



**BOX HILL  
INSTITUTE**

# WHAT WILL YOU **BECOME?**

**Course Guide 2023/2024**

**ON CAMPUS | BLENDED | WORKPLACE**



**TAFE VICTORIA**

# Become who you want to be

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## Acknowledgement of Country



Box Hill Institute acknowledges that all our learning sites are situated on the ancestral lands of the Wurundjeri people of the Kulin Nation. We pay our respects to the traditional custodians and extend that respect to their elders past, present and emerging.

# No dream is too big or small

## You're not cookie-cutter

Neither are we. Still in high school or just finished it, planning a quarter- or mid-career pivot, wanting to upskill or revisiting a passion—we get you. Wherever you are in life and whatever you want for your future, we understand that you're an individual. We've designed our courses and study experiences accordingly.

## Make us your springboard to success

Officially, we provide nationally-recognised TAFE courses, vocational training and degrees. Unofficially, we're your loudest career cheerleader and most diligent study support group.

## What to expect

- › **Connections** to industry, work placements and career opportunities.
- › **Real deal tools, equipment and tech**—which you'll actually be using on the job.
- › **Courses co-designed with industry partners.** Learn the latest in-demand skills and theory.
- › **Passionate teachers**, many of whom are still working in the fields they teach.
- › **Flexible learning.** In-person, online or a mix of both. Weekdays or weekends, day or night. Choose what suits your learning style.
- › **Three campuses**—Box Hill, Lilydale and the Melbourne CBD.
- › **Support, support and more support!** Course and career advice, study pathways, student life and more.

## Student Support

- › Educational and Wellbeing Counselling and Support
- › Welfare Service
- › Disability Liaison Services
- › Student Wellbeing Officers
- › Support for Indigenous Students
- › Support for International Students
- › Group Programs
- › Language, Literacy and Numeracy (LLN) support to assist students who have gaps in their prior learning with foundation skills to complete their coursework



Find out more about  
Support Services



# Our Qualifications

Box Hill Institute's vocational education and training (VET) and higher education qualifications are nationally accredited and internationally recognised.

## Senior Secondary Study Options

Prepare for the workplace while completing the Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM), or Victorian Pathways Certificate (VPC).

### VET Delivered to Secondary Students (VETDSS)

VETDSS is ideal for secondary students who are completing their VCE, VCE VM, or VPC and want to gain practical skills in a specific industry. Students will complete a two-year Certificate II or III VETDSS program, attending class once per week (either a morning, afternoon or evening).<sup>#</sup>

Learn more about VETDSS courses at [boxhill.edu.au/courses/vet-delivered-to-secondary-students/](https://boxhill.edu.au/courses/vet-delivered-to-secondary-students/)

### Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC)

Our VCE, VCE VM and VPC programs are alternatives to traditional senior secondary school programs, allowing you to develop skills and capabilities you need to succeed in further study and work.\*

Learn more about VCE at [boxhill.edu.au/study-areas/senior-secondary-programs/](https://boxhill.edu.au/study-areas/senior-secondary-programs/)

### School Based Apprenticeship and Traineeship (SBAT)

An SBAT offers students the option of combining a senior secondary program with part-time employment, school and training.

## Pre-apprenticeships, Apprenticeships & Traineeships

### Pre-Apprenticeships

If you are looking for a career in a trade, a pre-apprenticeship is a great way to get started. Pre-apprenticeships let you try out the skills you'd develop further in an apprenticeship.

Find out more about Pre-Apprenticeships at [boxhill.edu.au/courses/pre-apprenticeships/](https://boxhill.edu.au/courses/pre-apprenticeships/)

### Apprenticeships

Apprenticeships provide practical, hands-on, accredited training while you work—you earn while you learn. Training can be undertaken on the job, off the job, or a combination of both, depending on your employer's needs.

Find out more about Apprenticeships at [boxhill.edu.au/courses/apprenticeships/](https://boxhill.edu.au/courses/apprenticeships/)

### Traineeships

As with apprenticeships, you learn on the job, must be employed full-time or part-time, and obtain accredited training while gaining practical skills. Traineeships focus on the non-traditional trade qualifications, such as Veterinary Nursing, Early Childhood, and Dental Assistance.

Find out more about Traineeships at [boxhill.edu.au/courses/traineeships/](https://boxhill.edu.au/courses/traineeships/)

## Certificates & Diplomas

TAFE courses are a great way to gain the skills you need to start your career.

Find out more about TAFE courses at [boxhill.edu.au/courses/tafe-vet/](https://boxhill.edu.au/courses/tafe-vet/)

### Undergraduate Degrees

Our undergraduate degrees that emphasise the practical.

While many universities deliver undergraduate courses with a strong theoretical focus, our aim is for you to emerge ready and confident to take on or advance your profession.

Find out more about our degrees at [boxhill.edu.au/courses/undergraduate/](https://boxhill.edu.au/courses/undergraduate/)

## Flexible Study Options

Our flexible study options help you fit studies around work, family and life commitments. The time you take to complete a course will vary depending on your input.

### Full-Time & Part-Time Options

Many of our courses have the option of full-time or part-time study or a combination of both.

### Flexible Delivery Options

We offer you the flexibility of studying off-campus, online or in a flexible learning environment under a tutor. Flexible delivery provides a range of study options to suit your changing needs.

### Off-Campus Study Options

Many of our courses can be completed off campus, which enables you to work at your own pace, at a time and place that suits you. As an off-campus student, you can still access our services.

<sup>#</sup>Students undertaking these programs will be enrolled at BHI. Upon completion, you will receive a certification for full qualification and/or Statement of Attainment for partial completion from Box Hill Institute RTO: 4687.

\*Students undertaking this course will be enrolled at Box Hill Institute (4687) Upon completion, you will receive certification from the Victorian Curriculum and Assessment Authority (VCAA).



# Free TAFE for the jobs Victoria needs

More Victorians will have the chance to study at  
Box Hill Institute, with Free TAFE.<sup>^</sup>

## Explore courses related to:



Business



Building &  
Construction



Education



Hair & Beauty



ICT & Cyber  
Security



Health



Horticulture



Hospitality



Nursing



More than ever, the skills we need to build our state are learned at TAFE. Free TAFE will reduce financial barriers for students wanting to train in courses that lead to jobs in demand by Victorian employers. Targeted towards the sectors identified as growth areas, such as health, trades, aged and disability care, hair, beauty, horticulture, IT and business, Free TAFE will help the economy rebound by ensuring the workforce has the skills required today, and into the future.



Find out more about eligibility  
and enquire for Free TAFE

<sup>^</sup>The State Government's Free TAFE for Priority Courses initiative covers the cost of tuition fees subject to meeting the eligibility criteria. Please note that there are other fees such as student service fees and materials fees that you have to cover yourself. Refer to the details on individual courses on our website.

# ANIMAL CARE

Start working with real clients and their furry friends from day one





# Become an animal carer at Box Hill Institute

Check that Luna's appetite is back post-operation or help take the pesky hair out of Charlie's eyes. Practice and refine your skills from day one at Box Hill Institute and have a smooth transition from course to career. You can become a wildlife animal carer, veterinary nurse, dog groomer, or work in a range of roles in pet shops, aquariums, catteries, kennels or animal shelters.



**Animal  
Grooming**



**Animal  
Health  
Management**



**Veterinary  
Nursing**



**Equine  
Studies**



**Wildlife**

## Places our students did placements or were hired

- › Animal Aid
- › Yarra Ranges Animal Hospital
- › RSCPA Victoria
- › Monbulk Vet Centre
- › Chelsea Veterinary Clinic
- › Frankston Heights Veterinary Clinic
- › Forest Hill Veterinary Clinic
- › Pupkus
- › Bundoora Veterinary Clinic
- › Reptile Encounters

## Future forecast

**\$13 billion industry**

Australia's pet industry was worth a huge \$13 billion in 2021<sup>^</sup>

**14.8% growth**

The market size of the industry is expected to increase by as much as 14.8% in 2022<sup>^</sup>

**61%  
of households have a pet**

More than half of Australian households have a pet<sup>+</sup>

<sup>^</sup>IBIS World  
<sup>+</sup>Animal Medicines Australia. Pets in Australia: A national survey of pets and people

## Top jobs

### Pet groomers

**\$1,287/week<sup>^</sup>**

14.9% more needed<sup>^</sup>

3,100 extra jobs available

### Animal trainers

**\$1,287/week<sup>^</sup>**

14.9% more needed<sup>^</sup>

3,100 extra jobs available

### Vet nurses

**\$1,026/week<sup>^</sup>**

15.4% more needed<sup>^</sup>

2,400 extra jobs available

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026

## Why study Animal Care with us

### Be amongst it at Pets on Elgar

Interact with pet owners and their animals under supervision at our professional vet clinic and training workplace, Pets on Elgar. Services include health checks, vaccinations, microchipping, routine surgical procedures, hydro bathing and pet grooming.

### Here to help you get a job quicker

Get job ready with inspiring partnerships. Many of our students work in the industry while they study and are given the chance to continue working there once they finish.

### Setting you up for success

Turn your love for animals into a career. You might even be awarded for it, like Rose Johnston (Student Vet Nurse of the Year).

ANIMAL CARE	Course Length	Location	Delivery	What can I become?
<b>Certificate II in Animal Care</b> ACM20121	FT 16 weeks	IN, BH, LL		Animal Carer, Shelter Attendant, Pet Store Professional, Kennel Hand, Cattery Worker
<b>Certificate III in Animal Care Services (Animal Care)</b> ACM30122	FT 1 year	BH, LL	BL	Veterinary Assistant, Animal Attendant, Animal Workplace Receptionist
<b>Certificate III in Animal Care Services (Pet Grooming)</b> ACM30122	FT 6 months	BH	BL	Junior Groomer and Bather
<b>Certificate III in Wildlife and Exhibited Animal Care</b> ACM30321	FT 1.5 years	R	BL	Zookeeper / Animal Carer, Native Wildlife Carer, Wildlife Rehabilitator
<b>Certificate IV in Veterinary Nursing</b> ACM40418 ●	FT 2 years (on campus) FT 3 years (off campus)	BH	BL, F2F	Veterinary Nurse
<b>Diploma of Animal Technology</b> ACM50119	FT 1.5 years	BH	BL, F2F	Animal Technology Manager, Facility Manager, Animal Technologist

This training is delivered with the Victorian and Commonwealth Government funding. This is applicable to VET, VCE and VPC courses only.

**LOCATION:** BH Box Hill Campus | C City Campus | LL Lilydale Lakeside Campus | SS Secondary School | WP Workplace | IN Industry | R Remote

**DELIVERY:** F2F Face to Face | OL Online | BL Blended | WB Workbased | SP Self-paced | FL Flexible | D Distance

● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP





“The hands-on support was crucial. I think actively participating in learning was the best part of studying at Box Hill. I got so much out of it.”

**Gemma Olsen**  
Owner and Director of  
Patient Paws  
Animal Studies graduate  
—

Gemma graduated from Box Hill Institute and loved the experience so much, she returned to teach. She now runs an animal-assisted education and therapy business.



# ART, FASHION & DESIGN

Make a name for yourself  
before even graduating



Design by Rachael Melville | Box Hill Institute student  
Image credit @melbfashionweek

# Become a creative at Box Hill Institute

Study and industry are so tightly intertwined that you'll have chances to work behind the runway, be part of a studio team delivering a new brand identity, design floral arrangements for the Melbourne Flower and Garden Show, develop your artist's portfolio and more—everything your resumé and reputation needs and wants.



**Building  
Design**



**Design**



**Fashion &  
Merchandising**



**Floristry**



**Visual  
Arts**

## Future forecast

**\$288 million investment**

Victoria's Creative State 2025 strategy<sup>~</sup> will focus on helping creatives build demand, audiences and markets

**11% growth**

in the professional services sector including graphic and web design<sup>+</sup>

**6.8% more jobs**

in construction including building design<sup>+</sup>

<sup>~</sup>creative.vic.gov.au

<sup>+</sup>labourmarketinsights.gov.au, for the period of 2021-2026

# Why study Art, Fashion & Design with us

## Show (and compete!) at Melbourne Fashion Week

Have the chance to show your clothing designs. You might even be awarded for them, like Chelsea Subala (2019 Student Designer Award Winner) or Liana Putri (2021 Student Designer Award Finalist).

## Produce a show for a fashion industry audience

In our Annual Fashion Parade, fashion, music, hair and beauty, floristry, graphic design and visual merchandising students come together to showcase their skills to potential future employers.

## Collaborate in a music release campaign

Work on photoshoots, album art and media assets for a fellow music student's EP or album. We call it the Creative Cup and it runs twice a year!

## Practise at Flowers on Elgar

Design and create floral arrangements for paying customers at our retail florist outlet, in partnership with Interflora.

## Top jobs

### Fashion designers

**\$70,000/year<sup>^</sup>**

28.4% more needed<sup>+</sup>  
3900 extra jobs available

### Graphic and web designers

**\$78,104/year<sup>^</sup>**

21.7% more needed<sup>+</sup>  
13,900 extra jobs available

### Building designers

**\$107,588/year<sup>^</sup>**

11.9% more needed<sup>+</sup>  
8,800 extra jobs available

## Places our students have interned or had placements



### Fashion

- › Cotton On
- › Supré
- › Sportsgirl
- › MYER
- › Eastland Shopping Centre



### Graphic Design

- › Leo Burnett Australia
- › Madman Entertainment
- › Octivo Digital
- › ChemMart

## Our industry partners

- › Raw Group
- › Country Road
- › Politix
- › David Jones

<sup>^</sup>talent.com

<sup>+</sup>labourmarketinsights.gov.au, for the period of 2021-2026





Sonsie at his recently completed public art project at the Prahran Market Elizabeth St carpark  
Photo credit: Sean Paris

“Everything I did in the course  
had a direct relationship with  
the outside world.”

**Paul Sonsie**  
Founder, Sonsie Studios  
Graphic Design graduate  
—

Paul graduated from Box Hill Institute, set up his own creative and design studio and counts as clients Aldi, Knox Shopping Centre and Coldstream Brewery.



Find out where studying  
graphic design has taken  
has taken Paul

BUILDING DESIGN		Course Length	Location	Delivery	What can I become?
Advanced Diploma of Building Design (Architectural) 22477VIC		FT 2 years PT 3 years	BH	BL, F2F	Architectural Technician, Draftsperson
Advanced Diploma of Building Information Modelling (BIM) 22507VIC		PT 15 months	BH	BL, F2F	BIM Project Coordinator, BIM Operator and BIM Manager
DESIGN		Course Length	Location	Delivery	What can I become?
Certificate IV in Design CUA40720		FT 6 months PT flexible options available	BH	BL	Entry level design roles
Diploma of Graphic Design CUA50720	Graphic Design	FT 1 year PT flexible options available	BH	BL	Graphic Designer, Digital Designer, Graphic Artist
Diploma of Graphic Design CUA50720	Visual Arts	FT 1 year PT flexible options available	C	BL	Self-employed Art Practitioner
Diploma of Graphic Design CUA50720	Photography	FT 1 year	BH	BL	Photographer, Graphic Designer
Bachelor of Design (Digital Technologies) BOD1D		FT 3 years	BH, C	F2F	Brand Manager, Marketing Manager, Advertising Manager, Graphic Designer, Digital Designer, Instructional Designer
FASHION & MERCHANDISING		Course Length	Location	Delivery	What can I become?
Diploma of Visual Merchandising SIR50217#		FT 1 year PT 2 years	BH	BL	Visual Merchandiser, 3D Computer Designer, Product Merchandising, Exhibition Designer, Prop Maker
Bachelor of Design (Fashion Enterprise) BOD1E		FT 3 years PT 6 years	BH, C	F2F	Fashion Buyer, Fashion Allocator, Trend Forecaster, Product Developer, Visual Merchandiser, Marketing Manager, Stylist
Bachelor of Design (Fashion Design) BOD1F		FT 3 years PT equivalent	BH, C	F2F	Fashion Designer, Product Developer, Trend Forecaster, Production Technical Support
FLORISTRY		Course Length	Location	Delivery	What can I become?
Certificate III in Floristry SFL30115		FT 1 year PT 2 years	BH	BL	Florist
Certificate III in Floristry SFL30115 ●		PT 2–3 years	WP, BH	BL, WB	
VISUAL ARTS		Course Length	Location	Delivery	What can I become?
Certificate III in Visual Arts CUA31120		FT 6 months PT flexible options available	C	BL	Art or Media Professional, Sculptor, Painter (Visual Arts), or Visual Arts and Crafts Professional
Certificate IV in Visual Arts CUA41320		FT 1 year PT flexible options available	C	BL	Visual Artist

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# BIOSECURITY & SCIENCE

Get hands-on in Australia's  
unique natural ecosystems



# Become a biosecurity expert at Box Hill Institute

Protect plants, animals and people from external diseases and pathogens. Become qualified in biosecurity, ready to start your in-demand career. At Box Hill Institute, you can perfectly balance working out in the field and back in the office.



**Biosecurity**



**Laboratory  
Science**

## Future forecast

### 11% future growth

Predicted within the professional services sector<sup>^</sup>

### \$314 billion

Australia has one of the strongest biosecurity systems in the world, worth a staggering \$314 billion<sup>+</sup>

### 206,600 new jobs

Employment is projected to grow by 16.8% by November 2026<sup>^</sup>

## Places our students did placements or were hired

- › Ellinbank Dairy Research Institute
- › Nilumbik Council
- › Yarra Ranges Council
- › AUSVEG
- › AgroBio
- › Racing Victoria
- › Department of Agriculture, Fisheries and Forestry

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026

<sup>+</sup>Department of Agriculture, Fisheries and Forestry. Commonwealth Biosecurity 2030





“The course structure was just amazing. By year three, I was wondering, where has this course been all my life!”

**Precious Mavende**  
Lab technician, Department of  
Jobs, Precincts and Regions  
Biosecurity Science graduate

As part of her degree,  
Precious completed a  
placement at AUSVEG before  
finding her niche in research.



Watch Precious talk  
about her journey to  
finding her passion

# Top jobs

Biosecurity officers

\$1,596/week^

11.8% more needed^  
5,200 extra jobs available

Science technicians

\$1,441/week^

6.8% more needed^  
1,400 extra jobs available

Policy analyst

\$2,278/week^

8.7% more needed^  
2,500 extra jobs available

Agricultural and forestry scientists

\$2,178/week^

1.6% more needed^  
100 extra jobs available

^labourmarketinsights.gov.au, for the period of 2021-2026

# Why study Biosecurity & Science with us

## It’s so much more than lab work

Our Lilydale campus is uniquely situated in the heart of the Yarra Valley’s berry, fruit and winegrowing region, so Biosecurity students can learn to identify, protect and treat potential threats firsthand.

## Soak up the industry

With 5 field trips each semester and a 2-month industry placement, you can exercise the skills you’ll be using in your future Biosecurity job.

## Get hands-on experience

If you like to experiment, then you will get plenty of hands-on experience whether it’s with the latest resources in our Lab Tech course or the perfect combination of field work and lab practicals in our Biosecurity degree.

BIOSECURITY & SCIENCE	Course Length	Location	Delivery	What can I become?
Certificate IV in Laboratory Techniques MSL40118#	FT 1 year PT 1.5 years	BH	BL, F2F	Laboratory Technician, Technical Officer, Food and Materials Tester
Bachelor of Biosecurity Science BBS01	FT 3 years PT equivalent	LL	F2F	Biosecurity Officer, Biosecurity Compliance Regulatory Officer, Biosecurity Policy Officer, Project Support Officer

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# BUSINESS & FINANCE

Step straight from the classroom  
to the office without missing a beat



# Become a business professional at Box Hill Institute

Here to help you get a job quicker! Open the door to a range of exciting opportunities with a business qualification. Follow in the footsteps of our grads and get a firm footing in the world of accounting, commerce, real estate, marketing or even the business of love with our unique Celebrancy course.



Accounting



Celebrancy



Commerce



Library  
Services



Real  
Estate



Social  
Media

## Future forecast

**5.9% growth**

In the financial services sector<sup>^</sup>

**206,600 more jobs**

Projected for the professional, scientific and technical services sector including accounting services and advertising<sup>^</sup>

**6.5% growth**

In the rental, hiring and real estate services sector<sup>^</sup>

## Places our students did placements or were hired

- › Gary Peer Real Estate
- › Athenaeum Library
- › Vision Australia
- › Royal Historical Society of Victoria
- › Darebin Libraries

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026





“The small classes gave us all the opportunity to express ourselves and gain individual attention from our lecturers.”

**Rhee Busawon**

Graduate Accountant, Box Hill Institute  
Bachelor of Commerce graduate

—

Rhee left her family in Mauritius to pursue her studies in Australia. She graduated from Box Hill Institute and loved the experience so much, she returned to work as a Graduate Accountant.

# Top jobs

## Accountants

**\$1,756/week<sup>^</sup>**

9.2% more needed<sup>^</sup>

17,900 extra jobs available

## Marketing professionals

**\$1,758/week<sup>^</sup>**

11.4% more needed<sup>^</sup>

9,200 extra jobs available

## Real estate sales agents

**\$1,250/week<sup>^</sup>**

9.5% more needed<sup>^</sup>

10,400 extra jobs available

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026

# Why study Business & Finance with us

## Teachers who continue working in industry

Our expert Real Estate teachers have been working as agents or agency owners for decades, so you'll learn the most up-to-date, relevant practices.

## Accredited by industry bodies

Our library services course is accredited by the Australian Library and Information Association (ALIA).

## From zero to Xero

Start from the bottom, finish as a bookkeeper with the strong industry-standard skills you need to succeed on top.

## Say I do to becoming a celebrant

We are the only TAFE in Metro Melbourne to offer the Certificate IV in Celebrancy (HCCCL). Delivered at our City campus, learn to conduct unique and personal weddings, baby namings and funerals.

BUSINESS & FINANCE	Course Length	Location	Delivery	What can I become?
<b>Certificate IV in Accounting and Bookkeeping</b> FNS40217# <span>Free TAFE</span>	FT 6 months PT 1–2 years	BH	BL	Budget Assistant, Costing Clerk, Inventory Clerk, Accounts Assistant
<b>Certificate IV in Celebrancy</b> CHC41015	PT 5 months	C	BL	Celebrant
<b>Certificate IV in Real Estate Practice</b> CPP41419	FT 5 months PT 10 months	BH	BL	Real Estate Agents' Representative
<b>Diploma of Library and Information Services</b> BSB50520	FT 1–2 years PT 2–3 years	R	BL	Library Technician
<b>Diploma of Social Media Marketing</b> 10904NAT	FL 1–1.5 years	R	OL	Digital / Social Media Coordinator, Brand Manager, Social Media Strategist
<b>Bachelor of Commerce (Applied)</b> BCOM1	FT 3 years PT 6 years	C	F2F	Accountant, Financial Advisor, Economist

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# COMMUNITY SERVICES

Build your connections to community right from the start





# Become a support worker and make a positive change at Box Hill Institute.

Support the lives of others in a range of health, community and early childhood settings.

This rapidly expanding sector is calling out for qualified, experienced and compassionate people, such as yourself! You'll be ready to create the rewarding career and make a daily positive impact upon the lives of people in need.



**Community  
Services**



**Disability  
Work**



**Mental  
Health**



**Youth  
Work**

## Future forecast

### **\$560** million funding

By the Federal Government into community services to deliver support to people in need, when they need it<sup>^</sup>

### **6.6%** growth

Of employment in the administrative and support services industry from 2020-2021<sup>+</sup>

### **6.4%** more jobs

in administrative and support services<sup>+</sup>

<sup>^</sup>missionaustralia.com

<sup>+</sup>labourmarketinsights.gov.au, for the period of 2021-2026



“Go for it. It has opened up  
a thousand new avenues.”

**Emma Hopkins-Curry**  
Alcohol and Drug Youth Consultant  
(ADY-C)  
Bachelor of Community Services  
graduate  
—

Emma graduated from Box Hill Institute, was awarded Degree Student of the Year in 2017, founded a support group for young widows and widowers which has run successfully for the past 9 years, and has been working as a Drug and Alcohol Youth Worker at YSAS Eastern Community Team for the past 4 years.

# Why study Community Services with us

## Dedicated placement coordinator

We'll help find a placement that interests you, whether that's in emergency relief, asylum seeker and refugee services, child protection, mental health and counselling, and more, through the best service providers.

## Small class sizes

All our community services courses allow students and teachers the opportunity for greater discussion in a collaborative learning environment.

## Ultra flexible learning

With blended and remote learning options, you can study from home, wherever that is, while still engaging in lively discussions with your teacher and classmates.

## Pathway into 15 different degrees

Our Diploma of Community Services is extremely portable and could lead you into the second year of degrees like social work, psychology (honours) and more.

## Top jobs

### Aged and disability worker

**\$66,398/year<sup>^</sup>**

28% more needed<sup>+</sup>

74,900 extra jobs available

### Welfare support workers

**\$70,000/year<sup>+</sup>**

25.2% more needed<sup>+</sup>

19,100 extra jobs available

### Social workers

**\$94,322/year<sup>+</sup>**

23.2% more needed<sup>+</sup>

9,300 extra jobs available

## Places our students did placements or were hired

- › EACH
- › Asylum Seeker Resource Centre (ASRC)
- › Anglicare
- › Uniting
- › Salvation Army
- › ERMHA
- › Gladys and Co.
- › VACCA

<sup>^</sup>talent.com

<sup>+</sup>labourmarketinsights.gov.au, for the period of 2021-2026



COMMUNITY SERVICES	Course Length	Location	Delivery	What can I become?
<b>Certificate IV in Community Services</b> CHC42015# <div>Free TAFE</div>	FT 1 year	BH	BL	Community Services Worker, NDIS Support Worker, Early Intervention Worker, Group Facilitator, Youth Worker, Case Worker
<b>Certificate IV in Disability</b> CHC43115# ● <div>Free TAFE</div>	FT 9 months 9–12 months Traineeship / Off Campus	WP, BH	BL, WB	Disability Support Officer / Worker
<b>Certificate IV in Mental Health</b> CHC43315# <div>Free TAFE</div>	FT 1 year	BH, WP	BL, SP	Mental Health Support Worker
<b>Certificate IV in Youth Work</b> CHC40413# <div>Free TAFE</div>	FT 1 year	BH, LL	BL	Community Development Worker (Youth), Recreational Youth Activities Worker, Residential Care Worker, Youth Housing Support Worker
<b>Diploma of Community Services</b> CHC52015# <div>Free TAFE</div>	FT 1.5 years	BH	BL	Community Services Worker, NDIS Support Worker, Early Intervention Worker, Group Facilitator, Youth Officer, Case Worker
<b>Diploma of Mental Health</b> CHC53315 1 year with Certificate IV in Mental Health CHC43315#	FT 1.5 years 1 year with Certificate IV in Mental Health CHC43315#	BH, WP	BL	Mental Health Team Leader, NDIS Program Manager, Senior Mental Health Support Worker, AOD Support Worker / Team Leader
<b>Bachelor of Community Services</b> BCSV2	FT 3 years PT equivalent	C, BH	BL	Child Protection Practitioner, Alcohol and Other Drugs Worker, Crisis Intervention Worker, Residential Care Officer

#This training package will change in the near future and minor alterations to the course will occur. All new students will be enrolled into the new course. Check website for latest information.

This training is delivered with the Victorian and Commonwealth Government funding. This is applicable to VET, VCE and VPC courses only.

**LOCATION:** BH Box Hill Campus | C City Campus | LL Lilydale Lakeside Campus | SS Secondary School | WP Workplace | IN Industry | R Remote

**DELIVERY:** F2F Face to Face | OL Online | BL Blended | WB Workbased | SP Self-paced | FL Flexible | D Distance

● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP







# CYBER SECURITY & ICT

We're pioneers of cyber security in TAFE



# Become a cybercrime fighter (and more!) at Box Hill Institute

With cyber attacks making a regular appearance in the Australian news cycle, IT professionals will continue to be in high demand. With our award-winning courses, you'll equip yourself with the most current skills and knowledge that employers are looking for!



Cyber  
Security



Information  
Technology

## Future forecast

**\$9.9 billion funding**

to the Australian Signals Directorate to boost skills and capability<sup>^</sup>

**6.5% increase**

in productivity thanks to digital innovations, equivalent to extra \$126 billion for Australia's GDP<sup>\*</sup>

**\$25.4 million**

awarded to projects aiming to grow numbers of women, First Nation Australians and people of neurodiverse backgrounds in cyber security<sup>\*</sup>

<sup>^</sup>To be delivered between now and 2030/2031. Source: aph.gov.au

<sup>\*</sup>The economic contribution of Australia's tech sector', Tech Council of Australia (August 2021) <https://techcouncil.com.au/wp-content/uploads/2021/08/TCA-Tech-sectors-economic-contribution-full-res.pdf>

<sup>\*</sup><https://www.industry.gov.au/news/upskilling-and-diversifying-australias-cyber-security-workforce>



# Why study Cyber Security & ICT with us

## Cyber Security Operations Centre

Practise while you learn and become job-ready in our highly-specialised facility. In 2018, we launched the Cyber Security Operations Centre (CSOC), a dedicated training space and the first of its kind in Australia.

## Awarded gold

In 2022, we won Gold at the 2022 World Federation of Colleges and Polytechnics Awards for Cyber and Data Security and Social Engineering.

## CISCO Networking Academy, Microsoft Imagine Academy and more

Not only are we connected to these industry leaders, our courses are co-designed with an advisory panel of cybersecurity experts from IT, banking and telecommunications.

## Top jobs

### Systems analysts

**\$122,200/year**

12.9% more needed  
5,900 extra jobs available

### ICT security specialists

**\$121,784/year**

38.9% more needed  
21,900 extra jobs available

### Programmers

**\$140,676/year**

27% more needed  
42,200 extra jobs available

## Places our students have interned or had placements

- › NAB
- › SEEK
- › Australian Super
- › Telstra
- › NBNC Co
- › AISA



“I was encouraged to get involved in industry, to enter global competitions and test my skills against people from around the world.”

**AJ**  
Certificate IV in Cybersecurity

With the flexibility provided by the course, AJ was able to continue working while she studied. When she finished her certificate, her employer agreed to let her shadow the company's cybersecurity team. And when a vacancy in the team came up, she successfully secured the role!

CYBER SECURITY		Course Length	Location	Delivery	What can I become?
Certificate IV in Cyber Security 22603VIC	Free TAFE	FT 1 year	BH, C	BL	Cyber Security Professional, Helpdesk Technician, Support Officer, Security Penetration Tester, Information Systems Security Support Officer
		PT 2 years			
Certificate IV in Cyber Security 22603VIC	Free TAFE	FT 1 year	R	OL, SP	
		PT 1.5 years			
Advanced Diploma of Cyber Security 22445VIC		FT 1 year PT flexible	BH	BL, F2F	Cyber Operations Analyst, Network Security Administrator, Cyber Security Systems Administrator, Cyber Security Systems Coordinator, Enterprise Cyber Systems Administrator, Security Network Support Administrator
ICT		Course Length	Location	Delivery	What can I become?
Certificate III in Information Technology ICT30120	Free TAFE	FT 6 months	BH	BL	PC Technician, Help-desk Support Officer, Data Centre Trainee, Cyber Security Support Officer
Certificate IV in Information Technology (Database Development) ICT40120		FT 1 year PT flexible	BH	BL, F2F	Application Programmer, Database Developer, Technical Support for small networks, User Support Technician
Certificate IV in Information Technology (Programming) ICT40120		FT 1 years PT flexible	BH	BL, F2F	
Bachelor of Information Technology BIT01		FT 3 years PT 6 years	BH	BL, F2F	Cyber Security Engineer, Cyber Security Analyst, Computer Networking Engineer, Internet/intranet Network Administrator, Network Analyst, Data Centre Engineer

#This training package will change in the near future and minor alterations to the course will occur. All new students will be enrolled into the new course. Check website for latest information.  
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**LOCATION:** BH Box Hill Campus | C City Campus | LL Lilydale Lakeside Campus | SS Secondary School | WP Workplace | IN Industry | R Remote

**DELIVERY:** F2F Face to Face | OL Online | BL Blended | WB Workbased | SP Self-paced | FL Flexible | D Distance

● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP



# EDUCATION

Go directly from student  
to educator!



# Become an educator at Box Hill Institute

Our hands-on courses, practical work placements and progressive early childhood partnerships can help you become an educator. Gain the in-classroom experience you want and the real-world experience you need for future employment at Box Hill Institute.



Education  
Support



Early  
Childhood  
Education



Vocational  
Teaching

## Future forecast

**\$1 billion**

Investment into 3-year-old kindergarten, which will create over 6,000 new teaching jobs across Victoria\*

**149,600 new jobs**

Projected to be available in the education and training sector^

**5th largest employing industry**

Join over 1,094,000 workers already employed in education^

## Places our students did placements or were hired

- › Lilydale Lakeside Children's Centre
- › Children's House of Early Learning
- › Holy Trinity Early Learning Centre
- › Templestowe World of Learning
- › Dorset Early Learning and Kindergarten

\*boxhill.edu.au/sector/snapshot/education

^labourmarketinsights.gov.au





“I completed Box Hill Institute’s VET course in Early Childhood Education during my VCE. It allowed me to map out a pathway of where I wanted to go and the accreditation I needed.”

**Jazmin Paterson**  
Certificate III in Early  
Childhood Education &  
Diploma of Early Childhood  
Education and Care

As part of her course, Jazmin had the chance to practice her skills while on placement at the Children’s House of Early Learning.



Hear Jazmin describe  
her experience of  
becoming an educator  
at Box Hill Institute



# Top jobs

Early childhood teachers

**\$86,632/year**

21.6% more needed

10,600 extra jobs available

Early childhood educators

**\$55,068/year**

5.9% more needed

7,900 extra jobs available

Education support workers

**\$59,124/year**

17.4% more needed

17,600 extra jobs available

Source: labourmarketinsights.gov.au, for the period of 2021-2026

# Why study Education with us

## Co-developed with industry

We consult with schools and early childhood education partners so that your course teaches the exact skills you'll need to lead classrooms.

## Community of practice

We launched a community of practice with early childhood and kindergarten providers. That means more pathways to jobs for you!

## Victorian Early Childhood Teacher incentives

Incentives up to \$50,000\* are available for qualified early childhood teachers taking up roles in state government-funded three-year-old kindergarten.

\*vic.gov.au/financial-support-study-and-work-early-childhood.

EARLY CHILDHOOD	Course Length	Location	Delivery	What can I become?
<b>Certificate III in Early Childhood Education and Care</b> CHC30121 <span>Free TAFE</span>	FT 9 months PT 1 year (traineeship) PT 1.25 years (blended delivery)	BH, LL, WP	F2F, BL	Early Childhood Educator, Playgroup Supervisor, Outside School Hours Care Assistant
<b>Diploma of Early Childhood Education and Care</b> CHC50121 <span>Free TAFE</span>	FT 10 months PT 1–1.5 years	BH, R	F2F, BL	Children's Services Coordinator, Team Leader or Room Leader, Early Childhood Educator
<b>Bachelor of Early Childhood Education</b> BECE1	FT 4 years without an approved diploma or 3 years plus 2 subjects with an approved diploma	BH, LL	F2F, OL, BL	Early Childhood Teacher
EDUCATION SUPPORT	Course Length	Location	Delivery	What can I become?
<b>Certificate III in School Based Education Support</b> CHC30221 <span>Free TAFE</span>	PT 9 months	BH, LL	F2F, BL	Teacher's / Integration Aide, Education Support Worker, ESL Support Worker
TRAINING & ASSESSMENT	Course Length	Location	Delivery	What can I become?
<b>Certificate IV in Training and Assessment</b> TAE40116 <span>Free TAFE</span>	PT 9 months	BH	BL	Vocational / TAFE Educator, Industry Trainer, Industry Assessor
<b>Graduate Certificate in Adult and Vocational Education</b> GCV01	PT 1 year	R	OL	Vocational / TAFE Educator, Industry Trainer, Industry Assessor
<b>Graduate Certificate in Higher Education (Learning and Teaching)</b> GCH01	FT 6–12 months PT flexible	R	OL, BL, SP	Higher Education Academic or Course Coordinator

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP

# HAIR & BEAUTY

Real clients. Real settings.  
Real professionals.



# Become a salon professional at Box Hill Institute

Want an active hands-on job that will always be in demand? If you love making people look and feel great, Box Hill Institute's incredible Hair & Beauty courses are for you! Hone your professional skills and elevate your passion to a job-ready level.



**Hairdressing**



**Barbering**



**Beauty Services**



**Beauty Therapy**

## Future forecast

### Top 5

Hair and beauty professionals are in the top 5 in-demand roles within the personal services industry<sup>^</sup>

## 69,600

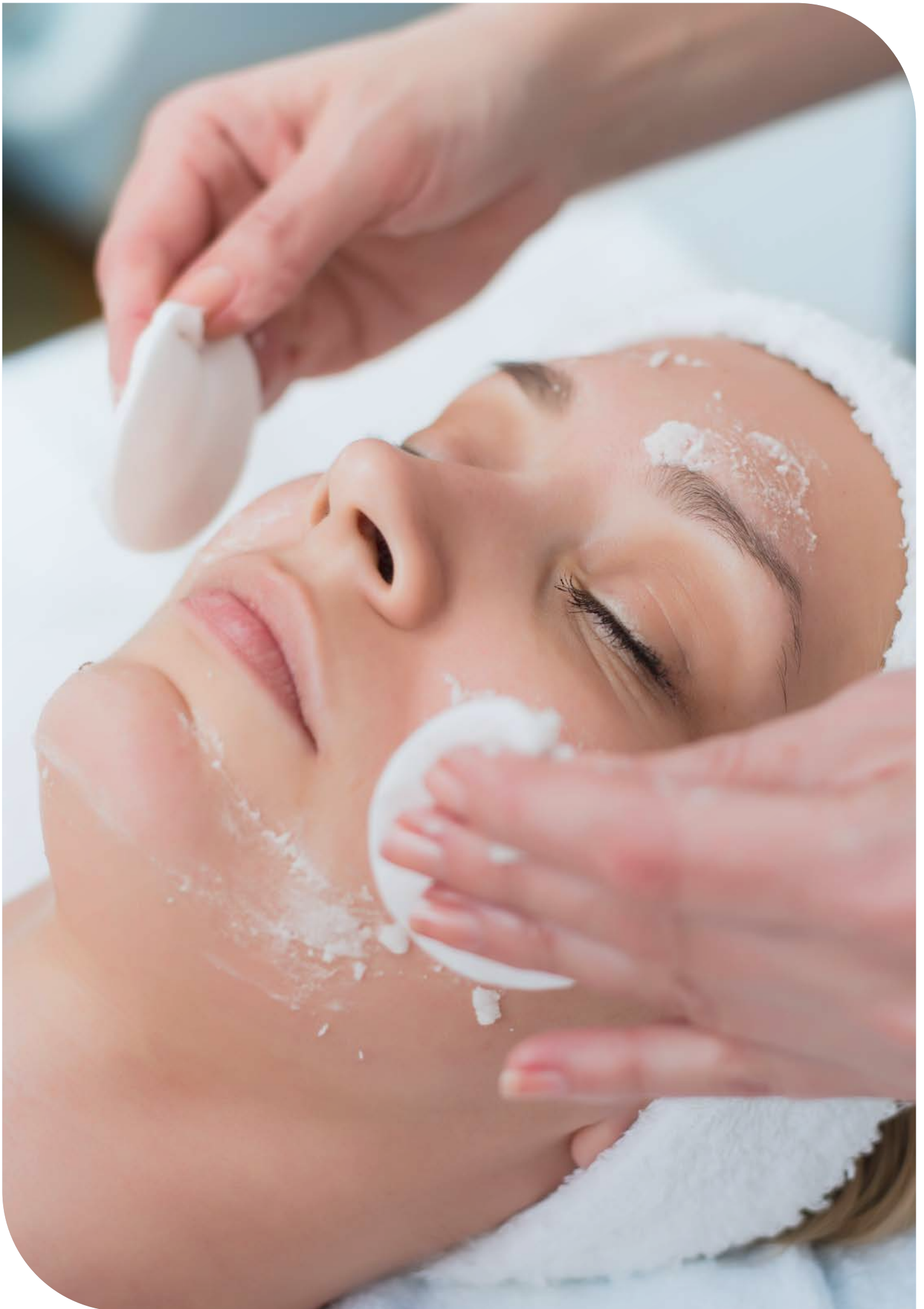
people working nationally in the hair industry by 2026<sup>+</sup>

## Places our students did placements or were hired

- › Pivot Point International
- › Lorna Evans
- › Sharon Blaine
- › Zen Master
- › Schwarzkopf
- › ITEC
- › Endota Spas

<sup>^</sup>Australian Industry and Skills Committee [nationalindustryinsights.aisc.net.au](http://nationalindustryinsights.aisc.net.au)  
<sup>+</sup>[labourmarketinsights.gov.au](http://labourmarketinsights.gov.au), for the period of 2021-2026





## Top jobs

Beauty therapists

**\$62,192/year**

12.2% more needed

4,500 extra jobs available

Hairdressers and barbers

**\$53,976/year**

9.6% more needed

6,100 extra jobs available

Source: labourmarketinsights.gov.au, for the period of 2021-2026

## Why study Hair & Beauty with us

### On-campus hair & beauty salon

Practise your skills on campus at the hair & beauty salon! The salon offers a variety of hair services such as cuts and colour where you can perform treatments on clients for assessment throughout your course.

### Learn from award-winners

Learn from expert hairdressing and barbering trainers who were finalists for the Educator of the Year (Team) Award at the Australian Hair Industry Awards in 2021.

### On-campus day spa

Pamper paying clients (and polish your professional skills) in your final stage of training!

### Hair & Beauty salon

Train in our purpose-built salon, day spa and barber shop. You'll get hands-on experience and use professional equipment. Gain sales, consultation and technical skills for a salon, barbershop, bridal, freelance, photographic or catwalk styling career. Now is the time to embrace your artistic side and pursue a career with diverse job opportunities.



BEAUTY	Course Length	Location	Delivery	What can I become?
<b>Certificate III in Beauty Services</b> SHB30121	PT 6 months	BH	F2F	Beautician
<b>Diploma of Beauty Therapy</b> SHB50121	FT 1 year	BH	F2F, BL	Beauty Therapist, Spa Therapist, Skin Specialist, Makeup Artist
HAIR	Course Length	Location	Delivery	What can I become?
<b>Certificate III in Barbering</b> SHB30516	FT 30 weeks	BH	F2F, OL, FL	Barber, Hairdresser
<b>Certificate III in Barbering</b> SHB30516 ●	PT 1–2 years	BH	F2F, BL	Barber, Hairdresser
<b>Certificate III in Hairdressing</b> SHB30416	FT 36 weeks	BH	F2F, OL	Hairdresser: Specialise in a salon, bridal, photographic, catwalk and editorial work
<b>Certificate III in Hairdressing</b> SHB30416 ●	PT at least 2 years	BH	F2F, BL, SP	Hairdresser: Specialise in a salon, bridal, photographic, catwalk and editorial work

This training is delivered with the Victorian and Commonwealth Government funding. This is applicable to VET, VCE and VPC courses only.

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP





# HEALTH & NURSING

Practise being an aged care or healthcare worker before working as one!



# Become an aged care or healthcare worker at Box Hill Institute

Gain hands-on experience in our purpose-built simulation labs and wards, designed to replicate current industry standards. Learn from teachers who are subject matter experts within their area of speciality. Undertake industry placements with leading hospitals, aged and rehabilitation facilities and dental clinics.



Aged  
Care



Allied  
Health



Dental



Health  
Services



Nursing



Pharmacy

## Future forecast

### \$50 million

Budget for the Nursing and Midwifery Workforce Development Fund, announced in 2019

### Extra \$5.6 million

Budget for the Nursing and Midwifery Workforce Development Fund, announced for 2022-2023

### 14.2% growth

Projected in the Healthcare and Social Assistance sector, 2021-2026

# Why study Health & Nursing with us

## Co-developed with industry partners

Our expert-designed curriculum will teach you the most updated and well-rounded skills that employers are hiring for!

## Our health, nursing and aged care teachers are still in practice

Since your teachers continue to work in their profession, you'll be learning the most current methods and processes used in the workplace.

## Graduate nursing programs

While our students are on work placement, they have the opportunity to apply for graduate nursing roles with the same organisation and receive conditional job offers.

## Get noticed by employers

Whilst on placement, many of our aged care and healthcare students do so well that they are offered roles when they finish their course.

## Top jobs

### Enrolled nurses

**\$68,224/year<sup>+</sup>**

22,600 job opportunities<sup>+</sup>  
1.4% future job growth<sup>+</sup>

### Dental assistants

**\$57,304/year<sup>+</sup>**

2,300 more jobs<sup>+</sup>  
6.5% future job growth<sup>+</sup>

### Pharmacy technicians

**\$61,256/year<sup>+</sup>**

7,300 more jobs<sup>+</sup>  
20.7% future job growth<sup>+</sup>

## Places our students did placements or were hired

- › Epworth Healthcare
- › Ramsay Health Care
- › Arcare Aged Care
- › Knox Private Hospital
- › Regis
- › Casterton Memorial Hospital
- › Monash Health
- › MannaCare
- › Uniting AgeWell
- › Eastern Health
- › St Vincent's Hospital Melbourne

<sup>+</sup>labourmarketinsights.gov.au, for the period of 2021-2026





“I did my acute placement at Frances Perry House. In week 3, I interviewed for the 2-year graduate fellowship program and here I am now!”

**Emily McGuffie**  
Nurse, Frances Perry House  
Diploma of Nursing graduate  
—

While studying, Emily did her placements in a wide variety of settings—Regis and Mannacare aged care, Casterton Memorial Hospital and of course at her current workplace, which is a hospital for women run by the Ramsay Health group.

HEALTH & NURSING	Course Length	Location	Delivery	What can I become?
<b>Certificate III in Dental Assisting</b> HLT35021 ● <span>Free TAFE</span>	FT 1 year	WP	WB, BL	Dental Assistant
<b>Certificate III in Dental Assisting</b> HLT35021 <span>Free TAFE</span>	FT 1 year	BH	BL	Dental Assistant
<b>Certificate III in Dental Assisting</b> HLT35021 <span>Free TAFE</span>	FT 1 year	WP	BL, SP, WB	Dental Assistant
<b>Certificate III in Health Services Assistance (Specialising in Operating Theatre Technician)</b> HLT33115 <span>Free TAFE</span>	FT 6 months	BH	BL, F2F	Operating Theatre Technician
<b>Certificate III in Health Services Assistance</b> HLT33115 <span>Free TAFE</span>	FT 6 months	BH	BL, F2F	Health Service Assistant, Patient Services Assistant, Hospital Orderly, Food Services Assistant, Environmental Services Assistant
<b>Certificate III in Hospital/Health Services Pharmacy Support</b> HLT37115#	FT 1.5 years	WP	OL, WB, SP	Hospital Pharmacy Technician
<b>Certificate III in Individual Support</b> CHC33015# <span>Free TAFE</span>	FT 6 months	BH	BL, F2F	Aged Care Worker, Home Care Assistant, Community Care Worker, Support Worker
<b>Certificate IV in Allied Health Assistance (Physiotherapy, Occupational Therapy)</b> HLT43015# <span>Free TAFE</span>	FT 10 months	BH, WP	BL, F2F, WB	Allied Health Assistant, Physiotherapy Assistant, Occupational Therapy Assistant, NDIS Therapy Assistant
<b>Diploma of Nursing</b> HLT54121 <span>Free TAFE</span>	FT 2 years	BH, C, LL	BL, F2F, WB	Enrolled Nurse

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP



# HORTICULTURE, LANDSCAPING & CONSERVATION

Be inspired where you learn,  
the Yarra Ranges!





# Become qualified at Box Hill Institute

Keep natural environments thriving or build green spaces that nurture wellbeing. In conservation, explore Indigenous land management, parks and wildlife, and more. Choose from two specialist streams in horticulture—landscaping or nursery and gardening. Or study landscape construction, where you'll get to create paving, irrigation and stonework as well as learn all about plants. The best part? You'll be doing it on the doorstep of the Yarra Ranges National Park, where our Lilydale campus is located.



Landscape



Horticulture



Conservation

## Future forecast

### \$1 billion

The government's investment into the National Landcare Program<sup>^</sup>

### \$77 million for BushBank

This program will restore Victoria's natural environments by planting millions of native plants and trees<sup>\*</sup>

### 33.1% growth

The horticulture sector is forecast to be the fastest growing agricultural sector by 2030, with 33.1% growth from 2017/18 to 2029/30<sup>+</sup>

## Places our students have interned or had placements

- › Department of Environment, Land, Water and Planning
- › Melbourne Water
- › Yarra Ranges Council

<sup>^</sup>[dceew.gov.au/environment/land/landcare](https://dceew.gov.au/environment/land/landcare)

<sup>\*</sup>[environment.vic.gov.au/bushbank](https://environment.vic.gov.au/bushbank)

<sup>+</sup>For the period of 2017/18 to 2029/30. Source: AUSVEG - Grow your career



**Claudia Green**  
Course Coordinator  
Horticulture, Landscaping  
and Conservation  
—

Claudia has been a trainer since 2016. She has a Masters of Urban Horticulture and has previously worked as a horticultural designer for a leading landscaping company as well as running her own business, Forgotten Foods, specialising in growing native bushfoods – you will learn heaps from her.

## Top jobs

Landscape gardeners

**\$1,410/week<sup>^</sup>**

13.5% more needed<sup>^</sup>

10,500 extra jobs available<sup>^</sup>

Nursery workers

**\$1,130/week<sup>^</sup>**

6.1% more needed<sup>^</sup>

2,200 extra jobs available<sup>^</sup>

Park rangers

**\$1,346/week<sup>\*</sup>**

NT, QLD—states with most opportunities<sup>^</sup>

<sup>\*</sup>seek.com.au

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026

## Why study Horticulture, Landscaping & Conservation with us

### In and around the Yarra Ranges

Create your own pathway to a successful career by nurturing your skills and knowledge at our Lilydale campus, near the Yarra Valley and Ranges.

### Join conservation projects

Get real hands-on experience with field work—planning and conducting biological surveys, consulting with stakeholders, contributing to the design of ecological restoration projects and observing wildfire hazard reduction activities.

### Co-designed with industry

We consult leading organisations in the sector to ensure that the lessons and skills you learn are the ones that employers are looking for.

HORTICULTURE, LANDSCAPING & CONSERVATION		Course Length	Location	Delivery	What can I become?
<b>Certificate III in Horticulture</b> AHC30716 <div>Free TAFE</div>		FT 1 year PT 1.5–3 years	LL	F2F	Horticulturalist, Gardener, Landscaper, retail or wholesale nursery role
<b>Certificate III in Landscape and Construction</b> AHC30921 ●		FT 3 years	LL	F2F	Landscaper
<b>Diploma of Conservation and Ecosystem Management</b> AHC51120		FT 1.5 years PT 2–4 years	LL	F2F	Lands Parks and Wildlife Manager, Park Ranger, Project Firefighter

This training is delivered with the Victorian and Commonwealth Government funding. This is applicable to VET, VCE and VPC courses only.

**LOCATION:** BH Box Hill Campus | C City Campus | LL Lilydale Lakeside Campus | SS Secondary School | WP Workplace | IN Industry | R Remote

**DELIVERY:** F2F Face to Face | OL Online | BL Blended | WB Workbased | SP Self-paced | FL Flexible | D Distance

● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP





# HOSPITALITY & TOURISM

Follow in the footsteps  
of greatness

# Become a qualified chef at Box Hill Institute

Join the ranks of award-winning chefs who sharpened their skills at Box Hill Institute such as Tobie Puttock, Guy Grossi (Grossi Florentino) and Curtis Stone. Start your journey to become anything from a commercial cook or patisserie chef, to an event organiser or tourism manager.



**Commercial  
Cookery**



**Hospitality**



**Tourism**

## Future forecast

### **\$87 billion industry**

Soaring demand conditions are set to return tourism to growth\*

### **112,400 more jobs**

In the hospitality sector by 2026, creating excellent opportunities for employment^

### **13.2% growth**

Just the ticket! Strong growth is projected for Australia's accommodation and food services industries^

^labourmarketinsights.gov.au, for the period of 2021-2026

\*IBIS World



“When I did my apprenticeship, it was a fantastic time. We had some amazing teachers who turned into really good mentors.”

**Guy Grossi**  
Chef and founder,  
Grossi Florentino  
—

Guy is a leading Australian chef and food personality who graduated from Box Hill Institute. When looking for apprentices, Guy says he can see that the Box Hill Students learn first-hand information that's industry-relevant.



Watch Guy recount  
his study and  
culinary journey



## Top jobs

### Chefs

**\$1,250/week<sup>^</sup>**

13.9% more needed<sup>^</sup>

11,200 extra jobs available

### Bakers

**\$1,196/week<sup>^</sup>**

2.9% more needed<sup>^</sup>

900 extra jobs available

### Pastry chefs

**\$1,196/week<sup>^</sup>**

2.9% more needed<sup>^</sup>

900 extra jobs available

### Hospitality managers

**\$1,956/week<sup>^</sup>**

4.2% more needed<sup>^</sup>

900 extra jobs available

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026

## Why study Hospitality & Tourism with us

### Premier training restaurants

Up-and-coming chefs and hospitality students are given excellent opportunities at Fountains Restaurant and Yarra Valley Lakeside Restaurant, our premier training venues where the menu changes with the seasons.

### Enhance your hands-on practical knowledge

From front-of-house service to the preparation of delicious dishes, our hospitality students and cookery apprentices are supervised and guided by our industry-experienced teaching staff.

### Join the best of the best

In 30 years, we have produced renowned chefs including Tobie Puttock, George Calombaris, Guy Grossi, Adam D'Sylva, Frank Camorra, Joe Vargetto and Curtis Stone, to name just a few.

## Places our students did placements or were hired

- › Fountains Restaurant
- › Yarra Valley Lakeside Restaurant
- › KOTO (Know One Teach One)

COMMERCIAL COOKERY	Course Length	Location	Delivery	What can I become?
Certificate III in Commercial Cookery SIT30816# <span>Free TAFE</span>	FT 1 year	LL, BH	BL, WB	Chef in a small businesses or Sous Chef in larger kitchens
Certificate IV in Commercial Cookery SIT40516#	FT 6 months	BH	BL	Chef or Chef de Partie
Certificate IV in Patisserie SIT40716	FT 2 years	BH	BL	Pastry Chef, Pâtisserie
HOSPITALITY	Course Length	Location	Delivery	What can I become?
Certificate III in Hospitality (Restaurant Front of House) SIT30722	PT 1 year	BH, LL	BL	Commercial Cook in commercial kitchen environments
Diploma of Hospitality Management (Specialising in Commercial Cookery) SIT50416#	FT 6 months after completing Certificate III in Commercial Cookery and Certificate IV in Commercial Cookery	BH	BL	Banquet or Function Manager, Café Manager, Chef
Bachelor of Hospitality Management BHM01	FT 3 years PT equivalent	C	F2F	Function Manager, Account Manager, Marketing Coordinator, Human Resource Manager, Event Manager
TOURISM	Course Length	Location	Delivery	What can I become?
Certificate III in Tourism SIT30116# ●	FT 1 year	R, WP	FL, OL, WB	Travel Agent, Tour Operators, Visitor Information Officer

#This training package will change in the near future and minor alterations to the course will occur. All new students will be enrolled into the new course. Check website for latest information.  
This training is delivered with the Victorian and Commonwealth Government funding. This is applicable to VET, VCE and VPC courses only.

**LOCATION:** BH Box Hill Campus | C City Campus | LL Lilydale Lakeside Campus | SS Secondary School | WP Workplace | IN Industry | R Remote  
**DELIVERY:** F2F Face to Face | OL Online | BL Blended | WB Workbased | SP Self-paced | FL Flexible | D Distance  
● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP





# MUSIC INDUSTRY

Everything you need to help  
launch your career





# Become a music industry professional at Box Hill Institute

Our extensive industry connections and world-class music facilities (including one-on-one mentorship and work experience through Tremorverse Records) can help you with your big break. Become a skilled performer, audio or music producer, sound designer, film composer, songwriter, music manager, or live event manager and promoter.



**Music  
Business**



**Performance**



**Composition**



**Songwriting**



**Sound  
& Audio  
Production**

## Future forecast

### **\$288 million investment**

Victoria's Creative State 2025 strategy will help creative organisations and enterprises build demand, audiences and markets<sup>^</sup>

### **8.8% growth**

In the arts and recreation sector\*

### **23,700 more jobs**

23,700 more jobs are projected to be available by 2026\*

<sup>^</sup>creative.vic.gov.au

\*labourmarketinsights.gov.au, for the period of 2021-2026

# Why study Music Industry with us

## Follow in the footsteps of Grammy award winners

Our music and production alumni go places. Our graduates like Chris Cheney, GFlip and Chis 'tek' Oryan have won or been nominated for Grammy Awards, ARIA Awards, APRA Awards and Triple J Unearthed.

## Record and produce music

Take the time outside of lessons to use our world-class facilities—develop your portfolio, work collaboratively and enhance your network by producing music for release in our studios.

## Break into the scene

Experience all aspects of a record label and get the chance to release your music on our own independent record label, Tremorverse.

## Take a bow in front of hundreds

Our music school includes a range of recording studios, film production suites, practice rooms, and a flexible performance space that seats 200 people.

## Learn from the best in the biz

Our professional music and production teachers have worked with the who's who of the music industry, toured the world, release platinum-selling albums and have the skills to help you succeed.

## Top jobs

### Music professionals

**\$1,799/week<sup>^</sup>**

8.7% more needed<sup>^</sup>  
2,200 extra jobs available

### Performing arts technicians

**\$1,451/week<sup>^</sup>**

4.3% more needed<sup>^</sup>  
800 extra jobs available

### Musical tutors and teachers

**\$1,723/week<sup>\*</sup>**

13.6% more needed<sup>^</sup>  
6,700 extra jobs available

## Places our students did placements or were hired

- › Ableton
- › Australian Guild of Screen Composers
- › AVID
- › Circus Arts
- › Drumtek
- › Meadow Music Festival
- › Music Victoria
- › Native Instruments
- › Sennheiser
- › Sing Sing Recording Studios

<sup>\*</sup>talent.com.au

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026



“I had really great teachers with a raw passion for music that was so infectious and ignited my own passion.”

**Jason Tay**  
Senior Audio Engineer,  
MAV Melbourne  
Diploma of Sound Production  
graduate  
—

Jason said that studying sound at Box Hill Institute was the best decision of his life—he was taught to find out who he was as an artist. Today, he leads AV and production for an events company while DJ-ing and writing music in his spare time.



Find out how Jason found a foothold in music by studying with us



## MUSIC INDUSTRY

MUSIC	Course Length	Location	Delivery	What can I become?
<b>Certificate IV in Music (Performance)</b> CUA40920	FT 6 months	BH	F2F	Live Performer, Writer, Arranger and Composer, Music Recorder (band or artist)
<b>Certificate IV in Music (Sound Production)</b> CUA40920	FT 6 months	BH	F2F	Recording Engineer, Producer, Editor, Live Sound Operator, Music Entrepreneur
<b>Certificate IV in Music (Sound Production)</b> CUA40920 ●	PT 1 year with on the job training	BH, IN	F2F, WB	
<b>Diploma of Music (Performance)</b> CUA50820	FT 1 year	BH	F2F	Performer, Songwriter, MC, Band Leader, Recording Artist, Composer
<b>Bachelor of Music Industry (Major in Audio Production)</b> BMI1A	FT 3 years PT equivalent	BH	BL	Studio Engineer, Record Producer, Recording Band Artist, Studio Session Musician, Writer and Arranger, Production Manager, Production Crew Member
<b>Bachelor of Music Industry (Major in Composition)</b> BMI1C	FT 3 years PT equivalent	BH	BL	Composer, Sound Designer, Musical Director, Writer and Arranger, Producer
<b>Bachelor of Music Industry (Major in Music Business)</b> BMI1B	FT 3 years PT equivalent	BH	BL	Booking Agent, Artist Manager, Record Company Owner, Event Manager, Tour Manager, Music Publisher
<b>Bachelor of Music Industry (Major in Music Production)</b> BMI1M	FT 3 years PT equivalent	BH	BL	Music Engineer, DJ, Electronic Music Producer, Sound Designer, Composer, Game Audio Composer, Live Sound Engineering
<b>Bachelor of Music Industry (Major in Performance)</b> BMI1P	FT 3 years PT equivalent	BH	F2F	Performer, Composer, Studio Roles, Broadcaster, Marketing Professional
<b>Bachelor of Music Industry (Major in Songwriting)</b> BMI1S	FT 3 years PT equivalent	BH	F2F	Songwriter, Composer for film TV and games, Sound Designer, Writer and Arranger, Producer / Programmer / Designer of music and multimedia software packages, Music Artist, Performer

This training is delivered with the Victorian and Commonwealth Government funding. This is applicable to VET, VCE and VPC courses only.

**LOCATION:** BH Box Hill Campus | C City Campus | LL Lilydale Lakeside Campus | SS Secondary School | WP Workplace | IN Industry | R Remote

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# SENIOR SECONDARY PROGRAMS

Earn your high school qualification  
in an adult learning environment



# Become all you can be and complete VCE

If traditional schooling for year 11 and 12 won't work for you, here's your alternative. Trade school bells, uniforms and supervision for flexible schedules, supportive teachers and freedom. You can even opt for the two new senior secondary programs designed by the Victorian government.

VCE

VCE Vocational Major

NEW

Victorian Pathways Certificate

NEW

## Why complete senior secondary with us

### Study your VCE at our City campus

Our VCE program is based at our Flinders Lane, Melbourne CBD campus. It's a 3-minute walk to Flinders St Station, with the city's cafés, restaurants, galleries and parks at your doorstep. Alternatively, study this online or with a combo of online and in-person sessions. Finish in 1 year full-time or 2–4 years part-time.

### New VCE Vocational Major

Flexible, based in real life, and will give you in-demand skills that will set you up for apprenticeships, traineeships, further study or work. You'll be assessed via projects, which means you'll graduate without an ATAR. Complete this in 2 years full-time with in-person study at Box Hill or Lilydale campuses, or fully online.

### New Victorian Pathways Certificate

Inclusive and even more accessible than the VCE Vocational Major, you would typically complete this in one year.

Course	Course Length	Location	Delivery
Victorian Certificate of Education VCE0000001	FT 2 years PT 2–4 years	C, R	BL, F2F
Victorian Certificate of Education Vocational Major VCE0000001	FT 2 years	LL, BH	F2F, OL
Victorian Pathways Certificate VPC0000001	FT 1 year	BH	F2F

Students undertaking this course will be enrolled at Box Hill Institute (4687) Upon completion, you will receive certification from the Victorian Curriculum and Assessment Authority (VCAA). This training is delivered with the Victorian and Commonwealth Government funding. This is applicable to VET, VCE and VPC courses only.

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“The teachers treat you like an equal, you have more control over your schedule and I loved the university-like environment.”

**Amrita Friars**  
VCE graduate

—

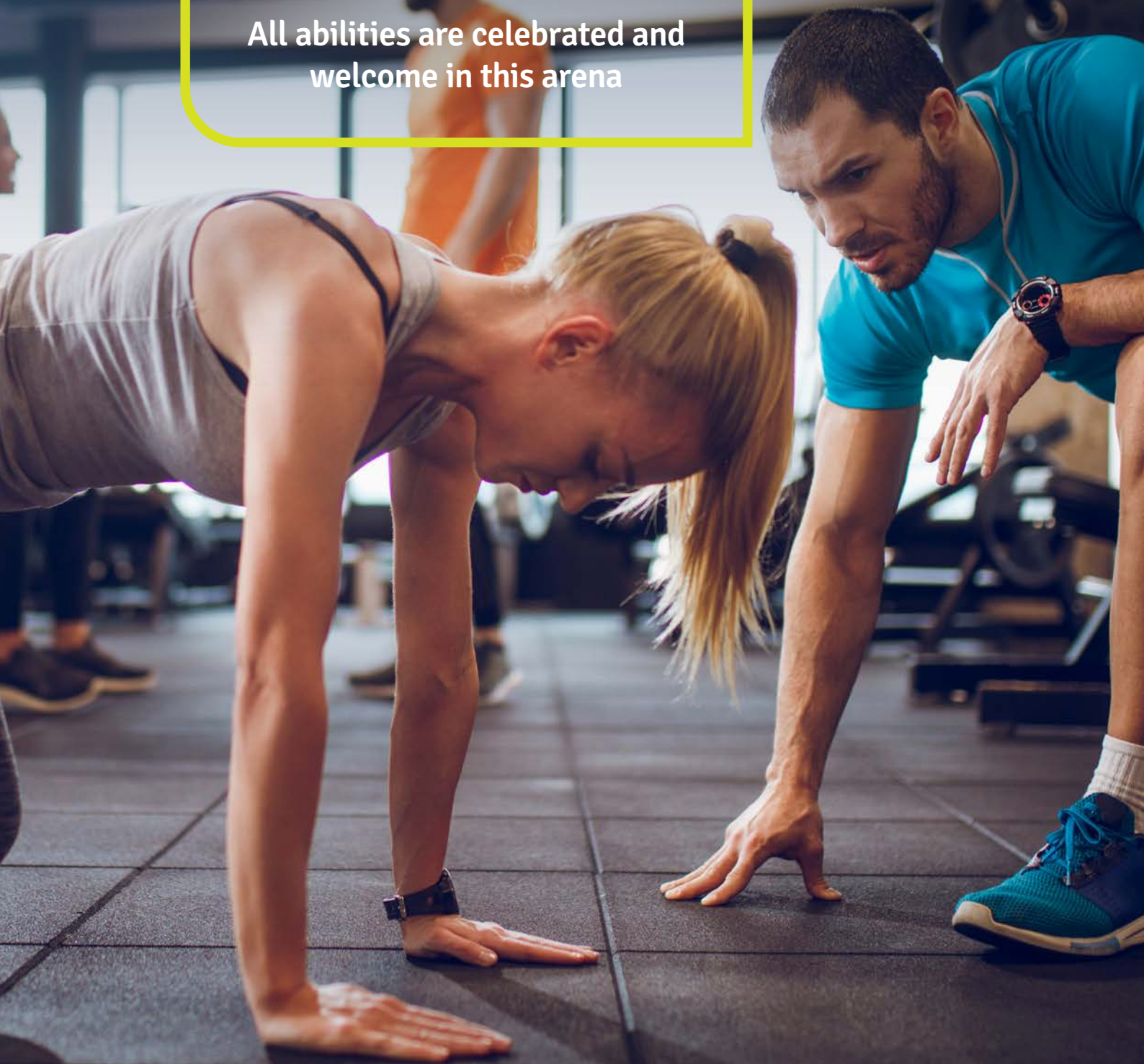
The flexible workload meant that Amrita could continue working at a café and spend time pursuing other interests.



Hear Amrita talk about the freedom she experienced in our VCE program

# SPORTS & RECREATION

All abilities are celebrated and welcome in this arena



# Become a dopamine booster at Box Hill Institute

We proudly welcome students of all abilities. Set yourself up with the skills to choose your own adventure. Whether you become a sports coach or administrator, event manager, tourism worker, outdoor instructor, tour guide, fitness coach or much more, Box Hill Institute has a range of courses to enable you to follow your dream.



Sport



Fitness



Outdoor  
Recreation

## Future forecast

### 23,700 new jobs

Everything will work out! Thousands of new jobs are projected to be available by 2026<sup>^</sup>

### 8.8% growth

In Australia's professional and recreational sports<sup>^</sup>

### Over 50%

Of Australian adults aren't active enough. Be part of the movement to change this<sup>\*</sup>

<sup>\*</sup>clearinghouseforsport.gov.au

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026



# Why study Sport & Recreation with us

## The Yarra Ranges is your classroom

For the hands-on parts of your outdoor course, roam the national park and lake on the doorstep of our Lilydale Lakeside campus.

## Work it out at our Nelson Gym

The Nelson campus gym offers a mixture of resistance machines, plyometric boxes, a rig for deadlifts and squats, resistance balls and bands, weights, battling ropes, and climbing ropes – just like a boutique personal training studio.

## Responsible, sustainable adventure

Our Certificate IV in Outdoor Leadership is unique as it includes environmental and Indigenous knowledge units, something not many programs offer.

## Prepare for the demands of industry

Work with industry partners to gain valuable experience in programs like the Yarra Ranges mountain bike 'We Can Ride.' You'll have the opportunity to instruct as well as directly engage with participants.

## Top jobs

### Fitness and sports centre managers

**\$1,395/week\***

17.7% more needed^  
1,500 extra jobs available

### Fitness instructors

**\$1,500/week\***

9.8% more needed^  
3,600 extra jobs available

### Outdoor adventure guides

**\$1,264/week^**

Steady growth expected^

## Places our students did placements or were hired

From elite to grassroots, we have partnerships at all levels.

- › IMG sports management
- › Melbourne Marathon
- › Special Olympics
- › Blind Sports & Recreation Victoria
- › Box Hill United Soccer Club
- › Box Hill Cricket Club
- › Kilsyth Basketball
- › AFL Outer East
- › Proud2Play
- › Belgrave Leisure

\*talent.com

^labourmarketinsights.gov.au, for the period of 2021-2026



“It teaches you about inclusion and participation and what happens behind the scenes in sport. That’s why I enrolled, it gets you to look at sport from a different angle.”

**Josh Allison**

Sports and Recreation teacher  
Paralympic wheelchair basketballer

After a tragic accident left Josh paralysed from the chest down, he thought his sporting days were over. Little did he know it was the birth of his professional basketball career as a Paralympian. Josh recently studied at Box Hill Institute and enjoyed his experience so much, he returned to teach.

## SPORTS & RECREATION

FITNESS		Course Length	Location	Delivery	What can I become?
Certificate III in Fitness SIS30321		FT 5 months	BH	BL	Personal Trainer, Gym Instructor
Certificate IV in Fitness SIS40215#		FT 6 months	BH, LL	BL, F2F	
RECREATION		Course Length	Location	Delivery	What can I become?
Certificate IV in Guiding SIT40216		FT 1 year	LL	BL, F2F	Tour / Cultural / Heritage Guide, Nature-based Guide, Tour Director / Manager, Specialist Activity Guide, Eco Adventurer
Certificate IV in Outdoor Leadership SIS40621	Free TAFE	FT 1 year	LL	F2F	Outdoor Guide, Outdoor Instructor, Site Manager, Camp Facilitator, Specialist Activity Instructor, Tour Guide
Certificate IV in Outdoor Leadership SIS40621 ●	Free TAFE	FT 1 year PT available with your employer	IN	BL	
SPORT		Course Length	Location	Delivery	What can I become?

Our sports programs at Box Hill Institute are delivered as a package of qualifications. At completion, you will receive three diplomas including:

Diploma of Sport and Recreation Management SIS50115	FT 1 year	BH, LL	BL	Sports Manager / Administrator / Coach, Official, Event Manager, Sport Facility Manager
Diploma of Sport (Sport Development) SIS50321				
Diploma of Sport (Coaching) SIS50321				

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# TRADES & TRANSPORT

Learn on the tools in  
real-deal workshops



# Become a tradie at Box Hill Institute

Have heaps of interests but not sure what stands out? Want to pick a career that's going to be in-demand and make a great living? Because we know you're practical, our trades and transport courses are too. We offer nationally recognised qualifications to help you become a builder, carpenter, electrician, plumber, welder, automotive technician or anything in between.



Automotive



Building &  
Carpentry



Driving  
Instruction



Electrical &  
Refrigeration



Engineering  
& Welding



Plumbing

## Future forecast

### 1.26 million people employed

Construction is a large employing industry in Australia, backed by rising demand and government investment<sup>^</sup>

### 6.8% growth

In Australia's construction industry<sup>^</sup>

### 83,500 more workers

With thousands of extra jobs available in construction in Q3 of 2022 alone<sup>^</sup>

## Our industry partners

- > ACTROL
- > AMCA
- > APS
- > Powervault
- > Reece
- > ATEP
- > Moke Owners Association of Victoria
- > Penrite
- > VicRoads
- > ARBS
- > AEN
- > Sidchrome

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026



**“My teachers really helped me find my way around the tools and terminology. While I was mid-way through my pre-apprenticeship, my boss offered me a full-time apprenticeship role!”**

**Amy Wheeler**  
Plumber at New Plumbing  
Solutions  
Certificate III in Plumbing  
—

Amy was first drawn to Box Hill Institute's trades program at an Open Day. She plans to return to complete her Certificate IV in Plumbing so that she can sign off on work and one day, start her own plumbing business.



See how Amy backs herself and is making her career dreams come true



## Top jobs

### Electricians

**\$2,120/week<sup>^</sup>**

10.2% more needed<sup>^</sup>

14,600 extra jobs available

### Carpenters

**\$1,432/week<sup>\*</sup>**

Steady growth expected<sup>^</sup>

### Plumbers

**\$1,419/week<sup>^</sup>**

8.6% more needed<sup>^</sup>

8,000 extra jobs available

### Air-conditioning & refrigeration mechanics

**\$1,581/week<sup>\*</sup>**

4% more needed<sup>^</sup>

1,200 extra jobs available

### Motor mechanics

**\$1,265/week<sup>\*</sup>**

Steady growth expected<sup>^</sup>

<sup>^</sup>labourmarketinsights.gov.au, for the period of 2021-2026

<sup>\*</sup>talent.com.au

## Why study Trades & Transport with us

### Be amongst the action

Get hands-on experience from day one with our purpose-built facilities for apprenticeship training in wood, electrical, plumbing, automotive, air conditioning, refrigeration and welding.

#### Lilydale campus

##### > Lilydale Nallei Jerring Nyerboing Trades Centre

Train in the wood, electrical, plumbing and automotive trades at this \$10.2 million facility.

#### Elgar campus

##### > Simulated automotive workshop

Study in an environment that's just like a real workplace.

##### > Integrated Technology Hub

World-class learning spaces for air conditioning, refrigeration, mechanical, plumbing and electrical technologies students.

##### > Advanced Welder Training Centre

Equipped with the latest AR simulators.

### World-class education (with the awards to prove it)

There's a reason Box Hill Institute won bronze at the global 2022 WFCP Awards for Construction. Our teachers are highly-experienced with practical skills and will be your mentors.

### Climate Control Centre of Excellence

Our industry-leading refrigeration and air-conditioning courses take place in this world-class 5-star green facility, co-designed with the Air-Conditioning and Mechanical Contractors Association (AMCA).

AUTOMOTIVE	Course Length	Location	Delivery	What can I become?
Certificate II in Automotive Air Conditioning Technology AUR20220 ●	FT 10 weeks	BH	F2F, BL	Automotive Air Conditioning Serviceperson
Certificate II in Automotive Servicing Technology AUR20520 ●	FT 10 weeks	BH, LL	BL, F2F	Apprentice
Certificate III in Light Vehicle Mechanical Technology AUR30620 ●	FT 3 years	BH, WP	BL	Mechanical Assistant, Diesel Mechanic, Automotive Technical Adviser, Workshop Manager
BUILDING & CARPENTRY	Course Length	Location	Delivery	What can I become?
Certificate II in Building and Construction Pre-apprenticeship (Specialising in Carpentry) 22338VIC ● <span>Free TAFE</span>	FT 14 weeks	BH	BL, F2F	Carpentry Apprentice
Certificate III in Carpentry CPC30220 ●	FT 3 years	BH, LL, WP	BL, F2F, WB	Carpenter, Commercial / Domestic Builder
Certificate III in Cabinet Making (Furniture) MSF31113 ●	FT 3 years	BH, WP	BL, F2F, WB	Cabinetmaker, Furniture Designer
Certificate III in Cabinet Making (Kitchens and Bathrooms) MSF31113 ●	FT 3 years Non Apprenticeship: we offer flexible delivery options	BH, WP	BL, F2F, WB	Cabinetmaker, Installer specialising in kitchens and bathrooms
Certificate IV in Building and Construction (Building) CPC40120	PT 1 year	BH	BL, F2F	Site Supervisor, Foreman, Sub-Contractor
Diploma of Building and Construction (Building) CPC50220	PT 2 years	BH	BL, F2F	Building Works Supervisor, Commercial Building Contractor, Building Estimator
DRIVING INSTRUCTION	Course Length	Location	Delivery	What can I become?
Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction) TLI41221*	PT 17 weeks	BH	F2F, FL	Driving Instructor
ELECTRICAL & REFRIGERATION	Course Length	Location	Delivery	What can I become?
Certificate II in Electrotechnology (Pre-vocational) 22499VIC ● <span>Free TAFE</span>	FT 10 weeks	BH, LL	BL, F2F	Electrical Apprentice
Certificate III in Air Conditioning and Refrigeration UEE32220 ●	FT 3 years	BH	BL, F2F	Licensed Refrigeration Mechanic
Certificate III in Electrotechnology Electrician UEE30820 ●	FT 3 years	BH, LL	BL, F2F	Electrician
Certificate III in Security Equipment UEE31420 ●	FT 3 years	BH	BL, F2F	Alarm Installer
PLUMBING	Course Length	Location	Delivery	What can I become?
Certificate II in Plumbing (Pre-apprenticeship) 22569VIC ● <span>Free TAFE</span>	FT 10 weeks (Box Hill campus) PT 20 weeks (Lilydale campus)	BH, LL	F2F, BL	Plumbing Apprentice
Certificate III in Plumbing CPC32413* ●	PT 3 years	BH, LL	BL, F2F	Registered Plumber (in your specialist area of competency)

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# WORK PREPARATION & FOUNDATION

Individual support to set goals and  
explore your work options





# Reconnect Program

Are you aged between 17 and 64 and have been out of work and education for at least the past 6 months? We can help you Reconnect.

## Reconnect participants benefit from a dedicated Case Manager who will work with you to provide:

- › Access to a wide range of pre-accredited and accredited courses with ongoing support and guidance to remain engaged
- › Employment opportunities
- › Ongoing study support to give you the best chance of success
- › Financial assistance to assist with training and employment-related expenses
- › Referrals to external services such as mental health, crisis and/or housing supports

## What study pathway can Box Hill Institute's Reconnect Program help me with?

- › Free TAFE
- › Pre-Apprenticeships
- › Apprenticeships
- › VCE & VCE Vocational Major
- › Vocational Certificates
- › English as an Additional Language
- › Pre-accredited Training

**There is no cost to be part of this program<sup>#</sup>, you just need to be eligible and participate in the meetings with your Case Manager.**

**For more information, contact our Reconnect Team on [reconnect@boxhill.edu.au](mailto:reconnect@boxhill.edu.au)**

<sup>#</sup>Skills First Reconnect is provided through funding support from the Victorian Government. Student must meet the eligibility criteria.

**“My Reconnect Case Manager has helped me re-engage in an area of study that I’m passionate about, and in a way that has allowed me to move at my own pace.**

My anxiety, a lack of confidence and financial hardship were my biggest barriers to being able to achieve my educational goals.

With the support of Reconnect I’ve been able to transition back into study through a pre-accredited course, enrol part-time in a Certificate that I love and that doesn’t interfere with my other commitments, and receive financial support to cover my course fees which I’d otherwise not be able to pay.

I was so happy when I received the Foundation Studies Student of the Year; I never thought I’d be able to achieve anything like that, and I don’t think I would have been able to if I didn’t have the support of my Reconnect Case Manager.”

**Jane**  
Student

# Transition & Pathway Courses

**Adult, Community and Further Education (ACFE)** pre-accredited training programs are short modular courses which focus on creating pathways for learners to return to study, improve their literacy and numeracy skills, continue further education or gain employment. Choose a course you've always wanted to do and become who you want to be.

## Here are examples of our programs:

### Introduction to Bike Maintenance

Aimed at anyone interested in the maintenance and repair of their own bike and those wanting to understand bike mechanics.

### Prepare for Visual Arts

Focused on creating a basic art folio for presentation, plus awareness of Australia's contemporary art scene, to create a pathway for further study in accredited visual arts training.

### Introduction to the Disability Industry

Prepare for work in the growing Disability Industry.

### Introduction to Computers

Ideal for those wanting to build their online confidence and digital experience by developing basic and practical skills.

### Digital Skills for the Workplace

Learn essential software and online functions (Microsoft Word, Excel, PowerPoint, Email and Internet), along with practical internet search skills.

### Ready to Study – VCE Preparation

An intensive program designed to support learners at the CAE to enroll in VCE.

### Tools to Set Up Your Business Online

Provides learners with an overview of the tools and technologies needed to set up a small business.

### Introduction to Horticulture

Provides learners with further training or employment, to improve their skills and knowledge and move into the horticulture industry.

## Visit the Centre for Adult Education at [cae.edu.au](http://cae.edu.au) or call 9652 0611

Adult, Community and Further Education (ACFE) courses are offered through funding support from the Victorian Government.

Students enrolling in this course will be enrolled as students of Box Hill Institute. Centre for Adult Education is a brand of Box Hill Institute.



# Education Partnerships with Disability Service Providers

Box Hill Institute is renowned for our support of learners living with an intellectual disability, winning the prestigious Inclusive Training Provider of the Year at the 2021 Victorian Training Awards. Our esteemed teacher Dean Champ was also crowned the nation's best at the 2021 Australian Training Awards as winner of the Excellence in Language, Literacy and Numeracy Practice Award.

We work in partnership with Disability Service Providers to deliver interactive and engaging programs for people with disabilities, so that they can enjoy better access to the community, and prepare for work or further courses.

Box Hill Institute has a number of experiential learning models that have been developed with our partners and are customised to the needs of participants. Whether learners require independent life skills, literacy and numeracy skills or skills to get ready for work, Box Hill Institute will collaborate with you to design a program that best meets your goals and promotes choice and control for individuals.

Course	Course Length	Location	Delivery
<b>Certificate I in Transition Education</b> 22567VIC	FT 1 year	BH, IN	F2F
<b>Certificate I in Work Education</b> 22566VIC	FT 1 year	BH, IN	F2F
<b>Certificate II in Work Education</b> 22481VIC	FT 1 year	BH, IN	F2F

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Our award-winning team works closely with our partner organisations so that we can get to know the aspirations of our students and cater for their specific learning needs. Our partnerships with our Disability Service Providers are powerful because together we can tackle any challenges a student may have so that they can flourish in their studies and live their best lives.



# How to Apply

Applying for a course at Box Hill Institute is easy. Follow these steps to apply and enrol.



If you need any assistance with your application, we're here to help on **1300 269 445**. Or you can book a 1 on 1 consultation on our website and we can do it together face to face.

## Apprenticeship application

If you are applying for an apprenticeship, you'll need to have a contract with an employer and be registered with an Australian Apprenticeship Support Network Provider. Once you have these in place, please start your application for a course.

If you don't have these, please contact our Skills & Jobs Centre for support on **03 8892 1350** or email **[sajc.elgar@boxhill.edu.au](mailto:sajc.elgar@boxhill.edu.au)**

# Pathways



## Want to study further?

A qualification from Box Hill Institute opens up a world of further study opportunities.

### Pathways at Box Hill Institute

After graduating, opportunities are available for further study at Box Hill Institute and other tertiary and higher education providers.

A Diploma qualification with Box Hill Institute guarantees direct entry into our degrees in the same or similar study areas (unless the course has additional entry requirements).

### Our University Partners

Are you aiming to get into a particular university course? Our degree pathways program could be the door to your dream career.

Box Hill Institute partners with Deakin University, Australian Catholic University, La Trobe University and Swinburne University of Technology to build pathways into some of their leading degrees. Students entering degrees may be eligible for credits in the degree based on their studies at Box Hill Institute.

Learn about our pathways with Australian Catholic University at [boxhill.edu.au/pathways/australian-catholic-university/](https://boxhill.edu.au/pathways/australian-catholic-university/)

Learn about our pathways with Deakin University at [boxhill.edu.au/pathways/deakin-university/](https://boxhill.edu.au/pathways/deakin-university/)






Learn about our pathways with La Trobe University at [boxhill.edu.au/pathways/la-trobe-university/](https://boxhill.edu.au/pathways/la-trobe-university/)

At Box Hill Institute, we know that our flexible and industry-aligned education can be a life-changing experience. With our unique focus on industry skills, our training is practical, career-oriented and tailored to students' needs.

We connect with prospective students to show them how we can help them to become what they want to be by connecting them with the skills they need to thrive in their desired workplace.

## Join the conversation

Apart from our website and dedicated contact centre, you can connect with us on our social channels. We regularly update our community and share exciting news, events and achievements. This means you can start participating in Box Hill Institute life even before you start your journey with us or once you've completed it.

-  [facebook.com/boxhillinstitute](https://facebook.com/boxhillinstitute)
-  [youtube.com/boxhillinstitute](https://youtube.com/boxhillinstitute)
-  [instagram.com/boxhillinstitute](https://instagram.com/boxhillinstitute)
-  [linkedin.com/school/box-hill-institute](https://linkedin.com/school/box-hill-institute)
-  [tiktok.com/@box\\_hill\\_institute](https://tiktok.com/@box_hill_institute)

From certificates to degrees

# APPLY NOW



**BOXHILL.EDU.AU**  
**1300 BOX HILL**

For detailed information on all courses, including assessment requirements, fees and units visit [boxhill.edu.au](https://boxhill.edu.au). The information contained in this guide is correct at the time of publication (May 2023). Box Hill Institute reserves the right to alter, amend or delete details of course offering, fees or other information provided in this document. Selected VET courses are provided to eligible individuals with funds made available by the Victorian and Commonwealth Governments.

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### BOX HILL INSTITUTE

#### BOX HILL CAMPUSES

**Elgar Campus** | 465 Elgar Road, Box Hill

**Nelson Campus** | 853 Whitehorse Road, Box Hill

**Whitehorse Campus** | 1000 Whitehorse Road, Box Hill

#### CITY CAMPUS

253 Flinders Lane, Melbourne

#### LILYDALE LAKESIDE CAMPUS

Jarlo Drive, Lilydale

