanced qualification for many careers. The qualification will enable graduates to develop their professional practice by undertaking independent research while at the same time contributing to their employer's objectives.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a

dissertation demonstrating the ability to undertake research at Masters level; or
(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy

Minimum 3 years full time
or part time equivalent

Mt Helen Campus

Outline

This degree is awarded on the basis of a thesis making "a substantial contribution to knowledge and having demonstrated an understanding of the relationship of the investigations undertaken to a wider field of knowledge". Whereas in most cases the thesis will be a text reporting research undertaken by the candidate, the regulations also allow for a thesis to be a creative work supported by an exegesis.

Areas of research focus available include:

- Chronic illness management in rural contexts
- Aged Care Nursing
- Work force development (innovation in nursing education; and issues in recruitment and retention)

Career Opportunities

A Doctoral degree is the basic qualification for a research career and the entry point for an academic position and many other careers. Doctoral graduates are in demand for a range of positions in business and industry.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
- (b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
- (c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Nursing Preparation – Short Program

Preparation for Study in Nursing

This program is offered in April and July each year.

SMB Campus (Ballarat)

Outline

This full-time program is designed for people who are considering undertaking nursing studies in TAFE but need to develop entry level skills. The program will equip you with preparatory skills in literacy, numeracy, oral communication and information technology specifically required for study in nursing. As well you will gain confidence and develop employability skills such as problem solving, team work and analysing information. The program will specifically assist you to develop the English and maths skills required for the Nursing entry test which is a pre-requisite for entry into Diploma in Nursing studies at UB TAFE. This program is accredited through Certificate II & III in General Education for Adults.

Career Opportunities

Completing this qualification will assist you to improve your general education skills to meet the entry requirements for further study in TAFE certificate programs in the field of Nursing.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal academic requirements for this program, however prospective students should have entry level skills equivalent to Certificate II in General Education for Adults in reading and writing and Certificate I in General Education for Adults for numeracy and mathematics.

More Information

(03) 5327 8240 or info@ballarat.edu.au

Short Programs

Re-entry Program and Pre-registration Program

12 weeks full-time.

External Site

Outline

Successful completion of the program allows you to apply for registration as a Division 1 professional nurse with the Nursing and Midwifery Board of Australia (NMBA). The program contains both theoretical and clinical components and is delivered in association with University of Ballarat Partner Providers. Both components of the program require satisfactory completion of assignments and/or clinical competencies. Clinical placements are required to be undertaken at a variety of venues, which may include interstate.

More Information

(03) 5327 9671 or info@ballarat.edu.au

Program in Medicines Administration for the Enrolled Nurse

20 weeks – one day per week, plus two weeks of full-time clinical placement

Horsham Campus, SMB Campus (Ballarat)

The program is designed to prepare current Registered Division 2 Enrolled Nurses with the knowledge, skills and professional attitude to administer medication in a competent manner under the direction and supervision of a Registered Nurse.

More Information

Horsham Campus (03) 5362 2676,
SMB Campus (Ballarat) (03) 5327 8250
or info@ballarat.edu.au

First Aid Level 1 - Emergency Life Support

8 hour program is offered in a variety of delivery methods

Ararat Campus, Horsham Campus,
SMB Campus (Ballarat), Stawell Campus

Outline

This program will provide the first aider with the skills to manage first aid situations, including managing the unconscious casualty, controlling bleeding and managing other life-threatening situations. This training is a combined learning program that also incorporates CPR.

More Information

(03) 5327 8431 or info@ballarat.edu.au

Perform CPR

3 hours

Ararat Campus, Horsham Campus,
Mt Helen Campus (Ballarat), SMB Campus
(Ballarat), Stawell Campus

Outline

This Cardiopulmonary Resuscitation (CPR) program is designed to teach you all the necessary skills and knowledge to maintain breathing and circulation in an adult, child or infant following cardiac arrest.

More Information

(03) 5327 8431 or info@ballarat.edu.au

Anatomy & Physiology

12 weeks

Horsham Campus, SMB Campus (Ballarat)

This program is designed to provide further knowledge of Anatomy & Physiology for existing qualified Enrolled Nurses to update their qualification. It consists of the Course, HLTAP401A Confirm physical health status.

More Information

(03) 5327 8250 or info@ballarat.edu.au

Learn to become the expert in your field.



Wool Handling

Certificate II in Wool Handling

Full-time, part-time, or on-the-job via flexible delivery

Ararat Campus, Horsham Campus (Longerenong), Primary Industry Training Centre (Ballarat)

Outline

This program will prepare you for work in the shearing industry by equipping you with a range of shedhand skills, including picking up and throwing, penning up, wool preparation, pressing and branding.

Career Opportunities

You will be qualified to enter the shearing industry working as a shed hand. This program forms part of the Certificate IV in Wool Classing and Certificate III in Wool Clip Preparation.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Demonstrate an ability to achieve the aims of the program via personal or telephone interview.

More Information

Horsham Campus (Longerenong)
(03) 5384 7335 or (03) 5362 2636,
Primary Industries Training Centre (Ballarat)
(03) 5335 3700 or info@ballarat.edu.au

Forest Growing and Management

Certificate II in Forest Growing and Management

1 year

Horticulture Centre (Ballarat)

Outline

This program is for people involved in the forest growing and management industry.

It provides new employees and existing workers with skills, knowledge and/or recognition required by forestry workers across a range of roles in the industry. You will learn to perform specialised techniques and procedures used in the industry, and to observe statutory and legal compliance requirements. You will also learn about risk management systems, and quality and continuous improvement processes. You will learn to comply with and demonstrate commitment to all aspects of the relevant legislation and codes of practice relating to the operation of an established forestry worksite, including occupational health and safety and environmental issues.

Career Opportunities

Forest technician, forest operator, timber technician, timber worker.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in, or have substantial access to, an operational forest worksite while undertaking this program.

More Information

(03) 5335 3700 or info@ballarat.edu.au

Stablehand

Certificate II in Racing (Stablehand)

1 year full-time

Certificate III in Racing (Advanced Stablehand)

1 year flexible delivery

Horsham Campus, Primary Industry Training Centre (Ballarat)

Outline

The Certificate II program will provide you with the necessary training to allow you to operate in the thoroughbred racing industry as a Stablehand responsible to the Trainer for the care of horses.

The Certificate III program provides you with the necessary training to operate as a Senior Stablehand who is responsible for staff and accountable to the Trainer for efficient management of the training program and operation of the stable.

Career Opportunities

Employment in the Thoroughbred Industry as an Advanced Stablehand.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate II

Level 2 language, numeracy and literacy skills, and the ability to achieve the aims of the program, which will be established via personal or telephone interview. You should be actively involved in the industry.

Certificate III

Level 3 language, numeracy and literacy skills and the ability to achieve the aims of the program via personal or telephone interview. You should be actively involved in the industry.

More Information

(03) 5362 2636 or info@ballarat.edu.au

Harvesting and Haulage

Certificate II in Harvesting and Haulage

Certificate III in Harvesting and Haulage

1 year full-time

Horticulture Centre (Ballarat)

Outline

This program is for people following a career path in the forestry harvesting and haulage industry. It provides you with skills, knowledge and/or recognition required by a forest worker for employment as a production operator within the industry. You will learn to perform a range of advanced specialised techniques and

procedures used in the industry, while observing statutory and legal compliance requirements, risk management systems, quality and continuous improvement processes. You will learn to comply with and demonstrate commitment to all aspects of relevant legislation and codes of practice relating to the operation of an active forestry worksite, including occupational health and safety and environmental issues.

Career Opportunities

Certificate II

Forest technician, forest operator, timber technician, timber worker.

Certificate III

Forest production technician, forest production operator, forest supervisor.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate II

You must be employed in, or have substantial access to, an operational forest worksite while undertaking this program.

Certificate III

Certificate II in Harvesting and Haulage or equivalent. Prior experience in the forestry industry at production operator level highly recommended. Must be employed in, or have substantial access to, an operational forestry worksite while undertaking this program.

More Information

(03) 5335 3700 or (03) 5362 2636 or info@ballarat.edu.au

Rural Operations – Traineeship

Certificate II in Rural Operations – Traineeship

1 year, flexible delivery using a combination of on-job and off-job training and assessments

Certificate III in Rural Operations – Traineeship

3 years, flexible delivery using a combination of on-job and off-job training and assessments

Primary Industries Training Centre (Ballarat)

Outline

These qualifications are designed so that 50% of the non-compulsory courses can be offered from any Rural Training Package and the other 50% from any other nationally recognised training package, allowing employers to offer cross-industry skill opportunities to their employees. This program is designed to meet the competency requirements for participants

who are employed across two industries: Farming/Tourism and Horticulture/Administration.

Career Opportunities

Certificate II

Suitable if you are seeking employment in two different areas where full-time employment cannot be obtained in one specific industry.

Certificate III

You will be qualified as having met the competency requirements employment across the two industries of Farming/Engineering and Horticulture/Administration.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All trainees must have a signed agreement between employer and trainee lodged with an Australian Apprenticeship Centre (AAC). Information on Government employment incentives/subsidies and wages is also available from Australian Apprenticeship Centres (AAC).

More Information

(03) 5335 3705 or info@ballarat.edu.au

Production Horticulture

Certificate II in Production Horticulture – Traineeship

1 year flexible delivery

Certificate III in Production Horticulture – Traineeship

3 years, flexible delivery using a combination of on-job and off-job training and assessments

Primary Industries Training Centre (Ballarat)

Outline

This program is a skills-based training program that will provide you with the basic knowledge and skills to operate effectively within the production horticulture industry.

Career Opportunities

Certificate II

You will be qualified to work within the production horticultural fields, market gardens (e.g., fruit, vegetables, potatoes etc.) performing a wide range of horticulture tasks under supervision.

Certificate III

You will be qualified to work as a farm tradesperson, senior farm hand or employee within the production horticultural fields (e.g., fruit, vegetables, potatoes etc.) performing a wide range of horticulture tasks.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All trainees must have a signed training contract between employer and trainee lodged with an Australian Apprenticeship Centre (AAC). Information on Government employment incentives/subsidies and wages is also available from Australian Apprenticeship Centres (AAC).

More Information

(03) 5335 3708 or info@ballarat.edu.au

Horticulture

Certificate II in Horticulture

2 years part-time

Certificate II in Horticulture – Traineeship

1 year

Certificate III in Horticulture

1 year full-time, part-time study is offered for selected programs

Certificate III in Horticulture – Apprenticeship

3-4 years depending on stream

Horsham Campus, Horticulture Centre (Ballarat)

Outline

These are skills-based training programs that will provide you with the basic knowledge and skills to operate effectively within various horticultural industries.

Career Opportunities

You will be qualified to work within the horticultural industry performing a wide range of gardening and horticulture tasks under supervision. Potential employers may include, among others, local councils and landscaping contractors.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must demonstrate via personal or telephone interview the ability to achieve the outcomes of the program.

Traineeship/Apprenticeship

All apprentices must have a signed training contract between employer and apprentice lodged with an Australian Apprenticeship Centre (AAC). Information on Government employment incentives/subsidies and wages is also available from Australian Apprenticeship Centres (AAC).

More Information

Horticulture Centre (Ballarat) (03) 5335 3700, Horsham Campus (03) 5362 2636 or info@ballarat.edu.au

Agriculture – Traineeships

Certificate II in Agriculture - Traineeship

1 year, flexible delivery using a combination of on-job and off-job training and assessments

Certificate III in Agriculture – Traineeship

3 years, flexible delivery using a combination of on-job and off-job training and assessments

Primary Industry Training Centre (Ballarat)

Outline

These programs are skills-based training programs that will provide you with the skills and knowledge to operate effectively in a wide variety of agricultural enterprises. Skills include such areas as stock management and husbandry, machinery operations, fencing, pastures and chemicals.

The Certificate II program is also offered with specialisation in the following commodity industries:

- Beef Production
- Grain Production
- Sheep & Wool Production
- Dairy Production
- Milk Harvesting

Career Opportunities

Farm tradesperson, stationhand or farmhand.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All trainees must have a signed training contract between employer and trainee lodged with an Australian Apprenticeship Centre (AAC). Information on Government employment incentives/subsidies and wages is also available from the Australian Apprenticeship Centres (AAC).

More Information

(03) 5335 3700 or info@ballarat.edu.au

Certificate III in Agriculture (Sheep & Wool Production) – Traineeship

Certificate III in Agriculture (Beef Production) – Traineeship

Certificate III in Agriculture (Grain Production) – Traineeship

3 years flexible delivery

Primary Industries Training Centre (Ballarat)

Outline

Sheep & Wool Production

This program is a skills-based training program that will provide you with the skills and knowledge to operate effectively in the Sheep and Wool Industry. Skills include such areas as sheep management, husbandry, pastures and wool shed operations.

Beef Production

This program is a skills-based training program that will provide you with the skills and knowledge to operate effectively in the Beef Industry. Skills include areas such as cattle handling, management and husbandry.

Grain Production

This program is a skills-based training program that will provide you with the skills and knowledge to operate effectively in the grain/cropping industry. Skills include areas such as machinery operations, cropping and harvesting activities and plant nutrition.

Career Opportunities

Sheep & Wool Production

You will be qualified to seek employment in the sheep and wool industry as a senior farm hand or station hand.

Beef Production

You will be qualified to meet the competency requirements of a farm tradesperson, senior farm hand or station hand in the beef/cattle industry

Grain Production

You will be qualified to seek employment in the grain/cropping industry as a farm tradesperson, senior farm hand or employee.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All trainees must have a signed training contract between employer and trainee lodged with an Australian Apprenticeship Centre (AAC). Information on Government employment incentives/subsidies and wages is also available from Australian Apprenticeship Centres (AAC).

More Information

(03) 5335 3700 or info@ballarat.edu.au

Certificate III in Agriculture (Poultry Production) – Traineeship

Length. All training and assessments are conducted in the workplace.

Workplace delivery, Horsham Campus

Outline

The poultry industry has undergone a major rationalisation in the past two decades and is now a specialist industry with production dominated by a relatively small number of businesses specialising in meat or egg production. These sectors are serviced by hatcheries producing chickens for either growing for the meat trade or for layers.

This program will suit you if you are an experienced worker in this industry who is likely to be involved in co-ordinating a wide range of poultry production operations such as supervising hatchery unit operations, cleaning out sheds, co-ordinating and analysing unit performance, operating specialist poultry plant, machinery and equipment, fumigating poultry sheds and setting up shedding for day-old chickens.

People involved within the following sectors of the poultry industry are eligible to enrol in the program: commercial egg production, chicken meat production, breeder rearing operations, pullet rearing operations, broiler and layer breeders, hatchery management, duck production, turkey production.

This program is suitable for new entrants and existing workers in the industry. It is practical and related to the skills needed for the job and matched to meet the requirements of the job.

Career Opportunities

Many skilled people are needed in poultry production to attend to the tasks involved in the breeding, tending and/or raising of poultry to produce eggs, chicken or turkey meat. These include workers, supervisors, and managers to run hatcheries, farms and rural properties. This qualification is aligned at a level III, which equates to a position as a Senior Poultry Hand.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the Poultry Industry as an existing employee who wishes to formalise existing skills, or gain new work-related skills and knowledge; or a new employee who wishes to gain a qualification, without participating in the new apprenticeship program.

More Information

(03) 5327 8456 or info@ballarat.edu.au

Trackrider

Certificate III in Racing (Trackrider)

1 year full-time

Horsham Campus, Primary Industry Training Centre (Ballarat)

Outline

This program will provide you with the necessary training in horse health, performance, temperament and the riding skills necessary to allow you to operate as a Trackrider in the Thoroughbred Racing Industry.

Career Opportunities

You will be eligible to pursue a career in the Thoroughbred Racing Industry as a Trackrider.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must demonstrate Level 3 language numeracy and literacy skills and the ability to achieve the aims of the program via personal or telephone interview. You should be actively involved in the industry.

More Information

(03) 5362 2636 or info@ballarat.edu.au

Wool Clip Preparation – Owner Classer

Certificate III in Wool Clip Preparation

6-12 months full-time, 2 years part-time or via flexible delivery format

Ararat Campus, Horsham Campus (Longerenong), Primary Industry Training Centre (Ballarat)

Outline

This program provides woolgrowers with the skills to prepare and class their own woolclips for sale.

Career Opportunities

You may apply to the Australian Wool Exchange Ltd for registration as an Owner Classer. This program forms part of the Certificate IV in Wool Classing, which leads to registration as an Australian woolclasser.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must demonstrate (via personal or telephone interview) the ability to achieve the aims of the program.

More Information

Ararat (03) 5384 7335,
Horsham Campus (Longerenong)
(03) 5362 2636,
Primary Industries Training Centre (Ballarat)
(03) 5335 3700 or info@ballarat.edu.au

Forest Growing and Management

Certificate III in Forest Growing and Management

1 year

Horticulture Centre (Ballarat)

Outline

This program is for people following a career path in the forest growing and management industry. It provides you with skills, knowledge and/or recognition required to work as a production operator within the industry. You will learn to perform a range of advanced specialised techniques and procedures used in the industry, while observing statutory and legal compliance requirements, risk management systems, quality and continuous improvement processes. You will learn to comply with and demonstrate commitment to all aspects of relevant legislation and codes of practice relating to the operation of an active forestry worksite, including occupational health and safety and environmental issues.

Career Opportunities

Forest production technician, forest production operator, forest supervisor.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

- The Certificate II in Forest Growing and Management or equivalent.
- Prior experience in the forestry industry at production operator level is highly recommended.
- You must be employed in, or have substantial access to, an operational forestry worksite while undertaking this program.

More Information

(03) 5335 3700 or info@ballarat.edu.au

Conservation

Certificate III in Conservation and Land Management

1 year

SMB Campus (Ballarat)

Outline

This program is designed to offer you entry level training for work in the many sectors across the conservation and land management industry. Sector specifications include: general land management, conservation earthworks, community coordination and facilitation, indigenous land management, lands, parks and wildlife, natural area restoration, weed management and vertebrate pest management.

Career Opportunities

You will have the opportunity to pursue a career within the different sectors of the conservation and land management industry as a Community Field Officer, Project Officer, Conservation Earthworks Operator, Wildlife and Parks Field Officer, Field Operator, Vertebrate Pest Officer or Weeds Operator.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no entry requirements for this program.

More Information

(03) 5335 3700 or info@ballarat.edu.au

Woolclassing – Australian Woolclasser

Certificate IV in Wool Classing

6 months – 1 year full-time or part-time equivalent

Ararat Campus, Horsham Campus (Longerenong), Primary Industry Training Centre (Ballarat)

Outline

This program provides the necessary training to apply for registration as an Australian professional Woolclasser with the Australian Wool Exchange Ltd. The program will further your knowledge

in clip preparation, shed management and wool marketing.

Career Opportunities

You will be eligible to seek employment as a woolclasser in shearing sheds or in other positions associated with the wool industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must demonstrate the ability to achieve the aims of the program via personal or telephone interview.

More Information

Horsham Campus (Longerenong)
(03) 5384 7335 or (03) 5362 2636,
Primary Industries Training Centre (Ballarat)
(03) 5335 3700 or info@ballarat.edu.au

Racing – Racehorse Trainer

Certificate IV in Racing (Racehorse Trainer)

Diploma of Racing (Racehorse Trainer)

1 year full-time

Horsham Campus, Primary Industry Training Centre (Ballarat)

Outline

Certificate IV

This program will provide you with the necessary training to be responsible for the care, maintenance and racing performance of animals as well as the performance of all tasks and duties associated with running a racing establishment.

Diploma

This program will provide you with the necessary training in the operation of a racing training business employing staff and training horses for outside owners. It includes a thorough knowledge of the racing industry, rules of racing, business practices and management of a racing training business.

Career Opportunities

Certificate IV

You will be eligible to apply to Racing Victoria Ltd for a Restricted Thoroughbred Trainer's Licence.

Diploma

You will be eligible to apply to Racing Victoria Ltd for a General A Thoroughbred Trainer's Licence.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Certificate IV

- Extensive industry relevant experience in the care, welfare and management of horses and be actively involved in the industry.
- You must be able to demonstrate that you have the appropriate skills and knowledge commensurate with RGR30208
- Certificate III in Racing (Advanced Stablehand).
- You must demonstrate Level 3 language, numeracy and literacy skills and the ability to achieve the aims of the program via a personal or telephone interview.

Diploma

- Extensive industry relevant experience in the care, welfare and management of horses and be actively involved in the industry.
- You must be able to demonstrate that they have the appropriate skills and knowledge commensurate with the RGR40108 Certificate IV in Racing (Racehorse Trainer).
- You must have a minimum Level 3 literacy and numeracy skills

More Information

(03) 5362 2636 or info@ballarat.edu.au

Conservation and Land Management

Diploma of Conservation and Land Management

2 years full-time or part-time equivalent part-time or a combination of full-time/ part-time or evening classes

SMB Campus (Ballarat)

Outline

This program is a component of the Conservation and Land Management National Training Package. It provides the participants with the skills and knowledge to work at in Community Co-ordination and Facilitation; Conservation Earthworks; Indigenous Land Management; Lands, Parks and Wildlife; Natural Area Restoration; Vertebrate Pest Management and Weed Management. This program aims at giving students a mainly hands on approach through field trips and expeditions with industry professionals to transfer knowledge in a broad based, technical and practical area.

Career Opportunities

You will be eligible to work as a supervisor in land management for local government, National Parks and Wildlife, other state government agencies, bush regeneration organisations, and landcare and other environmental organisations. Your employment options may depend on the specialisation stream undertaken. You will find this program suitable if you are already employed or wishing to be employed in the following areas:

- Department of Natural Resources and environment
- Government and private water authorities
- Melbourne Parks and Waterways
- Landcare
- Catchment management authorities
- Contractors in land management and rehabilitation

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE, interstate or overseas equivalent or mature age entry

Recommended studies at VCE include at least one VCE course in each of English and General Mathematics.

Extra Requirements

You will be required to find and complete work placement during this program.

More Information

(03) 5335 3700, 5327 8067 or info@ballarat.edu.au

Ornamental Horticulture

Diploma of Ornamental Horticulture

2 years full-time or part-time equivalent

Horticulture Centre (Ballarat)

Outline

This program will equip you with the knowledge and skills to operate effectively within various horticultural industries using sustainable horticultural practices and enable you to move into middle management or supervisory roles, or for those wishing to upgrade their skills, to become competent with the management of a horticultural enterprise.

Career Opportunities

You can expect to work in the landscaping and parks and gardens areas of the horticultural industry in a wide range of areas from supervising gardening tasks to gaining employment in middle-management or supervisory positions within varying areas of the horticultural industry. You may also establish your own business.

Application Method

VTAC Application (full-time)
VTAC Code: 74031 – VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE, interstate or overseas equivalent or mature age entry.

You may be required to provide evidence at an interview of prior knowledge and skills (i.e., trade qualifications, industry experience).

More Information

(03) 5335 3700 or info@ballarat.edu.au

Agriculture

Diploma of Agriculture

4 years (maximum), combination of on-job recognition and off-job training

Primary Industry Training Centre (Ballarat)

Outline

This program is structured for persons with practical agriculture experience and will equip you with the knowledge and skills to operate effectively within the agricultural industry thus enabling you to manage or supervise agriculture enterprises. It will also further enhance those wishing to upgrade their qualifications within agriculture.

Career Opportunities

You can expect to work in the agriculture sector associated with managing farming operations or employment related agribusiness fields.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must provide evidence at an interview of prior knowledge and skills (i.e., trade qualifications, industry experience). If sufficient foundation knowledge is not demonstrated, enrolment at lower certificate levels may be required.

More Information

(03) 5335 3705 or info@ballarat.edu.au

Bachelor of Horticulture

Bachelor of Horticulture

1 year full-time or part-time equivalent

Horticulture Centre (Ballarat)

Outline

This is an innovative degree integrating vocational and academic learning, with a view to producing professional horticulturalists who aspire to amalgamate new trends and research into sustainable practice. A range of delivery activities will be used during this program including on campus classes, flexible delivery and on-line tutorials. There will be a strong emphasis on applied learning through a range of integrated workplace-based projects.

There are two streams available within this program: Stream 1: Horticulture Operations Stream and Stream 2: Amenity Horticulture Stream

Career Opportunities

In response to the significant challenges faced by the industry, the program has been designed to equip participants with higher level technical and science-based horticulture skills that are increasingly in demand across Australia and abroad.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Diploma of Horticulture and Advanced Diploma of Horticulture, or equivalent and significant industry experience in an appropriate field.

More Information

(03) 5335 3700 or info@ballarat.edu.au

Farm Safety**Managing Farm Safety**

Flexible delivery

Primary Industry Training Centre (Ballarat)

Outline

Implement and Monitor the enterprise OH&S program.

1. Provide information about OH&S.
2. Participation in OH&S observation and decision making.
3. Implement and monitor enterprise procedures for identifying hazards and assessing and controlling risks.
4. Implement workplace procedures for dealing with emergencies and hazardous events.
5. Implement and monitor enterprise procedures for providing OH&S training.
6. Implement and monitor enterprise procedures for maintaining Occupational Health and Safety records.
7. Location of the program can be negotiated.
8. Program format and time can be negotiated.

Career Opportunities

Farm workers/employees or managers, employment opportunities increase when it is evident that a person has the knowledge and awareness to work safely.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal entry requirements for entry into this program.

More Information

(03) 5335 3717 or info@ballarat.edu.au

Short Programs**Farm Chemical Training**

Safe farming is better farming for you, your family, your farm and the environment! Learn to use chemicals safely, effectively and with better returns.

More Information

(03) 5335 3700 or info@ballarat.edu.au

Environmental Care for Forest Workers OH&S for Forest Workers

This program consists of courses from Certificate III in Forest & Forest Products (Harvesting). You will find this program relevant if you are involved in forest logging and harvesting industries, soft wood and hard wood and seed gathering. The courses in this program are prerequisites for the issue of a Forest Operator's Licence, which you are required to hold if you are involved with commercial harvesting of forest products in a state forest.

More Information

(03) 5335 3700 or info@ballarat.edu.au

Chainsaw Operations

This program is particularly suited to people involved in Harvesting, Logging or Milling of Timber and Forest Products (commercial) and occasional users or persons in the amenity tree industry (non-commercial). The program will also have relevance to:

- Forestry workers
- Timberyard workers
- Farmers
- Horticulturists and arborists
- Linespersons engaged in clearing lines
- Staff employed in local government
- State Emergency Service staff
- Country Fire Authority members

More Information

(03) 5335 3700 or info@ballarat.edu.au

Learn to be the specialist whose expertise is second-to-none.



Public Safety – Firefighting Operations

Certificate II in Public Safety (Firefighting Operations)

Flexible delivery, off campus
SMB Campus (Ballarat)

Outline

Suitable for both volunteer and career staff involved in a Fire Service Agency within Australia. With the introduction of the Public Safety Training Package a number of volunteer and career firefighters may choose to achieve a nationally recognised qualification.

This program will recognise the training and assessments you have already completed, address the gaps/courses you require to complete a nationally recognised qualification and allows you to progress through to a Certificate III or higher qualification based on your experience

Career Opportunities

This program offers an opportunity for a person who wishes to obtain a formal fire sector qualification and may find employment within the Public Safety industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

This program is suitable for both volunteer and career staff involved in a Fire Service Agency or Emergency Response organisation within Australia.

More Information

(03) 5327 8021 or info@ballarat.edu.au

Food Processing – Traineeships

Certificate II in Food Processing – Traineeship

Certificate III in Food Processing – Traineeship

1 year

All training and assessments are conducted in the workplace

Outline

To gain these certificates you need to work through the required number of courses of competency applicable to the level of training being undertaken. Successful completion will require competency in courses that relate to work defined as aligned at Australian Qualifications Framework (AQF) Level 3.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement in the selection of equipment, services or contingency measure and within known time constraints.

Career Opportunities

Food process worker; meat processing worker; food processing technician; food technologies; quality and safety specialists; or engineering trades.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the Food Processing Industry.

More Information

Certificate II
(03) 5362 2664 or info@ballarat.edu.au
Certificate III
(03) 5327 8456 or info@ballarat.edu.au

Food Processing (Sales) – Traineeships

Certificate II in Food Processing (Sales) – Traineeship

Certificate III in Food Processing (Sales) – Traineeship

1 year

All training and assessments are conducted in the workplace

Outline

These certificates are suitable for you if you are working in an environment where they are responsible for both food and retail sales. It provide trainees with skills and knowledge needed to become competent in many areas of food and sales

Career Opportunities

A formal qualification in a food sales role within the Baking Industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the Baking Industry.

More Information

Certificate II (03) 5327 8456 or info@ballarat.edu.au
Certificate III (03) 5362 2664 or info@ballarat.edu.au

Meat Processing

Certificate II in Meat Processing (Abattoirs) – Traineeship

Certificate III in Meat Processing (General) – Traineeship

Certificate III in Meat Processing (Slaughtering) – Traineeship

1 Year

All training and assessments are conducted in the workplace.

Outline**Abattoirs**

This program prepares you for entry to the general technical level of the abattoir sector of the meat industry. It provides trainees with skills and knowledge needed to become competent in many areas of processing meat, whether it be sales, preparation or packaging.

General

You will be provided with the skills and knowledge needed to become competent in many areas of meat processing. On completion you will receive a qualification that is recognised Australia-wide. Some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the meat industry will be increased.

Slaughtering

You will be provided with the skills and knowledge needed to become competent in many areas of meat processing. You will obtain an improved knowledge of the industry you work in and your value as an employee in the meat industry will be increased.

Career Opportunities**Abattoirs**

Boner and Slicer, Renderer, Slaughterer

General

Boner, renderer, lab assistant, slaughterman or meat inspector.

Slaughtering

Boner, renderer, lab assistant, slaughterman or meat inspector.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the Food Processing Industry.

More Information

Abattoirs (03) 5362 2664 or info@ballarat.edu.au

General & Slaughtering (03) 5327 8456 or info@ballarat.edu.au

Certificate III in Meat Processing (Meat Retailing) – Apprenticeship

3 years

All training and assessments are conducted in the workplace

Outline

The program will teach you about work practices in retail meat enterprises in relation to health, safety, hygiene, quality and productivity. You will also learn how to prepare, package and merchandise a range of meat products including primal and specialist cuts. Once you have gained this trade qualification, you will have an opportunity to progress to management positions and add leadership skills to your qualifications.

Career Opportunities

Butcher's shops; supermarkets; or emerging specialist meat product outlets.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed in the Meat Retail Industry.

More Information

(03) 5362 2721 or info@ballarat.edu.au

Certificate III in Meat Processing (Boning Room) – Traineeship

1 year.

All training and assessments are conducted in the workplace.

Outline

This certificate will provide you with skills and knowledge needed to become competent in many areas of meat processing.

Career Opportunities

Boner; renderer; lab Assistant; slaughterman; or Meat Inspector.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed within the Meat Processing Industry.

More Information

(03) 5327 8456 or info@ballarat.edu.au

Public Safety**Certificate III in Public Safety (Community Safety)**

Flexible delivery, off campus

SMB Campus (Ballarat)

Outline

Designed for you if you are or may wish to be employed within the Public Safety Industry and related industries who have a focus on community safety. Participants from such industry sectors such as emergency services, local and state government, fire protection industry and community education.

Career Opportunities

Employment within the Public Safety Industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

More Information

(03) 5327 8021 or info@ballarat.edu.au

Laboratory Skills**Certificate III in Laboratory Skills**

Length will be determined depending on courses chosen.

External Site**Outline**

This program provides a broad and flexible package of competencies which meets the needs of laboratory assistants, instrument operators and similar personnel. The core and wide range of electives is designed to maximise the portability of this qualification, which is the entry level required for laboratory personnel.

Career Opportunities

Technical assistant; laboratory assistant; laboratory attendant; instrument operators; or pathology laboratory assistant

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You will be considered for eligibility on the basis of previous life experience, work history and educational background. You must be currently working at a Certificate III level in a laboratory

More Information

(03) 5327 8422 or info@ballarat.edu.au

Baking – Apprenticeships**Certificate III in Food Processing (Retail Baking – Bread) – Apprenticeship**

2 years. All training and assessments are conducted in the workplace

Certificate III in Food Processing (Retail Baking – Cake & Pastry) – Apprenticeship

3 years. All training and assessments are conducted in the workplace

Certificate III in Food Processing (Retail Baking – Combined) – Apprenticeship

3 years. All training and assessments are conducted in the workplace with the exception of the course Decorate Cakes and Cookies, which is conducted at the Horsham Campus

Outline

This program will provide you with the skills and knowledge needed to become competent in many areas of food processing. Your knowledge of the industry you work in will be increased and your value as an employee in the food industry will be enhanced.

Career Opportunities

Employment in the Bread-baking sector in retail franchise or an in-store situation (Bread); a pastry cook in the baking sector of the industry (Baking); or baking within the food industry (Combined).

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must be employed as an apprentice in the Baking Industry (Cake & Pastry; or Combined); or you must be employed as an apprentice in the bread baking industry (Bread).

More Information

Bread; or Cake & Pastry (03) 5362 2721 or info@ballarat.edu.au

Combined (03) 5327 8456 or info@ballarat.edu.au

Fire Technology

Certificate IV in Fire Technology

Flexible delivery

SMB Campus (Ballarat).

Outline

This program aims to provide participants with the knowledge and skills in a broad range of applications including evaluating and analysing current practices, developing criteria and procedures for performing current practices and be able to provide some team leadership and guidance to others in the application and planning of the skills.

Career Opportunities

Fire safety designer, fire alarm technicians, fire engineer, fire protection designer, fire protection leader, fire services consultant, fire services design engineer, fire services leader - buildings & infrastructure, fire sprinkler engineer/designer, fire systems installation technician, fitter/welder, fire protection design engineer, sprinkler fitter tester or fire protection drafter.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You will be considered for eligibility on the basis of previous life experience, work history and educational background.

More Information

(03) 5327 8021 or info@ballarat.edu.au

Laboratory Techniques

Certificate IV in Laboratory Techniques

1 year full-time

SMB Campus (Ballarat)

Outline

This program is intended as training for a technical assistant who undertakes a wide range of sampling and testing that requires the application of a broad range of technical skills and some scientific knowledge. They may assist other personnel to solve technical problems and to adjust formulations and production mixes. They may also undertake training to collect samples and conduct basic tests reliably.

Career Opportunities

Support staff to scientists in research; education and industry; laboratory technician; field officer; or microbiologist/chemistry technician.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You will be considered for eligibility on the basis of previous life experience, work history and educational background.

More Information

(03) 5327 8422 or info@ballarat.edu.au

Food Science and Technology

Certificate IV in Food Science and Technology

Workshops and off campus courses

SMB Campus (Ballarat)

Outline

Food technology deals with the storage, processing, preservation, packaging and distribution of foods. It is about how best to process and store foods safely and hygienically to increase their shelf-life and to retain their best qualities. It has the responsibility of providing safe, wholesome food to the Australian population. This provides an initial qualification in food technology for leading hands, supervisors, technical assistants (including quality control technicians), and food operators with relevant experience. This program offers people employed in the industry the opportunity to improve job satisfaction, gain a formal qualification related to work, and improve career opportunities. It also offers people seeking employment in the food technology industry a stronger base for entry.

Career Opportunities

Research and development; quality control; laboratory testing; production supervision; technical services; marketing and management within the food manufacturing industry in places manufacturing food on a large scale, e.g. dairies, canneries, abattoirs, wineries, breweries, manufacturers of confectionery, baked goods, frozen foods, dehydrated foods, cereals, poultry and fish.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

More Information

(03) 5327 8422 or info@ballarat.edu.au

Occupational Health and Safety

Certificate IV in Occupational Health & Safety

Block Mode – 2 weeks classroom delivery

Mt Helen Campus (Ballarat)

Outline

This program provides multi-disciplinary frameworks on which to build health and safety knowledge and experience. The program does not attempt to provide detailed coverage of all aspects of health and safety. Rather, the aim is to produce self-directed learners who have the necessary skills to tackle new issues in health and safety, as and when they arise. Program participants will be given a basic understanding of a broad range of contemporary health and safety issues and related control strategies.

Career Opportunities

Completion will allow you to look forward to a rewarding career in the occupational health and safety environment. You may work in a wide range of industries including the manufacturing environment, defence forces, automotive industries and the emergency services.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

There are no formal entry requirements for this program. It is recommended, however, that program participants are in employment or have access to a workplace for completion of assessable tasks, have a basic understanding of science, have a basic understanding of maths and have computing and internet skills.

More Information

(03) 5327 9160 or info@ballarat.edu.au

Business Sustainability Assessment

Certificate IV in Business Sustainability Assessment

376 hours

External Site

Outline

This program is designed to provide a range of practical skills and underpinning knowledge that will enable graduates to undertake a Business Sustainability Assessment, to promote more efficient use of resources and advise the commercial sector on the savings that can be achieved through improved sustainability actions and initiatives. Upon successful completion of this program, participants will be able to:

- Assess an organisation's performance in the areas of energy use, waste generation, water use and thermal performance;

- Identify opportunities to make savings and improve performance in these areas;
- Identify opportunities for sustainable procurement and promote sustainability policy development;
- Report to businesses with recommendations to adopt more sustainable practices to reduce their energy, water, waste, resource use and greenhouse emissions

Career Opportunities

The program will be appropriate for:

- unemployed candidates looking to gain skills in the area of sustainability assessment for specific employment opportunities
- existing employees, business operators and owners wishing to gain the skills necessary to improve the sustainability of their operations, while enhancing their environmental credentials.
- Current sustainability officers within organizations who wish to further develop or update their skills
- Current sustainability assessors who do not presently have formal recognition of their skills

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

The program is open to all personnel working or aspiring to work in the area of sustainability. Participants are required to have sound oral and written communication skills to facilitate effective relationships with clients and provide a written report. Literacy and numeracy skills are required in order to undertake research, read and understand documentation, manuals and reports and perform basic numeric calculations. IT skills are required for report writing and data analysis.

Participants are eligible to take part without discrimination on the grounds of age, ethnicity or gender.

More Information

(03) 5327 8425 or info@ballarat.edu.au

Laboratory Technology

Diploma of Laboratory Technology

Will be determined depending on courses chosen.

Workplace delivery

Outline

This program provides specialised education and training for scientific laboratory support staff. This encompasses a wide range of skills, techniques and processes so that graduates are adaptable and meet the technological and administrative demands of a changing laboratory workforce.

Career Opportunities

Support staff to scientists in research, education and industry; laboratory technician; field officer; or microbiologist/chemistry technician.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You will be considered for eligibility on the basis of previous life experience, work history and educational background.

More Information

(03) 5327 8422 or info@ballarat.edu.au

Sustainability Dual Diploma's

Diploma of Sustainability

Diploma of Agriculture/Diploma of Sustainability

Diploma of Beauty Therapy/Diploma of Sustainability

Diploma of Conservation and Land Management/Diploma of Sustainability

Diploma of Fitness/Diploma of Sustainability

Diploma of Hospitality/Diploma of Sustainability

Diploma of Laboratory Technology/Diploma of Sustainability

Diploma of Nursing (Enrolled/Division 2 nursing)/Diploma of Sustainability

Diploma of Ornamental Horticulture/Diploma of Sustainability

Diploma in Racing (Thoroughbred Trainer)/Diploma of Sustainability

Diploma of Remedial Massage/Diploma of Sustainability

Part-time on Tuesday evenings, 6.00pm - 9.00pm; one weekend per term (Fri, Sat, Sun) in a block-mode or two vacation blocks (Mon - Fri 9:30am - 4:30pm)

Horsham Campus, Mt Helen Campus (Ballarat), SMB Campus (Ballarat)

Outline

The Diploma of Sustainability has been developed as a Dual Diploma, to complement a participant's studies in any other discipline area (at Diploma level or above). The Diploma of Sustainability provides students with the background knowledge, skills and experiences to add a sustainability perspective to their study and work in any industry area, and apply the principles of sustainability to live and work in a more sustainable way. The Dual Diploma of Sustainability consists of 4 specialist sustainability courses. These courses focus on themes such as:

- What is sustainability and where has it come from?
- Sustainability principles, themes and concepts
- Social, economic and environmental challenges (such as climate change, population, peak oil, loss of biodiversity, social justice, energy, and how a more sustainable approach can address these challenges)
- How does sustainability apply to the Fitness industry

- Behaviour change strategies for a sustainable future
- How to build the business case for sustainability initiatives
- Sustainable production and consumption (eco-design, life-cycle analysis, consumption)

Career Opportunities

All industry areas are now required to consider the sustainability impacts (i.e. social, economic and environmental impacts) of their operations and in all sectors there is a need for staff with the sustainability skills and knowledge to implement sustainability policy and procedures as a part of their work role. Rather than preparing students for any one sustainability job, the Diploma of Nursing/Diploma of Sustainability program aims to provide Nursing students with the skills and knowledge to perform their job in a more sustainable way. There are also opportunities for Diploma of Nursing/Diploma of Sustainability graduates to become Sustainability Officers within a broad range of local government authorities, government agencies, business and industry settings, including Nursing.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

To receive Dual Diploma certification students must have completed, or be currently studying at Diploma level or above. Students who have not completed a Diploma or above, or are not currently enrolled in Diploma level program will receive a 'Statement of Attainment' upon the successful completion of the specialised courses.

Prospective entrants must demonstrate the literacy and numeracy skills required to undertake a Diploma level qualification. The following levels of the National Reporting System (NRS) may be used as a guide:

- Reading Level 5.2 - Interprets subtle nuances, infers purpose of author and makes judgments about the quality of an argument
- Writing Level 4.5 - Generates written texts reflecting a range of genres and using appropriate structure and layout
- Maths Level 4.11 - Selects and applies an expanding range of mathematical strategies flexibly to solve problems in a variety of contexts.

More Information

(03) 5327 8425 or info@ballarat.edu.au

Biomedical Science

Bachelor of Biomedical Science

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat),
MIT (Melbourne), MIT (Sydney)

Outline

Biomedical Science is an interdisciplinary branch of the life sciences that provides the theoretical foundation and scientific

skills required to expand and apply our knowledge of human biology and health. Exciting new developments include genetic mapping, biomedical analysis and stem cell research.

Most courses will incorporate a mix of competency-based skills assessment and knowledge development. Although completion of the program does not automatically guarantee entry into a Graduate Medical School, it does offer many other career paths or options to the graduate. The new graduate medical program at Deakin University, University of Melbourne and other interstate universities will provide opportunities to further specialisation and studies.

Career Opportunities

The Bachelor of Biomedical Science would be ideally suited to persons wishing to gain a broad perspective of Biomedicine for careers or entry into a variety of health related industries, such as Laboratory Technology, Pharmaceutical Industry, or Pursuing Research opportunities in Biomedical Science, Vocational directions through an Honours program in Microbiology, Occupational Health and Safety, Health Informatics, Physiotherapy, or Environmental Health.

As well as Medicine, Dentistry or Veterinary Science for those graduates that satisfy the selection criteria for a graduate program, this program will be of particular interest to students wishing to take advantage of the growing need for rural and regional medical and health practitioners.

Application Method

VTAC Application
VTAC Code: 37041 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 and a study score of at least 20 in English (any), mathematics (any) and in one of biology, chemistry or physics; interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 6111 or info@ballarat.edu.au

Science

Bachelor of Science

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

This program is designed for students with diverse educational backgrounds and an interest in science. The Bachelor of Science provides a state-of-the-art foundation in modern scientific principles and theories with a stream of courses touching on all

the major science disciplines. Maximum flexibility allows students to design their own major and minor streams. Students choose from an extensive range of subjects in established, newly emerging, general and specialist sciences, all of which are underpinned by scientific research. The program emphasizes and develops scientific communication, logical thinking, practical skills, analytical talent and above all a curiosity. The Bachelor of Science provides a strong basis in the fundamentals of science but still includes a large practical component often delivered in small laboratory classes - the ideal environment to get the most out of science.

Career Opportunities

This degree can take you anywhere. As a science graduate, your employment opportunities and career aspirations are vast with career opportunities in both the public and private sectors. Dependant on your combination of chosen courses, you could look to careers in: Medical Science, Biostatistics, Geology, Environmental Management, Analytical laboratories, Computer support, Psychology, Health, Environmental Planning, Field Assistant, Consultancy or Research to name a few. Science graduates are also finding their skills in demand in non-science areas such as marketing, education, administration or business management.

Application Method

VTAC Application
VTAC Code: 37001 – CSP
Please refer to page 6 for further information.

Entry Requirements

Satisfactory completion of VCE, including prerequisites Units 3 and 4 Mathematics (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must complete and submit a VTAC Pi form.

More Information

(03) 5327 9419 or info@ballarat.edu.au

Metallurgy

Bachelor of Applied Science (Metallurgy)

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

Metallurgy is the science and engineering of the extraction and refining of minerals and metals from raw ores. Metallurgists are the crucial link in the metal supply chain and aim to maximise production whilst minimising the overall environmental impact through sustainable practices.

This is an industry-oriented program where basic knowledge is developed to produce highly practical, outcome oriented graduates ready for industry. The structure of the program may allow the final semester to be spent undertaking a plant based project.

A \$2.1 million alliance with Xstrata Zinc has strengthened the link between industry and metallurgy at UB through the funding of academic staff and by providing undergraduate scholarships of up to \$4000. Xstrata Zinc will support UB students with fieldwork and summer vacation placements at their Mt Isa operations.

Career Opportunities

There are less than thirty metallurgists graduating in Australia each year and all will find employment within the minerals industry, often prior to completing their degree. The minerals industry has a strong emphasis on practical experience so students are strongly encouraged to obtain industry employment during the long summer vacation. These opportunities enhance their skills and knowledge and significantly increase both their personal network and employment opportunities. After graduation, metallurgists typically seek a place on a structured graduate program after which they become plant or project metallurgists. The increasingly global extent of the minerals industry greatly enhances prospects for working overseas during your career.

In addition to working on mine sites there are opportunities with engineering design companies, consultancies, equipment and chemical suppliers, investment banks, stockbrokers, public service and in research and development laboratories.

Application Method

VTAC Application
VTAC Code: 37101 – CSP
Please refer to page 6 for further information.

Entry Requirements

Satisfactory completion of the VCE, including prerequisites Units 3 and 4 Mathematics (any). Interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9277 or info@ballarat.edu.au

Food Science and Technology

Bachelor of Applied Science (Food Science and Technology)

3 years full-time or part time equivalent.

Mt Helen Campus (Ballarat)

Outline

Programs in Food Science and Technology are on offer that prepares students for careers related to the food industry. The studies cover the food continuum from the raw product to the consumer, including food processing, product development and marketing, and quality assurance, with particular strengths in food analysis and fermentation technology.

The food industry is currently short of qualified food professionals with demand clearly exceeding the number of graduates in Victoria and Australia. The industry is in need of Food Scientists to manage its operations, develop new and better processes, and improve the efficiency and quality of the food industry.

The range of career options within the food industry is almost limitless and the professional Food Scientist is well informed to take advantage of such opportunities.

Career Opportunities

Graduates will be employed in a diverse range of companies, government and research organisations. Companies that recent Food Science and Technology graduates have been employed at include Masterfoods, McCains, Simplot, Joe White Maltings, Food Science Australia, Latina, Nestle and National Foods.

Career options include product management, laboratory analysis, laboratory management, quality assurance, quality control, product development, research and development of new and existing products and technical sales.

Application Method

VTAC Application
VTAC Code: 37101 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 Mathematics (any). Interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9419 or info@ballarat.edu.au

Geology

Bachelor of Applied Science (Geology)

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

Geology is the study of the Earth, including its history and composition, and of the dynamic systems that shape the Earth's surface. The geology program is broad but allows students to specialise in Exploration Geology or Environmental Geology. Enrolment in the Geology program will see you undertake one core Geology course (Earth Science) plus two science electives and one other elective in the first semester. The two science electives are chosen from chemistry, metallurgy, food science and nutrition and environmental management. Later in the year, specialisation in Geology means you study three core Geology courses plus and elective.

Career Opportunities

Graduates are widely recognised by employing agencies as having excellent applied skills in their chosen field. Past graduates of the Geology program have found rewarding careers in the mining industry, government Geoscience organisations and the petrochemical sector, and as engineering and environmental geologists.

Application Method

VTAC Application
VTAC Code: 37101 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 Mathematics (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9419 or info@ballarat.edu.au

Environmental Management

Bachelor of Applied Science (Environmental Management)

3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

Students will gain:-

- A strong background in the biological sciences, with an emphasis on flora, fauna and ecology;
- Knowledge of the principles and practices used in the management of natural ecosystems;
- An understanding of management responsibilities and procedures;
- An ability to communicate effectively through various media and with people from a wide variety of backgrounds;
- An appreciation of the significance of soils and water and the ability to carry out basic analysis;
- The ability to critically analyse results of research and investigation, and to present clear and statistically sound data;
- The ability to prepare and present formal written reports and;
- An understanding of the range of computer applications relevant to natural resource management including remote sensing and geographic information systems;
- An appreciation of the influence of human activity and climate change on natural systems.

Career Opportunities

Employment opportunities within government authorities, including the Department of primary Industries, Department of Sustainability and Environment Victoria, Parks Victoria, Catchment Management Authorities, as well as with private environmental consultants. Many graduates also go on to teach at various levels. The program also provides an opportunity to undertake further study, i.e. Honours and Postgraduate degrees.

Application Method

VTAC Application
VTAC Code: 37101 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 Mathematics (any); interstate or overseas equivalent or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

More Information

(03) 5327 9419 or info@ballarat.edu.au

Food Science and Technology/ Management

Bachelor of Applied Science (Food Science and Technology)/ Bachelor of Management

4.5 years full-time or part-time equivalent. It is possible to complete the program over 4 years.

Mt Helen Campus (Ballarat)

Outline

To qualify for the double degree award, students are required to complete the core courses of each component degree thus satisfying the aims and objectives of both while elective studies complete the balance of courses. Combined degrees offer the students a chance to pursue two areas of interest, and to complete the two degrees in less time than they would take if done individually.

The combined degree requires you to undertake a minimum of 16 courses from each of the Food Science and Management degrees. The Food Science component of the combined degree covers the principles and applications of food preservation, production development, quality management, food chemistry, chemical and microbiological analysis of food and fermentation technology. For the Bachelor of Management component, you have the opportunity to choose a major in Human Resource Management, Marketing or Tourism.

Career Opportunities

Graduates with double degrees are valued by employers as they are able to see problems from two different professional viewpoints and give a rounded response. Combinations of double degrees that combine a technical aspect with a humanities aspect give the graduate a strong claim for a variety of professional positions. A key role in the food industry is that of the food scientist who develops and manages systems for efficient, safe and high quality food processing. Those students who combined their food science and technology skills with training in management and marketing will be the graduate that the food industry will be looking for to lead it into the new opportunities that will emerge in the future.

Application Method

VTAC Application
VTAC Code: 37121 – CSP
Please refer to page 6 for further information.

Entry Requirements

Satisfactory completion of the VCE, including prerequisites Units 1 – 4 four units (any combination) of Mathematics (any); interstate or overseas equivalent, or mature age entry.

Extra Requirements

Non-Year 12 applicants must submit the VTAC Pi form (through VTAC) and an Additional Details Form (directly to the University of Ballarat, available at www.ballarat.edu.au/vtac-requirements)

Applicants required to attend an interview will be notified of the arrangements by telephone or mail.

More Information

(03) 5327 9419 or info@ballarat.edu.au

Applied Science – Honours

Bachelor of Applied Science (Honours)

1 year full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

Graduates of the three-year Bachelor of Applied Science degree who have achieved above average marks may choose to do a further year of study for the degree of Applied Science (Honours). The Honours year offers you two courses of study: an elective course and a research thesis. The Bachelor of Applied Science (Honours) degree will provide training in research as an end in itself, or as a suitable qualification for entry into a higher degree program.

Career Opportunities

Upon completion of this program, you will be qualified for a career in private industry, government agencies, and the secondary and tertiary education system.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Candidates must have completed a three-year related degree with above average marks.

More Information

(03) 5327 9419 or info@ballarat.edu.au

Food Science – Brewing

Graduate Certificate of Brewing

Graduate Diploma of Brewing

Flexible delivery

Mt Helen Campus (Ballarat)

Outline

The program is designed to provide students with an in-depth knowledge of the principles and practice of malting and brewing. The program overviews the whole brewing process. It provides significant detail in the areas of raw materials, wort production, fermentation and analysis, which may be typically required for small scale breweries, suppliers of breweries, and allied industries.

The Graduate Diploma includes more detailed information in areas which are more relevant to the large scale brewing industry such as more diverse types of packaging, quality assurance and quality management, and detailed engineering principles of downstream processing.

Career Opportunities

Graduates find employment opportunities in a variety of roles, such as brewer, in packaging and quality assurance, and in the brewing, malting and allied industries in both Australia and overseas.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You should hold a bachelor degree or a TAFE Diploma, or be able to provide evidence of completion of relevant workplace training. If participants in the program do not possess a formal qualification or have not participated in workplace training it would be expected that they would normally have a minimum of three years malting or brewing experience and provide a referee's report.

More Information

(03) 5327 9419 or info@ballarat.edu.au

Occupational Health and Safety

Graduate Certificate in Occupational Hazard Management

Graduate Diploma in Occupational Hazard Management

Block mode, part-time

Mt. Helen Campus

Outline

The programs are designed to attract students from the following groups:

- Engineering, science, business studies and other graduates with developing responsibilities for health and safety in the workplace;
- Health and safety practitioners with suitable academic backgrounds.

The programs attempt to provide the robust multidisciplinary frameworks on which future knowledge and experience in health and safety can be built; they do not attempt to provide comprehensive detailed coverage of all aspects of the broad subject of health and safety. The programs attempt to produce self-directed learners who have the academic frameworks and skills to tackle new issues in health and safety as and when they arise.

Due to this strengthening of the profile of health and safety in the workplace, there has been a corresponding expansion in the related body of accumulated research and experience, particularly from the organisational management perspective.

The program continues to be refined and restructured to accommodate the implications of on-going change, in terms of both the currency of the content and the level of targeted educational outcomes.

Career Opportunities

Opportunities for employment are readily available within a wide range of industries such as mining, agriculture, defence forces, government agencies, telecommunication industries, nursing, manufacturing industries.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

A first degree;

OR A Diploma or Advanced Diploma in OHS plus at least two years OHS experience in a workplace;

OR A Certificate IV in OHS plus at least three years OHS experience in a workplace;

OR At least three years OHS management experience.

More Information

(03) 5327 9160 or info@ballarat.edu.au

Master of Applied Science (Occupational Health and Safety)

Block mode, part-time

Mt Helen Campus (Ballarat)

Outline

The first two years of this program is the Graduate Diploma in Occupational Hazard Management.

The final two years of the Master of Applied Science (Occupational Health and Safety) centres on a candidate's research project and aims to produce OHS researchers who can evaluate OHS interventions and add to the evidence base for the subject. The main coursework component of the program is given in its first two years (the Graduate Diploma in Occupational Hazard Management). The coursework in the final two years (part time) is designed to develop research skills and support the candidate's research project.

Career Opportunities

Including but not limited to: Mining, agriculture, defence forces, government agencies, telecommunication industry, nursing, manufacturing industries.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

Completed a Graduate Diploma in Occupational Hazard Management from the University of Ballarat, or an equivalent qualification from another University;

OR

Have other University qualifications and appropriate industrial experience,

AND are considered to have obtained an appropriate academic standard by the Selection Committee.

Those candidates who have not gained the University of Ballarat Graduate Diploma in Occupational Hazard Management in the 5 years before their candidature for the Masters program, may be required to undergo 'Studies in Occupational Hazard Management', to ensure that their knowledge, skills and values are contemporaneous.

More Information

(03) 5327 9160 or info@ballarat.edu.au

Higher Degrees by Research

Master of Applied Science (Environmental Management, Food Science and Technology and Geology)

Minimum 1 ½ years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

Each degree is awarded on the basis of a thesis demonstrating command of the knowledge and skills pertinent to the area of investigation as well as a critical appreciation and understanding of the relationship of his or her own work to that of others. You'll work under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the School.

Career Opportunities

Graduates greatly improve their chances of gaining senior level research positions with environmental and natural resource management agencies.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

(a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or

(b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy (Environmental Management, Food Science and Technology and Geology)

Minimum 3 years full-time or part-time equivalent

Mt Helen Campus (Ballarat)

Outline

Each degree is awarded on the basis of a thesis making a substantial contribution to knowledge and demonstrating an understanding of a relationship of the investigations undertaken to a wider field of knowledge. A student works during candidature under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the school, together with one or more associated supervisors.

Career Opportunities

You will greatly improve your chances of gaining senior level research positions with natural resource management agencies.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

(a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or

(b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or

(c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Short Programs

Food Safety Supervisor

1 day

SMB Campus (Ballarat)

Need help to develop your Food Safety Plan, and having trouble finding the time to attend the Food Safety Training? This program would suit businesses such as food

product and food process manufacturers including flour mills, canneries, packers, bakers, breweries, wineries and food retail businesses such as supermarkets, convenience stores, grocers, delicatessens, take away and fast food businesses.

Food Safety Handlers Certificate

4 hours

SMB Campus (Ballarat)

This nationally accredited program is essential for staff and volunteers involved in the preparation, storage and service of food and beverage. The program covers the basic food safety principles and the implementation of these in the workplace and is designed to meet the requirements of Victoria's food safety laws with respect to food handlers. The program includes, correct storage temperatures, personal hygiene, cleaning food preparation areas correctly, pest control, preventing food spoilage, and other preventative measures in the workplace.

Internal Auditing

2 days

SMB Campus (Ballarat)

This program covers the responsibility to prepare for, carry out and document an internal audit of aspects of a business's quality system. It also covers the implementation of the identified corrective action and opportunities for improvement and the monitoring of their effectiveness.

Participate in HACCP

2 days

SMB Campus (Ballarat)

This program provides a fundamental knowledge of food safety hazards, HACCP principles and the preliminary steps to establishing an effective HACCP plan. It also addresses the links to Good Manufacturing Practices (GMP), sanitation and hygiene and quality.

Apply 5S procedures

4 hours

SMB Campus (Ballarat)

This program will enable you to eliminate ineffective activities, excess inventory, waiting and rework in your company. These are all elements of waste within an organisation and can contribute to poor performance, low morale, high costs and even poor safety. 5S is a business improvement process which Sorts through waste, Sets everything in order, Shines, Standardises and finally Sustains improvements. It is used in any part of the company from the office to the shop floor. Through understanding and executing 5S, companies have seen higher quality, lower costs, improved safety and better equipment reliability.

More Information

(03) 5327 8021 or info@ballarat.edu.au

Learn to become talent the industry applauds.



Theatre Arts

Certificate IV in Theatre Arts

1 year full-time

Camp Street Campus (Ballarat),
SMB Campus (Ballarat), and a variety
of workplace settings

Outline

This program trains you to create new performance, and to develop, manage and market performances for festivals, events and small theatre companies. This is a program designed to prepare graduates for professional work as creators of their own work, performers, workshop leaders and project managers in a variety of settings including festivals, small theatre companies, theatre for schools, community events and performance projects. Students can progress to the Diploma of Theatre Arts in a second year of study. The program is supported by the professional theatre industry and is accredited under the Victorian Qualifications Authority Act.

Career Opportunities

- Enter the workforce as multi-skilled theatre workers
- Create, perform, publicise and tour your own performances and plays
- Create and market performance events for festivals and events
- Move into further study by completing the Diploma of Theatre Arts and a Bachelor of Arts - involving a further period of study.

Application Method

VTAC Application (full-time)
VTAC Code: 74871 – VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Entry is by interview and workshop/audition. Successful completion of VCE is not a requirement, but would be advantageous.

Extra Requirements

In October all applicants must contact the number listed under 'More Information' for information regarding an interview/workshop.

More Information

(03) 5327 8656 or info@ballarat.edu.au

Theatre and Festival Performance

Diploma of Theatre Arts

2 years full-time. This program has a
Certificate IV exit point at the end of Year 1.

Camp Street Campus (Ballarat), SMB
Campus (Ballarat), and a variety of
workplace settings

Outline

This program trains you to create new performance, and to develop, manage and market performances for festivals, events and small theatre companies. The Diploma of Theatre Arts is a program designed to prepare graduates for professional work as creators of their own work, performers, workshop leaders and project managers in a variety of settings including festivals, small theatre companies, theatre for schools, community events and performance projects. The program is supported by the professional theatre industry and is accredited under the Victorian Qualifications Authority Act.

Career Opportunities

- Enter the workforce as multiskilled theatre workers
- Create, perform, publicise and tour your own performances and plays
- Create and market performance events for festivals and events
- Move into further study by completing a Bachelor of Arts - involving a further period of study.

Application Method

VTAC Application (full-time)
VTAC Code: 74871 – VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Entry is by interview and workshop/audition. Successful completion of VCE is not a requirement, but would be advantageous.

Extra Requirements

In October all applicants must contact the number listed under 'More Information' for information regarding an interview/workshop.

More Information

(03) 5327 8656 or info@ballarat.edu.au

Visual Arts

Diploma of Visual Art

2 years full-time or part-time equivalent

Camp Street Campus (Ballarat), Horsham
Campus, SMB Campus (Ballarat).

Outline

This program addresses the specific knowledge and skills required to undertake work as a visual artist who works independently or within specialised organisations. The qualification includes courses of competency that address the skills and knowledge required by industry to encompass the 6 visual art specialisation areas. It also includes courses within the qualification that address the business requirements, business promotion, drawing skills and research and analysis which are common to all visual art specialisations.

Career Opportunities

- An independent visual artist's responsibilities may include:
- Producing work for exhibition or sale in commercial or public galleries, community spaces or publication on the internet

- Taking part in community art projects
- Working as artists in residence
- Teaching or presenting at art schools, forums and conferences in visual art related areas
- Researching business opportunities
- Establishing legal requirements, managing finances and promoting their business

Application Method

VTAC Application (full-time)
VTAC Code: 74151 - VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

You will be required to show skill in drawing skills; use of themes, media and approaches in art work; and detail and originality. This may be done through a range of means such as a portfolio of work, an interview, education record, etc.

You need to demonstrate the literacy and numeracy skills required to undertake a diploma level qualification. The literacy and numeracy competencies should be equivalent to National Reporting System (NRS) Level 4. www.nrs.dest.gov.au

All Applicants must provide a portfolio of recent work.

Extra Requirements

Students seeking a place in this program should phone the number listed below to arrange an appointment for an interview/ folio presentation.

More Information

(03) 5327 8656 or info@ballarat.edu.au

Ceramics

Diploma of Ceramics

2 years full-time or part-time equivalent

SMB Campus (Ballarat)

Outline

This program addresses the specific knowledge and skills required to undertake work as a ceramicist who works independently or within specialised organisations. The qualification includes courses of competency that address the creative and technical skills and knowledge required by industry. It also includes courses that cover OHS, sustainability, business requirements and promotion and project management.

Career Opportunities

You will be qualified to work in your own studio (full-time or part-time); gain employment within the ceramics industry, with production potters, or with retail galleries; or pathways to Higher Education study.

Application Method

VTAC Application (full-time)
VTAC Code: 74081 - VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; Non-Year 12 students will be selected on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English-speaking background.

Extra Requirements

In October all applicants must contact the number listed under 'More Information' for information regarding interviews and presentation of folios during November. All applicants are required complete the Diploma of Ceramics - Application Proforma is available at: www.ballarat.edu.au/apply

More Information

(03) 5327 8656 or info@ballarat.edu.au

Graphic Design

Advanced Diploma of Graphic Design

2 years full-time. Part-time study will be considered.

Camp Street Campus (Ballarat)

Outline

This program addresses the specific knowledge and skills required to undertake work as a graphic designer. The qualification includes courses of competency that address the creative and technical skills and knowledge required by industry. It also includes courses that address business requirements and promotion, drawing skills and research and analysis.

Career Opportunities

You will be qualified for such positions as Graphic Designer, Finished Artist, Website Designer and others.

Application Method

VTAC Application (full-time)
VTAC Code: 74251 - VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE; Non-Year 12 students will be selected on the basis of previous life experience, work history and educational background. Program entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English-speaking background.

Extra Requirements

In October all applicants must contact the number listed under 'More Information'

for information regarding interviews and presentation of folios during November. Late applications may apply by contacting the number listed below.

More Information

(03) 5327 8656 or info@ballarat.edu.au

Lighting, Sound and Audio Visual

Advanced Diploma of Live Production, Theatre and Events (Technical Production)

2 years full-time

SMB Campus (Ballarat)

Outline

This is a program for people who are committed to becoming versatile and skilled workers in the entertainment industry. During the first year you will learn how to operate, and supervise the use of a wide range of sophisticated lighting, sound and vision equipment. The second year of the program allows you to develop these skills while learning how to manage a range of events. Each second year student will do several industry placements. You will have access to the three fully equipped theatres as well as digital and analogue sound studios, offline lighting editors, vision mixers and editors, computer labs and full production facilities. Classes are intensely practical. Much of the teaching and learning will take place during a series of live performances where all operational and management positions are undertaken by students. All staff have a wealth of industry and teaching experience, and a number of practising professionals will be called upon to pass on their skills.

Career Opportunities

Typical career paths include Lighting Technician, Lighting Desk Operator, Follow Spot Operator, Sound Technician, Sound Mixer, Av Technician, Stage Manager, Duty Technician, Technical Supervisor, Production Manager, Event Manager, Tour Manager, and Venue Manager.

Application Method

VTAC Application (full-time)
VTAC Code: 74091 - VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Entry is by interview and workshop/ audition. Successful completion of VCE is not a requirement, but would be advantageous.

Extra Requirements

In October all applicants must contact the number listed under 'More Information' for information regarding an interview/ workshop. Late applications may apply by contacting the number listed below.

More Information

(03) 5327 8656 or info@ballarat.edu.au

Music Performance

Advanced Diploma of Music

2 years full-time. This program has a Certificate IV exit point at the end of Year 1.

Camp Street Campus (Ballarat); SMB Campus (Ballarat)

Outline

This program prepares students for the challenges of a career in music through innovative teaching and the development of music performance, technology and business skills. This program is nationally accredited, and provides graduates with qualifications that are recognised Australia-wide. The main focus is on performance, composition and technology, including individual tuition, regular band workshops, live internet broadcasts, production of original music, band and ensemble performance experience, theory, aural and keyboard training, Pro-Tools and Reason 3. Students are provided with DVDs of their performances. Any instrument is acceptable, including voice, within the styles of jazz and popular music. Popular music incorporates the many styles that emerged in the 20th century from African-American roots. This program has the flexibility to allow students to pursue their own tastes in popular styles and original composition/production. The program provides a solid introduction to music technology including Reason, Pro-Tools. The facilities available to students include an up-to-date digital recording studio utilising hard disk (Pro-Tools) and ADAT recording.

Career Opportunities

The recording industry, live performance, teaching, songwriting and music for theatre, film and other media. The technological training provided in this program also provides a broad base for later specialisation.

Application Method

VTAC Application (full-time)
VTAC Code: 74221 – VGF
OR Direct Application (part-time). Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE is not a requirement, but would be advantageous. Musicians need to demonstrate an understanding of the program and have the facility on their instrument equivalent to two to three years of lessons, as well as a basic understanding of theory, scales, chords and aural skills. Please note that there are quotas on some instruments.

Extra Requirements

In October all applicants must contact the number listed below to arrange an interview/audition, and complete the Music Performance/Composition Application.

More Information

(03) 5327 8656 or info@ballarat.edu.au

Music Theatre

Bachelor of Arts (Music Theatre)

3 years full-time

Camp Street Campus (Ballarat)

Outline

This degree seeks to develop multi-skilled performers for professional music theatre. The aim of the program is to provide a context for the simultaneous development of skills in singing, acting and dancing. The student is encouraged to create new work and explore the history and theoretical basis of contemporary music theatre. Subjects include: Singing, Acting, Dancing, Music Theatre Studio, Music Theory and Critical Studies. Studio and public performances occur at each level of the program.

Career Opportunities

Graduates may work in musicals, concerts, cabarets, touring shows, commercial productions of theatre and music theatre, workshops for new works, voice-over and corporate video. If teaching is a career option, a sequence of four dance courses, undertaken as part of the degree program form the basis of a 2nd discipline for Drama/ Dance teaching entry to a B.Ed program.

Application Method

VTAC Application
VTAC Code: 37341 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE with minimum ATAR requirements; interstate or overseas equivalent; or mature age entry.

Extra Requirements

You should obtain an application for Audition Pro-forma and details of extra requirements from www.ballarat.edu.au/artsacademy

Completed forms should be returned to the Arts Academy. Upon receipt of the completed form, together with a \$50.00 audition fee, the Arts Academy will advise applicants of an audition time for October/ November. Applicants who fail to carry out these requirements may not be considered for selection. Late applicants must telephone or email before applying.

More Information

(03) 5327 8606 or info@ballarat.edu.au

Acting

Bachelor of Arts (Acting)

3 years full-time

Camp Street Campus (Ballarat)

Outline

This degree offers focused theatre study, allowing the student to develop skills and gain the techniques needed to become a professional actor. Classes are taught

by respected artists and teachers, ensuring that the perspective gained by emerging performers is relevant, rigorous and contemporary. As a student you are encouraged to explore existing repertoire and new work. The program is underpinned by a philosophy of blending practice with theory, incorporating workshops, rehearsal and research. Subjects include: Voice, Dance, Acting (for theatre and film), Performance Studio and Critical Studies. Studio and public performances occur at each level of the program.

Career Opportunities

Graduates may work in established theatre companies, playing roles in film and television, developing self-generated work, voice over corporate videos, issue-based theatre and teaching. If teaching is a career option, a sequence of four dance courses, undertaken as part of the degree program form the basis of a 2nd discipline for Drama/ Dance teaching entry to a B.Ed Program.

Application Method

VTAC Application
VTAC Code: 37241 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE with minimum ATAR requirements; interstate or overseas equivalent; or mature age entry.

Extra Requirements

You should obtain an application for Audition Pro-forma and details of extra requirements from www.ballarat.edu.au/artsacademy
Completed forms should be returned to the Arts Academy. Upon receipt of the completed form, together with a \$50.00 audition fee, the Arts Academy will advise applicants of an audition time for late November. Applicants who fail to carry out these requirements may not be considered for selection. Late applicants must telephone or email before applying.

More Information

(03) 5327 8606 or info@ballarat.edu.au

Visual Arts – Fine Arts

Bachelor of Visual Arts (Fine Arts)

3 years full-time or part-time equivalent

Camp Street Campus (Ballarat)

Outline

This program integrates studies in a range of specialist studio disciplines and Art Theory.

During the first year of the academic program students are introduced to a range of activities focussed on providing a breadth of experience and skills building. The first year is structured so that a student will undertake courses in both Two Dimensional and Multi Dimensional studios as well as Drawing, Digital Art and the History and Theory of Art and Design.

In this academic program the learning may take place in a studio or workshop, lecture, tutorial, library, gallery or any other learning setting, on or off campus.

The structure in the second year involves further in-depth studies in Drawing, Digital Art and the History and Theory of Art and Design. In the Studio Art Practice courses students will gain further experience in a range of media although with an increased emphasis on self-initiating projects.

In the third year of the program students will be required to propose a self-directed project incorporating research and contemporary art practice. This project will be supported by staff from a number of specialist studios. Students will be able to work in, or across, the different studios as their individual projects demand. Additionally in third year students also undertake a course in Professional Arts Practice.

Career Opportunities

Graduates work as professional artists, graphic designers, curators, gallery staff, teachers, commercial potters, community arts advisors, arts administrators and often as innovators building their own businesses.

Application Method

VTAC Application
VTAC Code: 37261 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 - one of Studio Arts, Art, Media, Visual Communication and Design; interstate or overseas equivalent or mature age entry.

Extra Requirements

You should obtain an application for Interview Pro-forma and details of extra requirements from www.ballarat.edu.au/artsacademy

At the interview applicants are expected to present the following:

- a comprehensive folio of their work in a variety of media
- records of academic progress results
- references
- a written statement about their work and ambitions. (maximum 250 words)

Selection is determined by the perceived potential of the student, motivation and reason for study within the field as well as previous experience in the Visual Arts.

Folio work should be representative of the individual's ideas and abilities. Qualities of importance are: originality, innovation, imagination, experimentation and competence in the basic skills associated with visual arts (evidence of drawing skills should be included). In general, students should submit selected samples of completed works and relevant sketchbook materials.

More Information

(03) 5327 8605 or info@ballarat.edu.au

Visual Arts – Graphic Design/Multimedia

Bachelor of Visual Arts (Graphic Design/Multimedia)

3 years full-time or part-time equivalent

Camp Street Campus (Ballarat)

Outline

Successful completion of this program will give you the foundation, knowledge and skills to:

- display creativity, originality and imaginative thinking
- develop as a self-directed learner, displaying initiative in the formation of ideas and confidence in constructing personal responses
- develop technical skills in a Macintosh environment with industry standard hardware such as printers, cameras, scanners and illustration monitors
- develop expertise in industry standard design software, including print design, video editing and animation software
- demonstrate clarity of thinking and concepts
- understand and develop the knowledge, attitudes and skills to allow artists to respond to community needs, and
- possess the ability/discipline to work in a studio environment.

Career Opportunities

As a Graduate you will be prepared for employment opportunities in a wide variety of fields in Graphic Design/Multimedia. Graduates are employed in a number of local, interstate and overseas design studios in areas as diverse as fashion, multimedia, packaging, publishing, in both small design studios and large advertising agencies.

Graduates can also enter other fields such as Teaching; however, further studies are required.

Application Method

VTAC Application
VTAC Code: 37421 – CSP
Please refer to page 6 for further information.

Entry Requirements

Successful completion of VCE including prerequisites Units 3 and 4 - one of Studio Arts, Art, Media, Visual Communication and Design; interstate or overseas equivalent or mature age entry.

Extra Requirements

You should obtain an application for Interview Pro-forma and details of extra requirements from www.ballarat.edu.au/artsacademy

At the interview applicants are expected to present the following:

- a comprehensive folio of their work in a variety of media
- records of academic progress results
- references

- a written statement about their work and ambitions. (maximum 250 words)

Selection is determined by the perceived potential of the student, motivation and reason for study within the field as well as previous experience in the Visual Arts.

Folio work should be representative of the individual's ideas and abilities. Qualities of importance are: originality, innovation, imagination, experimentation and competence in the basic skills associated with visual arts (evidence of drawing skills should be included). In general, students should submit selected samples of completed works and relevant sketchbook materials.

More Information

(03) 5327 8605 or info@ballarat.edu.au

Creative Arts – Honours

Bachelor of Creative Arts (Honours)

1 year full-time or part-time equivalent

Camp Street Campus (Ballarat)

Outline

This is a studio-based program which provides a fourth year of intensive study that introduces the student to formal research in the Creative Arts. Candidates will participate in a tutorial/seminar program involving discussion and criticism relating to research issues in the Creative Arts.

Career Opportunities

Graduates work as professional artists and performers, graphic designers, within the creative arts industries more broadly, and as consultants to the arts industry, government bodies and general industry.

Application Method

Direct Application. Please refer to page 6 for further information.

Entry Requirements

You must have completed an undergraduate degree in a relevant field of study or a comparable degree, with a distinction average in the final year of study.

Extra Requirements

- All applicants for Honours must also submit a 300 word (minimum) research proposal, (with a bibliography) outlining practical and theoretical concerns appropriate to the research project.
- Applicants will be required to attend an interview and portfolio presentation or audition.
- Interstate and overseas Visual Arts applicants should forward ten slides (or multimedia presentation) of their recent art works together with a typed proposal, at the time of application. Alternative arrangements will be made for Performing Arts applicants.

More Information

(03) 5327 8605 or info@ballarat.edu.au

Higher Degrees by Research

Master of Arts

Minimum 1 ½ years full-time
or part-time equivalent

Camp Street Campus (Ballarat)

Outline

This program provides you with an opportunity to pursue research in the Creative Arts. The program provides for creative research outcomes evidenced as follows:

- The studio component is the practical, discipline specific investigation that is examined by an exhibition or performance;
- The practical studio investigation is supported by an exegesis of no less than 10,000 words, which explains, elaborates or illuminates the practical studio component and provides the critical and theoretical context.

You will work under the guidance of a principal supervisor appointed by the Research and Higher Degrees Committee on the recommendation of the School.

Career Opportunities

Career opportunities are available within the Visual and Performing Arts Industries as professionals in the chosen field of expertise. Additionally, work may be found in related fields such as public and commercial gallery curation, teaching, arts administration, and theatres.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a four year Honours Bachelor degree, or Degree with Honours, at least second class honours level, that included a dissertation demonstrating the ability to undertake research at Masters level; or
- (b) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Doctor of Philosophy

3 years full-time or part-time equivalent

Camp Street Campus (Ballarat)

Outline

The program is divided into two basic components and provides for creative research outcomes evidenced as follows:

- Studio Practice: practical studio investigation that is examined by exhibition
- Theoretical: a written exegesis of no less than 20,000 words that explains, elaborates or illuminates this studio component.

Career Opportunities

Opportunities are available within the Visual Arts industry sector as professionals in the chosen field of expertise. Additionally, related fields such as public and commercial gallery curation, teaching and arts administration may also be available.

Application Method

Research and Graduate Studies Application. Please refer to page 6 for further information.

Entry Requirements

To be eligible you must

- (a) have graduated with or qualified for a Masters degree, a four year Honours Bachelor degree, or Degree with Honours at first class or second class, upper division that included a dissertation demonstrating the ability to undertake research at PhD level; or
- (b) have been enrolled for a Masters degree by research and have completed research which is assessed by the Academic Board as demonstrating the capacity to undertake research at PhD level; or
- (c) hold qualifications and/or have demonstrated skills, experience, research, or publications which are assessed by the Academic Board as being at least equivalent to or as a satisfactory substitute for any of the qualifications prescribed above.

You would also be expected to have professional experience and expertise in a Visual Arts field deemed equivalent to an academic qualification at Honours level.

Extra Requirements

All applicants must attend an interview to present and discuss their research proposal and submit a portfolio of recently undertaken artworks for scrutiny by the interview panel.

More Information

(03) 5327 9508 or info@ballarat.edu.au

Learn to be hands-on in a range of careers.



UB Tec

UB Tec is an exciting option for senior secondary education in Ballarat. It provides accredited, hands-on learning for Year 11 and 12 students in an adult learning environment. UB Tec students will be enrolled as students of the University of Ballarat.

The UB Tec Program

UB Tec courses are provided through the Victorian Certificate of Applied Learning (VCAL), which is a Victorian Government accredited Senior Secondary Certificate. Students may commence their study at UB Tec in either Intermediate or Senior VCAL depending on past results and experience.

The flexibility of the UB Tec programs enables students to undertake a hands-on program including the following four compulsory VCAL strands: Work-Related Skills, Literacy and Numeracy Skills, and Personal Development Skills.

Industry specific skills

The UB Tec program includes industry specific courses from nationally recognised VET certificates. The range of industry areas is extensive and may include options outside of the UB Tec listed offerings. A School Based Apprenticeship is another option for students. Students are required to complete a VET certificate in order to undertake the VCAL certificate.

Industry areas*

- Automotive Technology
- Community Services
- Engineering
- Hairdressing
- Health Services
- Integrated Technology
- Media
- Plumbing
- Ticket to a Trade - Building and Construction

*Subject to demand. Individual industry interests in some cases can be negotiated. Prospective students should speak directly with UB Tec staff about their specific industry interests.

Who is eligible?

UB Tec is funded by the Victorian State Government and students who have completed Year 10, are less than 20 years of age and who have not completed Year 12 are eligible for enrolment at UB Tec.

More information

UB Tec
Technical Education Centre
University of Ballarat
Phone: 03 5327 8386
Fax: 03 5327 8338
Email: info@ballarat.edu.au
Web: www.ubtec.ballarat.edu.au

UB Tec
Hands-on careers *start here*

Western Campuses

The following programs are available to study at one of our Western Campuses in Ararat, Horsham or Stawell.

Anatomy & Physiology (Horsham)
Construction (OH&S Induction) (Horsham)
Farm Chemical Training (Horsham)
First Aid Level 1 - Emergency Life Support (Ararat, Horsham, Stawell)
First Aid Level 2 - Provide First Aid (Ararat, Horsham, Stawell)
Follow Workplace Hygiene Procedures - Short Course (Horsham, Stawell)
Implement Food Safety Procedures - Short Course (Horsham, Stawell)
Installation of Grid Connect Photovoltaic Systems - Short Course (Horsham)
Medicines Administration for the Enrolled Nurse (Horsham)
Perform CPR (Ararat, Horsham, Stawell)
Portable Appliance Safety Testing (Horsham)
Real Estate Agent's Representative (Ararat, Horsham, Stawell)
Responsible Service of Alcohol - Short Course (Horsham, Stawell)
Restricted Electrical Licence (Horsham)
Welding Certificate (AS 1796, Cert 1-9) (Ararat, Horsham)
Certificates in Spoken and Written English (Ararat, Horsham, Stawell)
Certificate I in Information Technology (Ararat, Horsham, Stawell)
Certificate I in Transition Education (Stawell)
Certificate I in Work Education (Ararat, Horsham, Stawell)
Certificate II Automotive Mechanical- Air Conditioning (Horsham)
Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating) (Horsham)
Certificate II in Hairdressing (Horsham)
Certificate II in Information Technology/Certificate II in Business (Ararat, Horsham, Stawell)
Certificate II in Retail - Traineeship (Horsham)
Certificate II in Wool Handling (Ararat, Horsham)
Certificate III in Aged Care Work/Certificate III in Home and Community Care (Horsham)
Certificate III in Agriculture (Poultry Production) - Traineeship (Horsham)
Certificate III in Automotive Mechanical Technology - Heavy Vehicle Road Transport (Horsham)
Certificate III in Automotive Mechanical Technology - Light Vehicle (Horsham)
Certificate III in Automotive Mechanical Technology-Heavy Vehicle Mobile Equipment (Horsham)
Certificate III in Automotive Sales - Parts Interpreting (Horsham)
Certificate III in Automotive Sales - Vehicle (Horsham)
Certificate III in Business Administration (Ararat, Horsham, Stawell)
Certificate III in Business -Traineeship (Horsham)

Certificate III in Children's Services (Horsham)
Certificate III in Engineering - Fabrication Trade (Horsham)
Certificate III in Financial Services (Accounts Clerical) (Ararat, Horsham, Stawell)
Certificate III in Hairdressing (Horsham)
Certificate III in Horticulture - Apprenticeship (Horsham)
Certificate III in Hospitality (Commercial Cookery) - Apprenticeship (Stawell)
Certificate III in Information Technology (Horsham)
Certificate III in Racing (Trackrider) (Horsham)
Certificate IV in Aged Care (Horsham)
Certificate IV in Business Administration (Ararat, Horsham, Stawell)
Certificate IV in Engineering (Horsham)
Certificate IV in Financial Services (Accounting) (Ararat, Horsham, Stawell)
Certificate IV in Frontline Management (Ararat, Horsham, Stawell)
Certificate IV in Frontline Management – Traineeship (Horsham)
Certificate IV in Information Technology (General) (Horsham)
Certificate IV in Project Management (Horsham, Stawell)
Certificate IV in Racing (Racehorse Trainer) (Horsham)
Certificate IV in Small Business Management (Ararat, Horsham, Stawell)
Certificate IV in Training and Assessment (Horsham)
Diploma of Accounting (Horsham)
Diploma of Business Administration (Ararat, Horsham)
Diploma of Children's Services (Early Childhood Education & Care) (Horsham)
Diploma of Engineering - Advanced Trade (Horsham)
Diploma of Human Resources Management (Ararat, Horsham, Stawell)
Diploma of Management (Ararat, Horsham, Stawell)
Diploma of Management/Diploma of Human Resources (Horsham, Stawell)
Diploma of Marketing (Ararat, Horsham, Stawell)
Diploma of Nursing (Enrolled/Division 2 nursing) (Horsham)
Diploma of Nursing (Enrolled/Division 2 nursing) - Traineeship (Horsham)
Diploma of Project Management (Horsham, Stawell)
Diploma of Racing (Racehorse Trainer) (Horsham)
Diploma of Visual Art (Horsham)
Fast>>Track Advanced Diploma of Management (Ararat, Horsham, Stawell)
Advanced Diploma of Management (Human Resources) (Ararat, Horsham, Stawell)
Advanced Diploma of Marketing (Ararat, Horsham, Stawell)

2011 ATAR Scores

Program	Course Code	2011 minimum cut-off
Campus: Mt Helen		
Applied Science	37101	50.9
Arts	37301	40.75
Arts/Education	37351	50.3
Arts/Professional Writing & Editing	37171	RC
Biomedical Science	37041	56
Business	37131	46.85
Business Info Systems	37271	77.9
Business Information Systems/Management	37321	n/a
Commerce	37401	46.65
Commerce/Management	37021	46.25
Computer Games	37061	55.3
Education (Early Childhood)	37431	50.4
Education (P-6) or (P-10)	37251	50.15
Engineering	37451	50.05
Exercise & Sport Science	37651	55.55
Food Science and Technology/Management	37121	n/a
Information Technology	37941	46.15
Information Technology (Assoc Degree)	37141	40.4
Information Technology (Professional Practice)	37201	70.65
Information Technology (Software Engineering)	37491	n/a
International Studies	37281	58.8
Management	37601	47.65
Mathematical Sciences	37111	n/a
Mathematical Sciences/Education	37311	77.05
Nursing	37551	50.4
Physical Education	37751	55.05
Psychology	37221	48.8
Rural Social Welfare	37011	RC
Science	37001	50.75
Science/Education	37331	52.2
Sport Management	37091	50.05
Sport Management/Business	37411	56.65
Technology Management	37031	n/a
Visual Arts/Education	37441	RC
Campus: Horsham		
Education (Early Childhood)	37471	52.8
Nursing	37191	48.5
Campus: Camp St		
Acting	37241	RC
Music Theatre	37341	RC
Visual Arts (Fine)	37261	RC
Visual Arts (Graphics/Multimedia)	37421	RC

RC = Range of Criteria

n/a = less than five Round 1 Year 12 offers made

Minimum entrance score information is historical and should only be used as a guide for minimum entrance requirements for the coming academic year. Because demand is not predictable it is possible that the minimum for next year will vary from what is published. For information contact UB on 1800 811 711.

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