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We believe that people thrive in environments where opportunity and ambition meet, so when you walk through the doors at Careers Australia, you don’t just step into a classroom.

You step into a community - one that is going to help change your life. You are joining a group of over 14,000 students and the opportunities and connections you encounter will be some of the most valuable you will experience.

We are a modern, dynamic education institution and one of the largest private institutes in Australia. With training centres throughout Australia, our facilities are world class and our staff are experts in their field. Comprehensive theory written by people with real life experience and industry connections, means you have more opportunities than you may have thought possible.

With strong links to business, valuable partnerships with industry groups and universities, we can help create pathways to your future success.

It is your success that is important to us - not just your success in your course, but your long term educational and career success.

We provide courses that equip you with industry-leading skills and offer academic and financial support if you need it. Studying with us can create a pathway into a new career, a promotion or higher educational opportunities.

Our courses are flexible and designed to suit your education level and lifestyle. Your journey towards a successful career starts here.

So join us at Careers Australia. Where Doors Slam Open.

Patrick McKendry
Managing Director/CEO
Whether you’re working towards that dream job, have your heart set on a trade, or want to kick-start your career - doors slam open with Careers Australia.

Studying with Careers Australia creates your pathway to a great career and helps you fulfil personal goals and achieve success in your workplace.

When it comes to training, studying with Careers Australia is the smart choice because of our strong links with industry, hands-on educators, and access to internships and employment opportunities.

With more than 80 courses offered in Business and Management, Building and Construction, Engineering, Hospitality, Nursing, Healthcare and Community Services, as well as industry specific short courses in First Aid, Hospitality, Construction and Business, there is no limit to your employment prospects with Careers Australia.

Your ambition, combined with Careers Australia’s student focussed training and range of courses, will help open the door to new opportunities in work and life.

1. We have flexible delivery modes and training locations across Australia

At Careers Australia you will join 14,000 domestic and international students studying online or at one of our sixteen training locations across five states including in Queensland, New South Wales, Victoria, South Australia and Western Australia.

2. We support you throughout your study

Your experience at Careers Australia is important to us. Our Student Support Services, Industry Placement and Student Support Counsellors provide support and guidance to help you reach your personal and career goals.

3. We offer a wealth of resources

By studying with Careers Australia you have access to state of the art facilities and learning resources including clinical and computer labs. Our teaching equipment, full campus WiFi, library and e-learning resources, are designed to mirror your real life career experiences.

At Careers Australia we are passionate about innovation and continuous improvement. Our industry collaboration, programs and resources are kept at the cutting edge so you are best prepared for your successful future.
We offer expert trainers and educators
To make sure that you receive the best training and education, our educators are as passionate about teaching as you are about learning. They have the qualifications and hands on field experience that sets Careers Australia apart. We partner outstanding educators with industry leading learning materials and methods, so you get the skills you need to be job ready.

We offer a wide range of nationally recognised courses and training across a variety of disciplines
Your training could be an Apprenticeship or a Traineeship. You could study for a Certificate in Aged Care, Automotive, Business and Management, Building and Construction, Community Services, Counselling, Engineering, Finance, Hospitality, or Nursing.

We have developed flexible courses
Our regular start dates mean you have the flexibility to start studying when it best suits you. Our courses vary in duration, from one day to two years, so the right course combination is easy to create.

We teach programs that are constantly evolving
At Careers Australia, our program’s additional articulation pathways continue to be negotiated to enable you to have a seamless transition into the university of your choice. Having job-focused qualifications also creates opportunities to gain more relevant and better-paid part-time work for those students who do not meet university entry requirements.

We offer courses that provide practical experience
Your experiences are valuable, they shape your world and your career. At Careers Australia, we make sure you gain practical know-how by putting you in real world industry settings. Many of our courses include work experience in a business related to your study, so you can practice your skills and build links with your industry before you even graduate.

We have strong industry links
We know you are motivated to start your career with practical skills as soon as you can. Our links to industry mean we develop courses that deliver the skills and experience that companies want team members to have. Links with over 3,000 organisations across Australia give you valuable industry knowledge, internship and employment opportunities.

We are your pathway to further education
Your study with Careers Australia might provide the launching platform to further education, rather than a career. With study techniques and disciplines developed in small classes, in a self managed, mature environment, the specialised attention you get from our educators gives you a head start to university success.

Our partnerships with Australian universities and other educational institutions give Diploma graduates recognition for the education and training you have already completed.

Starting university after studying with Careers Australia could mean superior study skills, a semester of credit and a better chance at successful university study.
University entry and articulation

Careers Australia has articulation arrangements with a number of universities across Australia. Students who successfully complete a Diploma may be eligible for up to one year of credit in a related degree through a system of credit transfer at selected Australian universities.

Please visit our website to view the current list of articulation arrangements.
Study Online

At Careers Australia, online education gives you the opportunity to reach your goals in a way that fits in with your life.

- Study from your own home – no matter where that is
- Study at times that suit you
- Keep your day (or night) job
- Switch to on-campus or back to online study if your situation changes
- Studying the same courses with the same educators and trainers as on-campus students.

Everything we have learned from our on campus and workplace delivery, we have put into our online courses, including outstanding support from our passionate educators.

Our courses can accommodate even the busiest of lives. Careers Australia educators stay up-to-date with the constantly changing face of industry, and our courses have been developed so you can make the most of your learning experience.

As one of Australia’s leading providers of Vocational Education and Training online, no matter where you live, we will do our best to keep you connected to your future ambitions.

VET in Schools Program

Vocational Education and Training (VET) in Schools offers practical and hands on education that is designed to meet the needs of industry and maximise student career pathway opportunities and employment outcomes.

The VET in Schools initiative provides you with the right skills and knowledge to enter a specific career or industry, while giving you the flexibility of having courses delivered online, in person or a blended model.

Our courses provide a solid foundation of skills, knowledge and experience that can articulate to a range of employment options in a specific career or industry. If a pathway to university is what you seek, our Certificate III and IV courses result in selection rankings and OP equivalency – opening the door to further education.

Our close relationships with industry mean that you could have the opportunity to undertake practical work experience with some of the biggest employers in their field.

To find our more, please contact VET_in_Schools@careersaustralia.edu.au
Student Support Services
A great study experience means successful study outcomes. At Careers Australia, Student Support Services is here to help you create the best learning experience to achieve your goals. The team can assist you with administrative assistance, time management, resume and interviewing skills and career guidance.

Personal Support
Careers Australia understands that you may need to talk to someone for reasons other than study.

Student Support Counsellors are on hand to offer you confidential support and counselling, to help you cope with any personal or study based challenges. They can also liaise with trainers and educators on your behalf and provide referral information for ongoing support.
Careers Australia delivers courses online, in workplaces and at 16 campuses across the country.

From Townsville in north Queensland, to Melbourne in the south and Perth in the west, and all over the nation through our industry leading online classrooms, your education success is closer than you think with Careers Australia.

Queensland
Bowen Hills
Burleigh
Caboolture
Fortitude Valley
Nerang
Salisbury
Southport
Townsville
Toowoomba

New South Wales
Sydney
Newcastle
Parramatta

South Australia
Adelaide
Hindmarsh

Victoria
Melbourne

Western Australia
Perth
HOW TO
enrol
AT CAREERS
AUSTRALIA
Applying to study at Careers Australia is simple.

We accept direct enrolment for all courses, with the exception of Apprenticeships and Traineeships.

To enrol over the phone, please call 1300 887 696
Our team will talk you through the enrolment process over the phone. We’re here to help between 8am and 5pm Monday to Friday.

Visit the website careersaustralia.edu.au/enrol
You’ll find all the information you need to enrol into your course here.

What you’ll need to provide
✓ Personal information
✓ Tax file number
✓ Proof of Australian Citizenship

After you have enrolled
Once your enrolment has been accepted, you will receive confirmation of your enrolment and your Welcome Pack.

Your Welcome Pack will outline the following:
✓ The course in which you have been accepted
✓ The campus where you will be studying the course
✓ The start and finish date of the course
✓ The duration of the course
✓ The cost of the course
✓ The terms and conditions of enrolment
✓ The refund policy.
Study at Careers Australia gives you access to a range of government and industry funded schemes. This makes our education and training amongst the most accessible and affordable in the country.

Available funding and subsidies vary between courses, industries and states and is dependent on a number of personal factors. You can find more information on our website about what funding is available.

Fees

The fees associated with Careers Australia’s courses are dependent on the qualification and mode of study you would like to do. Visit our website at careersaustralia.edu.au for more information.

VET FEE-HELP

VET FEE-HELP is an income contingent loan scheme provided to eligible fee-paying students to help pay for part or all of their tuition fees. VET FEE-HELP enables you to begin studying without paying any upfront tuition fees.
How does it work?
The Australian Government pays the amount of the loan direct to Careers Australia. Students then repay the loan through the tax system once they reach the minimum income threshold.

Who is eligible for VET FEE-HELP?
To qualify for VET FEE-HELP whilst studying at Careers Australia you must be:

- undertaking study as a full fee-paying student in an approved VET FEE-HELP Diploma program;
- an Australian citizen; or
- a permanent Humanitarian Visa holder who is a resident in Australia for the duration of your study.

For more information about VET FEE-HELP call us on 1300 887 696, visit our website at careersaustralia.edu.au or refer to the Department of Education and Workplace Relations website at deewr.gov.au/vetfeehelp.
VOCATIONAL EDUCATION AND TRAINING (VET) TO higher education
Vocational Education and Training (VET) is an education framework that focuses on providing skills for work from secondary school to higher education.

All Vocational Education and Training qualifications delivered by Careers Australia create pathways from secondary school to higher education, and with over 200 nationally recognised qualifications across Australia, Careers Australia is sure to have a program that is right for you.

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<th>Duration</th>
<th>Academic Prerequisite</th>
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<td>Bachelor Degrees</td>
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<td>Certificates</td>
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Careers Australia can assist you in developing your existing skills in a range of industry occupations. Whether you are trade qualified, or looking to develop your skills to enter a new profession, Careers Australia has something to suit your needs and achieve your career goals.

Australian Qualifications Framework

The following information is in accordance with the Australian Qualifications Framework. This diagram is a guide to the structure of courses offered at Careers Australia. For specific course details and articulation pathways, refer to the course section within this guide.
CERTIFICATE I
A Certificate I course will equip you with the essential knowledge and skills required for initial work and provide a platform for further learning. You will be able to apply foundational cognitive, technical and communication skills to undertake defined routine activities and identify and report simple issues and problems. You will be able to demonstrate autonomy in highly structured and stable contexts.

CERTIFICATE II
A Certificate II course will equip you with the knowledge and skills for work in a defined context and provide a platform for further learning. You will be able to apply cognitive, technical and communication skills to undertake defined activities and provide solutions to a limited range of predictable problems. You will be able to demonstrate autonomy and judgement in structured and stable contexts.

CERTIFICATE III
A Certificate III course will equip you with technical, procedural and practical knowledge for work in a defined context and further learning. You will be able to apply a specialised range of methods, tools and information to complete routine activities and provide solutions to problems. You will be able to demonstrate autonomy and judgement and take limited responsibility in known and stable contexts within established parameters.

CERTIFICATE IV
A Certificate IV course will equip you with broad factual, technical and theoretical knowledge of a specific area or broad field of work and learning. Graduates at this level will be able to use their learnings to complete routine and non-routine activities and provide solutions to a variety of problems. You will be able to demonstrate autonomy, judgement and limited responsibility in known or changing contexts within established parameters.

DIPLOMA
A Diploma course is the highest level of study from a registered training organisation and will equip you with specialised knowledge and skills for skilled/paraprofessional work and designed to offer the student the most comprehensive skills and experience necessary to enter their chosen industry and a clearer path to further education at university. You can use your learnings to apply method and technologies to analyse information to complete a range of activities, provide solutions to complex problems and transmit information to others. You will demonstrate autonomy, judgement and defined responsibility in known or changing environments and with broad but established parameters.

APPROVED ARTICULATION PATHWAYS TO UNIVERSITY

ADVANCED DIPLOMA
Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning.

BACHELOR DEGREE
Graduates at this level will have broad and coherent knowledge and skills for professional work and/or further learning.
INDUSTRY LEADING TRAINING FOR A SKILLED WORKFORCE
At Careers Australia we work to support business and employee growth by providing workforce skills and delivering quality training and education.

We will work with you and your employer to help develop a training plan, deliver your training, assess your achievement of skills and issue you a nationally recognised qualification upon successful completion of your Apprenticeship or Traineeship.

We have the experience and the capacity to provide industry leading training to ensure students develop the skills and knowledge that employers require in order to help their business grow.

**APPRENTICESHIPS & TRAINEESHIPS**

Australian Apprenticeships cover approximately 600 vocations in traditional trades as well as a range of emerging careers in most sectors of business and industry.

Apprenticeships and Traineeships are competency based training programs that may be completed full time, part time or while at school. As nationally recognised qualifications, they combine time at work with campus or workplace training and provide entry-level training for new employees to build their career and employment aspirations.

**Careers Australia offers a large range of Apprenticeships and Traineeships, and there are two ways you can be employed as an apprentice or trainee:**

1. **You can be employed directly by a business.**
   The business will pay your wages and train you with the support of Careers Australia.

2. **You can be employed by a group training organisation.**
   A group training organisation will place you with different businesses to gain on-the-job experience. It will also pay your wages and organise your training with Careers Australia.

Careers Australia can provide you with the essential training required for the successful completion of your qualification. To get started in an Apprenticeship or Traineeship that is right for you, contact your Australian Apprenticeship Centre or visit australianapprenticeships.gov.au.

**Minimum requirements**

To be eligible to undertake an Apprenticeship or Traineeship you must fit the following criteria:

- be at least 15 years of age;
- be working in a permanent part time or full time capacity; and
- be an Australian citizen and a permanent resident of the state that you are seeking to obtain an Apprenticeship or Traineeship.

**School based Apprenticeships and Traineeships**

School based Apprenticeships or Traineeships allow you to work for an employer as a paid employee and undertake training towards a recognised qualification, whilst completing your secondary school studies. School based Apprenticeships combine high school study, training and paid work. On completion of year 12, you will receive your senior certificate and have trained towards a Certificate qualification in your chosen career, as well as being paid for your time spent working.
PRE-APPRENTICESHIP AND EMPLOYMENT PROGRAMS

Pre-apprenticeship and pre-employment programs are available for Certificate I, II and III qualifications and are an opportunity to trial a trade or vocation before you take the plunge and enter into one. These programs are nationally recognised opportunities that can lead to an Apprenticeship or Traineeship and create a point of difference which will help make you a more attractive potential employee and give you valuable industry time and experience.

How do they work?

Pre-apprenticeship Programs
Pre-apprenticeship programs provide entry into nationally recognised trade qualifications. They are generally structured to run for a period of 12 - 26 weeks and include technical trade training in a simulated training environment which you can then apply within the industry whilst undertaking vocational placement.

Pre-employment Programs
Pre-employment programs provide 4 - 6 weeks of nationally recognised training, including two weeks of vocational placement with an employer. Pre-employment programs allow you to complete or partially complete a Certificate I, II or III qualification, which may articulate into an Apprenticeship or Traineeship.

What are the benefits?
Australian Apprenticeships pathways can provide a range of benefits to you as well as your employer:

- entry level skills and the knowledge required to enter sustainable employment;
- improved job placement and numeracy skills related to employment in the trade sectors;
- basic skills for working in trade related industries;
- opportunity for employers to trial a potential apprentice or trainee;
- opportunity for you to promote yourself as a future apprentice or trainee to that employer; and
- up to 9 months credit towards an Apprenticeship or Traineeship.
### APPRENTICESHIPS AND TRAINEESHIP COURSES

At Careers Australia, Apprenticeships and Traineeships are offered nationally across a range of industry sectors and qualifications, including the following:

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<td>Certificate II</td>
<td>Automotive Servicing Technology</td>
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<tr>
<td>Certificate II</td>
<td>Automotive Underbody Technology</td>
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<tr>
<td>Certificate III</td>
<td>Automotive Light Vehicle – Apprenticeship</td>
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<tr>
<td>Certificate III</td>
<td>Automotive Heavy Vehicle – Apprenticeship</td>
</tr>
<tr>
<td>Certificate III</td>
<td>Automotive Underbody – Apprenticeship</td>
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<td>Diploma</td>
<td>Automotive Management – Post Trade</td>
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<td>Certificate III</td>
<td>Carpentry – Apprenticeship</td>
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<tr>
<td>Certificate IV</td>
<td>Building and Construction – Post Trade</td>
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<tr>
<td>Diploma</td>
<td>Building and Construction (Building) - Post Trade</td>
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### INDUSTRY SHORT COURSES

- Work Safely in the Construction Industry (*Construction Induction White Card*)
- Working at Heights/Basic Scaffolding

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<th>CIVIL CONSTRUCTION</th>
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<td>Electrotechnology (CareerStart)</td>
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<td>Certificate III</td>
<td>Civil Construction Plant Operations – Apprenticeship</td>
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<td>Certificate III</td>
<td>Civil Construction – Apprenticeship/Traineeship</td>
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<td>Certificate IV</td>
<td>Civil Construction Supervision – Post Trade</td>
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<tr>
<td>Diploma</td>
<td>Civil Construction Management – Post Trade</td>
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<th>ELECTRICAL, INSTRUMENTATION &amp; CONTROL</th>
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<td>Certificate III</td>
<td>Electrotechnology</td>
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<td>Certificate IV</td>
<td>Electrotechnology Systems Electrician – Apprenticeship</td>
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<tr>
<td>Certificate IV</td>
<td>Electrical Instrumentation – Specialist/Post Trade</td>
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### INDUSTRY SHORT COURSES

- Low Voltage Rescue/CPR Course

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<th>ENGINEERING</th>
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<td>Engineering – Mechanical Trade (Maintenance - Diesel Fitting)</td>
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<tr>
<td>Certificate III</td>
<td>Engineering – Mechanical Trade (Maintenance - Fitting and/or Turning)</td>
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<tr>
<td>Certificate III</td>
<td>Engineering Fabrication Trade – Apprenticeship</td>
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<tr>
<td>Certificate III</td>
<td>Engineering Fabrication Trade (Light Fabrication - Sheet Metal)</td>
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<tr>
<td>Certificate III</td>
<td>Engineering Fabrication Trade (Heavy Fabrication - Boilermaking) – Apprenticeship</td>
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<tr>
<td>Certificate IV</td>
<td>Engineering – Post Trade</td>
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<tr>
<th>HAIRDRESSING</th>
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<tr>
<td>Certificate III</td>
<td>Hairdressing</td>
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<th>HOSPITALITY</th>
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<td>Hospitality</td>
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<td>Certificate III</td>
<td>Hospitality</td>
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<td>Certificate III</td>
<td>Commercial Cookery</td>
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<th>REFRIGERATION &amp; AIR CONDITIONING</th>
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<td>Certificate II</td>
<td>Split System Air Conditioning</td>
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<tr>
<td>Certificate III</td>
<td>Refrigeration and Air Conditioning</td>
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<th>RAIL</th>
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<tr>
<td>Certificate II</td>
<td>Rail Operations</td>
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<tr>
<td>Certificate II</td>
<td>Rail Infrastructure</td>
</tr>
<tr>
<td>Certificate III</td>
<td>Rail Operations</td>
</tr>
<tr>
<td>Certificate III</td>
<td>Rail Infrastructure</td>
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### INDUSTRY SHORT COURSES

- Rail Induction Training One Track Training
- RISI Course
- Rail Safety Skills Set
- Safety Access to Rail Corridor (SARC)
Here at Careers Australia, courses are based on the practical application of skills and knowledge and delivered through a range of modes including face-to-face facilitation, independent learning, group based workshops, discussions and workplace training.

Please contact our Student Support Services team for more information.
01 Business & Management
02 Engineering & Trades
03 Healthcare & Community
04 Hospitality & Retail
Succeed in the world of business and management with a range of courses with Careers Australia.

A solid understanding of business services can make you a valuable asset to any organisation, across every industry and sector, anywhere in the world.

We have worked closely with industry to develop a range of modern and practical courses that provide employers and employees the core business skills and knowledge to achieve a high level of performance in the workplace. Our courses are designed to empower you, give you a competitive edge and job ready skills that you can apply immediately in the workplace.

Whether you’re looking for a promotion, wanting to gain new skills or at the very beginning of your career, you’ll be able to find a course that’s right for you. We offer Certificate, Diploma and Double Diploma courses in business, administration, accounting, training and assessment, human resources management, management and marketing.

At Careers Australia, we have the business or management course that can slam doors open for you.
At Careers Australia we offer a number of short courses in business and management that will provide you, or your employees, a quick and effective way to learn critical and specific skills that will improve confidence, effectiveness and efficiency in a business environment.

Please contact us on 1300 887 696 for further information on the short courses offered by Careers Australia.
The Certificate II in Business aims to equip students with the necessary work-ready skills, knowledge and confidence to function effectively in a business environment that requires cooperative team work, adherence to organisational goals and values and the acceptance of limited work responsibilities within a defined framework.

Course subjects include one core and eleven elective subjects that include communication in the workplace, deliver a service to customers, process and maintain workplace information, process mail, produce simple word processed documents and create and use spreadsheets.

Career Outcomes
+ Administration Assistant
+ Clerical Worker
+ Data Entry Operator
+ Desk Clerk
+ Office Junior
+ Receptionist

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate III in Business aims to equip students with the necessary work-ready skills, knowledge and confidence to assist in the day-to-day administration of a business including how to organise workplace information and priorities, and maintain financial records.

You will also gain an understanding of the internet and the computer programs necessary to maintain a small business.

Course subjects include one core and eleven elective subjects that include deliver and monitor a service to customers, provide workplace information and resourcing plans, create and use databases and produce desktop published documents.

Career Outcomes
+ Customer Service Advisor
+ Data Entry Operator
+ General Clerk
+ Payroll Officer

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate IV in Business aims to further the skills and broaden the knowledge of individuals who are already familiar with the basic day-to-day administration of a business.

This course will assist you to coordinate business resources, work effectively in a business unit, review and maintain a website, report on financial activity and implement and monitor WHS policies, procedures and programs to meet legislative requirements.

Course subjects include one core and nine elective subjects that cover areas that are relevant to an organisation’s business operations and the daily functions of an organisation.

Career Outcomes
- Accounts Clerk
- Customer Service Advisor
- E-Business Practitioner
- Legal Receptionist
- Medical Receptionist
- Office Administration Assistant

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate III in Business Administration is an intermediate level qualification designed for individuals employed or seeking employment in a variety of administration based roles.

Course subjects include two core and eleven elective subjects including maintaining financial records, processing payroll, handling customer complaints, creating electronic presentations, spreadsheets and databases.

Career Outcomes
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administrator

For up to date fee information, please refer to careersaustralia.edu.au
The Diploma of Business will provide you with a broad understanding of contemporary business practices and equip you with the knowledge and skills that will boost your business opportunities and employability.

This course also provides an excellent pathway into university, so if you didn’t get the results you needed, the Diploma of Business can fast track you there in just six months.

Course subjects include managing work priorities, professional development, workforce planning, risk, projects and budgets, identifying marketing opportunities and planning market research.

Career Outcomes
+ Business Administrator
+ Business Development Officer
+ Human Resources Officer
+ Marketing Assistant
+ Recruiter
+ Project Coordinator

ENTRY REQUIREMENTS
- Minimum 16 years of age
- Study skills assessment for basic literacy and numeracy

COURSE CODE BSB50207

STUDY MODE

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The Diploma of Management is designed to increase your skills as a leader by giving you the core tools required to manage others and add value to your organisation.

It focuses on developing the practical skills required to manage real-life work situations, the strategic and operational skills needed for success in today’s competitive business world and will give you the confidence to take a business to the next level.

Course subjects include managing work priorities, professional development, workforce planning, risk, projects, people performance and recruitment selection and also ensuring team effectiveness and implementing continuous improvement.

Career Outcomes
+ Project Coordinator
+ Project Manager
+ Marketing Assistant
+ Frontline Manager
+ Human Resources Officer
+ Business Development Officer

For up to date fee information, please refer to careersaustralia.edu.au
DOUBLE DIPLOMA OF

business

& MANAGEMENT

The Double Diploma of Business & Management will provide you with a broad understanding of contemporary and established business and management practices and will equip you with the knowledge, skills and confidence to take your career or your organisation to the next level.

Course subjects include managing work priorities, professional development, workforce planning, risk, projects, diversity in the workplace, budgets, people performance and recruitment selection and also identifying marketing opportunities, planning market research, ensuring team effectiveness and implementing continuous improvement.

Career Outcomes
+ Project Coordinator
+ Project Manager
+ Marketing Assistant
+ Frontline Manager
+ Human Resources Officer
+ Business Development Officer

For up to date fee information, please refer to careersaustralia.edu.au

ENTRY REQUIREMENTS
- Minimum 16 years of age
- Study skills assessment for basic literacy and numeracy

COURSE CODE
BSB50207/
BSB51107

STUDY MODE
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LOCATIONS
| QLD  | Bowen Hills, Caboolture, Burleigh, Salisbury, Southport, Townsville |
| SA   | Hindmarsh        |
| NSW  | Sydney, Parramatta |
| VIC  | Melbourne        |
| WA   | Perth            |
The Diploma of Human Resources Management will provide you with a sound theoretical knowledge base in contemporary HR practices as well as the managerial skills to ensure that key functions are effectively conducted in an organisation or business area.

Course subjects include recruitment selection, managing workforce planning, managing risk and managing employee relations.

Career Outcomes
- Human Resources Assistant
- Human Resources Coordinator
- Human Resources Administrator
- Human Resources Officer
- Payroll Officer

**ENTRY REQUIREMENTS**
- Minimum 16 years of age
- Study skills assessment for basic literacy and numeracy

**COURSE CODE**  BSB50613

**STUDY MODE**

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**LOCATIONS**

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For up to date fee information, please refer to careersaustralia.edu.au
The Double Diploma of Business and Human Resources Management will provide you with a broad understanding of contemporary and established business and HR management practices.

These courses will equip you with a range of comprehensive skills and knowledge to help you take your career or your organisation to the next level. This practical program focuses on establishing a thorough understanding of business operations and HR processes.

Career Outcomes
+ Executive Officer
+ Program Coordinator
+ Business Consultant
+ Program Development
+ Human Resource Manager
+ Human Resource Senior Manager
+ Human Resource Officer/Coordinator

For up to date fee information, please refer to careersaustralia.edu.au
Discover the role that marketing plays in the success of contemporary organisations. Examine industry trends, consumer needs and how to engage with relevant marketing and business stakeholders.

This qualification gives graduates a firm base in marketing management and knowledge of a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically graduates would have responsibility for the work of other staff and lead teams in conducting marketing campaigns.

Career Outcomes
+ Marketing Assistant
+ Marketing Coordinator
+ Public Relations Assistant

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate IV in Accounting can provide you with a pathway to a rewarding and stimulating career in financial services within a wide variety of organisations.

Course subjects include completing business activity statements (BAS), operational reporting, producing management reports, compiling budget information and adhering to legal requirements.

Career Outcomes
+ Registered BAS Agent
+ Book Keeper
+ Accounts Receivable Officer
+ Accounts Payable Officer
+ Payroll Officer

For up to date fee information, please refer to careersaustralia.edu.au
Diploma of Accounting

The Diploma of Accounting will give you the skills to provide professional financial services boosting your job prospects and establishing a career pathway into all industries.

Course subjects include maintaining internal accounting systems, preparing financial statements and tax returns, reporting on financial health and business performance, managing small teams, developing business plans and preparing accounting reports for management.

Career Outcomes

- Financial Officer
- Accounts Clerk
- Book Keeper
- Office Manager
- Procurement Officer

For up to date fee information, please refer to careersaustralia.edu.au
Our Courses
Business & Management

Certificate IV in Training & Assessment

There are no entry requirements for this qualification.

This program is essential for people who wish to develop their skills in the design, delivery and assessment of vocation-based training.

It also qualifies you to deliver nationally-accredited vocational training in, private and enterprise-based registered training organisations as well as in secondary schools with vocational programs.

The Certificate IV in Training and Assessment has national recognition as the entry-level qualification for those wanting to work in vocational education and training.

Career Outcomes
+ Enterprise Trainer
+ Enterprise Assessor
+ Registered Training Organisation (RTO) Trainer
+ RTO Assessor
+ Vocational Education Teacher
+ VET in VCE or VCAL Secondary School Teacher

For up to date fee information, please refer to careersaustralia.edu.au

Entry Requirements

COURSE CODE TAE40110
LOCATIONS
Please call us on 1300 887 696 for course locations.
DIPLOMA OF
project
MANAGEMENT

The Diploma of Project Management will provide you with the skills, knowledge, techniques and tools to plan and manage projects effectively.

Course subjects include planning, management, administration, payroll, maintaining a workgroup network, documenting design and development, marketing and finance.

Career Outcomes

- Project Manager

ENTRY REQUIREMENTS

- Minimum 18 years of age
- Completion of year 12 or equivalent

COURSE CODE  BSB51407

STUDY MODE

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For up to date fee information, please refer to careersaustralia.edu.au
Do you prefer more of a hands on approach to learning? Do you want a career that will provide a fulfilling outdoor lifestyle?

It could be time to consider an engineering career or enrolling into a trades course.

Careers Australia has established relationships with leading corporations around the world to develop courses that provide hands-on, relevant and in-demand industry experience that will see you fully equipped to take on a role in the workplace.

Suitable for people at all stages of their career, from pre-apprenticeship through to post-trade training, we offer Apprenticeships, Traineeships, Certificate and Diploma courses in building, construction, engineering and logistics.

At Careers Australia, we have the engineering or trades course that can slam doors open for you.
At Careers Australia we offer a number of short courses in the trades industry that will provide you, or your employees, a quick and effective way to learn critical and specific skills that will improve confidence, effectiveness and efficiency within a trade environment.

Available Short Courses

+ Construction Induction *(White Card)*
+ Mine Induction
+ Rail Induction
+ Construction Management
+ Supervisor Course *(S1, S2, S3)*

And various High Risk Work and Plant Operations Licenses.

Please contact us on 1300 887 696 for further information on short courses or our licenses.
The Diploma of Building and Construction provides you with the professional skills and knowledge required for the management, supervision and administration of residential, industrial and commercial building projects.

You will have the opportunity to develop your skills in an environment of self-paced learning, which may include study tours and site visits.

This Diploma is nationally recognised by the Building Practitioners Board (BPB), the Australian Institute of Builders (AIB), and the Housing Industry Association (HIA).

Career Outcomes
- Builder
- Building Consultant
- Site Supervisor
- Construction Manager
- Contract Administrator

For up to date fee information, please refer to careersaustralia.edu.au

**ENTRY REQUIREMENTS**
There are no entry requirements for this qualification.

**COURSE CODE** CPC50210

**STUDY MODE**
- Campus Full Time 2 yrs
- Apprenticeship Full Time 2 yrs

**LOCATIONS**
- QLD Nerang, Salisbury, Toowoomba
- VIC Melbourne
- WA Perth
The Diploma of Engineering will enable you to obtain the skills you need to work in the engineering sector.

With this diploma you will be able to gain entry level jobs, gain entry into university to pursue an engineering degree, improve skills and knowledge and receive professional support.

Successful completion of this diploma will give students the necessary technical skills as well as the professional skills, such as leadership, communication, problem solving, innovation and interpersonal relationship skills, that will prepare them for a solid future in engineering.

Career Outcomes

+ Builder
+ Building Consultant
+ Site Supervisor
+ Construction Manager
+ Contract Administrator

For up to date fee information, please refer to careersaustralia.edu.au
CERTIFICATE III IN warehousing OPERATIONS

The Certificate III in Warehousing Operations will equip you with the knowledge and skills to work effectively in warehouse operations.

You will learn how to receive goods and coordinate goods for distribution to customers, how to select appropriate equipment, use inventory systems and conduct stock counts. This qualification includes a forklift and order picker license.

Course subjects include apply and monitor workplace security procedures, complete receivable and dispatch documentation, deliver and monitor service to customers, identify products and store to specifications, prepare transport for dangerous goods and use inventory systems to organise stock control.

Career Outcomes
+ Receiving Officer
+ Stock Controller
+ Dispatch Officer
+ Store Person
+ Packer

ENTRY REQUIREMENTS
There are no entry requirements for this qualification.

COURSE CODE TLI31610
STUDY MODE
Campus Full Time 14 wks
LOCATIONS
QLD Bowen Hills, Caboolture, Nerang, Salisbury, Toowoomba, Townsville
VIC Melbourne

For up to date fee information, please refer to careersaustralia.edu.au
The Diploma of Logistics equips students with the skills and knowledge to plan and select appropriate equipment, services and techniques, participate in the development of strategic initiatives, perform complex technical operations, and group or team coordination.

This course offers a thorough understanding of the sector and will prepare you for a career in logistics, including roles in warehousing, road transport and freight forwarding.

Course subjects include identify and interpret compliance requirements, build and sustain an innovative work environment, manage people performance, ensure a safe workplace, manage projects and manage risks.

Career Outcomes
+ Logistics Clerk
+ Stock Clerk
+ Transport Services Manager
+ Inventory Manager

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate IV in Work Health and Safety will provide you with the essential skills you need to provide leadership and guidance in a work health and safety (WHS) role.

You will learn the rights and obligations under occupational health and safety, worker’s compensation and injury management legislation.

Course subjects include assist with compliance WHS laws, contribute to implementing and maintaining WHS consultation and participation processes, implement and maintain WHS management systems, undertake project work and show leadership in the workplace.

Career Outcomes
- Work Health and Safety Coordinator
- Work Health and Safety Advisor
- Work Health and Safety Facilitator
- Work Health and Safety Inspector

ENTRY REQUIREMENTS
There are no entry requirements for this qualification.

COURSE CODE  BSB41412

STUDY MODE

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LOCATIONS

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<td>NSW</td>
<td>Newcastle</td>
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For up to date fee information, please refer to careersaustralia.edu.au
The Diploma of Work Health and Safety covers the skills and knowledge required to coordinate and maintain the work health and safety (WHS) program in an organisation.

It reflects the role of practitioners who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

Course subjects include manage effective WHS consultation and participation processes, manage WHS hazards and risks, investigate WHS incidents, manage rehabilitation and return to work programs and respond to and contain critical incidents.

Career Outcomes

- Work Health and Safety Practitioner
- Occupational Health and Safety Advisor
- Safety Inspector

ENTRY REQUIREMENTS

Applicants are required to have completed all core units in BSB41412 Certificate IV in Work Health and Safety or equivalent competencies

COURSE CODE

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LOCATIONS

- QLD: Bowen Hills, Nerang, Salisbury, Toowoomba, Townsville
- NSW: Newcastle

For up to date fee information, please refer to careersaustralia.edu.au
The Healthcare and Community industry is among the largest and fastest growing industries in the country and employees with qualifications in this field are in high demand.

No two days are ever the same and each day you have the opportunity to make a difference to someone’s life, so it’s no wonder that a career in this industry is both personally and professionally rewarding.

Careers Australia has a number of courses that can provide you with the much needed advantage to gain employment in your field of choice. All courses offer a hands-on learning experience in state of the art learning facilities and can also provide the ideal pathway to further study at university. In a matter of 18 months, you could be starting a Bachelor of Nursing and closer to your career as a registered Nurse.

We offer Certificate, Diploma and Double Diploma courses in early childhood education and care, aged care, home and community care, disability, health services assistance, community services work, counselling and nursing.

At Careers Australia, we have the health or community services course that can slam doors open for you.
HEALTHCARE & COMMUNITY

short courses

At Careers Australia we offer a number of short courses in healthcare and community that will provide you, or your employees, a quick and effective way to learn critical and specific skills that will improve confidence, effectiveness and efficiency in a healthcare environment.

Please contact us on 1300 887 696 for further information on the following short courses.

Available Short Courses  
+ First Aid  
+ Cardiopulmonary Resuscitation Refresher  
+ Low Voltage Rescue  
+ Manual Handling
The Certificate III in Aged Care will equip you with the skills and knowledge to gain employment within the Aged Care environment, including residential facilities and community services where you will work under the supervision of nurses or other health professionals.

Course subjects include working effectively with older people, participating in the implementation of individualised care plans, supporting older people to maintain their independence and supporting individual’s personal needs, health and well being.

The Certificate III in Aged Care is also a great pathway into the Diploma of Nursing, which could see you recognised as an Enrolled Nurse.

Career Outcomes

+ Personal Care Worker
+ Assistant in Nursing
+ Support Worker
+ Respite Worker
+ Community Care Worker

ENTRY REQUIREMENTS

- Completion of year 10 or equivalent
- Study skills assessment for basic literacy and numeracy
- National police clearance for vocational placement

VOCATIONAL PLACEMENT

This course includes 120hrs of unpaid vocational work placement at an aged care facility. This placement is arranged and supported by Careers Australia.

COURSE CODE

CHC30212

STUDY MODE

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LOCATIONS

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*Duration of study will vary from campus to campus. For up to date fee information, please refer to careersaustralia.edu.au
The Certificate IV in Aged Care is designed to equip students with the skills to work in Aged Care facilities, hostels, group homes and community settings.

With a strong practical focus, you will gain the skills required to offer personal care to elderly individuals and people with complex needs including physical and/or psychological disabilities. You will also learn how to promote independence, foster community participation and supervise a small number of workers.

Career Outcomes
+ Care Supervisor
+ Personal Care Worker
+ Accommodation Support Worker
+ Program Support Worker

For up to date fee information, please refer to careersaustralia.edu.au
The Diploma of Nursing will provide you with the skills and knowledge to work as an Enrolled Nurse.

Upon successful completion of this course you can seek employment as an Enrolled Nurse or continue your studies at university to complete your Bachelor of Nursing and become a Registered Nurse.

Course subjects include analysing health information, contributing to client assessment and developing nursing care plans, administering and monitoring medications, applying critical thinking and analysis and legal and ethical parameters to nursing practices and implementing and monitoring nursing care for clients with mental health conditions and acute health problems.

Career Outcomes

+ Enrolled Nurse

ENTRY REQUIREMENTS

- Completion of year 12 with pass in English and Maths
- Certificate III in Aged Care or Disability or Home & Community Care or Community Work or other Health related Certificate III qualification
- Mature aged entry
- 2 years experience working in a direct client care role.

Course subjects include analysing health information, contributing to client assessment and developing nursing care plans, administering and monitoring medications, applying critical thinking and analysis and legal and ethical parameters to nursing practices and implementing and monitoring nursing care for clients with mental health conditions and acute health problems.

Career Outcomes

+ Enrolled Nurse

ENTRY REQUIREMENTS

- Completion of year 12 with pass in English and Maths
- Certificate III in Aged Care or Disability or Home & Community Care or Community Work or other Health related Certificate III qualification
- Mature aged entry
- 2 years experience working in a direct client care role.

COURSE CODE

| COURSE CODE | HLT51612 |

STUDY MODE

| Campus | Full Time | 1.5 yrs |

LOCATIONS

| QLD    | Burleigh*, Fortitude Valley |
| NSW    | Sydney |
| VIC    | Melbourne |
| SA     | Adelaide |

*All prospective students must also attend an Open Day at the campus, complete a literacy and numeracy assessment (Those who have completed year 12 with passes in English and Maths are exempt) and confirm their physical and mental fitness to safely perform the duties associated with direct care work. - ANMAC transition pending. For up to date fee information, please refer to careersaustralia.edu.au
The Certificate III in Health Services Assistance covers workers in a range of roles providing assistance and services to clients in a health care environment, including working in an operating theatre.

Career Outcomes

- Orderly
- Patient service attendant
- Assistant in Nursing
- Personal care assistant
- Patient support assistant
- Environmental services

ENTRY REQUIREMENTS

- Study skills assessment for basic literacy and numeracy
- National Police Clearance for clinical placement.

COURSE CODE | HLT32512

STUDY MODE

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1 week on campus/20 weeks in the workplace

LOCATIONS

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<td>VIC</td>
<td>Melbourne</td>
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*Check availability varies from campus to campus. For up to date fee information, please refer to careersaustralia.edu.au
The Certificate III in Home & Community Care will equip you with the skills and knowledge to work as a personal care worker, providing personal care and assistance to the elderly and disabled people in their homes and communities.

Course subjects include working effectively with older people and those with a disability, implementing individualised care plans, working effectively with carers, applying first aid and delivery of care services using a palliative approach.

Career Outcomes
+ Carer
+ Community Support Worker
+ Personal Care Assistant
+ Disability Support Worker
+ Home Care Worker
+ Planned Activity Assistant

*Additional units with Certificate III in Aged Care gives dual qualification in Aged Care and Home and Community Care.
For up to date fee information, please refer to careersaustralia.edu.au
The Certificate IV in Home & Community Care is designed to equip students with the skills to provide physical and social support to elderly individuals and people with a physical and/or psychological disability in residential facilities.

This course has a strong practical focus and includes learning how to communicate appropriately with clients and colleagues and how to support group activities.

Career Outcomes
+ Assistant in Nursing
+ Community Care Worker
+ In-home Respite Worker
+ Disability Support Officer

ENTRY REQUIREMENTS
- Study skills assessment for basic literacy and numeracy
- Competent against the following core units:
  - CHCAC318B Work effectively with older people
  - CHCDIS301B Work effectively with people with a disability
  - CHCICS304B Work effectively with carers.

COURSE CODE: CHC40212

LOCATIONS
| QLD        | Burleigh, Fortitude Valley |

For up to date fee information, please refer to careersaustralia.edu.au
CERTIFICATE III IN disability

The Certificate III in Disability is designed to equip students with the skills needed to work in community and/or residential facilities.

This course has a strong practical focus, where you will develop key skills in communication, networking and group work and provide vital services in personal care, residential support and community integration.

Career Outcomes
- Disability Support Officer
- Personal Care Assistant
- Residential Care Officer
- School Support Officer
- Community House Worker
- Accommodation Support Worker
- Family Support Worker

ENTRY REQUIREMENTS
- Minimum 18 years of age
- Study skills assessment for basic literacy and numeracy.

COURSE CODE: CHC30408

LOCATIONS
- QLD: Burleigh, Caboolture

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate IV in Disability is suitable for people who work in residential group homes, clients’ homes, training resource centres, day respite centres, open employment services and other community settings.

This course focuses more on the skills required as a supervisor or a manager than the basic care skills, which would have been covered off at Certificate III level.

On completion of this course you will be able to provide assistance and support to people with disabilities to enhance their ability, independence and community participation.

Career Outcomes

- Behavioural Support Officer
- Development Officer
- Disability Officer
- Residential Care Officer
- Disability Support Worker
- Senior Personal Care Assistant
- Lifestyle Support Officer

For up to date fee information, please refer to careersaustralia.edu.au

ENTRY REQUIREMENTS

- Minimum 18 years of age
- Study skills assessment for basic literacy and numeracy
- National Police Clearance for clinical placement.

COURSE CODE | CHC40312

STUDY MODE

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03
ENTRY REQUIREMENTS

- Competent against these core units common to CHC40312 Certificate IV in Disability:
  - CHCCS400C Work within a relevant legal and ethical framework
  - CHCCS411C Work effectively in the community sector
  - CHCDIS301C Work effectively with people with a disability
  - CHCDIS410A Facilitate community participation and inclusion
  - CHCICS402B Facilitate individualised plans

OR

- Relevant work experience in the disability sector to indicate likely success at this level of qualification.

The Diploma of Disability is designed for workers who are responsible for the coordination and management of agencies delivering services to people with a disability.

The qualification provides workers with the skills and knowledge to work directly with clients and/or community development projects.

Career Outcomes

+ Case Manager
+ Case Coordinator
+ Client Service Assessor
+ Local Area Coordinator
+ Senior Disability Worker
+ Manager

For up to date fee information, please refer to careersaustralia.edu.au
EVERYONE SHOULD HAVE
an job they love
DIPLOMA OF Counselling

The Diploma of Counselling will equip you with the skills, knowledge and confidence to enter a rewarding and growing field that encompasses diverse client groups including young people, the elderly and the disadvantaged.

This course is suitable for those looking for a new career path, those seeking to establish their own counselling practice, and for those with other qualifications such as human resources, massage therapy, naturopathy, teaching, nursing or first line management.

Course subjects include working effectively in the community sector, providing advocacy and representation services, working within a structured counselling framework, applying personality and development theories and developing, facilitating and monitoring all aspects of case management.

Career Outcomes
+ Counselling Practitioner  + Social and Support Work
+ Family Support Worker  + Community Services Worker
+ Case Manager  +
+ Youth Worker

ENTRY REQUIREMENTS
- Minimum 18 years of age
- Study skills assessment for basic literacy and numeracy
- Applicants must have relevant work experience to indicate likely success at this level of qualification.

COURSE CODE  CHC51712
STUDY MODE
Campus  Full Time  12 mths
LOCATIONS
QLD  Bowen Hills, Caboolture, Salisbury, Southport, Townsville
NSW  Newcastle
VIC  Melbourne

For up to date fee information, please refer to careersaustralia.edu.au
The Double Diploma of Counselling and Community Services Work will equip you with the skills and knowledge to work as a counsellor or professional community services worker.

This course is suitable for those looking for a new career path, those seeking to establish their own counselling practice and for those with other qualifications such as human resources, massage therapy, naturopathy, teaching, nursing or first line management.

Course subjects include working effectively in the community sector, providing advocacy and representation services, working within a structured counselling framework, applying personality and development theories and developing, facilitating, monitoring all aspects of case management, analysing the impacts of sociological factors on clients’ community work and services and improving your professional practice.

Career Outcomes
- Case Coordinator
- Community Service Worker
- Early Intervention Worker
- Pastoral Care Counsellor
- Family Support Worker
- Youth Worker

For up to date fee information, please refer to careersaustralia.edu.au
The Hospitality and Retail sectors are two of the largest industries and employers in most countries around the world.

With Careers Australia, you can enter a career that has the ability to take you anywhere in the world. Most of the world’s population rely on these industries every day to access shopping, dining, catering, entertainment and accommodation services that suit their increasingly busy lives.

Become a chef, bar attendant, service manager, or choose from thousands of diverse and highly rewarding careers in the global service industry.

Whether you’re looking for a career, or just the skills to land your first job in the hospitality or retail industry, we have a course that will get you there. We offer Certificate, Diploma and Double Diploma courses in hospitality, commercial cookery and retail operations as well as short courses for a barista accreditation, the responsible service of alcohol or gambling and food safety or hygiene.

At Careers Australia, we have the hospitality or retail course that can slam doors open for you.
At Careers Australia we offer a number of short courses in hospitality that will provide you, or your employees, a quick and effective way to learn critical and specific skills that will improve confidence, effectiveness and efficiency in a hospitality environment.

Please contact us on 1300 887 696 for further information on the following short courses.

Available Short Courses

+ Barista *(Coffee Making)*
+ Food Hygiene
+ Food Safety
+ Responsible Service of Alcohol *(RSA)*
+ Responsible Service of Gambling *(RSG)*
CERTIFICATE III IN
Commercial COOKERY

The Certificate III in Commercial Cookery will equip you with the skills to become a qualified chef and allow you to enter the dynamic world of the hospitality industry.

With this qualification you will be able to work in a variety of venues where food is prepared and served including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Course subjects include organising, preparing and presenting food such as appetisers, stocks, meats, seafood and poultry, desserts and pastries, following health and safety procedures, maintaining kitchen premises, developing hospitality industry knowledge, developing cost effective menus and preparing food according to dietary and cultural needs.

Career Outcomes
+ Cook
+ Commis Chef

ENTRY REQUIREMENTS
There are no entry requirements for this qualification.

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For up to date fee information, please refer to careersaustralia.edu.au
The Certificate III in Retail Baking is designed to develop and extend practical skills and knowledge in the area of bread, pastry and cake making qualifications.

You will create new recipes and become familiar with contemporary research trends and market developments to support the skills and knowledge required in the retail bakery environment.

Course subjects will cover the implementation of food safety programs and procedures, the use of numerical applications in the workplace, the preparation of fillings, production of pastry, decorating cakes, processing dough, baking bread and participate in environmentally sustainable work practises.

Career Outcomes
- Baker
- Pastry Chef
- Cake Decorator

For up to date fee information, please refer to careersaustralia.edu.au
CERTIFICATE III IN 
hospitality

The Certificate III in Hospitality has an emphasis on front-of-house food and beverage service and will equip you with the skills and knowledge you need to work in a variety of venues including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Students will experience hands-on training in state of the art kitchen facilities on campus.

Course subjects include developing hospitality industry knowledge, providing quality customer service, following health and safety procedures and processing financial transactions.

Career Outcomes

+ Espresso Coffee Machine Operator
+ Food and Beverage Attendant
+ Front Desk Receptionist
+ Function Attendant
+ Function Host
+ Gaming Attendant
+ Housekeeper
+ Restaurant Host
+ Senior Bar Attendant
+ Waiter / Waitress

ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

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For up to date fee information, please refer to careersaustralia.edu.au
The Diploma of Hospitality is designed for people who want to work as a manager in the hospitality industry.

You will learn how to plan and control a range of hospitality products, control stock, promote goods and services to customers, maintain premises and outlets, maintain business compliance within legislative requirements, develop and manage financial budgets and develop operational plans. Students will experience hands-on training in state of the art kitchen facilities on campus.

Course subjects include managing customer service, managing finances within a budget, leading and managing people, controlling and ordering stock, establishing and conducting business relationships, coordinating a hospitality service, developing menus and preparing, cooking and serving different types of courses and cuisines.

Career Outcomes

+ Banquet or Function Manager
+ Front Office Manager
+ Gaming Manager
+ Motel / Hotel Manager
+ Restaurant Manager

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate III in Retail Operations provides 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.

Career Outcomes
- Sales Assistant
- Customer Service Representative
- Crew Member
- Shift Manager
- Team Leader
- Checkout Supervisor
- Merchandise Coordinator

Entry Requirements
Applicants must have previous retail experience and may be required to provide job descriptions and references from current or past employers in the entry interview to determine retail operational experience.

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LOCATIONS
- QLD: Bowen Hills, Burleigh, Caboolture, Salisbury, Southport, Townsville
- VIC: Melbourne

For up to date fee information, please refer to careersaustralia.edu.au
The Certificate III in Hairdressing provides an apprenticeship pathway for those wishing to step into the hairdressing industry. You will develop a layering of skills and knowledge to build foundations in hair design techniques. You will learn to structure your cuts and perform services including colour skills, to prepare you for the next step in your path to become a hair designer. Course subjects include providing service to clients, design haircut structures, perform chemical curling and volumising services, apply the principles of hairdressing science, and develop and expand a client base.

Career Outcomes

- Hairdresser
- Hair Stylist
- Hair or Beauty Salon Assistant

ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

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LOCATIONS

- QLD: Burleigh
- VIC: Melbourne

For up to date fee information, please refer to careersaustralia.edu.au