



BOX HILL
INSTITUTE

WHAT WILL YOU **BECOME?**

Course Guide 2024

ON CAMPUS | ONLINE | WORKPLACE



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

- › Counselling
- › Wellbeing Support
- › Accessibility Support
- › Scholarships
- › Support for Indigenous Students
- › Support for International Students
- › Literacy and Numeracy (LN) support



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 (VDSS)

VDSS 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 VDSS program, attending class once per week (either a morning, afternoon or evening).[#]

Learn more about VDSS courses at 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/

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/

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/

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 Education, and Dental Assistance.

Find out more about Traineeships at boxhill.edu.au/courses/traineeships/

[#]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).

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/

Undergraduate Degrees

Our undergraduate courses focus on developing the practical skills that you'll need for a career.

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/

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

Our flexible delivery approach offers a variety of study options tailored to accommodate your evolving needs. Experience the convenience of studying remotely, either online or in a flexible learning environment with support.

Off-Campus Study Options

Some 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.

Pathways at Box Hill Institute

No matter where you start from, we're here to support you in reaching your goals.



Study pathway options

Sometimes reaching your goals can take a few steps. Discover the array of options available for further studies, specialisation or skill enhancement. Learn about potential programs and opportunities for your academic growth boxhill.edu.au/study-with-us/pathways/

Career pathways

Explore potential career opportunities available to you upon successful completion of your chosen program. Learn more about career pathways boxhill.edu.au/skills-and-jobs-centres/ or contact our Skills and Jobs Centre for guidance at **03 8892 1350** or at sajc.elgar@boxhill.edu.au

Pathways to university

Box Hill Institute offer a number of undergraduate courses. Many with guaranteed vocational pathways and Recognition of Prior Learning. In addition, Box Hill Institute partners with Deakin University, Australian Catholic University and La Trobe University 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.

Recognition of Prior Learning (RPL)

If you've gained skills and knowledge through previous work or study, you may be eligible for Recognition of Prior Learning (RPL). RPL can potentially shorten the duration of your study by acknowledging your existing competencies. Learn more about the RPL process and how to apply on our dedicated RPL page boxhill.edu.au/recognition-of-prior-learning/

Credit transfers

You may have previously completed studies or courses that align with your current program at Box Hill Institute. You can apply to transfer credits for relevant completed studies. Read more about the credit transfer application process boxhill.edu.au/recognition-of-prior-learning/



Free TAFE for the jobs Victoria needs

More Victorians will have the chance to study at Box Hill Institute, with Free TAFE.[^]

Explore courses related to:



Business



Building &
Construction



Education



Hair &
Beauty



ICT &
Cyber Security



Health



Horticulture



Hospitality &
Cookery



Nursing



Outdoor
Leadership



Veterinary
Nursing



Find out more about
eligibility and enquire
for Free TAFE



[^]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.

Skills First Reconnect Program

Skills First Reconnect is offered through funding support from the Victorian Government, ensuring that you can access these valuable resources without any financial burden.

Do you need help reconnecting with training or finding work? If you'd like to improve your employability, but are finding it hard to find work or concentrate on study, we can help. You'll get a case manager who'll help you take control of your life, return to study and look for a job. If this is you, speak to us before applying for any course.

Our case managers can assist you with:

- › Access to qualifications such as certificates, diplomas and apprenticeships, leading to exciting career opportunities
- › Ongoing study support
- › Employment opportunities
- › Financial assistance for training and employment-related expenses
- › Referrals to mental health, crisis and/or housing services
- › Health, crisis and/or housing supports

Who is eligible?

- › Young people aged 17–19, not engaged in education or training for six months or more (< 8 hours a week).
- › Mature participants aged 20–64, unemployed for six months or more (< 8 hours a week), and not engaged in education or training for six months or more (< 8 hours a week).
- › Young people aged 17–24 who have been, or are currently on youth justice orders.
- › Anyone aged 17–64 who has current or previous experience with child protection services or out-of-home care.
- › Asylum seekers aged 17–64 and their dependents who meet the following criteria:
 - hold any humanitarian, protection or refugee visa in Australia; or
 - have applied for a humanitarian, protection or refugee visa and hold a bridging visa for this purpose; or
 - have made an application under s.417 or s.48b of the Migration Act 1958 (Cth) which is yet to be determined and hold a bridging visa.
 - Individuals must have a visa with study rights, and work rights are required for programs that include a work placement.

“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.

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

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

Some of our students successfully finished placements or were hired by:

- › 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

\$33 billion

Australians spend this annually to keep our pets fed, healthy and well-accessorised[^]

45% are interested in getting a pet

Many who don't yet have pets want to own one[^]

69% of households have a pet

That's 28.7 million pets living in 6.9 million households[^]

[^]Animal Medicines Australia: Pets in Australia: A national survey of pets and people 2022

Top jobs

Pet groomers

\$22.07/hour⁺

14.9% more needed[^]

3,100 extra jobs available

Animal trainers

\$1,287/week[^]

14.9% more needed[^]

3,100 extra jobs available

Vet nurses

\$1,026/week[^]

15.4% more needed[^]

2,400 extra jobs available

⁺Salary Expert

[^]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	Intake	Location	Study Mode	What can I become?
Certificate II in Animal Care ACM20121	FT 16 weeks	March August	IB	BL, IB	Animal Carer, Shelter Attendant, Pet Store Professional, Kennel Hand
Certificate III in Animal Care Services (Animal Care) ACM30122	FT 1 year	February July	BH, L	BL	Veterinary Assistant, Animal Attendant, Animal Workplace Receptionist
Certificate III in Animal Care Services (Pet Grooming) ACM30122	FT 6 months	February July	BH	BL	Animal Grooming Assistant
Certificate III in Wildlife and Exhibited Animal Care ACM30321	FT 18 months	February April July	BH	ELB	Zookeeper / Animal Carer, Native Wildlife Carer, Wildlife Rehabilitator
Certificate IV in Veterinary Nursing ACM40418 	FT 2 years (on campus) PT 3 years (off campus)**	January February April July October	BH, OC/C	BL, ELB	Veterinary Nurse
Diploma of Animal Technology ACM50119	FT 18 months	February	BH	BL	Animal Technology Manager, Facility Manager, Animal Technologist

**The time taken to complete this course will vary depending on your input.

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 | L Lilydale Lakeside Campus | OC/C Off Campus/Correspondence | IB Industry Based

STUDY MODE: CB Classroom Based | ELB Electronic Based | BL Blended Learning | EMB Employer Based (VET) | IB Industry Based

 APPRENTICESHIP  PRE-APPRENTICESHIP  TRAINEESHIP



“I build relationships with animals as well as their owners. They trust me and I really enjoy seeing people bringing their pets back to me to take care of them.”

Jess

Certificate III in Pet Grooming ACM30122

Jess wants everyone to know that pet grooming is so much more than making animals look pretty. “We go through a lot of checks on an animal’s health and wellbeing, reporting back to owners on anything out of the ordinary,” she says. It’s the focus on the general welfare of animals that she loves.



Find out how Jess has turned her skills into a thriving 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~ will focus on helping creatives build demand, audiences and markets

311,309 creative workers

The number of Victorian creatives has rebounded from a pandemic low of 275,000 and continues to grow~

National Cultural Policy 2023-2028

Launched in Jan '23, the policy points to dedicated investment in Creative Australia, our creative development agency and includes the founding of Music Australia+

~Creative Victoria, creative.vic.gov.au
+Office for the Arts, arts.gov.au

Why study Art, Fashion & Design with us

Show (and compete!) at Melbourne Fashion Week

Show off your clothing collections! You might even win an award 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

\$73,750/year[^]

28.4% more needed⁺
3900 extra jobs available

Graphic and web designers

\$78,104/year⁺

21.7% more needed⁺
13,900 extra jobs available

Building designers

\$71,000/year[~]

11.9% more needed⁺
8,800 extra jobs available

[^]talent.com
⁺labourmarketinsights.gov.au, for the period of 2021-2026
[~]Glassdoor

Some of our students successfully finished placements or were hired by:



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



Paul 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 and
set up his own creative and design studio.
His clients include Aldi, Knox Shopping Centre
and Coldstream Brewery.



Find out where
studying graphic
design has taken Paul



BUILDING DESIGN	Course Length	Intake	Location	Study Mode	What can I become?
Advanced Diploma of Building Design (Architectural) ^{22477VIC#}	FT 2 years PT 3 years	February April July October	BH	BL, CB	Architectural Technician, Building Contractors, Building Designers
DESIGN	Course Length	Intake	Location	Study Mode	What can I become?
Certificate IV in Design CUA40720	FT 6 months PT flexible**	February July	BH	CB	Entry level design roles
Diploma of Graphic Design CUA50720	FT 1 year PT flexible**	February July	BH	CB	Graphic Designer, Digital Designer, Graphic Artist
Bachelor of Design (Digital Technologies) BOD1D	FT 3 years PT equivalent	February July	BH	CB	Brand Manager, Marketing Manager, Graphic Designer, Digital Designer
FASHION & MERCHANDISING	Course Length	Intake	Location	Study Mode	What can I become?
Bachelor of Design (Fashion Design) BOD1F	FT 3 years PT equivalent	February July	BH	CB	Fashion Designer, Product Developer, Production Technical Support
Bachelor of Design (Fashion Enterprise) BOD1E	FT 3 years PT equivalent	February July	BH	CB	Fashion Buyer, Fashion Allocator, Trend Forecaster, Product Developer
FLORISTRY	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Floristry SFL30115	FT 1 year PT 18–24 months	February July	BH	CB	Florist
VISUAL ARTS	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Visual Arts CUA31120	FT 6 months PT flexible**	February July	C	CB	Art or Media Professional, Sculptor, Painter (Visual Arts)
Certificate IV in Visual Arts CUA41320	FT 1 year PT flexible**	February July	C	CB	Visual Artist

**The time taken to complete this course will vary depending on your input.

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP

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 and get 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

\$100 billion
agriculture sector

Protect and support the sector so it reaches this growth target by 2030[^]

>\$1 billion
in biosecurity funding

2023 Federal Budget announced new funding over 4 year a staggering \$314 billion[^]

1.6 million jobs

The number of agricultural and horticultural jobs you'll be protecting⁺

Some of our students successfully finished placements or were hired by:

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

[^]Dept of Agriculture, Fisheries and Forestry

⁺National Biosecurity Strategy 2022



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

Precious

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 Lakeside 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 first-hand.

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	Intake	Location	Study Mode	What can I become?
Certificate IV in Laboratory Techniques MSL40122	FT 1 year PT 18 months	February	BH	BL	Laboratory Technician, Technical Officer, Food and Materials Tester
Bachelor of Biosecurity Science BBS01	FT 3 years	February July	L	BL	Biosecurity Officer, Biosecurity Compliance Regulatory Officer

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP

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

6.3% growth

In the financial services sector[^]

206,600 more jobs

Projected for the professional, scientific and technical services sector including accounting services and advertising[^]

6.3% growth

In the rental, hiring and real estate services sector[^]

Some of our students successfully finished placements or were hired by:

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

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



“I’ve acquired skills in cash flow management, income statements, balance sheets, taxation and proficiency in accounting software like MYOB.”

Budiarti

Certificate IV in Accounting and Bookkeeping
FNS40222

Despite already completing a bachelor’s degree in economics and statistics, Budiarti signed up for the Certificate IV in Accounting and Bookkeeping to expand her business knowledge and prepare for a finance career.



Read about how Budiarti’s Box Hill Institute qualification is helping her work towards running her own business



Top jobs

Accountants

\$1,756/week[^]

9.2% more needed[^]

17,900 extra jobs available

Marketing professionals

\$1,758/week[^]

11.4% more needed[^]

9,200 extra jobs available

Real estate sales agents

\$1,250/week[^]

9.5% more needed[^]

10,400 extra jobs available

[^]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 (CHC41015). Delivered at our City campus, learn to conduct unique and personal weddings, baby namings and funerals.

BUSINESS & FINANCE	Course Length	Intake	Location	Study Mode	What can I become?
Certificate IV in Accounting and Bookkeeping FNS40222 Free TAFE	FT 5 months PT 11 months	February July	BH	ELB	Budget Assistant, Costing Clerk, Inventory Clerk, Accounts Assistant
Certificate IV in Celebrancy CHC41015	PT 6 months	February July	C	CB	Celebrant
Certificate IV in Leadership and Management BSB40520	PT 1 year	January to October	IB	EMB	Line Manager, Team Leader
Certificate IV in Real Estate Practice CPP41419	FT 5 months PT 1 year	February July	BH	BL	Real Estate Agents' Representative
Diploma of Library and Information Services BSB50520	FT 1–2 years PT 2–3 years depending on units chosen	January April July September	OC/C	ELB	Library Technician
Diploma of Social Media Marketing 10904NAT	Flexible 12–18 months	January April July October	OC/C	BL	Digital / Social Media Coordinator, Digital Marketing Assistant
Bachelor of Commerce (Applied) BCOM1	FT 3 years PT 6 years	February July	C	CB	Accountant, Financial Advisor, Economist

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP

COMMUNITY & SOCIAL 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 and compassionate people. Get set to create a rewarding career and make a 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[^]

\$732.9 million

boost for the NDIS⁺

\$827.2 million for aged care

Announced in the 2023 Federal Budget, to improve delivery of aged care services over 5 years⁺

[^]missionaustralia.com
⁺2023-24 Federal Budget



“I’m working alongside people with double degrees but my time at Box Hill Institute and the things I learnt really set me up to be confident in what I do.”

Erin

Diploma of Community Services CHC52015

After working as a hairdresser for 10 years, the thought of studying again frightened Erin. Upon chatting to Box Hill Institute staff at a Talk and Tours event, she realised what a welcoming place it would be, and applied the very next day.



Erin overcame her anxiety and is now thriving in her new career. See how we helped her.



Why study Community & Social Services with us

Matching your placement to you

Our placement Team aim to assist you to find organisations suited to your individual strengths and interests, whether that's emergency relief, refugee services, mental health and more.

Practise your skills pre-placement

Get immediate teacher feedback and build confidence for your placement through residential care home simulation spaces (in Individual Support) and roleplaying client interactions (in Community Services and Mental Health).

Delivery modes tailored to your course

For example, in Individual Support, digital learning is combined with in-person classes so you can practise your skills. And in Community Services, your online classes are live and teacher-led.

Pathway into many different degrees

The CHC52015 Diploma of Community Services we offer is highly portable, providing a guaranteed pathway into the second year of the BCSV2 Bachelor of Community Services at Box Hill Institute. In addition, it opens doors to advancing directly into the second year of related degrees such as social work and psychology (honours) at various other universities.

Co-located with a disability support service

With an Alkira support service on campus, you'll meet people with disabilities and practise supporting them, practically from day one.

Top jobs

Aged and disability worker

\$71,864/year[^]

28% more needed[^]

74,900 extra jobs available

Welfare support workers

\$77,584/year[^]

25.2% more needed[^]

19,100 extra jobs available

Social workers

\$90,272/year[^]

23.2% more needed[^]

9,300 extra jobs available

Some of our students successfully finished placements or were hired by:

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

[^]Labour Market Insights

COMMUNITY SERVICES	Course Length	Intake	Location	Study Mode	What can I become?
Certificate IV in Community Services CHC42021 Free TAFE	FT 1 year	February July	BH	BL	Community Services Worker, Early Intervention Worker, Group Facilitator
Certificate IV in Disability CHC43115# Free TAFE	FT 1 year Traineeship 9–12 months	July	BH	CB	Disability Support Officer / Worker
Certificate IV in Mental Health CHC43315 Free TAFE	FT 1 year	February April July	BH	BL	Mental Health Support Worker
Certificate IV in Youth Work CHC40421 Free TAFE	FT 1 year	February July	L	CB	Community Development Worker (Youth), Youth Housing Support Worker
Diploma of Community Services CHC52021 Free TAFE	FT 18 months	February July	BH	BL	Community Services Worker, Early Intervention Worker, Group Facilitator
Diploma of Mental Health CHC53315	FT 18 months	February	BH	BL	Mental Health Team Leader, NDIS Program Manager
Bachelor of Community Services BCSV2	FT 3 years PT equivalent	February July	BH	BL	Child Protection Practitioner, Alcohol and Other Drugs Worker
Course in Identifying and Responding to Family Violence Risk 22510VIC* Free TAFE Short Course					

*Please refer to BHI website for intake details.

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LOCATION: BH Box Hill Campus | C City Campus | L Lilydale Lakeside Campus | OC/C Off Campus/Correspondence | IB Industry Based

STUDY MODE: CB Classroom Based | ELB Electronic Based | BL Blended Learning | EMB Employer Based (VET) | IB Industry Based

● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP



A man with curly hair and glasses is sitting at a desk, looking at a computer screen. He is wearing a light blue t-shirt. The background is blurred, showing what appears to be a classroom or office setting with whiteboards. A yellow rounded rectangle highlights the man's head and shoulders.

CYBER SECURITY & ICT

We're pioneers of cyber security in TAFE

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

With cyber attacks on the rise, 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 want!



**Cyber
Security**



**Information
Technology**

Future forecast

\$2 billion investment
by the Federal Government

in digital and ICT to deliver accessible and secure services for people and businesses[^]

7.47% increase

for revenue of IT services in Australia 2023-28,
resulting in market volume of US\$49.59 billion⁺

**Gender pay gap is half of
other high paid sectors**

at 9% in tech and 18% in comparable industries[~]

[^]2023-24 Federal Budget
⁺Statista-Market Insights-Technology
[~]Tech Job Opportunities Report 2022, Tech Council of Australia

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

\$114,816/year

27% more needed
42,200 extra jobs available

Some of our students successfully finished placements or were hired by:

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



“What I loved most about the course is that it’s not just about cyber security and hacking. We learn from the ground up about systems and hardware which gives us a broader knowledge of the industry.”

AJ

Certificate IV in Cybersecurity 22603VIC

AJ was always into computers, and with this course, she was able to study while she continued working at her job. Box Hill Institute even encouraged her to enter global competitions to test her skills. When she finished the course, her employer helped her transfer to their cyber team so that she could develop her newfound skills.



See how AJ transformed
her career through
Box Hill Institute



CYBER SECURITY	Course Length	Intake	Location	Study Mode	What can I become?
Certificate IV in Cyber Security 22603VIC Free TAFE	FT 1 year PT 2 years	February July	BH	BL	Cyber Security Professional, Helpdesk Technician, Support Officer, Security Penetration Tester
Certificate IV in Cyber Security 22603VIC Free TAFE	FT 1 year PT 18–24 months**	January April July October	OC/C	ELB	
Advanced Diploma of Cyber Security 22445VIC#	FT 1 year	July	BH	BL	Cyber Operations Analyst, Network Security Administrator
CCNA Cybersecurity Operations 0008CS502* Short Course					
INFORMATION TECHNOLOGY	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Information Technology ICT30120 Free TAFE	FT 6 months	February July	BH	CB	PC Technician, Help-desk Support Officer, Data Centre Trainee
Certificate IV in Information Technology (Database Development) ICT40120	FT 1 year	July	BH	BL	Application Programmer, Database Developer, Technical Support for Small Networks, User Support Technician
Certificate IV in Information Technology (Programming) ICT40120	FT 1 year	July	BH	BL	
Bachelor of Information Technology BIT01	FT 3 years PT 6 years	February July	BH	CB	Cyber Security Engineer, Cyber Security Analyst, Data Centre Engineer
Cisco CCNA 1 0008NA1E5* Short Course					
Cisco CCNA 2 0008NA2E5* Short Course					
Cisco CCNA 3 0008NA3E5* Short Course					

*Please refer to BHI website for intake details.

**The time taken to complete this course will vary depending on your input.

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● 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 help you become an educator. Gain the in-classroom experience you want and the real-world experience you need for future employment.



Education
Support



Early
Childhood
Education



Vocational
Teaching

Future forecast

\$72.4 million

Federal Government investment into supporting early childhood education students⁺

Best Start, Best Life reforms

By 2032, the Vic Govt will ensure children have access to 15 hours of funded 3-year-old kinder and 30 hours of pre-prep per week[^]

1,164,800 employed

Education is one of Australia's largest industries and is marked to grow 13.4% more by 2026[~]

Students have undertaken placement or been employed by a variety of services including:

- › 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

⁺2023-24 Federal Budget
[^][vic.gov.au/early-childhood-professionals](https://www.vic.gov.au/early-childhood-professionals)
[~]Labour Market Insights



“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

Certificate III in Early Childhood Education CHC30121
& Diploma of Early Childhood Education and Care CHC50121

—
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

Dedicated work placement

We'll work with you to find an early childhood education service that suits you best.

Gain confidence with children before your placement

Interact with parents and children in our Playbox Playgroup, which takes place in our early childhood simulation classrooms.

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	Intake	Location	Study Mode	What can I become?
Certificate III in Early Childhood Education and Care CHC30121 Free TAFE	FT 9 months PT 13 months Traineeship 1 year Recognition Assessment Pathway 2 years (self-paced)	February April July October	BH, IB, L, OC/C	BL, IB	Early Childhood Educator, Playgroup Supervisor, Outside School Hours Care Assistant
Diploma of Early Childhood Education and Care CHC50121 Free TAFE	PT 19 months Traineeship 13–18 months	February April July October	BH, IB	BL, ELB	Early Childhood Director, Team Leader or Room Leader, Early Childhood Educator
Bachelor of Early Childhood Education BECE1	FT 4 years PT study options available	February	BH	BL	Early Childhood Teacher
EDUCATION SUPPORT	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in School Based Education Support CHC30221 Free TAFE	PT 9 months (on campus) PT 11 months (remote)	February April July	BH, L, OC/C	BL, ELB	Teacher's / Integration Aide, Education Support Worker, ESL Support Worker
TRAINING & ASSESSMENT	Course Length	Intake	Location	Study Mode	What can I become?
Certificate IV in Training and Assessment TAE40122 Free TAFE	PT 40 days (1 session per week) PT 80 hours (2 sessions per week)	January March July October	BH	BL	Vocational / TAFE Educator, Industry Trainer, Industry Assessor
Graduate Certificate in Adult and Vocational Education GCV01	PT 1 year	February July	BH	ELB	Vocational / TAFE Educator, Industry Trainer

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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 turn your passion into a profession.



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[^]

US \$7.22 billion

Revenue of the Australian beauty and personal care market, which will grow annually by 2.48% until 2028⁺

Students have undertaken placement or been employed by a variety of services including:

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

[^]australianbeautyschool.com.au

⁺Statista-Market Insights



“I’ve loved the colouring and cutting units. Painting is one of my favourite things and I get to implement those skills in my colouring units. Cutting is similar to sculpting...you see the finished product evolve, which is really cool.”

Jessie

Certificate III in Hairdressing SHB30416

Jessie is an all-rounder who is currently doing a hairstyling traineeship at her favourite salon. She’s worked as a makeup artist for bridal clients, at Beyond The Valley Festival and on short films.



Read how Jessie has been able to explore all her interests in hair, makeup and beauty with us



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

Train in our purpose-built salon, day spa and barberhop. Get hands-on experience with professional-grade equipment and develop your creative, consulting, technical and business skills. Choose from one of many potential career paths—bridal, freelance, photographic, catwalk or salon-based styling.

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!



BEAUTY	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Beauty Services SHB30121	FT 6 months	February July	BH	BL	Beautician, Makeup Artist, Retail Assistant
Diploma of Beauty Therapy SHB50121	FT 1 year	January	BH	BL	Beauty Therapist, Spa Therapist, Skin Specialist, Makeup Artist
HAIR	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Barbering SHB30516	FT 30 weeks	February April July October	BH	CB	Barber, Hairdresser
Certificate III in Barbering SHB30516 ●	PT 1–2 years	February April July October	BH	CB	Barber, Hairdresser
Certificate III in Hairdressing SHB30416	FT 36 weeks	February July	BH	CB	Hairdresser: Specialise in a salon, bridal, photographic, catwalk and editorial work
Certificate III in Hairdressing SHB30416 ●	PT 2–3 years	February April July October	BH	CB	Hairdresser: Specialise in a salon, bridal, photographic, catwalk and editorial work

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP



Hair and Beauty Salon at Box Hill Institute, Elgar Campus



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. Make a measurable difference in the lives of people, every single day.



**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

Pathway into a Bachelor of Nursing

Study your Free TAFE Diploma of Nursing (HLT54121) with us, then potentially pathway into the degree at Deakin University or La Trobe University.

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

Your teachers continue to work in their profession, so you'll learn 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 the possibility of receiving conditional job offers.

Top jobs

Enrolled nurses

\$68,224/year⁺

22,600 job opportunities⁺
1.4% future job growth⁺

Dental assistants

\$57,304/year⁺

2,300 more jobs⁺
6.5% future job growth⁺

Pharmacy technicians

\$61,256/year⁺

7,300 more jobs⁺
20.7% future job growth⁺

Some of our students successfully finished placements or were hired by:

- › 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



“These clinical experiences, while demanding, have been the most effective learning tools for me, equipping me with the practical knowledge and confidence needed for my career.”

Josie

Diploma of Nursing HLT54121

—
Josie credits her amazing teachers for her success, saying that they teach, “not just from textbooks, but from their time in the field.” Upon graduating, she hopes to transition into a Bachelor of Nursing, to pursue her dream of specialising in paediatric nursing.



Learn more about the
amazing community
Josie's found at
Box Hill Institute



HEALTH & NURSING	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Dental Assisting HLT35021 ● Free TAFE	FT 1 year	February April July October	BH, IB IB BH, IB IB	EMB	Dental Assistant
Certificate III in Health Services Assistance (Specialising in Operating Theatre Technician) HLT33115 Free TAFE	FT 6 months	February July	BH	BL	Operating Theatre Technician
Certificate III in Health Services Assistance HLT33115 Free TAFE	FT 6 months	February July	BH	BL	Health Service Assistant, Patient Services Assistant, Hospital Orderly, Food Services Assistant, Environmental Services Assistant
Certificate III in Hospital or Health Services Pharmacy Support HLT37121	FT 15 months	February April July October	IB	EMB	Hospital Pharmacy Technician
Certificate III in Individual Support (Ageing and Disability) CHC33021 Free TAFE	FT 6–9 months	February April July October	BH, L	BL	Aged Care Worker, Home Care Assistant, Community Care Worker, Support Worker
Certificate IV in Allied Health Assistance (Physiotherapy, Occupational Therapy) HLT43015# Free TAFE	FT 10 months	February	BH	BL	Allied Health Assistant, Physiotherapy Assistant, Occupational Therapy Assistant, NDIS Therapy Assistant
Diploma of Nursing HLT54121 Free TAFE	FT 2 years	January April October	BH, L	BL, CB	Enrolled Nurse

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP



HORTICULTURE, LANDSCAPING & CONSERVATION

Be inspired learning in the Yarra Ranges!

Become qualified at Box Hill Institute

Explore Indigenous land management, parks and wildlife, and more as a conservationist. Keep natural environments thriving or build green spaces that nurture wellbeing with our specialist horticulture streams. Or study landscape construction and create paving, irrigation and stonework. The best part? You'll be studying on the doorstep of the Yarra Ranges National Park at our amazing Lilydale campus.



Landscape



Horticulture



Conservation

Future forecast

\$1 billion

The government's investment into the National Landcare Program[^]

\$77 million for BushBank

This program will restore Victoria's natural environments by planting millions of native plants and trees[~]

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⁺

Some of our students successfully finished placements or were hired by:

- › Department of Energy, Environment and Climate Action
- › Melbourne Water
- › Yarra Ranges Council

[^]Replace with Department of Agriculture, Fisheries and Forestry, National Landcare Program
~environment.vic.gov.au/bushbank

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



“All the teachers are fantastic. They’ll teach you what’s in the syllabus but also go above and beyond. For example, if you are interested in lawns, they might arrange a class tour so you can learn more about it.”

Jennifer

Certificate III in Horticulture AHC30722

Jennifer’s dream is to start her own fruit and vegetable farm, which is why she chose horticulture. She loves learning at the Lilydale Lakeside campus. “It’s so beautiful, and you get to plant and grow a garden from start to finish...you’re not just there to maintain it!”



See how Jennifer is working towards becoming self-sustaining at Box Hill Institute



Top jobs

Landscape gardeners

\$1,410/week[^]

13.5% more needed[^]

10,500 extra jobs available[^]

Nursery workers

\$1,130/week[^]

6.1% more needed[^]

2,200 extra jobs available[^]

Park rangers

\$1,346/week⁺

QLD, VIC and NT—states with most opportunities[^]

+seek.com.au

[^]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 Lakeside 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	Intake	Location	Study Mode	What can I become?
Certificate III in Horticulture AHC30722 Free TAFE	FT 1 year PT 18 months–3 years	February July	L	CB	Horticulturalist, Gardener, Parks and Gardens Maintenance Worker, Retail Nursery Worker, Wholesale/Production Nursery Worker
Certificate III in Landscape Construction AHC30921 	FT 3 years	February May July October	L	CB	Landscaper
Diploma of Conservation and Ecosystem Management AHC51120	FT 18 months PT 2–4 years	February July	L	CB	Lands Parks and Wildlife Manager, Park Ranger, Project Firefighter

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APPRENTICESHIP PRE-APPRENTICESHIP TRAINEESHIP



HOSPITALITY & COOKERY

Follow in the footsteps of greatness

Become a hospitality professional 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 and Curtis Stone. Start your journey to become anything from a commercial cook or patisserie chef, to a function or hotel manager.



**Commercial
Cookery**



Hospitality

Future forecast

\$5.5 billion turnover/month

Cafes and restaurants are reporting higher than pre-pandemic turnover and trending up!*

Trends to look out for

Travellers are seeking unique experiences like eco-lodging, farm-to-table dining and culinary tours.~

13.3% growth

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

*Australian Bureau of Statistics, retail trade, Aug 2023

~Swoop Funding

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



“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 who graduated from Box Hill Institute. When looking for apprentices, Guy says he can see that the Box Hill students learn practical skills that prepare them for the kitchen.



Watch Guy recount his study and culinary journey



Top jobs

Chefs

\$1,250/week[^]

13.9% more needed[^]

11,200 extra jobs available

Bakers

\$1,196/week[^]

2.9% more needed[^]

900 extra jobs available

Pastry chefs

\$1,196/week[^]

2.9% more needed[^]

900 extra jobs available

Hotel managers

\$1,534/week[^]

2.2% more needed[^]

400 extra jobs available

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

Why study Hospitality & Cookery with us

Cook with legends who trained with us

Join masterclasses by Guy Grossi, Adam d'Sylva, Frank Camorra and more—all top chefs, all Box Hill Institute graduates.

Restaurants and kitchens to rival industry

Including a patisserie kitchen, wine room, demonstration kitchen with Masterchef-style camera setup, licensed bars and more.

Gain practical experience

That's how we like our training restaurants to operate—giving you more opportunity to pick up shifts, whether you're in cookery or hospitality.

Some of our students successfully finished placements or were hired by:

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

COMMERCIAL COOKERY	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Commercial Cookery SIT30821 ● Free TAFE	FT 2.5 years	January to November	IB	EMB	Chef
Certificate III in Commercial Cookery SIT30821 Free TAFE	FT 1 year	February July	BH, L	CB	Cook
HOSPITALITY	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Hospitality SIT30622 ● Free TAFE	PT 1 year Traineeship at unlicensed venue	Monthly	IB	EMB	Barista, Waiter
Certificate III in Hospitality SIT30622 ● Free TAFE	PT 1 year Traineeship at licensed venue	Monthly	IB	EMB	Barista, Bar Tender, Waiter
Certificate III in Hospitality SIT30622 ● Free TAFE	PT 1 year Traineeship at fast service	Monthly	IB	EMB	Food and Beverage Sales
Certificate IV in Hospitality SIT40422 ●	PT 2 years Traineeship at licensed venue	Monthly	IB	EMB	Floor Supervisor, Hotel Supervisor, Functions Coordinator
Certificate IV in Hospitality SIT40422 ●	PT 2 years Traineeship at unlicensed venue	Monthly	IB	EMB	Floor Supervisor, Hotel Supervisor, Functions Coordinator
Diploma of Hospitality Management (Specialising in Commercial Cookery) SIT50416 [#]	PT 6 months	February July	BH	CB	Banquet or Function Manager Bar Manager, Café Manager, Chef de Cuisine
Bachelor of Hospitality Management BHM01	FT 3 years PT equivalent	February July	C	CB	Function Manager, Account Manager, Sales and Marketing Manager

[#]This course 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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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP



Fountains Restaurant at Box Hill Institute, Elgar Campus

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

Music Australia

As part of Creative Australia, Music Australia is an organisation set up to support and promote local music, and invest in the development of original music.[^]

10.1% growth

In the arts and recreation sector⁺

\$609.6 million in music revenue

The Australia Recording Industry Association (ARIA) reported wholesale revenue is up 7.4%[~]

[^]creative.gov.au/music-australia/
+labourmarketinsights.gov.au, for the period of 2021-2026
[~]Australian music celebrates four years of growth; aria.com.au

Why study Music Industry with us

Be a triple threat—talented, technical and business-savvy

We'll show you how to find opportunities and build a real career. Who says you can't pursue your passion and make a living out of it?

Real community and ecosystem to launch your career

From the Creative Cup competition and Tremorverse Records (our music label), to workshops, showcases and festivals, we have everything you need to create music and build your network.

"Best school in the Southern Hemisphere to learn your trade"

Kaj Dahlstrom – Founder Sing-Sing Studios

Get unrestricted access to our on-campus studios with cutting-edge digital setups, vintage analogue gear and a 250-seat performance space.

Choose from 6 majors and 60 electives

Major in composition, music production, performance, songwriting, audio production or music business, as part of our degree program.

10 entries on Triple J's Hottest 100 Like a Version 2023

Our alumni, teachers and mentors dominated the list as artists, producers and managers. Next, it could be you.

Top jobs

Music professionals

\$1,799/week[^]

8.7% more needed[^]
2,200 extra jobs available

Performing arts technicians

\$1,451/week[^]

4.3% more needed[^]
800 extra jobs available

Musical tutors and teachers

\$1,723/week⁺

13.6% more needed[^]
6,700 extra jobs available

Some of our students successfully finished placements or were hired by:

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

⁺talent.com.au

[^]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

Senior Audio Engineer, MAV Melbourne
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	Course Length	Intake	Location	Study Mode	What can I become?
Certificate IV in Music (Performance) CUA40920	FT 6 months	February July	BH	BL	Live Performance, Writer, Arranger and Composer, Music Recorder (band or artist)
Certificate IV in Music (Sound Production) CUA40920	FT 6 months PT 1 year–18 months	February July	BH	BL	Recording Engineer, Producer, Editor, Live Sound Operator, Music Entrepreneur
Certificate IV in Music (Sound Production) CUA40920 ●	PT 1 year	February July	BH	BL	
Diploma of Music (Performance) CUA50820	FT 1 year	February July	BH	CB	Performer, Songwriter, MC, Band Leader, Recording Artist, Composer
Bachelor of Music Industry (Major in Audio Production) BMI1A	FT 3 years PT equivalent	February July	BH	BL	Recording, Mixing and Mastering Engineer, Music Producer, Broadcast Audio Engineer, Film and Games Sound Designer
Bachelor of Music Industry (Major in Composition) BMI1C	FT 3 years PT equivalent	February July	BH	BL	Composer, Sound Designer, Musical Director, Concert Music Composer, Writer and Arranger, Producer
Bachelor of Music Industry (Major in Music Business) BMI1B	FT 3 years PT equivalent	February July	BH, ELB	BL	Booking Agent, Artist Manager, Record Company Owner, Event Manager, Tour Manager, Music Publisher
Bachelor of Music Industry (Major in Music Production) BMI1M	FT 3 years PT equivalent	February July	BH	BL	Music Producer, Recording, Mixing and Mastering Engineer, Songwriter, Sound Designer, Electronic Music Composer or Performer, DJ
Bachelor of Music Industry (Major in Performance) BMI1P	FT 3 years PT equivalent	February July	BH	BL	Performer, Composer, Studio Roles, Broadcaster, Marketing Professional
Bachelor of Music Industry (Major in Songwriting) BMI1S	FT 3 years PT equivalent	February July	BH	BL	Songwriter, Composer for film, TV and games, Sound Designer, Writer and Arranger, Producer/Programmer/ Designer of music and multimedia software packages, Music Artist, Performer

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● APPRENTICESHIP ● PRE-APPRENTICESHIP ● TRAINEESHIP



SENIOR SECONDARY PROGRAMS

Earn your high school qualification
in an adult learning environment

Become all you can be and complete VCE

If you're a mature-age learner, high achiever or seeking an alternative high school experience, here's your answer. Enjoy flexible schedules, supportive teachers and freedom.

VCE

VCE
Vocational
Major

Victorian
Pathways
Certificate

Why complete senior secondary with us

Study your VCE at our City campus

Our VCE program is based at our Degraeves Street, Melbourne CBD campus. It's a 3-minute walk to Flinders Street Station, with the city's cafés, restaurants, galleries and parks at your doorstep. Finish in 1 year full-time or 2–4 years part-time.

VCE Vocational Major

Flexible, practical 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. When you've completed your course, you will receive a Victorian Certificate of Education with the additional words 'Vocational Major'.

Victorian Pathways Certificate

The Victorian Pathways Certificate (VPC) is a flexible certificate designed for students in Years 11 and 12 who would benefit from an individualised program at a more accessible level than the VCE or VCE Vocational Major. The VPC was introduced in 2023 for and is suited to 16–18 year old learners who may not have completed Year 10 studies or who have interrupted studies.

SENIOR SECONDARY PROGRAMS	Course Length	Intake	Location	Study Mode
Victorian Certificate of Education VCE0000001	FT 1 year (adult: 18 years and over) FT 2 years (youth: under 18 years) PT 2–4 years	February June	C	CB
Victorian Certificate of Education Vocational Major VCE0000001	FT 18 months–2 years	February June	BH, L, OC/C	BL, CB
Victorian Pathways Certificate VPC0000001	FT 18 months–2 years	February June	BH	CB

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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“Box Hill Institute suits me so much more. I can arrange my subjects through the week at a time that suits me and my teachers are incredibly supportive.”

Amrita

VCE graduate

—
Amrita started to feel disconnected from her school in Year 11 and feared she would fail and drop out. Luckily, she found Box Hill Institute's VCE program, based at the Melbourne CBD campus. With a flexible workload, she could continue working at her local cafe and pursue her other interests.



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



SPORTS, FITNESS & RECREATION

All abilities are celebrated
and welcome in this arena

Become a fitness fanatic at Box Hill Institute

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



Sport



Fitness



Outdoor
Recreation

Future forecast

\$2.6 billion in revenue

Revenue in the fitness industry is expected to grow by an annualised 3.8% to this amount by 2028-29.⁺

\$22 million for Paralympic sports

Australian Institute of Sport's direct investment for 2023-24, an increase of \$3.1 million from the previous year.[^]

\$2.1 billion to Victoria's economy

Camping and recreation in Victoria's national parks contributes this much to the state's tourism industry yearly[~]

⁺IBISWorld

[^]sportaus.gov.au/grants_and_funding/investment_announcements

[~]<https://www.premier.vic.gov.au/helping-more-victorians-get-out-great-outdoors>

Why study Sport, Fitness & 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.

Exclusive use of our on-campus gyms

Located right next to your sport and fitness classrooms, these industry-standard gyms are reserved for you to practice your instructing and coaching skills.

Join the movement to make sport more inclusive

Learn to coach people with disabilities and be taught by inspiring teachers who include a Paralympian and wheelchair basketball world champion.

Brand new fitness testing tech

Get hands-on with equipment used by AFL clubs and other elite sports to test reflexes, speed, agility and strength.

Top jobs

Fitness and sports centre managers

\$1,441/week⁺

17.7% more needed[^]
1,500 extra jobs available

Fitness instructors

\$1,518/week⁺

9.8% more needed[^]
3,600 extra jobs available

Outdoor adventure guides

\$1,264/week[^]

Steady growth expected[^]

Some of our students successfully finished placements or were hired by:

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
- › Great Ocean Road Running Festival
- › Tough Mudder

⁺indeed.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

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.

FITNESS	Course Length	Intake	Location	Study Mode	What can I become?
Certificate III in Fitness SIS30321	FT 4 months	February	BH	CB	Group Fitness Instructor, Gym Instructor
Certificate IV in Fitness SIS40221	FT 4 months	July	BH	CB	Personal Trainer, Online Fitness Coach, Fitness Manager
RECREATION	Course Length	Intake	Location	Study Mode	What can I become?
Certificate IV in Outdoor Leadership SIS40621 	FT 1 year PT flexible**	February	L	BL	Outdoor Guide (uncontrolled environment), Outdoor Instructor, Site Manager, Camp Facilitator, Specialist Activity Instructor, Tour Guide
Certificate IV in Outdoor Leadership SIS40621  	FT 1 year PT available with your employer	February July	IB	IB	
High Ropes Leader (Challenge Ropes) 0008HRC02* 					
Canoe Guide Level 1 0008CAN01* 					
Canoe Guide Level 2 0008CAN02* 					
SPORT	Course Length	Intake	Location	Study Mode	What can I become?
Diploma of Sport (Sport Development) SIS50321	FT 1 year	February	BH	BL	Sports Manager, Sports Coach, Event Manager, Sport Facility Manager, Sport Development Manager, Talent Manager, Sports Administrator

*Please refer to BHI website for intake details.




**The time taken to complete this course will vary depending on your input.

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 APPRENTICESHIP  PRE-APPRENTICESHIP  TRAINEESHIP

A man with a beard and safety glasses is working in a workshop. He is wearing a plaid shirt and has a tape measure around his neck. He is using a yellow and black tape measure to measure a piece of wood. The background is dark and out of focus, showing other wooden structures.

TRADES & TRANSPORT

Learn on the tools in real-deal workshops

Become a tradie at Box Hill Institute

Want to pick a career that's going to be in-demand and makes you a great living? We know you're practical, so 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

1.32 million
people employed

Construction is a large employing industry in Australia, backed by rising demand and government investment[^]

5.8% growth

In Australia's construction industry[^]

42% of occupations
face a skills shortages

According to the National Skills Commission, nearly half of all trades urgently need qualified workers⁺

Our industry partners

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

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

⁺nationalskillscommission.gov.au/reports/australian-jobs-2021/jobs-occupation/technicians-and-trades-workers



“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

Plumber at New Plumbing Solutions
Certificate III in Plumbing CPC32413

Amy was first drawn to Box Hill Institute's trades program at a Talk and Tour event. 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[^]

10.2% more needed[^]

14,600 extra jobs available

Carpenters

\$1,432/week⁺

Steady growth expected[^]

Plumbers

\$1,419/week[^]

8.6% more needed[^]

8,000 extra jobs available

Air-conditioning & refrigeration mechanics

\$1,596/week⁺

4% more needed[^]

1,200 extra jobs available

Motor mechanics

\$1,265/week⁺

Steady growth expected[^]

[^]labourmarketinsights.gov.au, for the period of 2021-2026
⁺talent.com.au

Why study Trades & Transport with us

Get among 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.

Women in Trades

99 years ago, we started as a women-only technical school, and we haven't forgotten our roots. If you're female and want to be a tradie, there's no better place to train.

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	Intake	Location	Study Mode	What can I become?
Certificate II in Automotive Air Conditioning Technology AUR20220 Free TAFE	FT 10 weeks	April July September	BH	BL	Automotive Air Conditioning Serviceperson
Certificate II in Automotive Servicing Technology AUR20520 Free TAFE	FT 10 weeks	January April July October	BH	CB	Automotive Technician Apprentice
Certificate III in Light Vehicle Mechanical Technology AUR30620 	FT 3 years	January to October	BH	CB	Mechanical Assistant, Diesel Mechanic, Automotive Technical Adviser, Master Technician
Licensed Vehicle Tester Training Scheme (LVTTS) Technical Inspection (Light Vehicle) 0008VRLAE* Short Course					
Licensed Vehicle Tester Training Scheme (LVTTS) Structural Awareness 0008VRLSA* Short Course					
Licensed Vehicle Tester Training Scheme (LVTTS) Administration (Light Vehicle) 0008VRLVA* Short Course					
BUILDING & CARPENTRY	Course Length	Intake	Location	Study Mode	What can I become?
Certificate II in Building and Construction Pre-apprenticeship (Specialising in Carpentry) 22338VIC# Free TAFE	FT 14 weeks	February June September	BH	CB	Carpentry Apprentice
Certificate III in Cabinet Making (Furniture) MSF31113# 	PT 114 weeks	February April July October	BH	CB	Cabinetmaker, Furniture Designer in Retail Furniture or Furniture Design
Certificate III in Cabinet Making (Kitchens and Bathrooms) MSF31113# 	PT 114 weeks	February April July October	IB	IB	Cabinetmaker, Installer Specialising in Kitchens and Bathrooms
Certificate III in Carpentry CPC30220 	PT 3 years	February April March July October	BH, L	CB	Carpenter, Commercial / Domestic Builder
Certificate IV in Building and Construction (Building) CPC40120 Free TAFE	PT 1 year	February April July October	BH	BL	Site Supervisor, Foreman, Sub-contractor
Diploma of Building and Construction (Building) CPC50220 Free TAFE	PT 2 years	February April July October	BH	BL	Building Works Supervisor, Commercial Building Contractor, Building Estimator
Prepare To Work Safely In The Construction Industry 0008WC001* Short Course					

*Please refer to BHI website for intake details.

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 APPRENTICESHIP PRE-APPRENTICESHIP TRAINEESHIP

BUILDING DESIGN	Course Length	Intake	Location	Study Mode	What can I become?
Advanced Diploma of Building Design (Architectural) 22477VIC#	FT 2 years PT 3 years	February April July October	BH	BL, CB	Architectural Technicians, Draftsperson for Architects, Building Contractor, Building Designer
Certified Passive House Tradesperson 0008CPHT1* Short Course					
Certified Passive House Tradesperson Examination 0008CPHT2* Short Course					
ELECTRICAL & REFRIGERATION	Course Length	Intake	Location	Study Mode	What can I become?
Certificate II in Electrotechnology (Pre-vocational) 22499VIC ● Free TAFE	FT 10 weeks	January February April May July August October	BH, L	CB	Electrical Apprentice
Certificate III in Air Conditioning and Refrigeration UEE32220 ●	PT 4 years	February April May July November	BH	CB	Licensed Refrigeration Mechanic
Certificate III in Electronics and Communications UEE30920 ●	PT 4 years	February	BH	CB	Telecommunications Technician, Business Equipment Technician
Certificate III in Electrotechnology Electrician UEE30820 ●	PT 4 years	January February April July October November	BH, L	CB	Electrician
Certificate III in Security Equipment UEE31420 ●	PT 4 years	February July November	BH	CB	Alarm Installer, Surveillance Equipment Installer, CCTV Installer
Licensed Electrical Assessment (LEA) - Safe Working Practice (SWP) 0008ETF70* Short Course					
Licensed Electrical Assessment (LEA) and Licensed Electricians Practice (LEP) 0008ETF72* Short Course					
Licensed Electrical Assessment (LEA) and Licensed Electricians Theory (LET) 0008ETF71* Short Course					
Licenced Electrical Assessment (Safe Working Practice) Assessment Only 0008ETSWP* Short Course					

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ENGINEERING & WELDING	Course Length	Intake	Location	Study Mode	What can I become?
Course in Fusion Welding to ISO 9606 for Experienced Welders 22462VIC* Short Course					
Course in Fusion Welding to ISO 9606 for Transition Workers 22461VIC* Short Course					
Introduction to ARC Welding 0008BES05* Short Course					
Introduction to MIG Welding 0008BES03* Short Course					
Introduction to TIG Welding 0008BES04* Short Course					
PLUMBING	Course Length	Intake	Location	Study Mode	What can I become?
Certificate II in Plumbing (Pre-apprenticeship) 22569VIC ● Free TAFE	FT 14 weeks	January May August	BH	CB	Plumbing Apprentice
Certificate III in Plumbing CPC32413# ●	PT 3 years	February April July October	BH, L		Registered Plumber (in your specialist area of competency)
Plumbing Registration Examinations 0008BPLN8* Short Course					
Journeyman's Revision 0008JMREV* Short Course					

*Please refer to BHI website for intake details.

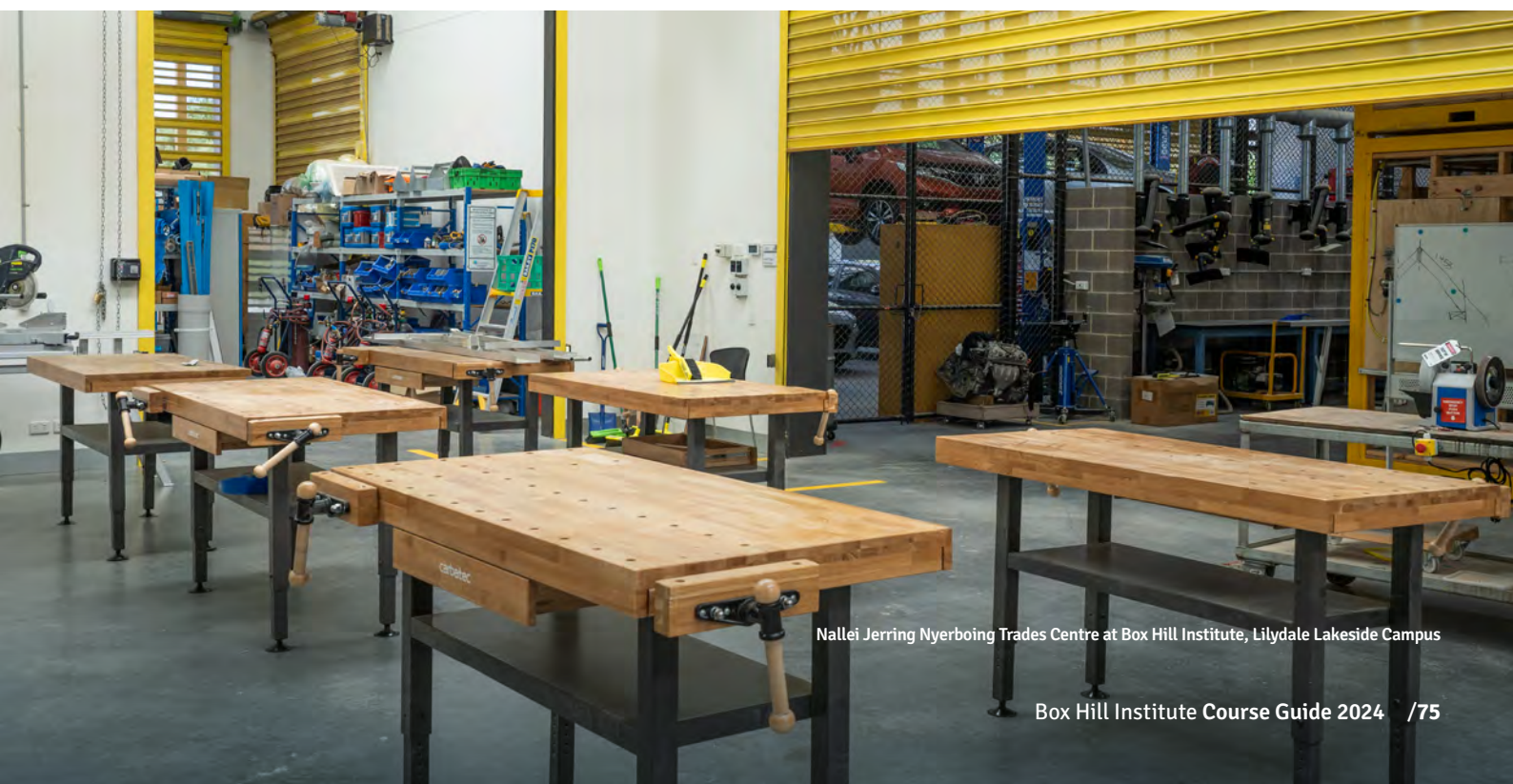
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Nallei Jerring Nyerboing Trades Centre at Box Hill Institute, Lilydale Lakeside Campus

A young man with dark hair and glasses is focused on working on a mechanical device in a workshop. He is wearing a grey button-down shirt and dark overalls with brown leather suspenders. The background is a workshop with shelves of tools and a bright light source. A yellow rounded rectangle highlights the upper part of the image, showing the man's face and the light source.

TRANSITION & WORK EDUCATION

Individual support to set goals and
explore your work options

Work Education

The **Certificate I in Work Education (22566VIC)** is a direct entry course designed to engage students in mainstream education as they explore increased community participation, further study, or work options. It's delivered by an Award-Winning team and focuses on developing essential job skills and behaviours.

In a small class environment, expert teachers support individual learning needs, offering vocational activities in fields like hospitality, animals, and visual arts. Students build skills in communication, teamwork, personal management, problem solving, and decision-making. Work placements in chosen industries provide practical experience.

The course is tailored for students with intellectual disabilities or cognitive impairments, aiming to expand their pathway to new friendships and a bright and exciting future.

Education Partnerships with Disability Service Providers

In partnership with Disability Service Providers, Box Hill Institute offers interactive and engaging programs for students living with disabilities, so they can enjoy being part of the community and prepare for work or further study options. Whether students require independent life skills, literacy and numeracy skills or skills to get ready for work, Box Hill Institute works closely with our partners to develop experiential learning models that are customised to the needs of students.

Our partnerships with 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.

Box Hill Institute won Inclusive Training Provider of the Year (2021 Victorian Training Awards).
Our teacher, Dean Champ, won the Excellence in Language, Literacy and Numeracy Practice Award (2021 Australian Training Awards)

Our Partners



Course	Course Length	Location	Delivery
Certificate I in Initial Adult Literacy and Numeracy 22555VIC	FT 9 months	BH	CB
Certificate I in Transition Education 22567VIC	FT 1 year	BH	CB
Certificate I in Work Education 22566VIC	FT 1 year	BH	CB
Certificate II in Work Education 22631VIC	FT 1 year	BH	CB
Course in Initial Adult Literacy and Numeracy 22554VIC	FT 6 months	BH	CB

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“Never underestimate the power you have to influence, inspire and encourage...my son is now participating more fully in life and considering his options.”

Parent of 2023 Certificate I in Work Education 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. Courses are delivered on Melbourne CBD, Box Hill and Lilydale campuses.

Here are examples of our programs:

Introduction to Bike Mechanics

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.

Pathways to TAFE

Includes introductory courses in community services, early childhood education, aged care and hospitality.

Digital Essentials

Each course level is taught over three days. Level 1 covers the basics of technology including emails, social media, smart phones and apps. In Level 2, learn about day-to-day technology, Microsoft Teams, Office 365 and using Student Web.

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

An intensive program designed to support learners who haven't been in formal education for a while and intend to study at Box Hill Institute in 2024.

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 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.



Short Courses

Boost your personal or professional skills quickly.

Looking to complete professional development courses or certifications to advance your career? Keen to learn a language (or three) to get in touch with your heritage or make your overseas holiday more enjoyable? How about picking up a new creative skill?

A short course may just be what you need to fulfill your passion or professional aspirations. From several hours to several months in length, you're sure to find something that's right for you.

We even offer options for those wanting to bolster their small business skills, preparing to re-enter the workforce or exploring a potential side hustle.

Many of our short courses are delivered through our Centre for Adult Education (CAE), located in the Melbourne CBD, a stone's throw from Flinders Street Station.

Our range of short courses include:

- › visual and performing arts
- › jewellery and silversmithing
- › photography and film
- › digital design
- › fashion, sewing and designing
- › business and financial skills
- › certifications for building, electrical and welding trades
- › introductions to computer software
- › and much more!



Find out more about
Short Courses



How to Apply

There are two ways to apply—visit us on campus or do it online.
Choose the option you're most comfortable with!

Applying on campus



- › Book an in-person appointment by calling **1800 450 334**, or
- › Visit <https://www.boxhill.edu.au/study-with-us/book-1-on-1/>

Applying online



Prepare to apply

- › Visit the Box Hill Institute website and find your course webpage.
- › Scroll down to Course Details and read the Entry Requirements.
- › Have your ID ready. Your ID needs to prove that you are an Australian citizen or permanent resident (e.g. Medicare card, passport, birth certificate, visa document or citizenship certificate).
- › Have your Unique Student Identifier ready.
Create or find yours at usi.gov.au
- › Set aside around 30 minutes to complete your application.



Apply online

- › On your course webpage, scroll down to Course Details and look for Intake Dates and Course Length.
- › Click 'Apply' on the course delivery option that you want.
The Course Application page will open in a new browser tab.
- › Complete the Course Application form.



Application assessment

After you submit, we will assess your application. We may ask for additional information, including:

- › supporting documents (e.g. prior study transcripts, ID)
- › a literacy and numeracy skills assessment
- › further detail about your goals, interests or skills
- › asking you to attend an audition or interview



Accept your offer and secure your place

- › If your application is successful, we'll send you an offer.
Accept your offer and arrange payment to secure your place.
- › Welcome to Box Hill Institute!

Need help?

Don't hesitate to contact us:

1300 269 445

customer.service@boxhill.edu.au

Book a 1-on-1:

boxhill.edu.au/study-with-us/book-1-on-1/#book

Apprenticeships

If you're interested in starting an apprenticeship, the first step is to find an employer and connect with an Australian Apprenticeship Support Network Provider (AASN). They'll assist you when it's time to enrol in your course.

Career advice

We offer career advice, personalised guidance and support for job application skills such as resume writing and interviews. Contact our Skills and Jobs Centre to access these services at **03 8892 135** or at sajc.elgar@boxhill.edu.au

MEET US IN PERSON

TALK & TOURS

BOX HILL

16 January | 19 March | 4 June

LILYDALE

18 January | 21 March | 6 June

WINTER DISCOVERY NIGHTS

BOX HILL | 20 August

LILYDALE | 22 August

CAREERS EXPO

8 October



From certificates to degrees

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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

BOXHILL.EDU.AU

1300 BOX HILL



For detailed information on all courses, including assessment requirements, fees and units visit boxhill.edu.au. The information contained in this guide is correct at the time of publication (December 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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