Diplomas and certificates
Apprenticeships and Traineeships
2014
If you’re wanting to take that first step towards a successful career or get ahead in your career, an apprenticeship or traineeship could be the right choice for you. Apprenticeships and traineeships, officially known as ‘Australian Apprenticeships’, combine paid work with training towards a nationally recognised qualification.

A Swinburne apprenticeship or traineeship is a partnership between you, your employer and Swinburne – your employer will teach you on the job while Swinburne provides the formal training. This allows you to learn from qualified academic staff, as well as someone who is an expert in the industry you’re interested in.

After completing an apprenticeship you may be able to:

- enter full-time employment
- complete further study at a higher level
- get a promotion
- run your own business.

First-rate facilities
As an apprentice studying at Swinburne, you will have access to the state-of-the-art facilities and infrastructure at all our campuses, including many new buildings and the latest technology.

The Flexible Green Trades Complex at the Croydon campus is an innovative training facility that gives builders, plumbers and other construction apprentices the opportunity to receive training in sustainability for trades.
How to apply for an apprenticeship or traineeship

Pre-apprenticeships

If you’re unsure about which trade you’d like to work in, a pre-apprenticeship course will let you sample an industry before committing to a full apprenticeship or employment.

Pre-apprenticeships are pre-vocational TAFE courses ranging from three to six months in duration. They give you basic industry skills, allowing you to hit the ground running when you begin your apprenticeship or enter the workforce.

Many employers prefer you to have completed a pre-apprenticeship before beginning your apprenticeship, and you may find that your apprenticeship takes less time to complete as a result.

Apprenticeships

Apprenticeships allow you to combine paid employment with formal training, and give you a foot in the door of the trade or industry you’re interested in.

Apprenticeships are usually three to four years in duration, and combine training at TAFE with learning on the job with your employer. They are available in a range of industries, and are ideal if you’re looking to work in a traditional trade such as bricklaying, electrical or plumbing.

Traineeships

Swinburne also offers a range of traineeships. Traineeships offer those who are already in paid employment an opportunity to enhance their skills and knowledge – either to perform more effectively in the workplace or strive towards a promotion. A Swinburne traineeship combines employment with formal training, which is delivered either on campus or in the workplace.

Traineeships usually take one to two years to complete, and are available in areas such as business, children’s services, human resources, information technology and laboratory operations. To undertake a traineeship, you need to be in paid employment for a minimum of 13 hours per week.

Visit www.swinburne.edu.au/apprenticeships for a list of the traineeships available.

Commencing a pre-apprenticeship

To enrol in a pre-apprenticeship, contact Swinburne on 1300 275 794.

Commencing an apprenticeship or traineeship

Step 1: Find an employer

The first step involved in becoming an apprentice or trainee is to find an employer.

You could try:

- approaching employers directly
- searching newspaper advertisements
- searching job websites
- contacting careers counsellors, job networks or group training companies
- contacting an Australian Apprenticeships Centre (AAC).

Step 2: Arrange your training agreement

You or your employer will need to contact an AAC to arrange your training agreement and nominate Swinburne as your training provider.

Visit www.australianapprenticeships.gov.au or call 13 38 73 to find your closest AAC.

Step 3: Enrol at Swinburne

Contact Swinburne on 1300 275 794 to enrol in your chosen course.
Course information

Pre-apprenticeships

Building and construction

- Certificate II in Building and Construction (Bricklaying)
- Certificate II in Building and Construction (Carpentry)

Campus: Croydon
Duration: Sixteen weeks full-time
Prerequisites: Satisfactory completion of Year 10 or equivalent, or mature age
Application: Direct

Major study areas
- Hand and power tools
- Small plant and equipment
- Understanding building plans and documents

Career outcome
Graduates may enter an apprenticeship as a bricklayer or carpenter in the building and construction industry, or find entry-level employment in the field.

Engineering

- Certificate II in Engineering Studies

Campus: Wantirna
Duration: Ten weeks full-time
Prerequisites: Satisfactory completion of Year 10 or equivalent, or mature age
Application: Direct

Major study areas
- Basic machining skills
- Hand and power tools
- Occupational health and safety
- Producing engineering components
- Producing engineering drawings

Career outcome
Graduates may find entry-level employment in the engineering production and welding industry. Successful completion of this course can provide credit towards an apprenticeship.

Plumbing

- Certificate II in Plumbing (Pre-apprenticeship)

Campus: Croydon
Duration: Twelve weeks full-time
Prerequisites: Satisfactory completion of Year 10 or equivalent, or mature age
Application: Direct

Major study areas
- Building structures
- Plumbing fixtures, fittings and appliances
- Plumbing industry induction
- Tubes and pipes in plumbing
- Workplace safety and environmental procedures

Career outcome
Graduates may enter an apprenticeship as a plumber in the building and construction industry.

Electrical

- Certificate II in Electrotechnology Studies (Pre-vocational)

Campus: Croydon, Wantirna
Duration: Ten weeks full-time
Prerequisites: Satisfactory completion of Year 10 or equivalent, or mature age
Application: Direct

This course provides knowledge and employability skills relevant to the electrical trade. Students who successfully complete the course will gain six months’ schooling credit towards the four-year TAFE component of the Certificate III in Electrotechnology Electrician course undertaken by apprentice electricians.

Major study areas
- Dismantling, assembling and fabricating electrotechnology components
- Performing computations
- Providing basic sustainable energy solutions for energy reduction in domestic premises
- Solving problems in multiple-path DC circuits
- Using drawings, diagrams, schedules and manuals
- Using routine equipment/plant/technologies in an electrotechnology environment

Career outcome
Graduates may find employment as an apprentice in the electrical, refrigeration and air-conditioning, security systems, renewable energy, domestic, commercial or industrial industries.

Horticulture

- Certificate II in Horticulture

Campus: Wantirna
Duration: Ten weeks full-time
Prerequisites: Satisfactory completion of Year 10 or equivalent, or mature age
Application: Direct

Major study areas
- Occupational health and safety practices
- Planting
- Pruning
- Recognising plants
- Workplace communication

Career outcome
Employment may be found in the horticulture industry in floriculture, landscape, nursery, parks and gardens, or turf.
Apprenticeships

Electrical

Certificate III in Electrotechnology Electrician

Campus: Croydon, Wantirna
Duration: Four years part-time, with licensing requirements
Prerequisites: At least 15 years of age and apprenticed to an employer
Application: Direct

This course is for people who are employed as electrical apprentices. Students complete practical and theory units to develop the necessary skills and knowledge to work at trade level in the electrical industry.

Major study areas
- Applying occupational health and safety practices
- Installing low-voltage electrical apparatus and associated equipment
- Installing wiring and accessories for low-voltage circuits
- Selecting and arranging equipment for general electrical installation
- Solving problems in single- and three-phase low-voltage circuits

Career outcome
On successful completion of this course and Electrical Safe Victoria requirements, graduates may apply for an ‘A class’ licence. This certificate satisfies the qualification requirements of the ‘A class’ electrician’s licence.

Electronics and communications

Certificate III in Electronics and Communications

Campus: Hawthorn, workplace
Duration: One year full-time (competency-based completion)
Prerequisites: Employed in the electronics or communications industry
Application: Direct

This course gives students a broad background in electronics, with an emphasis on digital technology, gate array technologies and the application of microcontrollers, communications and analogue electronics. Students learn how to commission, test, evaluate and diagnose faults in electronic systems and associated apparatus.

Major study areas
- Cabling
- Digital electronics
- Electrical technology
- Fabricating electrotechnology components
- Microcontrollers
- Occupational health and safety practices
- Power supplies
- Repairing electrotechnology components

Career outcome
Graduates may find employment as a servicing and maintenance engineer in industries such as mining, telecommunications, transport, entertainment or medical electronics, or a technician position in procurement, data cabling, equipment installation and servicing, sales, manufacturing, quality control, system diagnostics and prototype construction.

This course is also a pathway for graduates to progress to the Advanced Diploma of Electronics and Communications Engineering.

Engineering

Certificate III in Engineering – Fabrication Trade

Campus: Wantirna
Duration: Up to three years part-time (competency-based completion)
Prerequisites: At least 15 years of age and apprenticed to an employer
Application: Direct

Major study areas
- Engineering drawing
- Fabrication
- Hand and power tools
- Occupational health and safety
- Sheet metal
- Welding

Career outcome
Employment may be found as a metal tradesperson in industries such as welding, manufacturing and general engineering, in roles such as heavy fabricator, light fabricator or sheetmetal worker.

Certificate III in Engineering – Mechanical Trade

Campus: Wantirna
Duration: Up to three years part-time (competency-based completion)
Prerequisites: At least 15 years of age and apprenticed to an employer
Application: Direct

Major study areas
- Engineering drawing
- Hand and power tools, and measuring equipment
- Occupational health and safety
- Operating computer-controlled machines
- Performing general machining
- Performing routine sharpening of tools
- Welding

Career outcome
Employment may be found as a metal tradesperson in industries such as manufacturing, maintenance, repairs, jobbing and general engineering.
General construction

Certificate III in Bricklaying and Blocklaying
Certificate III in Carpentry

Campus: Croydon
Duration: Up to three years part-time (competency-based completion)
Prerequisites: At least 15 years of age and apprenticed to an employer
Application: Direct

Major study areas
- Demolition
- Drawing
- Frameworks
- Hand and power tools
- Occupational health and safety
- Small plant and equipment

Career outcome
Employment may be found as a bricklayer, carpenter or subcontractor, or in self-employment.

Landscape construction

Certificate III in Landscape Construction

Campus: Wantirna
Duration: Up to three years part-time
Prerequisites: At least 15 years of age and apprenticed to an employer
Application: Direct

Major study areas
- Concrete/brick/block/stone structures and features
- Drainage systems
- Occupational health and safety
- Paving and retaining wall projects
- Plants and their culture
- Soil profiles

Career outcome
Employment may be found as a landscaper.

Professional recognition
Graduates will be eligible to apply for membership of Landscaping Victoria.

Horticulture

Certificate III in Parks and Gardens
Certificate III in Production Nursery

Campus: Wantirna
Duration: Up to three years part-time (competency-based completion)
Prerequisites: At least 15 years of age and apprenticed to an employer
Application: Direct

Major study areas
- Advising on plants and plant products
- Machinery and equipment
- Occupational health and safety
- Propagation
- Recognising plants
- Soil and plant nutrition

Career outcome
Employment may be found in wholesale nursery.

Plumbing

Certificate III in Plumbing

Campus: Croydon
Duration: Three years part-time
Prerequisites: Satisfactory completion of Year 10 or equivalent, and employed as an apprentice plumber
Application: Direct

Major study areas
- Gas installation
- Hand and power tools
- Occupational health and safety
- Roofing water supply
- Sanitation and drainage
- Scaffolding

Career outcome
This course, combined with on-the-job training, meets the Plumbing Industry Commission’s requirements for application to be registered as a plumber in Victoria.
Traineeships

Business

Certificate IV in Business

Campus: Workplace
Duration: Up to two years full-time or up to four years part-time
Prerequisites: Employed in the business sector as a trainee
Application: Direct

Major study areas
- Creating a presentation
- Customer service strategies
- Designing and developing complex text documents
- Developing and using spreadsheets
- Monitoring safe workplace
- Organising meetings
- Organising travel
- Team effectiveness

Career outcome
Employment may be found as a team leader, accounts supervisor, executive personal assistant, office administrator, project assistant, office administration assistant, personal assistant or office supervisor.

Certificate IV in Business Sales

Campus: City
Duration: Six months full-time or one year part-time
Prerequisites: Employed in a sales or business development role
Application: Direct

Major study areas
- Building client relationships and networks
- Developing product knowledge
- Identifying and planning sales prospects
- Presenting, supporting and securing sales solutions

Career outcome
Improved job prospects and opportunities for further career progression in the sales and business development areas.

Children’s services

Diploma of Children’s Services (Early Childhood Education and Care)

Campus: Hawthorn, Wantirna, workplace
Duration: Two years part-time
Prerequisites: Employed in the children’s services industry as a trainee
Application: Direct

This qualification is for those who are already working in the children’s services sector and are responsible for planning, implementing and managing programs in early childhood services.

In most states this is the minimum qualification required at director or service manager level for children’s service centre-based care.

Major study areas
- Childhood development
- Family and diversity
- Health studies
- Play and curriculum studies
- Program planning

Career outcome
Employment may be found as a fully qualified professional in early childhood services that include responsibility for the education and care of children under six years of age.

Human resources

Certificate IV in Human Resources

Campus: Hawthorn, online, workplace
Duration: Up to 18 months part-time
Prerequisites: Employed with the opportunity to apply human resources management skills and knowledge in the workplace
Application: Direct

In this course students develop skills and knowledge of human resource (HR) operations. The course covers teamwork, occupational health and safety, plus skills in HR research, analysis and reporting.

Major study areas
- Business research and writing
- Human resource functions
- Industrial relations policies and procedures
- Leadership
- Performance management systems
- Recruitment
- Workplace safety

Career outcome
Employment may be found in specific and general HR support roles such as HR assistant, officer or administrator. Graduates may also progress to further study.

Professional recognition
Graduates may be eligible to register with the Australian Human Resources Institute (AHRI).
Laboratory operations

Diploma of Laboratory Technology

Campus: Hawthorn, workplace
Duration: Eighteen months to four years part-time
Prerequisites: Employed in the laboratory technology industry as a trainee
Application: Direct

Major study areas
- Biotechnology
- Environmental testing and monitoring
- Forensic and Pathology testing
- Geo-technical testing and analysis
- Laboratory regulation, quality and team management
- Soil and water analysis

Career outcome
Employment may be found in roles such as senior technical officer, technical officer, senior laboratory assistant or quality technician.

Certificate III in Laboratory Skills

Campus: Hawthorn, workplace
Duration: One to two years part-time
Prerequisites: Employed in the laboratory technology industry as a trainee
Application: Direct

Students will be equipped with the skills and knowledge needed to safely handle chemicals, use basic laboratory equipment, follow procedures and perform other duties in a laboratory-related workplace.

Major study areas
- Biotechnology
- Environmental sampling and basic testing
- Food and other manufactured products sampling and basic testing
- Geo-technical testing and analysis
- Pathology testing
- Soil and water analysis

Career outcome
Employment may be found in entry-level positions such as technical assistant, laboratory attendant and chemical process operator.

Certificate IV in Laboratory Techniques

Campus: Hawthorn, workplace
Duration: Eighteen months to three years part-time
Prerequisites: Employed in the laboratory technology industry as a trainee
Application: Direct

Major study areas
- Biotechnology
- Environmental testing and monitoring
- Forensic and Pathology testing
- Geo-technical testing and analysis
- Laboratory regulation, quality and team management
- Soil and water analysis

Career outcome
Employment may be found as a qualified laboratory assistant, technician or attendant/process operator.

Management

Certificate IV in Frontline Management

Campus: Hawthorn, online, workplace
Duration: Six months full-time or 12 months part-time
Prerequisites: Satisfactory completion of Year 12 or equivalent, or mature age
Application: Direct

In this course students develop skills and knowledge in supervising others, managing operations, occupational health and safety, and building and leading effective work teams. The course also features skills in business research and report writing, plus current recruitment practices.

Students who are new to supervision and those currently in supervisory roles who want to develop their capability will benefit from this course.

Major study areas
- Business operations and systems
- Business writing and communication
- Customer service
- Recruitment
- Team leadership
- Workplace safety

Career outcome
Employment may be found as a coordinator, supervisor or team leader in large or small organisations. Graduates may also progress to further study.
Project management

Certificate IV in Project Management

Campus: Hawthorn, online, workplace
Duration: Up to 18 months part-time
Prerequisites: Employed with the opportunity to apply project management skills and knowledge in the workplace.
Application: Direct

In this course students learn how to lead, plan and execute projects to strict deadlines and budgets with a practical, hands-on approach to learning. Emphasis is placed on solving business problems using theory, project management case studies and work-related projects.

Major study areas
- Communications
- Contract and procurement procedures
- Human resources management
- Project scope management
- Quality management
- Risk management
- Time and cost management

Career outcome
Graduates have the skills and knowledge to work as a project officer or project administrator. The course may also enhance promotion prospects for graduates already in a project management or project officer role, or for those looking to begin a career in a role involving project management.

Real estate

Certificate IV in Property Services (Real Estate)

Campus: Wantirna, online, workplace
Duration: Six months part-time
Prerequisites: Employed in the real estate industry as a trainee
Application: Direct

This course provides students with the knowledge and skills required to operate as a licensed estate agent. Students learn about risk management, legal responsibilities of estate agents, real estate accounting requirements, managing client/agency relationships, the listing and sale of properties, conducting auctions, property management, appraisal and acting as a buyer’s agent.

Major study areas
- Business management
- Property management
- Real estate compliance
- Real estate management

Career outcome
Employment may be found in real estate, operating as a licensed agent or employment in associated industries.
KEY DATES

Throughout 2013
One-on-one course adviser appointments

VTAC timely application
Opens: 5 August
Closes: 27 September

VTAC change of preference
Opens: 25 November
Closes: 23 December

Change of Preference Expo
18 December

CAMPUSSES

Hawthorn campus
John Street, Hawthorn

Melbourne CBD campus
196 Flinders Street, Melbourne

Croydon campus
12–50 Norton Road, Croydon

Wantirna campus
369 Stud Road, Wantirna

Sarawak campus
Kuching, Sarawak, Malaysia

FURTHER INFORMATION

1300 275 794
study@swinburne.edu.au
swinburne.edu.au/future

swinburne.edu.au/facebook
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