



## 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/cl/firststop.htm>

- **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](http://www.swinburne.edu.au/corporate/careers/What_can_I_do_with.html)

## EXTERNAL CAREER AND COURSE CONTACTS

- **Melbourne Career Information Centre**

**Telephone/Email Service only**

Freecall 1800 048 525

Email: [cic.melbourne@centrelink.gov.au](mailto:cic.melbourne@centrelink.gov.au)

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

- **Experience+ Career Advice**

Free career advice for people aged 45 years and over provided by the Australian Federal Government's Department of Education, Employment and Workplace Relations  
Tel 13 17 64

## CAREER COUNSELLING

Fee-for-service professional Career Counselling is available from members of the Career Development Association of Australia. See [www.cdaa.org.au](http://www.cdaa.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.

- **Job Guide (Victoria)**

(Published by the Dept of Education, Employment and Workplace Relations - DEEWR)

This annual reference book is produced with state-specific information and includes hundreds of occupational profiles. Also

available online via:

[www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)

### **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>.

- **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/](http://www.vtac.edu.au/) for VICTER information.

- **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. A searchable data base is available on line as well as a course hot line.

Freecall 1800 809 834

[www.tafe.vic.gov.au](http://www.tafe.vic.gov.au)

- **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](http://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](http://www.curriculum.edu.au/ozjacweb)

- [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

This web site has information about studying at university in Australia and includes a search engine of university courses in Australia for local students

- [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

This web site has information about studying in Australia for international students including a course search engine. Information is available in several languages.

- **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](http://www.shortcourses.vic.gov.au)