



CAREER AND COURSE CONTACTS

The following is a list of government or community providers who offer **FREE** assistance to members of the public meeting the provider's eligibility criteria. Information is subject to change and service withdrawal may occur.

▪ SWINBURNE COURSE ASSISTANCE

Swinburne Course Enquiries Office

Ph: 1300 368 777

<http://courses.swinburne.edu.au/>

Available for: Prospective Students

Will provide broad overview of Swinburne course options and send out publications.

▪ First Stop

Located on:

Croydon campus, Swinburne Ph: 9726 1432

Prahran campus, Swinburne Ph: 9214 6432

Available for: 15-24 year olds not in courses or employment

First Stop is a free service that helps young people make decisions about further education, training and employment options. Staff at First Stop can provide personalised assistance to young people (or their parents), or mature age workers interested in beginning an apprenticeship or traineeship.

http://www.tafe.swinburne.edu.au/courses/first_stop.html

▪ Swinburne Careers and Employment

The Careers and Employment site will provide you with details and career outcomes for every Higher Education undergraduate degree which is available at Swinburne University.

www.swinburne.edu.au/corporate/careers/What_can_I_do_with.html

The Career Information Centre provides a specialist career and course information service, which aims to provide individuals with the information they need to make informed decisions about their employment, education and training

Obtaining Information

The first step in obtaining information from the CIC is to contact them by phone or email with your enquiry. Once they get enough information about your situation, they will assemble an information package related to your needs, and forward it to you.

http://www.centrelink.gov.au/internet/internet.nsf/services/career_centres.htm

▪ TAFE Course Line

Ph: 1800 809 834

<http://www.tafe.vic.gov.au/tafecourses/find.html> (please copy this address into your browser)

Available for: ALL

Free information re accredited and short courses at all Victorian TAFE Institutes and other training providers across Victoria.

CAREER COUNSELLING

Fee-for-service professional Career Counselling is available from members of the Career Development Association of Australia. See www.cdac.org.au or the Yellow Pages Directory under "Career Counselling".

PUBLICATIONS, DATABASES AND WEBSITES

The following publications are available to the general public to use either via websites or in printed form at the State Library of Victoria, most public libraries or for purchase at selected outlets.

EXTERNAL CAREER AND COURSE CONTACTS

▪ Melbourne Career Information Centre

Available for: All

Telephone/Email Service only

Freecall 1800 048 525

Email: cic.melbourne@centrelink.gov.au

- **Job Guide (Victoria)**
 (Published for Department of Education Science and Training - DEST)

This annual reference book is produced with state-specific information and includes hundreds of occupational profiles. Also available online via www.jobguide.dest.gov.au in two versions. The **text version** is suitable for slower connections and users of screen readers. All other users should use the **graphic version**.
- **VTAC Guide**
 The Victorian Tertiary Admissions Centre (VTAC) handles applications for all undergraduate courses offered at universities and a number of private providers. The guide also covers many full-time TAFE courses and applications for postgraduate courses in teacher education. Information is provided for school leavers (Year 12 students) and non-year 12 students. VTAC Guide lists prerequisite subjects and special requirements that must be fulfilled. The Guide is available from July at most newsagents and online at <http://www.vtac.edu.au>.
- **TAFE Courses Directory**
 This publication is produced in August each year. The TAFE Courses Directory can help you make the right choices by giving you an up-to-date listing of TAFE courses on offer across Victoria, as well as important information about training providers.
<http://www.education.vic.gov.au/beyondschool/tafe/default.htm>
- **Directory Of Higher And Further Education**
 The Directory of Higher and Further Education provides information about courses available at Australian higher and further education institutions.
 Freecall 1800 682 133
www.thegoodguides.com.au

Other publications available:

 - Good Schools Guide Victoria
 - Good Universities Guide
 - Good Universities Guide to Postgraduate and Career Upgrade courses
- **OZJAC Database**
 This computer program is easy to use and contains up-to-date information on all accredited courses offered by universities, TAFEs and private providers across Australia. Also enables users to explore their career options by linking detailed job descriptions to education pathways. OZJAC is available for use in some public libraries. To find out your nearest OZJAC location, call 1800 730 071 or visit www.curriculum.edu.au/ozjacweb
- **Short Courses Victoria**
 Up-to-date information provided on all short courses offered at TAFE, Adult & Community Education organisations and private providers. A broad source of information about leisure, hobby and short vocational courses within Victoria.
www.shortcourses.vic.gov.au
- **VICTER (Victorian Tertiary Entrance Requirements)** lists university and TAFE course prerequisites three years in advance and aids Year 10 students in choosing subjects for Years 11 and 12. The booklet is available by telephoning VTAC on 1300 364 133 from July. See also VTAC website www.vtac.edu.au/ for VICTER information.