2011 Apprenticeship and Traineeship Programs
I am planning for the future
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Acknowledgement of Country

The Wurundjeri people of the Kulin Nation are the traditional custodians of the land on which this organisation stands; we pay our respects to owners and Elders of past and present.
Welcome to RMIT University

In 2009, RMIT trained more than 3100 apprentices and trainees. Approximately 70 apprenticeships and traineeships across 30 careers are being offered in 2011.

What are apprenticeships and traineeships?

Pre-apprenticeships

» Pre-apprenticeship programs enable you to learn the basic skills of a trade and prepare you for an apprenticeship.
» They last for up to six months.
» They are an excellent pathway to apprenticeships and may increase your employability when competing for a job as an apprentice.
» No employment is required.
» When you finish a pre-apprenticeship, RMIT will assist your efforts to find a job as an apprentice.
» Some pre-apprenticeship programs will reduce the study time of an apprenticeship by up to 12 months.

Apprenticeships and traineeships

Apprenticeships and traineeships provide the necessary training for trade and skill qualifications. A cadetship is a type of traineeship, but is delivered using a different teaching model where cadets attend weekly classes. As an apprentice or trainee you will:
» combine on-the-job paid work with accredited training
» develop operational knowledge and apply solutions to problems
» acquire theoretical knowledge to enhance existing abilities
» apply these skills and knowledge across a variety of workplace and formal training contexts.

Apprentices and trainees are employed under a government-approved training contract.

Types of training

» RMIT develops training suited to the specific needs of businesses.
» Study may include online, block release (one week, six times or more a year), day release (one day per week) or a combination of the above.
» Apprentices are employed and usually trained for three to four years, and trainees for one to two years.
» Apprentices and trainees can be employed on a full-time or part-time basis.

Enrol anytime

Enrolments for apprentices and trainees are accepted throughout the year*. After you have secured employment as an apprentice or trainee, and signed a training agreement, contact RMIT. Contact details for further information are listed under each program in this publication.

* The availability of workshops to enhance your study may depend on when you enrol.

Consider the possibilities that can come from completing an apprenticeship or traineeship at RMIT
Where do I start?

» Select the apprenticeship or traineeship that is right for you. There are 70 different choices offered at RMIT (pages 7–38).

» You will need to find a job in the industry. It may help to:
  » approach a prospective employer directly
  » apply for positions advertised in newspapers or on employment web sites
  » subscribe to the Jobs and Employment Training (JET) web site. They will email job vacancies to you that match your job preferences. Tel. 1800 651 610 or www.jet.org.au.
  » contact a Group Training Company (GTC). A GTC employs apprentices and trainees and places them with suitable employers. Tel. 1800 819 747 or www.grouptraining.com.au.

You could enrol in a pre-apprenticeship while you are searching (refer page 2).

What happens once I find employment?

» You and your employer meet with an Australian Apprenticeships Centre (AAC) representative and sign a training contract. AAC provides information and advice on your options www.australianapprenticeships.gov.au.

» The employer chooses a Registered Training Organisation (RTO), such as RMIT, to provide training support, guidance and assessment. This can be arranged throughout the year at RMIT, so you can enrol at any time.

Why choose RMIT?

» RMIT University is one of the oldest and most successful educational organisations in Australia.

» Each year, RMIT trains more than 70,000 people for careers in every facet of industry and business.

» RMIT’s training programs are particularly successful because they are structured to meet the realities of today’s tough and fast-paced employment markets.

» RMIT enrolls apprentices and trainees all year round and provides flexible training and education.

» RMIT offers a range of support activities for trainees, apprentices and employers beyond the services available at TAFEs.

» RMIT recognises prior learning and experience (RPL).

» RMIT apprenticeships and traineeships often provide credit to further TAFE studies or university degree studies.

RMIT recognises your experience

» Be recognised for your skills and knowledge.

» Shorten the time it takes to complete your learning.

» Reduce the costs of your training.

Being acknowledged for your prior study or work experience may reduce the duration of a program and save you money.

Individual training can be tailored around gaps in skills or knowledge, identified through interviewing or reviewing a portfolio of work-related evidence.

Recognition can work in several ways:

» Demonstrated competency in areas which equate to units of study can be credited towards a TAFE qualification

» Completed TAFE qualifications can be credited towards a degree.

» Likewise, partly completed degree studies may be accredited to a TAFE program.

RMIT recognises and accepts any Australian Qualifications Framework qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs). Credit will therefore be given for modules or units of competency for which an original certificate or Statement of Attainment is produced in areas that coincide with RMIT programs.

Completing an apprenticeship or traineeship can lead you straight into employment or on to further study.

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How much do I need to pay?

» All TAFE institutions charge tuition fees.

» The minimum fee payable is $57, and the maximum is $903 a year.

» A charge may also be made for books and equipment.

» Tuition fees and other charges are paid by either the employer or the apprentice/trainee. You should discuss this with your employer before enrolment.

» Concessions are available.

» Some apprenticeship tuition payments are eligible for a government rebate.
Student life at RMIT

RMIT University offers a wide range of services, facilities and resources.

The aim is to enhance the experience of students by:

» creating opportunities for involvement around campus
» providing new experiences
» helping to build skills.

Student services include:

» Study and Learning Centre
» Career Development and Employment
» Disability Liaison Unit
» Counselling
» Health Service
» Housing Service
» Scholarships and Finance
» Legal Service

Student Administration Support Line

The Student Administration Support Line is a telephone service for RMIT students that provides advice and information about student administration matters. The Student Administration Support Line operates from 8.30 am – 5 pm, Monday to Friday. Tel. 03 9925 8980

The Hub

The Hub is designed to make it easier and more convenient for RMIT students to access face-to-face advice and information on administration matters. The Hub is the first point of contact for any enquiry on campus. The Hub can provide help with:

» student cards (new or replacement)
» invoice queries and fee payment
» getting a transport concession approved
» submitting a range of forms
» purchasing a transcript
» asking for directions around campus
» asking about support services available to students.

Email: thehub@rmit.edu.au

www.rmit.edu.au/students/aboutthehub

Campuses

RMIT has three Melbourne campuses: City, Bundoora and Brunswick; a site in Hamilton; and two campuses in Vietnam. Apprenticeship and traineeship programs are offered through RMIT’s City and Brunswick campuses.

City campus

La Trobe Street
Melbourne VIC 3000
Melway ref: Map 2B E12

Located between La Trobe, Elizabeth, Queensberry and Russell streets, and in Bourke Street, the RMIT Quarter occupies a relaxed, friendly and culturally vibrant section of Melbourne’s CBD. In the midst of galleries, restaurants and bars, and close to the State Library, Lygon Street restaurants and the Queen Victoria Market, students have access to a unique academic and social environment. Accessible by all public transport.

Brunswick campus

Dawson Street
Brunswick VIC 3056
Melway ref: Map 29 F8

The Brunswick campus is just five kilometres from the centre of the city, and enjoys spacious surroundings. It is a relaxed, friendly haven a few minutes walk from Sydney Road, a multicultural area with a huge variety of specialty shops, restaurants, cafés and markets. Accessible by public transport:

» Travelling by train: go to Jewell Railway Station on the Upfield line.
» Travelling by tram: catch the number 8 tram on the Moreland line or the number 19 tram on the North Coburg line.
Pierre Chedraoui  
*Certificate IV in Information Technology (Networking)*

Pierre was selected to be part of the prestigious Today’s Skills: Tomorrow’s Leaders, a national leadership event for group training apprentices and trainees held in Canberra last year.

The live-in program was conducted at the Australian Institute of Sport in Canberra and included a reception at Government House, where Pierre was presented to the Governor-General, Quentin Bryce AC.

‘This leadership development program is about maximising leadership for group training apprentices and trainees,’ Leonie Stanfield, Communications Manager, National Association (GTA Ltd), said.

‘It’s a great opportunity for them to learn from other group training apprentices and trainees.’

Pierre has been host-employed by RMIT since January 2006. He was in the first group of IT Australian School-based Apprentices (ASbA) to undertake a *Certificate III in Information Technology (General)* while completing his Year 11 and 12.

‘This is a unique opportunity. Pierre has been an outstanding student, having previously been named VICTEC/370 Degrees 2007 School-based Apprentice (Trainee) of the Year,’ Ms Stanfield said.

‘It is a great effort on Pierre’s behalf and this would not be possible without the support and training he has received at RMIT.’

Atlanta Bell  
*Diploma of Printing and Graphic Arts (Multimedia)*

Atlanta Bell, who completed a *Diploma of Printing and Graphic Arts (Multimedia)*, was named Collie Print Trust Graduate of the Year.

Since graduating, Ms Bell has been freelancing in art, photography and multimedia, including a stint as a freelance arts photographer at the Falls Festival in Lorne.

‘I chose to study at RMIT because I was eager to add to my art and photography skills with state-of-the-art multimedia knowledge,’ Ms Bell said.

‘I found the TAFE program at RMIT really valuable, as it covered so many aspects of what you can do. The teachers were great and I really learned a lot in the year I was there.’

Ms Bell’s other freelance jobs since completing her diploma have included taking photos for an instructional DVD for Crown Casino’s security staff and creating a web site for All Clothing.

‘Winning this prestigious award is a real surprise,’ she said.

‘I was already planning to go travelling in Europe later this year and had no idea I would win!’

‘I can now use my trip to research where I will visit for the scholarship study tour I won as part of the Graduate of the Year prize.’

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**Attitude, leadership initiative and a commitment to quality outcomes**
‘My involvement with RMIT is directly with three cadets who are assigned to our team. I supervise them on a day-to-day basis and give them guidance and direction along the way. We are in a unique situation where they can combine their theory from RMIT with business practice from IBM.’

Patrick Fuller, IBM Transformation Manager
What else do I need to get started?
Your first step is to contact RMIT to discuss the program and begin the search to secure a job in the industry. Once you have found an employer, you can start your traineeship.

How is the program delivered?
Trainees will attend RMIT City campus one day per month up to a 24-month duration (excluding University holidays). Training will combine face-to-face delivery with work-integrated learning and development assessments and projects.

What careers will be available to me?
Facilities management (FM) is to manage and maintain the business support activities to guarantee the efficient operation of the built environment by incorporating people, location, processes and technology. FM is fast paced, extremely diverse and the traineeship will open opportunities for employment across a vast number of industry sectors including, government, commercial property, hospitality, education, retail and health.

FM professionals areas of responsibility may include the coordination and management of works in many areas of a building including air conditioning, power and lighting systems, plumbing, cleaning, refurbishment, grounds keeping, security, pest control and more.

Upon completion of the traineeship, with experience and further training, FM professionals may progress to supervisory and management positions in the rapidly expanding property services sector, with options to continue study at RMIT through pathways to diploma or higher education programs.

Is the traineeship professionally recognised?
The traineeship is professionally recognised, having been developed in consultation with various industry leaders and governing bodies.

How is the program structured?
The certificate IV is a project-oriented program that involves a proportion of face-to-face delivery with a high level of problem solving based around individual student-specific projects, thereby providing a relevance to each student’s particular workplace requirements.

Competencies in the Certificate IV in Property Services (Operations) include:

» Advise on performance of assets
» Analyse resource use in building operations
» Identify and analyse risks and opportunities in the property industry
» Contribute to life-cycle maintenance strategy
» Apply site risk management systems
» Monitor a safe workplace in the property industry
» Implement and monitor environmentally sustainable work practices
» Coordinate maintenance and repair of properties and facilities
» Implement and monitor procurement processes
» Plan and co-ordinate property and facility inspections
» Manage conflicts and disputes in the property industry
» Participate in developing and establishing property or facilities contracts
» Maintain business records
» Establish business networks
» Implement operational plans
» Manage finances
» Implement customer service strategies in the property industry
» Provide leadership in the property industry

More information
Jasmin Barker, Senior Educator—Business Development and Special Cohorts
Tel. +61 3 9925 4656 Mobile: 0457 997 595
Email: jasmin.barker@rmit.edu.au
Art and design

Cabinet making (furniture) NEW

C3264 Certificate III in Cabinet Making (Furniture) — apprenticeship
National code: LMF32109

City Duration: 1 day per week for 116 weeks (929 hours)

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.

How is the program delivered?
This program is delivered through:
» on-the-job training and assessment
» hands-on classroom-based off-the-job workshops.

What careers will be available to me?
Apprentices are prepared for a range of practical and technical roles, such as:
» producing furniture
» installation of product
» furniture reproduction and restoration.

How is the program structured?
The following are examples of courses offered:
Core courses:
» Communicate in the workplace
» Measurements and calculations
» Read and interpret work documents
» Use furnishing hand power tool
» Work in a team
» Work safely, OR
  Work safely in construction

Furniture courses:
» Apply decorative surfaces
» Assemble furnishing components
» Estimate and cost jobs
» Fabricate custom furniture
» Hand make timber joints
» Install furnishing products
» Join solid timber
» Leg and rail furniture methods
» Prepare surfaces for finishing
» Produce angles and curved furniture

More information
www.rmit.edu.au/programs/c3264

Bryon Stanley
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Building 71, Level 2
9 Cardigan St, Carlton
Tel. 03 9925 4150
Fax. 03 9925 4039
Email: bryon.stanley@rmit.edu.au

Cabinet making (kitchens and bathrooms)

C3265 Certificate III in Cabinet Making (Kitchens and Bathrooms) — apprenticeship
National code: LMF32109

City Duration: 1 day per week for 124 weeks (998 hours)

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.

How is the program delivered?
This program is delivered through:
» on-the-job training and assessment
» hands-on classroom-based off-the-job workshops.

What careers will be available to me?
Apprentices are prepared for a range of practical and technical roles, such as:
» producing cabinets
» installation of product

How is the program structured?
The following are examples of courses offered:
Core courses:
» Communicate in the workplace
» Measurements and calculations
» Read and interpret work documents
» Use furnishing hand power tool
» Work in a team
» Work safely, OR
  Work safely in construction

Kitchen and bathroom courses:
» Cabinet installation requirement
» Check and measure fit of cabinets
» Fabricate cabinets
» Install fitted cabinets and components
» Kitchen and bathroom projects
» On-site adjustments to cabinet
» Prepare for cabinet install

More information
www.rmit.edu.au/programs/c3265

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Building 71, Level 2
9 Cardigan St, Carlton
Tel. 03 9925 4150
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Email: bryon.stanley@rmit.edu.au
**Clothing production**

**Certificate II in Clothing Production (Complex or Multiple Processes) — traineeship**
National code: LMT20707

**Certificate III in Clothing Production — apprenticeship**
National code: LMT30507

*Brunswick*

**Duration:**
Cert II: 1 yr FT or 3 yrs PT
Cert III: 2 yrs FT or 3 yrs PT.

**What do I need to get started?**

Your first step is to get a job in the industry. From there you can start your traineeship or apprenticeship.

**How is the program delivered?**

These programs are delivered through:
- on-the-job training
- workplace delivery by RMIT staff
- manuals and other learning materials.

**What careers will be available to me?**

Trainees are prepared for a range of roles in the industry, such as:
- production sewing
- sample machinist
- production cutter.

**Is the traineeship/apprenticeship professionally recognised?**

These certificates are nationally accredited and recognised by clothing industry associations.

**How is the program structured?**

**Certificate II — traineeship**

Core competencies:
- Cutting
- Materials and fibres A/B
- Production 1/2/3
- Quality standards

**Certificate III — apprenticeship**

Core competencies:
- Apply quality standards
- Follow defined OHS policy and procedures
- Sew components
- Prepare and produce sewn garment
- Lay up and cut

**More information**

www.rmit.edu.au/programs/c3227

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Building 512, Level 1
25 Dawson Street, Brunswick
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Fax: 03 9925 9129
Email: liz.debono@rmit.edu.au

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**Desktop publishing**

**Certificate II in Printing and Graphic Arts (Desktop Publishing) — traineeship**
National code: ICP20205

*Brunswick*

**Duration:** 1 yr PT (total of 570 hours).

**What do I need to get started?**

Your first step is to get a job in the industry. From there you can start your traineeship.

**How is the program delivered?**

This program is delivered through on- and off-the-job training.

**What careers will be available to me?**

Trainees are prepared for a range of roles in the graphic media industry, such as:
- graphic design
- pre-press operations
- desktop publishing.

**Is the traineeship professionally recognised?**

This program is recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board.

**How is the program structured?**

**Core courses:**
- Access and use the internet
- Communicate in the workplace
- Develop a basic design concept
- Inspect quality
- Maintain safe work environment
- Produce/use graphics application
- Select and apply type
- Use page layout application

**Elective courses (select 6):**
- Create mark-up document to specifications
- Digitise images for reproduction
- Edit a digital image
- Electronically combine and assemble data
- Output images
- Produce a typographic image
- Produce interactive PDF files
- Produce online PDF files
- Scan a line image
- Set up and produce basic digital print

**More information**

www.rmit.edu.au/programs/c2146

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**Footwear production**

**Certificate III in Footwear Production — apprenticeship**
National code: LMT30707

*Brunswick*

**Duration:** 3 yrs FT or 6 yrs PT

**What do I need to get started?**

Your first step is to get a job in the industry. From there you can start your apprenticeship.

**How is the program delivered?**

This program is delivered through:
- on-the-job training
- workplace delivery by RMIT staff
- manuals and other learning materials.

**What careers will be available to me?**

Trainees are prepared for a range of roles in the industry, such as:
- production machinist
- footwear sample developer
- footwear designer.

**Is the apprenticeship professionally recognised?**

This certificate is nationally accredited and recognised by clothing industry associations.

**How is the program structured?**

**Core courses:**
- Apply quality standards
- Follow defined OHS policies and procedures
- Identify materials used in footwear production
- Work in textiles, clothing and footwear industry

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learning by doing
Elective courses (select 14):
» Apply competitive manufacturing practices
» Apply foot anatomy principles to footwear production
» Assemble shoe by hand
» Contribute to footwear production improvement processes
» Cut leather by hand
» Cut non-printed leather by machine
» Cut printed materials by machine
» Design and make patterns
» Hand last shoe
» Last shoe by machine
» Machine upper according to product requirements
» Operate machine to sew upper
» Perform footwear finishing operations
» Perform moulding operations
» Perform stuff cutting
» Perform table-based operations
» Perform test or inspection to check product quality
» Repair footwear product
» Supervise footwear production operations
» Sustain process improvements
» Work in a team environment

More information
www.rmit.edu.au/programs/c3229
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Footwear repair
C3230 Certificate III in Footwear Repair—traineeship
Brunswick
Duration: 2 yrs FT or 3 yrs PT

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
This program is delivered through:
» on-the-job training
» workplace delivery by RMIT staff
» manuals and other learning materials.

What careers will be available to me?
Trainees can develop a career in:
» shoe repairing
» repairing leather goods.

Is the traineeship professionally recognised?
This certificate is nationally accredited and is recognised by Footwear Repairers Association.

How is the program structured?
» Control production
» Dyeing
» Full sole and heel
» Hand sewing
» Heel blocks and top pieces
» Leather half soles
» Non-slip soles and heels
» Sewing
» Shoe covering
» Sole stitcher
» Toe pieces

More information
www.rmit.edu.au/programs/c3230
Liz Debono
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Furniture making
C2xxx* Certificate II in Furniture Making—school-based apprenticeship
National code: LMF20309
C2xxx Certificate II in Furniture Making—traineeship
National code: LMF20309
C2xxx* Certificate II in Furniture Making—pre-apprenticeship
National code: LMF20309

City
Duration: 4 days per week for 18 weeks (total of 744 hours).

What do I need to get started?
A desire to learn about furniture making techniques.

How is the program delivered?
This program is delivered through:
» hands-on classroom-based off-the-job workshops.

What careers will be available to me?
You will be prepared for a range of practical and technical roles, such as:
» producing furniture/fitted fitments
» assisting with the installation of product
» furniture reproduction and restoration.

Is the program professionally recognised?
This is a Victorian endorsed training program supported by the furnishing industry. This program was designed through a detailed consultation process with the furniture industry. It consists of units of competencies from the Furnishing Training Package.

How is the program structured?
» Angled curved timber furniture
» Apply sheet laminates by hand
» Communicate in the workplace
» Construct furniture using manufactured boards
» Construct leg and rail furniture
» Dangerous and hazardous substances
» Follow safe policies and practices
» Hand make timber joints

More information
www.rmit.edu.au/programs
Bryon Stanley
School of Design TAFE
Building 71, Level 2
9 Cardigan St, Carlton
Tel. 03 9925 4150
Fax. 03 9925 4039
Email: bryon.stanley@rmit.edu.au

*A new RMIT code will be applicable for 2011 entry. Please contact Info Corner on +61 3 9925 2260 or visit 330 Swanston Street (Cnr La Trobe St) Melbourne for more information.
**Furniture making**

**Certificate III in Furniture Making — apprenticeship**  
National Code: LMF30302

**City**  
**Duration:** One day per week for 120 weeks (total of 957 hours).

**What do I need to get started?**  
Your first step is to get a job in the industry. From there you can start an apprenticeship.

**How is the program delivered?**  
This program is delivered through:  
- on-the-job training and assessment  
- hands-on classroom-based off-the-job workshops.

**What careers will be available to me?**  
Apprentices are prepared for a range of practical and technical roles such as:  
- producing furniture  
- installation of product  
- furniture reproduction and restoration.

**Is the apprenticeship professionally recognised?**  
This is a nationally endorsed training program supported by the Furnishing Industry Association of Australia. This program was designed through a detailed consultation process with the furniture industry. It forms part of the Furnishing Training Package.

**How is the program structured?**  
- Angled curved timber furniture  
- Apply sheet laminates by hand  
- Assemble furnishing components  
- CNC machining and processing centres  
- Communicate in the workplace  
- Construct chair and coach frames  
- Construct jigs and fixtures  
- Dangerous and hazardous substances  
- Estimate and cost job  
- Fabricate custom furniture  
- Follow safe policies and practices  
- Hand make timber joints

**More information**  
www.rmit.edu.au/programs/c3146  
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9 Cardigan St, Carlton  
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**Furniture technology**

**Certificate IV in Furnishing Technology — Traineeship**  
National Code: LMF40202

**City**  
**Duration:** This program is delivered over a 2-yr period (total of 770 hours).

**What do I need to get started?**  
Your first step is to have a job at the required level of employment in the furnishing industry. From there you can start a traineeship.

**How is the program delivered?**  
This program is delivered through:  
- off the job training where the learning is unable to be delivered in the enterprise.

**What careers will be available to me?**  
Trainees are prepared for a range of practical and technical roles such as:  
- supervisory role  
- prototyping  
- production scheduling  
- materials procurement.

**Is the traineeship professionally recognised?**  
This is a nationally endorsed training program supported by the Furnishing Industry Association of Australia. This program was designed through a detailed consultation process with the furniture industry. It forms part of the Furnishing Training Package.

**How is the program structured?**  
- Basic NC / CNC programming  
- Construct prototypes and samples  
- Coordinate onsite installation of furnishing product  
- Customise stock lines  
- Establish and monitor production inventory requirements  
- Identify and calculate production costs  
- Interpret and use workplace information  
- Organise production processes  
- Purchase materials and consumables  
- Produce drawings from design concepts  
- Produce line and component production drawings  
- Produce patterns and templates  
- Sample, inspect and test products to specifications  
- Work within a furniture design team

**More information**  
www.rmit.edu.au/programs/c4142  
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**Printing and graphic arts**

**(Converting, Binding and Finishing)**  
National Code: ICP20605

**Brunswick**  
**Duration:** 1 yr PT (total 420 hours)

**What do I need to get started?**  
Your first step is to get a job in the industry. From there you can start your traineeship.

**How is the program delivered?**  
This program is delivered through on-the-job training. Off-the-job training is negotiable.

**What careers will be available to me?**  
Trainees who complete this program will be suitable for employment as an apprentice in binding and finishing.

**Is the traineeship professionally recognised?**  
This program is recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board. AMWU and PIAA also support the program.

**How is the program structured?**  
**Core courses:**  
- Communicate in the workplace  
- Follow OHS practices and identify environmental hazards  
- Inspect quality against required standards  
- Prepare, load and unload product on and off machine  
- Prepare machine for operation (basic)  
- Produce basic adhesive, mechanical or thermal fastened product  
- Produce basic collated (sheet/section) product  
- Produce basic single or continuous folded product  
- Set up and produce basic guillotined product  
- Set up and produce hand-fastened product  
- Set up machine for basic single or continuous folding  
- Set up machine for basic adhesive, mechanical or thermal fastening

**Note:** These units can be exchanged for others from the ICP05 training package.

**More information**  
www.rmit.edu.au/programs/c2148  
Clive Heller, Program Coordinator  
International Centre of Graphic Technology  
Building 515, Level 1  
25 Dawson Street, Brunswick  
Tel. 03 9925 9445  
Fax: 03 9925 9423
Printing and graphic arts (general)

C2151 Certificate II in Printing and Graphic Arts (General)—pre-apprenticeship
National code: ICP20105

Brunswick
Duration: 18 weeks FT (total of 560 hours)

What do I need to get started?
You may be required to attend an interview if available places are exceeded.

How is the program delivered?
This program is designed for students who are considering a career in the printing industry.

What careers will be available to me?
After completing the pre-apprenticeship you will be ready to begin an apprenticeship in printing and graphic arts. Successful completion of courses will be credited against the chosen apprenticeship.

How is the program structured?
Core courses:
» Communicate in the workplace
» Follow OHS practices/identify hazards
» Inspect quality

Elective courses:
Select 11 courses. At least one unit must be chosen from at least five of the six industry areas.

Post-press
» Basic convert/finish product
» Produce cut (trimmed) product
» Produce single fold (basic)
» Set up and produce guillotine product
» Set up for basic single fold

Multimedia
» Access and use the internet
» Create and test a CD-ROM/DVD
» Use an authoring tool to create an interactive sequence

Pre-press
» Develop a basic design concept
» Electro combine assemble data
» Prepare artwork screen printing
» Produce online PDF files
» Produce offset litho plates
» Produce/use graphics application
» Scan a line image
» Select and apply type
» Use page layout application
» Produce pages

Press
» Mount and proof basic flexo plate
» Produce and manage basic digital print
» Produce basic litho print
» Produce basic flexo print
» Set up and produce basic digital print

Screen print
» Manually prepare and produce screen prints
» Manually produce basic screen prints

Support units
» Basic industry calculations
» Basic machine maintenance
» Operate and monitor machine (basic)
» Pack and dispatch product
» Prepare and maintain work area
» Prepare ink and additives
» Prepare, load and unload machine/reels
» Prepare machine (basic)
» Use computer systems

More information
www.rmit.edu.au/programs/c2151
Fay Mitchell
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Printing and graphic arts (graphic pre-press)

C3173 Certificate III in Printing and Graphic Arts (Graphic Pre-Press)—apprenticeship
National code: ICP30205

C4174 Certificate IV in Printing and Graphic Arts (Graphic Pre-Press)—Post-apprenticeship
National code: ICP40105

Brunswick
Duration: Cert III: 3 yrs PT (total of 920 hours)
Cert IV: 2 yrs PT (total of 570 hours)

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.

How is the program delivered?
These programs are delivered through on- and off-the-job training.
Trainees will develop skills in:
» design
» typography
» workplace communication
» digital output
» electronic assembly of text and graphics
» systems management of local workstations and system networking
» pre-press multimedia.

What careers will be available to me?
Apprentices are prepared for roles such as:
» pre-press operator
» pre-press technician.

Is the apprenticeship/post-apprenticeship professionally recognised?
These programs are recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board. AMWU and PIAA also support the program.

How is the program structured?
Certificate III—apprenticeship
Core courses:
» Access and use the Internet
» Apply knowledge of the graphic pre-press sector
» Communicate in the workplace
» Create pages using a layout application
» Develop a basic design concept
» Digitise images for reproduction
» Follow OHS practices and identify environmental hazards, OR Maintain a safe work environment
» Inspect quality against required standards
» Output images
» Prepare an imposition format for printing processes
» Produce a typographic image
» Produce graphics using a graphics application
» Produce pages using a page layout application
» Select and apply type
» Undertake digital proofing

Certificate IV—post-apprenticeship
Core courses:
» Access and use the Internet
» Apply knowledge of the graphic pre-press sector
» Communicate in the workplace
» Create pages using a layout application
» Develop a basic design concept
» Digitise images for reproduction
» Follow OHS practices and identify environmental hazards, OR Maintain a safe work environment
» Inspect quality against required standards
» Output images
» Prepare an imposition format for printing processes
» Produce a typographic image
» Produce graphics using a graphics application
» Produce pages using a page layout application
» Select and apply type
» Undertake digital proofing
Printing and graphic arts (instant print)

C2150 Certificate II in Printing and Graphic Arts (Instant Print)—traineeship
National code: ICP20305

C3204 Certificate III in Printing and Graphic Arts (Instant Print)—traineeship
National code: ICP30405

City
Duration: Cert II: 1 yr FT (total of 440 hours)
Cert III: 2 yrs FT (total of 695 hours)

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
These programs are delivered through on-the-job training. Off-the-job training is negotiable.

What careers will be available to me?
Trainees successfully completing this program should be suitable for employment in a range of graphic arts services, including print machining, in-house and store front printing services. This program articulates into the Certificate III in Printing apprenticeship program, with substantial credits for the initial training level.

Is the traineeship professionally recognised?
This program is recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board.

How is the program structured?
Certificate II—traineeship
Core courses—Group A:
» Communicate in the workplace
» Follow OHS practices/identify hazards
» Inspect quality
Core courses—Group B:
» Basic industry calculations
» Deliver a service to customers
» Prepare and maintain work area
» Prepare, load/unload machine

Elective courses (select 7):
» Basic machine maintenance
» Develop a basic design concept
» Operate and monitor machine (basic)
» Output images
» Perform small machine maintenance
» Prepare machine (basic)
» Prepare personal digital print
» Produce and manage basic digital print
» Produce basic fastened product
» Produce single fold (basic)
» Set up and produce basic digital print
» Set up for basic collating
» Set up for basic fastening
» Transfer digital files

Certificate III—traineeship
Core courses:
» Advise on products and services
» Communicate in the workplace
» Deliver a service to customers
» Follow OHS practices and identify environmental hazards
» Inspect quality against required standards
» Perform basic industry calculations
» Prepare and maintain the work area
» Produce and manage basic digital print
» Research business opportunities
» Sell products and services
» Set up and produce basic digital print
» Undertake inventory procedures
» Undertake basic production scheduling
» Use computer systems

Elective courses:
» Operate a database for digital printing
» Prepare an imposition format for printing processes
» Prepare for variable data printing
» Set up and produce complex digital print

Note: these elective courses can be exchanged for others from ICP05 training package.

More information
www.rmit.edu.au/programs/c3204
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25 Dawson Street, Brunswick
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Email: clive.heller@rmit.edu.au
Printing and graphic arts
(mail house)

C3185  Certificate III in Printing and Graphic Arts (Mail House)—trade
National code: ICP31005
Brunswick

Duration: 3 yrs PT (total of 720 hours)
What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.
How is the program delivered?
This program is delivered through on-the-job training. Off-the-job training is negotiable.
What careers will be available to me?
Trainees and apprentices are prepared for roles such as:
» handline operators
» production assistants
» mail house machine operators.
Is the traineeship professionally recognised?
These programs are recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board. AMWU and PIAA also support the program.
How is the program structured?
Please contact the Program Coordinator for certificate III structure information.
More information
www.rmit.edu.au/programs/c3185
Clive Heller, Program Coordinator
International Centre of Graphic Technology
Building 515, Level 1
25 Dawson Street, Brunswick
Tel. 03 9925 9445
Fax: 03 9925 9423

Printing and graphic arts
(print finishing)

C3176  Certificate III in Printing and Graphic Arts (Print Finishing)—apprenticeship
National code: ICP30705
Brunswick

Duration: 3 yrs PT (total of 920 hours)
What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.
How is the program delivered?
This program is delivered through on- and off-the-job training.
What careers will be available to me?
Bookbinders and finishers are employed by printing and finishing companies. They may also be employed by businesses which have their own in-house printing facilities.
Is the apprenticeship professionally recognised?
This program is recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board. AMWU and PIAA also support the program.
How is the program structured?
Core courses:
» Apply knowledge and requirements of the converting, binding and finishing sector
» Communicate in the workplace
» Follow OHS practices and identify environmental hazards
» Inspect quality against required standards
» Operate and monitor machines (basic)
» Perform basic machine maintenance
» Plan operational processes
» Prepare and maintain work area
» Prepare load and unload product on and off the machine
» Prepare machine for basic operation
» Undertake basic production scheduling
Elective courses:
» Pack and dispatch (advanced)
» Produce complex adhesive, mechanical or sewn fastened product
» Produce complex collated or inserted (sheet/section/reel) product
» Produce complex sequenced or multiple folded product
» Set up and produce complex guillotined product
» Set up and produce hand-bound book
» Set up machine for complex adhesive, mechanical or sewn fastening
» Set up machine for complex collating or inserting (sheet/section/reel)
» Set up machine for complex sequenced or multiple folding
More information
www.rmit.edu.au/programs/c3176
International Centre of Graphic Technology
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25 Dawson Street, Brunswick
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Email: lori.kyme@rmit.edu.au
Printing and graphic arts  
(Print production support)

C2149  **Certificate II in Printing and Graphic Arts (Print Production Support)—traineeship**  
National code: ICP20405

Brunswick  
Duration: 1 yr PT (total of 420 hours)

**What do I need to get started?**  
Your first step is to get a job in the industry. From there you can start your traineeship.

**How is the program delivered?**  
This program is delivered through on- and off-the-job training.

**What careers will be available to me?**  
Trainees are prepared for a range of printing, screen printing and finishing roles, such as:  
- bindery assistant  
- table hand  
- finishing assistant  
- printing machining assistant (sector specific)  
- storeperson  
- assembly assistant  
- screen printing assistant.

**Is the traineeship professionally recognised?**  
This program is recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board. AMWU and PIAA also support the program.

**How is the program structured?**  
Core courses:  
- Apply quick change-over procedures  
- Communicate in the workplace  
- Follow OHS practices and identify environmental hazards  
- Inspect quality against required standards  
- Operate and monitor machines (basic)  
- Perform basic industry calculations  
- Prepare and maintain work area  
- Prepare, load and unload product on and off the machine  
- Prepare machine for operation (basic)  

Elective courses (select 5):  
- Dispose of waste  
- Pack and dispatch product  
- Pack and dispatch solid waste  
- Perform basic machine maintenance  
- Prepare ink and additives  
- Produce basic coated product  
- Produce basic single or continuous folded product  
- Set up for basic coating  
- Undertake warehouse/stores inventory  
- Use computer systems  

More information  
www.rmit.edu.au/programs/c2149

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Printing and graphic arts  
(Printing)

C3178  **Certificate III in Printing and Graphic Arts (Printing)—apprenticeship**  
National code: ICP30505

Brunswick  
Duration: Cert III: 3 yrs (total of 920 hours)  
Cert IV: 1 yr FT (520 hours)

**What do I need to get started?**  
Your first step is to get a job in the industry. From there you can start your apprenticeship.

**How is the program delivered?**  
These programs are delivered through on- and off-the-job training.

**What careers will be available to me?**  
Printing machinists work in large publishing houses, specialist printing companies, packaging and commercial printing firms. With experience and further training, printing machinists may progress to supervisory and management positions in the printing industry.

**Is the traineeship professionally recognised?**  
This program is recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board. AMWU and PIAA also support the program.

**How is the program structured?**  
Core courses:  
- Apply knowledge of print machining  
- Basic industry calculations  
- Basic machine maintenance  
- Communicate in the workplace  
- Inspect quality  
- Maintain safe work environment  
- Operate and monitor machine (basic)  
- Prepare and maintain work area  
- Prepare ink and additives  
- Prepare, load and unload machine, OR  
- Prepare, load and unload reels  
- Prepare machine (basic)  
- Quick changeover procedures  
- Use computer systems

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C4175  **Certificate IV in Printing and Graphic Arts (Printing)—post-apprenticeship**  
National code ICP40305

Brunswick  
Duration: Cert IV: 1 yr FT (520 hours)
Elective courses:
Select all courses from one stream:
flexographic or lithographic
Flexographic stream
» Make photopolymer plates–flexo
» Mount and demount flexo plates
» Produce basic flexo print
» Produce complex flexo print
» Set up for basic flexo print
» Set up for basic rotary cutting
» Set up for complex flexo print
Lithographic stream
» Prepare ink and additives
» Produce basic litho print
» Produce complex litho print
» Produce offset litho plates
» Set up and produce basic digital print
» Set up for basic litho print
» Set up for complex litho print

Note: The process stream unit can be exchanged for others from the ICP05 training package.
Elective courses can be exchanged for others from the ICP05 training package elective range.
Only one specialist stream is required.

Certificate IV—post-apprenticeship
Core courses:
» Set up and monitor in-line printing operations
» Troubleshoot and optimise materials and machinery
» Use on-press monitoring of print quality
» Use on-press print control devices

Process stream
» Set up and produce complex digital print

Specialist streams (select 1)
» Produce specialist flexographic printed product, AND
  Set up for specialist flexographic printing
» Produce specialist lithographic printed product, AND Set up for specialist lithographic printing
» Produce specialist pad printed product, AND
  Set up for specialist pad printing
» Produce specialist relief printed product, AND
  Set up for specialist relief printing

Elective courses:
» Output complex images direct to plate or press

More information
www.rmit.edu.au/programs/c4175
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Printing and graphic arts (screen printing)

C2147  Certificate II in Printing and Graphic Arts (Screen Printing) — traineeship
National code: ICP20505

C3175  Certificate III in Printing and Graphic Arts (Screen Printing) — apprenticeship
National code: ICP30605

Brunswick

Duration: Cert II: 1 yr PT (total of 450 hours)
Cert III: 3 yrs PT (total of 920 hours)

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship or traineeship.

How is the program delivered?
These programs are delivered through on-the-job training. Off-the-job training is negotiable.

What careers will be available to me?
Screen printers are employed in textile, glass, ceramic, plastics and industrial industries.

Is the traineeship/apprenticeship professionally recognised?
These programs are recognised by industry and the Printing Divisional Council of the EPIC Industry Training Board. AMWU and PIAA also support the program.

How is the program structured?
Certificate II—traineeship
Core courses:
» Basic industry calculations
» Communicate in the workplace
» Follow OHS practices and identify hazards
» Inspect quality
» Prepare and maintain work area
» Prepare artwork screen printing
» Produce ink and additives
» Prepare, load and unload machine
» Prepare screen
» Reclaim screen automatically

Certificate III—apprenticeship
Core courses:
» Apply knowledge screen print
» Basic industry calculations
» Communicate in the workplace
» Follow OHS practices and identify hazards
» Inspect quality
» Manually prepare direct stencil
» Plan operational processes
» Prepare and maintain work area
» Produce ink and additives
» Prepare, load and unload machine
» Prepare screen
» Produce computer image screen
» Reclaim screen automatically
» Use computer systems

More information
www.rmit.edu.au/programs/c3175
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Textile fabrication

C2176 Certificate II in Textile Fabrication—traineeship
National code: LMT20507

C3225 Certificate III in Textile Fabrication—traineeship
National code: LMT30407

Brunswick
Duration: Cert II: 1.5 yrs FT or 3 yrs PT
Cert III: 3 yrs FT or 6 yrs PT

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
These programs are delivered through:
» on-the-job training
» workplace delivery by RMIT staff
» manuals and other learning materials.

What careers will be available to me?
Trainees are prepared for a range of production careers, such as:
» machinist or cutter
» measuring and quoting
» installation person for blinds and awnings
» small business in canvas goods.

Is the traineeship professionally recognised?
These certificates are nationally accredited and are recognised by canvas goods associations.

How is the program structured?
Certificate II—traineeship
» Apply quality standards
» Cut and shape 1
» Identify and handle materials
» Identify and select materials 1
» Lay out
» OHS policy and procedure
» Transfer information into measurements and/or diagrams 1
» Use hand tools
» Use power tools
» Weld plastic materials 1 and 2
» Work in a team environment

Certificate III—traineeship
Core competencies:
» Cut and shape
» Identify and select materials 2
» Organise and plan own work to achieve planned outcomes
» Provide customer service
» Weld plastic materials 3

Elective courses (select 5):
» Add accessories 2
» Add reinforcements and attachments 2
» Despatch products
» Measure, scale and undertake geometric construction
» Inspect product 2
» Lay out and/or mark out 2
» Operate and maintain sewing machine
» Transfer information into measurements and/or diagrams 2
» Use adhesives 2
» Production washing machine operation

More information
www.rmit.edu.au/programs/c3225
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Textile production

C2171 Certificate II in Textile Production (Intermediate)—traineeship
National code: LMT20107

C2172 Certificate II in Textile Production (Complex or Multiple Processes)—traineeship
National code: LMT20207

C3221 Certificate III in Textile Production—traineeship
National code: LMT30107

Brunswick
Duration: Flexible delivery options are available, including on-site workplace training or on-campus training.

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
These programs are delivered through:
» on-the-job training
» workplace delivery by RMIT staff
» manuals and other learning materials.

What careers will be available to me?
Trainees are prepared for a range of production careers, such as:
» machinist or cutter
» measuring and quoting
» installation person for blinds and awnings
» small business in canvas goods.

Is the traineeship professionally recognised?
These certificates are nationally accredited and are recognised by canvas goods associations.
How is the program structured?

Certificate II (Intermediate)—traineeship
» Computer operations 1
» OHS 1/2
» Production operations 1/2
» Textile quality control 1/2
» Textile raw materials 1/2
» Workplace induction
» Workplace tasks 1/2/3
Elective units (select 1):
» Production maintenance A
» Production testing A

Certificate II (Complex or Multiple Processes)—traineeship
» Computer operations 2
» OHS 3
» Production operations 3/4
» Textile quality control 3
» Workplace induction
» Workplace tasks 3
Elective units (select 1):
» Production maintenance B
» Production testing B

Certificate III—traineeship
» Production change
Elective units (select 100 hours):
» Computer operations 3
» Production control
» Production management A
» Production management E
» Work planning

More information
www.rmit.edu.au/programs/c3221
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Business administration

C3216 Certificate III in Business Administration — school-based apprenticeship
National code: BSB30407
C3216 Certificate III in Business Administration — traineeship
National code: BSB30407
C4223 Certificate IV in Business Administration — traineeship
National code: BSB40507

City, workplace and online learning

Duration: Cert III: 1 yr FT. Cert IV: 1 yr FT
These programs are designed for flexible delivery.

What do I need to get started?
Your first step is to get a job in an office environment. From there you can start a traineeship.

How is the program delivered?
Certificate III
This program is delivered through:
» on-the-job training
» face-to-face classroom theory-based subjects
» hands-on practical-based workshops.
Certificate IV
This program is delivered through:
» on-the-job training
» work based projects
» hands-on practical-based workshops.

These programs can be tailored to each individual workplace so that trainees can integrate study into their daily activities.

What careers will be available to me?
Trainees are prepared for a variety of roles, such as:
» secretary
» administrative assistant
» personal assistant
» receptionist
» office supervisor
» personal administrator.

How is the program structured?
Certificate III
» Create electronic presentations
» Deliver and monitor a service to customers
» Design and produce business documents
» Design and produce text documents
» Develop keyboarding speed and accuracy
» Organise personal work priorities and development

Certificate IV
» Administer projects
» Organise meetings
» Coordinate implementation of customer service strategies
» Design and develop complex text documents
» Design and use complex spreadsheets
» Develop work priorities
» Establish effective workplace relationships
» Implement workplace information systems
» Monitor a safe workplace
» Write complex documents

More information
www.rmit.edu.au/programs/c4223
Traineeship Coordinator
Business TAFE School
Building 108, Level 13
239 Bourke Street, Melbourne
Tel. 03 9925 5464
Fax: 03 9925 1526
Email: business.training@rmit.edu.au

Dry cleaning operations

C2170 Certificate II in Dry Cleaning Operations — traineeship
National code: LMT21507
C3220 Certificate III in Dry Cleaning Operations — apprenticeship
National code: LMT31207

Brunswick

Duration: Cert II: 1.5 yrs FT or 3 yrs PT
Cert III: 3 yrs FT or 6 yrs PT
Training is conducted in the workplace.
Students may enter at either certificate II or certificate III level.

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship or apprenticeship.

How is the program delivered?
These programs are delivered through:
» on-the-job training
» workplace delivery by RMIT staff
» manuals and other learning materials
» on-campus workshops.

What careers will be available to me?
Trainees are prepared for several roles within a dry cleaning plant, such as:
» dry cleaner
» presser
» customer service attendant.

Is the traineeship/apprenticeship professionally recognised?
These certificates are nationally accredited and are recognised by the Dry Cleaning Association of Australia.
How is the program structured?

Certificate II—traineeship

Core competencies:
» Apply quality standards A/B
» Follow defined Occupational Health and Safety policies A/B
» Operate dry cleaning machine A/B/C
» Perform pre and post-spotting A/B
» Receive and sort articles

Certificate III—apprenticeship

Compulsory courses:
» Apply quality standards
» Control dry cleaning production 1/2
» Operate dry cleaning machines
» Operate finishing equipment
» Operate wet cleaning machines
» Organise and plan own work
» Perform pre and post-spotting
» Provide customer service
» Receive and sort articles

More information
www.rmit.edu.au/programs/c3220

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Laundry operations

C2175 Certificate II in Laundry Operations—traineeship
National code: LMT21407

C3223 Certificate III in Laundry Operations—apprenticeship
National code: LMT31107

Brunswick

Duration: Cert II: 1.5 yrs FT or 3 yrs PT
Cert III: 3 yrs FT or 6 yrs PT

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship or traineeship.

How is the program delivered?
These programs are delivered through:
» on-the-job training
» workplace delivery by RMIT staff
» manuals and other learning materials.

What careers will be available to me?
Trainees are prepared for a range of production careers, such as:
» laundry hand
» laundry supervisor
» laundry owner.

Is the traineeship professionally recognised?
These certificates are nationally accredited and are recognised by laundry associations.

How is the program structured?

Certificate II—traineeship
» Apply quality standards
» Basic conditioning and/or drying processes
» Basic finishing operation
» Basic machine operation
» Collect receive and sort product
» Follow defined occupational health and safety policies and procedures
» Production conditioning and/or drying processes
» Production finishing equipment operations
» Production washing machine operation

Certificate III—apprenticeship
» Apply quality standards
» Basic conditioning and/or drying processes
» Basic finishing operation
» Basic machine operation
» Collect, receive and sort product
» Control washing machine operation—preliminary
» Control washing machine advanced
» Coordinate/process products for storage/despatch—preliminary
» Coordinate/process products for storage/despatch—advanced
» Participate in, lead and facilitate work teams
» Production conditioning and/or drying processes
» Production finishing equipment operations
» Production linen rewash
» Production washing machine operation

More information
www.rmit.edu.au/programs/c3223

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Management—
frontline management

C4226 Certificate IV in Frontline Management—traineeship
National code: BSB40807

City

Duration: 1 yr
This program is designed for flexible delivery.

What do I need to get started?
Your first step is to get a job in an office environment. From there you can start your traineeship.

How is the program delivered?
Trainees will undertake work-based tasks and projects under the guidance of their workplace supervisor and RMIT trainer.
Workplace assessments can be tailored to meet individual needs.
Trainees also attend on-campus workshops and assessments.

What careers will be available to me?
Trainees are prepared for management and supervisor positions.
You will gain the skills to:
» provide leadership in the workplace
» manage operations
» prioritise workloads
» develop workplace relationships
» contribute to workplace safety.

How is the program structured?
The following are examples of courses offered:
» Administer projects
» Coordinate implementation of customer service strategies
» Develop work priorities
» Establish effective workplace relationships
» Implement an operational plan
» Implement continuous improvement
» Monitor a safe workplace
» Promote team effectiveness
» Show leadership in the workplace
» Write complex documents

More information
www.rmit.edu.au/business/ewt
www.rmit.edu.au/programs/c4226
Traineeship coordinator
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239 Bourke Street, Melbourne
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Fax: 03 9925 1526
Email: business.training@rmit.edu.au
Aged care

C3262 Certificate III in Aged Care—traineeship
National code: CHC30102

Bundoora or City
Duration: 1 yr

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
This program is delivered face-to-face, with students attending one day per week over the course of a year.
Program can also be delivered over six months, with students attending two days per week.
An experienced worker may be deemed competent in a shorter period of time.

What careers will be available to me?
Trainees will find employment in home support, supported residential accommodation, adult day services, aged care facilities, and disability support.

Is the traineeship professionally recognised?
The community services training package has been developed following wide consultation with the community services industry.

More information
www.rmit.edu.au/programs/c3262
Janet Hood
School of Global Studies, Social Science and Planning
Building 51, Level 2
80 Victoria Street, Carlton
Tel. 03 9925 2328
Fax. 03 9925 4878

Home and community care

C3260 Certificate III in Home and Community Care—traineeship
National code: CHC30202

Bundoora or City
Duration: 1yr

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
This program is delivered face-to-face, with students attending one day per week over the course of a year.
Program can also be delivered over six months, with students attending two days per week.
An experienced worker may be deemed competent in a shorter period of time.

What careers will be available to me?
Trainees will find employment in home support, supported residential accommodation, adult day services, aged care facilities, and disability support.

Is the traineeship professionally recognised?
The community services training package has been developed following wide consultation with the community services industry.

More information
www.rmit.edu.au/programs/c3260
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Disability work

Certificate IV in Disability Work — traineeship
National code: CHC40302

City

Duration: 1 yr off-campus workplace-based delivery for staff currently working in disability services.

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
This program is delivered through:
» on-the-job training
» online delivery
» workplace assessment.

What careers will be available to me?
Trainees are prepared for a range of roles, such as:
» accommodation support
» day program, community and further education support
» recreation and employment support
» supervision and coordination.

Is the traineeship professionally recognised?
This is a nationally endorsed training program supported by the disability and community services industries. This program was designed in consultation with the industry.

How is the program structured?
Compulsory courses:
» Alternative communication strategies
» Facilitate community inclusion
» Facilitate individualised planning
» Facilitate skills development
» Follow safety procedures
» Maintain an environment designed to empower people with disabilities
» Provide behaviour support
» Work in the community sector
» Work with people with disabilities
» Work within a legal framework

Elective courses (select 5):
» Links with other services
» Provide services to people with complex needs
» Support a positive lifestyle
» Support individuals with autism
» Support people with disabilities
» Support relationships with carers

More information
www.rmit.edu.au/programs/c4267
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Email: mary.collins@rmit.edu.au

Justice

Certificate IV in Justice — traineeship
National code: 21792VIC

City

Duration: 1 yr FT (total of 649 hours)

What do I need to get started?
Your first step is to get a job in the industry. From there you can start a traineeship.

How is the program delivered?
This program is delivered through:
» on-the-job training
» classroom-based workshops
» tutorials
» self-paced learning.

What careers will be available to me?
Trainees are prepared for a range of para-legal careers, such as:
» court registry work
» policing
» youth justice
» community corrections
» corrections.

Is the traineeship professionally recognised?
This is a nationally endorsed training program supported by the justice industry. This program was designed in consultation with the justice industry.

How is the program structured?
The following are examples of courses offered:
» Work in a legal environment
» Apply investigative processes in a justice environment
» Introduction to criminal justice system
» Apply research techniques within a justice environment
» Implement workplace safety procedures
» Work within the current industrial relations climate
» Uphold and support the values and principles of public service
» Apply oral and written communication skills in the justice environment
» Apply principles and practices of management in a justice environment
» Apply policing principles and practices in a justice environment

More information
www.rmit.edu.au/programs/c4202
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Youth work

Certificate IV in Youth Work — traineeship
National code: CHC40602

City

Duration: 1 yr FT

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
This program is designed for students who are working with or intend to work with young people.

What careers will be available to me?
This qualification prepares you for a broad range of direct support positions in such fields as:
» training and support programs employment services
» recreational programs
» community health services
» residential and institutional settings outreach services.

Is the traineeship professionally recognised?
This is a nationally accredited training program widely recognised in the human services field.

How is the program structured?
Core courses:
» Apply a community development framework
» Facilitate cooperative behaviour
» Participate in workplace safety procedures
» Provide appropriate services to young people
» Provide care and protection to young people
» Respond holistically to client issues
» Support young people in crisis
» Support young people to address their circumstances
» Utilise specialist communication skills to build strong relationships
» Work effectively with culturally diverse clients and co-workers

More information
www.rmit.edu.au/programs/c4262
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www.rmit.edu.au/programs/c4202
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www.rmit.edu.au/programs/c4267
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I am shaping the Society.
‘The IT traineeship is great for people already working in the information technology industry because it allows you to complete your studies and increase your knowledge in the field while still working full-time.’

Jonathon McAliece, IT cadet
Computing and information technology

Information technology

C3186 Certificate III in Information Technology—school-based apprenticeship
National code: ICA30105
C3186 Certificate III in Information Technology—traineeship
National code: ICA30105
C4187 Certificate IV in Information Technology (Networking)—traineeship
National code: ICA40405

City, workplace, and online learning

Duration: Cert II: 1 yr FT, Cert IV: 2 yrs FT

What do I need to get started?

All applicants
Applicants must currently be employed in the information technology field.
Applicants must also have a general working knowledge of the Internet, as well as the ability to send and receive emails.

For trainees
In addition to the above, applicants must have numeracy and literacy skills equivalent to Year 12. Applicants must have completed a certificate II or higher in IT or equivalent.

How is the program delivered?

You will complete lessons and assessments online, through workshops and workplace visits from an RMIT assessor.
You will also have the opportunity to attend on-campus workshops and assessments. These are designed to provide flexibility, where you can work on any study area with support and guidance provided by RMIT. The workshops are also held throughout the year on topics relevant to your needs and it is highly recommended you attend them all.
The program incorporates CISCO Certified Network Associate (CCNA) training. CISCO (networking equipment) is the worldwide leader and industry standard for connectivity of Internet working and information systems.

You will gain skills in:
» collecting, analysing and organising ideas and information
» presenting ideas and information
» planning, researching and organising activities
» working with others and in teams
» solving problems in technology
» using mathematical ideas and concepts.

What careers will be available to me?
Trainees are prepared for a range of IT-related jobs, including:
» end user support
» PC support
» network management
» computer administration
» programming
» database administrators
» equipment servicing
» hardware technicians.

How is the program structured?

Certificate IV
Core courses:
» Automate processes
» Build an intranet
» Configure and administer a network operating system
» Contribute to personal skill development and learning
» Create scripts for networking
» Create technical documentation
» Determine and confirm client business expectations and needs
» Develop and present a feasibility report
» Install and configure a network
» Install and maintain a server
» Install and manage network protocols
» Install network hardware to a network
» Install software to networked computers
» Locate equipment, system and software faults
» Maintain ethical conduct
» Manage simple projects
» Monitor and administer network security
» Provide basic system administration
» Provide network systems administration
» Support system software

Plus four elective courses chosen from the following:
» Install and optimise operating system software
» Relate to clients on a business level
» Select and install a router
» Use advanced features of computer applications

More information
www.rmit.edu.au/businesssfae/ewt
www.rmit.edu.au/programs/c3186
www.rmit.edu.au/programs/c4187

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IT cadetship

BP138 Bachelor of Business (Business Information Systems)—degree
National code: ICA50105
C5194 Diploma of Information Technology (General)—traineeship
National code: ICA30105
C4187 Certificate IV in Information Technology (Networking)—traineeship
National code: ICA40405

City

Duration: 4 yrs FT

What do I need to get started?

You need to be employed in the IT industry and registered with the government through an Australian Apprenticeship Centre (AAC) as an IT trainee.
You need to have already obtained a certificate II or higher in IT or equivalent.

How is the program delivered?

The program is currently delivered one day a week with some evening tutorials and will be moving to a more flexible delivery mode to suit both trainees and employers. For the first two years students will generally work full-time with regular planned study leave to meet business and academic needs.
Students are able to enter and exit the program at various stages.
By completing this program students will obtain three qualifications:
» Certificate IV in Information Technology (Networking)
» Diploma of Information Technology (Networking)
» Bachelor of Business (Business Information Systems).

What careers will be available to me?

Students will be prepared for a variety of IT related roles.
After certificate IV stage, typical roles include help desk and client support officer, PC technician, technical salesperson, web developer, project manager, and network administrator.
After diploma stage, typical roles include e-business manager, client support manager, communication and documentation, hardware and systems manager, software developer, multimedia and web site developer, database developer, system engineer, network administration, network manager, network designer.
Upon completion of the degree, typical roles include business or systems analyst, internet service provider, database designer or administrator, systems operations manager, IT consultant, programer/analyst, information centre manager, client server administrator, network administrator, object-oriented systems developer, training officer, applications developer, software engineer, user liaison officer, computer marketing executive, information systems manager.
Is the program professionally recognised?

The cadetship includes Certified CISCO training and the degree is accredited by the Australian Computer Society.

How is the program structured?

**First year: Certificate IV in Information Technology (Networking)**

This qualification develops skills and knowledge in the installation, support and management of systems hardware, software, and local area networks in order for the cadet to be effective in network management either as an independent ICT specialist or as part of a team. The certificate provides skills in the basic use of a range of technologies to provide second and third level diagnostic support to people using ICT. The certificate also includes CISCO CCNA (ICND) vendor certificate training.

**Second year: Diploma of Information Technology (General)**

The diploma stage of the cadetship provides a fundamental understanding and practical demonstration of IT skills. It reinforces the certificate IV within the software and hardware areas and builds on networking, programming, database and web skills, completing the remainder of the CISCO CCNA (ICND) vendor certification training.

The desired outcome is for you to acquire skills and knowledge to operate effectively in high level ICT technical support roles within organisations.

**Third and fourth year: Bachelor of Business (Business Information Systems)**

Students who have successfully completed the IT cadetship program in TAFE are eligible to apply for a place in the third and fourth years of the business information systems degree through VTAC. Selection is competitive.

The degree stage of the cadetship includes business-related studies (e.g. accounting, marketing, law) with higher level ICT studies, complementing the knowledge and skills gained in the preceding two years.

The business information systems degree is accredited by the Australian Computer Society and is considered highly suitable for the IT industry and a range of diverse industries where a combination of IT skills and business acumen is valued.

**More information**

www.rmit.edu.au/business/ewt
www.rmit.edu.au/programs/c4187
www.rmit.edu.au/programs/c5194

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Engineering and related technologies

Aeroskills

C4273 Certificate IV in Aeroskills (Avionics)—apprenticeship
National code: MEA40602
C4271 Certificate IV in Aeroskills (Mechanical)—apprenticeship
National code: MEA40702
C4268 Certificate IV in Aeroskills (Structures)—apprenticeship
National code: MEA40802

City and Essendon site

Duration: 3 to 4 yrs PT (each program).

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.

How is the program delivered?
Training is delivered in the workplace using equipment, facilities and aircraft that apprentices are familiar with, as well as at specific RMIT campuses. Employers are encouraged to participate in training and competency assessments.

Program delivery is flexible, individually managed, caters for enrolments throughout the year and is designed so that apprentices do not have to travel long distances to receive training.

What careers will be available to me?
Aircraft maintenance tradespeople are employed by the major airlines, in regional airlines and the general aviation industry. Students have obtained employment with Boeing, Qantas, in general aviation, the Defence Forces and aircraft maintenance organisations.

Is the apprenticeship professionally recognised?
When all the required competencies are satisfied within the apprenticeship, students are recognised as aircraft maintenance tradespeople.

How is the program structured?
Options may include:
- Fixed wing
  - Inspect/test fixed wing control systems
  - Remove/install fixed wing control systems
- Rotary wing
  - Install/test rotary wing flight control system components
  - Remove/install rotary wing control system
- Engine
  - Inspect/test gas turbine engine systems
  - Inspect/test piston engine systems

More information
www.rmit.edu.au/programs/c4273
www.rmit.edu.au/programs/c4271
www.rmit.edu.au/programs/c4268

Program Coordinator
School of Aerospace, Mechanical and Manufacturing Engineering
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Fax: 03 9925 4377

Electrical—instrumentation

C4232 Certificate IV in Electrical—Instrumentation—apprenticeship
National code: UEE40407

City

Duration: 5 yrs
Note: The first three years of your apprenticeship will cover the electrical component, and the remaining two years will cover the instrumentation component.

A credit may be available if you have undertaken a pre-apprenticeship in electrotechnology.

Applicants holding an electrical or other trade qualification, or technicians and engineers from a range of disciplines may only have to complete years four and five to qualify or gain credit for competencies undertaken.

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship. Alternatively you can enrol in the pre-apprenticeship program and gain some credits off your apprenticeship.

How is the program delivered?
This program is delivered through on- and off-the-job training.

What careers will be available to me?
This program provides apprentices with competencies to qualify as certificate IV electricians and instrumentation technicians. The industry sectors span food processing, petrochemical, manufacturing, residential, commercial, construction, and heavy industries.

This qualification encompasses all associated tasks with regard to electrical wiring, incorporating planning, installation, testing, calibration, repair and maintenance of process control and scientific instruments.

Is the apprenticeship professionally recognised?
This is a nationally recognised trade qualification.
How is the program structured?

» Circuit protection requirements
» Electrical laboratory simulations
» Electrical installation applications
» Induction to electricians training
» Interpreting, designing and modelling electrical circuits and systems
» Occupational health and safety for electricians
» Pressure, level, flow and temperature measurement and control systems
» Safe isolation and basic termination techniques
» Simulated capstone test
» Transmitters, convertors, transducers
» Workplace profile interview and reports
» Workshop applications for electricians

More information
www.rmit.edu.au/programs/c2169
School of Engineering (TAFE)
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115 Queensberry Street, Carlton
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Email: engineering-tafe@rmit.edu.au

Electrotechnology

C2169 Certificate II in Electrotechnology Studies (Pre-Vocational)—pre-apprenticeship
National code: 21887VIC

City

Duration:
1. Attend TAFE full-time (14 weeks)
2. VCAL program available through secondary schools—1 yr PT
3. VET in School available through secondary schools—2 yrs PT

Students who successfully complete the program will receive advanced standing for part of the first year of Certificate III in Electrical apprenticeship.

What do I need to get started?

Applicants are required to have minimum Year 11 or equivalent literacy and numeracy skills. You will be required to sit an entrance exam. Practice tests are available on request.

How is the program delivered?

1. Attend TAFE for 14 weeks (five days/week) full-time.
2. Alternatively, entrance via Year 12 VCAL program in electrical pre-apprenticeship for one year part-time.
3. A VET in School program is available through selected secondary schools for a two year part-time period.

What careers will be available to me?

Tradespeople in these fields may be employed as:
» licensed electricians—on domestic, residential and heavy industrial buildings
» instrument technician—on measuring, process control and scientific instruments
» electronic tradespeople—providing electrical installation, repair maintenance, modification and testing of electrical/electronic systems.

Is the pre-apprenticeship professionally recognised?

This qualification is recognised by the Electrical Trades Union (ETU) and the National Electrical and Communications Association (NECA).
A new RMIT code will be applicable for 2011 entry. Please contact Info Corner on +61 3 9925 2260 or visit 330 Swanston Street (Cnr La Trobe St) Melbourne for more information.

### Electrotechnology electrician

**C3215 Certificate III in Electrotechnology—Electrician—apprenticeship**

**City**

**Duration:** 4 yrs

**What do I need to get started?**

Your first step is to get a job in the industry. From there you can start your apprenticeship. Alternatively, you can enrol in a VET in Schools, VCAL or pre-apprenticeship program and gain credits towards your apprenticeship.

**How is the program delivered?**

A four-year apprenticeship consists of two parts: an on-the-job and off-the-job component. The off-the-job component consists of your TAFE schooling, usually one day per week. Alternatively you may attend a block release, which consists of five consecutive days on a monthly roster. The on-the-job component consists of working in the workplace under supervision of your employer.

**Note:** A credit may be available if you have undertaken a pre-apprenticeship in electrotechnology or any other electrical qualification.

**What careers will be available to me?**

This qualification enables you to work across a broad span of environments, including residential, commercial, construction and heavy industries.

Typical work activities include the installation, maintenance and modifying of electrical components, wiring, equipment and systems that are used throughout buildings, and manufacturing applications.

**Is the apprenticeship professionally recognised?**

On successful completion, this qualification will allow you to submit for an Electrician’s Licence in any state or territory of Australia.

**How is the program structured?**

- Circuit protection requirements
- Electrical laboratory simulations
- Electrical installation applications
- Induction to electricians training
- Interpreting, designing and modelling electrical circuits and systems
- Occupational health and safety for electricians
- Safe isolation and basic termination techniques
- Workplace profile interview and reports
- Workshop applications for electricians

**More information**

www.rmit.edu.au/programs/c3215

School of Engineering (TAFE)

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Email: engineering-tafe@rmit.edu.au

### Engineering—electrical/electronic trade

**C3188 Certificate III in Engineering—Electrical/Electronic Trade—apprenticeship**

**City**

**Duration:** 3 yrs (960 hours training).

**What do I need to get started?**

Your first step is to get a job in the industry. From there you can start your apprenticeship. Alternatively you can enrol in the pre-apprenticeship program and gain some credits off your apprenticeship.

**How is the program delivered?**

A three-year apprenticeship consists of two parts: an on-the-job and off-the-job component. The off-the-job component consists of your TAFE schooling, usually one day per week. Alternatively, you may attend a block release which consists of five consecutive days on a monthly roster. The on-the-job component consists of working in the workplace under supervision of your employer.

**Note:** A credit may be available if you have undertaken a pre-apprenticeship in electrotechnology.

**What careers will be available to me?**

Apprentices are prepared for jobs in any industry involved in the manufacture, maintenance, servicing and repair of electronic equipment.

**Is the apprenticeship professionally recognised?**

This is a nationally endorsed training program.

**How is the program structured?**

The following are examples of courses offered:

- Apply principles of occupational health and safety in a work environment
- Apply quality procedures
- Apply quality systems
- Assist in the provision of on-the-job training
- Diagnose and repair analogue equipment and components
- Diagnose and repair digital equipment and components
- Diagnose and repair microprocessor-based equipment
- Dismantle, replace and assemble engineering components
- Draw and interpret sketch
- Electrical/electronic measurement

**More information**

www.rmit.edu.au/programs/c3188

School of Engineering (TAFE)

Building 57, Level 5

115 Queensberry Street, Carlton

Tel. 03 9925 4468
Fax. 03 9925 4377

* A new RMIT code will be applicable for 2011 entry. Please contact Info Corner on +61 3 9925 2260 or visit 330 Swanston Street (Cnr La Trobe St) Melbourne for more information.
Fire protection

C3261  Certificate III in Fire Protection — apprenticeship
National code: CPC32808

Duration: 4 yrs, including 3 yrs PT schooling. Students attend by block release, each of one week duration, with nine blocks in year one and four blocks in years two and three.

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.

How is the program delivered?
This program is delivered face-to-face.

What careers will be available to me?
Apprentices completing this program become sprinkler fitters employed in a range of firms connected with the building industry.

Is the apprenticeship professionally recognised?
This program is recognised by the Fire Protection Contractors’ Association and Plumbers and Gasfitters Employees’ Union. Apprentices become licensed through the Plumbing Industry Commission.

How is the program structured?
Competencies:
» Apply First Aid in the workplace
» Carry out interactive workplace communication
» Carry out levelling
» Carry out OHS requirements
» Cut and join sheet metal
» Cut with oxy-LPG/acylene
» Handle and store plumbing equipment
» Mark out materials
» Read plans and calculate plumbing quantities
» Use plumbing hand and power tools
» Weld using arc welding equipment
» Weld using oxy-acetylene equipment
» Work effectively in the plumbing and services sector

More information
www.rmit.edu.au/programs/c3261
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry Street, Carlton
Tel. 03 9925 4601
Fax. 03 9925 4377
Email: engineering-tafe@rmit.edu.au

Instrumentation and control

C3214  Certificate III in Instrumentation and Control — apprenticeship
National code: UEE31207

Duration: 4 yrs

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship. Alternatively, you can enrol in the pre-apprenticeship program and you may gain some credits off your apprenticeship.

How is the program delivered?
A four-year apprenticeship consists of two parts: an on-the-job and off-the-job component. The off-the-job component consists of your TAFE schooling, usually one day per week. The on-the-job component consists of working in the workplace under supervision of your employer.

Note: A credit may be available if you have undertaken a pre-apprenticeship in electrotechnology.

What careers will be available to me?
This qualification enables you to work in research and development laboratories, manufacturing organisations, food processing organisations, water and energy utilities, and chemical manufacturing organisations.

Is the apprenticeship professionally recognised?
It is a nationally recognised trade qualification.

How is the program structured?
» Analytical instruments
» Assemble component
» Control valves
» Controllers
» DC circuits
» Density/level measure systems
» Document hazards and risks
» Extra-LV circuits
» Flow measurement systems
» Install equipment
» PID tuning
» Pressure measurement systems
» Temperature measurement system
» Transducers and sensing devices

More information
www.rmit.edu.au/programs/c3214
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry Street, Carlton
Tel. 03 9925 4468
Fax. 03 9925 4377
Email: engineering-tafe@rmit.edu.au

A new Certificate IV in Instrumentation and Control is expected to be offered in 2011. Contact RMIT's School of Engineering (TAFE) for more information.

Plumbing

C2145*  Certificate II in Plumbing — pre-apprenticeship
National code: 21642VIC

Duration: 14 weeks FT. Includes 1 day per week of work experience.

Pathway into: Certificate III in Plumbing apprenticeship.

What do I need to get started?
You must have completed Year 10. You will be required to sit an entrance exam and attend an interview.

How is the program delivered?
This program is designed for students who are considering a career in the plumbing industry.

What careers will be available to me?
After completing the pre-apprenticeship you will be ready to begin your plumbing apprenticeship.

How is the program structured?
» Basic First Aid
» Building structures
» Career studies
» Calculations for the building industry
» Communications for the building industry
» Concrete technology
» Cut and flash penetrations
» Fixing applications for the plumbing industry
» Hand and power tools in the plumbing industry
» Introduction to welding and cutting in the plumbing industry
» Levelling
» Plumbing fixtures, fittings and appliances
» Plumbing industry induction
» Sheetmetal practices
» Technical drawing and plan development for plumbing
» Tubes and pipes in plumbing
» Workplace safety and environmental procedures

More information
www.rmit.edu.au/programs/c2145
School of Engineering (TAFE)
Building 70, Level 3
Cardigan Street, Carlton
Tel. 03 9925 4601
Fax. 9925 4796
Email: engineering-tafe@rmit.edu.au

* A new RMIT code will be applicable for 2011 entry. Please contact Info Corner on +61 3 9925 2260 or visit 330 Swanston Street (Cnr La Trobe St) Melbourne for more information.
Plumbing

C3171*  Certificate III in Plumbing (General)—apprenticeship
National code: CPC32408

C3171*  Certificate III in Plumbing (Mechanical)—apprenticeship
National code: CPC32408

City:  
Duration: 4 yrs including 3 yrs PT schooling.
Pathway from: Certificate II in Plumbing pre-apprenticeship
Direct employment into an apprenticeship

What do I need to get started?
Your first step is to get a job within the plumbing industry.
Your employer must sign a contract of employment for a plumbing apprenticeship.
When you sign the contract you must list RMIT as the Registered Training Organisation.

What careers will be available to me?
As a plumber you can be self-employed, or employed by a plumbing firm.
Most plumbers are employed by plumbing firms to install and repair plumbing systems.
Plumbers install equipment such as:
» boilers
» pumps
» heating and cooling systems
» natural gas appliances
» water tanks
» solar heating systems
» sinks, basins and showers.

Is the apprenticeship professionally recognised?
Apprentices can apply for registration with the Plumbing Industry Commission to become a registered plumber.
After completing an apprenticeship in plumbing, RMIT offers qualified plumbers two licensing programs:
» Certificate IV in Plumbing and Services (Operations) and
» Certificate IV in Commissioning and Balancing HVAC Systems.

How is the program structured?
Apprentices can choose to specialise in one of the following streams:
General
» Gasfitting
» Water
» Sanitary
» Roofing
» Drainage
Mechanical
» Gasfitting
» Water
» Mechanical
» Sanitary

More information
www.rmit.edu.au/programs/c3171
School of Engineering (TAFE)
Building 70, Level 3
Cardigan Street, Carlton
Tel. 03 9925 4601
Fax. 9925 4796
Email: engineering-tafe@rmit.edu.au

Refrigeration and air conditioning

C2157  Certificate II in Engineering – Refrigeration and Air Conditioning – pre-apprenticeship
National code: MEM20105

City:  
Duration: 14 weeks FT.
Includes one day per week work experience.
Pathway into: Certificate III in Engineering (Mechanical Trade)—apprenticeship.

What do I need to get started?
Applicants are required to have minimum Year 11 or equivalent literacy and numeracy skills.
You will be required to sit an entrance exam.

How is the program delivered?
This program is designed for students who are considering a career in the refrigeration and air conditioning industry.
The program will:
» increase your chance of getting a job
» give you an understanding of the nature and conditions of the refrigeration and air conditioning industry.

What careers will be available to me?
After completing the pre-apprenticeship you will be ready to begin your refrigeration and air-conditioning apprenticeship.

How is the program structured?
Please contact RMIT’s School of Engineering (TAFE) for program structure information.

More information
www.rmit.edu.au/programs/c2157
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry St, Carlton
Tel. 03 9925 4468
Fax: 03 9925 4377
Email: engineering-tafe@rmit.edu.au

*A new RMIT code will be applicable for 2011 entry. Please contact Info Corner on +61 3 9925 2260 or visit 330 Swanston Street (Cnr La Trobe St) Melbourne for more information.
I am more than you think
Refrigeration and air conditioning

C3224 Certificate III in Refrigeration and Air-Conditioning — apprenticeship
National code: UEE31307

City

Duration: 1060 hours.
A range of delivery options are available.

What do I need to get started?
Your first step is to obtain a job in the refrigeration and air conditioning industry.
Register with an accredited new apprentice centre.

How is the program delivered?
Day release which requires you to attend one day a week over 40 weeks.
Block release which requires you to attend for a total of eight weeks per year.

What careers will be available to me?
These certificates provide training for apprentice refrigeration mechanics who may be required to assemble, install, service and repair industrial, commercial and domestic refrigeration and air conditioning systems in many specialist areas.
Such areas could include commercial food storage, air conditioning, transport refrigeration and industrial processing systems.

Is the apprenticeship professionally recognised?
The Certificate III in Electrotechnology (Refrigeration/Air Conditioning) is recognised by the Electrical Trades Union.

How is the program structured?
Certificate III in Electrotechnology (Refrigeration and Air Conditioning) — apprenticeship
This program includes national metal core competencies plus refrigeration, air conditioning and electrical control related competencies, such as:
» Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply (control devices)
» Attach flexible cords and plugs to electrical equipment connected to a supply up to 1000 volts AC or 1500 volts DC (single enclosed control device)
» Diagnose and rectify faults in apparatus and associated circuits
» Disconnect and reconnect fixed wired electrical equipment connected to supply up to 1000 volts AC or 1500 volts DC (motors)
» Install electrical/electronic apparatus
» Install/maintain piping and tubing

More information
www.rmit.edu.au/programs/c3224
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry St, Carlton
Tel. 03 9925 4468
Fax: 03 9925 4377
Email: engineering-phae@rmit.edu.au

Spatial information services

C3217 Certificate III in Spatial Information Services — traineeship
National code: CPP30107

City

Duration: 1 yr PT (total of 425 hours).

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your traineeship.

How is the program delivered?
This program is delivered through:
» a project-based format simulating the workplace environment
» on-the-job training
» online delivery via the internet
» hands-on field days
» face-to-face delivery.

What careers will be available to me?
Trainees are prepared for a range of roles within the spatial information industry, such as:
» engineering surveyors or technicians in surveying
» spatial information
» GIS/GPS operators
» computer drafting.

Is the traineeship professionally recognised?
Trainees are eligible to apply for professional certification with the Spatial Sciences Institute.

How is the program structured?
» Apply map presentation principles
» Collect basic spatial data
» Contribute to workplace safety arrangements
» Perform basic drafting
» Perform basic spatial computations
» Prepare for work in the spatial information services industry
» Provide field support services
» Read and interpret maps
» Respond to client spatial enquiry
» Select, operate and maintain equipment and supplies
» Store and retrieve basic spatial data

More information
www.rmit.edu.au/programs/c3217
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry Street, Carlton
Tel. 03 9925 4468
Fax. 03 9925 4377
Email: engineering-tafe@rmit.edu.au
Telecommunications cabling

C2195 Certificate II in Telecommunications Cabling—traineeship
National code: ICT20308

City
Duration: 1 yr PT—1 day per week for 36 weeks over 1 year.

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.

How is the program delivered?
Telecommunication cabling, data cabling and optical fibre installation were previously undertaken by electricians. These specialists’ skills now form the basis of this qualification. This certificate is one of a suite of qualifications developed as part of the ICT02V3 training package and provides an entry to the certificate III and certificate IV in telecommunications programs. This program is mainly face-to-face delivery. Classes are taught in a combination of lecture, tutorial, workshop, practical and laboratory sessions.

What careers will be available to me?
Graduates of this program can gain open Cable Provider Rules (CPR) registration, which allows independent installation of telecommunications and data cabling products in residential and commercial premises.

Is the traineeship professionally recognised?
Graduates can gain Cable Provider Rules (CPR) registration.

How is the program structured?
» Alter services to existing cabling systems
» Follow OHS and environmental policy and procedures
» Install cable support systems
» Install functional and protective telecommunications earthing system
» Use hand and power tools
» Organise and monitor cabling to ensure compliance with regulatory and industry standards
» Place and secure cable
» Terminate metallic conductor cabling
» Work effectively in a telecommunications technology team

Features of the program include:
» Certificate II represents completion of the training program only. On completion of the core competency standards, you can apply to the Licensing Authority to become a registered cabler.
» On completion of the program you will be able to undertake further training to add endorsements onto your Cable Provider Rules (CPR).

More information
www.rmit.edu.au/programs/c2195
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry Street, Carlton South
Tel. 03 9925 4468
Fax. 03 9925 4377
Email: engineering-tafe@rmit.edu.au

Telecommunications technician

C4260 Certificate IV in Telecommunications Computer Telephony Integration—apprenticeship
National code: ICT40608

City
Duration: 3 yrs PT
This certificate is one of a suite of qualifications developed by the Telecommunication Industry Training Board (TITAB), and provides a career path and additional qualifications to electrical tradespeople in telecommunications cabling.

What do I need to get started?
Your first step is to get a job in the industry. From there you can start your apprenticeship.

How is the program delivered?
This program is delivered face-to-face.

What careers will be available to me?
Graduates of this program may undertake employment installing telecommunications and data cabling products on customer premises. Installing, maintaining and testing of optical, structured data cable, coaxial and wireless products for the carriers and contract companies that supply services to the carriers and to companies of all sizes.

Is the apprenticeship professionally recognised?
Students can gain Cable Provider Rules (CPR) registration after the first year of training.

More information
www.rmit.edu.au/programs/C4260
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry Street, Carlton
Tel. 03 9925 4468
Fax. 03 9925 4377
Email: engineering-tafe@rmit.edu.au

How is the program structured?
Core competencies:
» Commission telecommunications network equipment
» Install and configure network
» Install and manage network protocol
» Install cable support systems
» Install customer premises systems and equipment
» Install digital reception equipment
» Install functional and protective telecommunications earthing equipment
» Integrate commercial computer packages
» Locate and rectify network faults on a first-in basis
» OHS and environmental policies and procedures
» Operate a personal computer
» Organise and monitor cabling to ensure compliance with regulatory and industry standards
» Place, secure and terminate structured, optical fibre and coaxial cabling
» Repair and replace telecommunications network hardware
» Run standard diagnostic tests
» Use hand and power tools
» Work effectively in a telecommunications technical team

More information
www.rmit.edu.au/programs/C4260
School of Engineering (TAFE)
Building 57, Level 5
115 Queensberry Street, Carlton
Tel. 03 9925 4468
Fax. 03 9925 4377
Email: engineering-tafe@rmit.edu.au
Dental assisting

C3202  Certificate III in Dental Assisting – traineeship
National code: HLT31807

City
Duration: 1 yr PT (total of 308 hours)
What do I need to get started?
You need to be employed as a trainee dental assistant for a minimum of 15 hours per week.

How is the program delivered?
This program is delivered through:
» on-the-job training
» face-to-face classroom theory-based subjects.

What careers will be available to me?
Trainees will be qualified dental assistants and will be able to work alongside dentists throughout Australia.

Is the traineeship professionally recognised?
This is a nationally endorsed and recognised training program qualification that is supported by a National Health Training Package.

How is the program structured?
Competency units:
» Apply First Aid
» Assist with administration
» Assist with dental radiography
» Assist with oral care
» Communicate and work effectively
» Comply with infection control
» Participate in occupational health and safety processes
» Process reusable instruments

More information
www.rmit.edu.au/programs/c3202
Eleanor Schroeder, Program Coordinator
School of Life and Physical Sciences
Building 154, Level 3
720 Swanston Street, Carlton 3054
Tel. 03 9341 1412
Fax. 03 9341 1401
Email: eleanor.schroeder@rmit.edu.au

* A new RMIT code will be applicable for 2010 entry. Please contact Info Corner on +61 3 9925 2260 or visit 330 Swanston Street (Cnr La Trobe St) Melbourne for more information.
Nursing (Division 2)

**C4203  Certificate IV in Nursing — traineeship**
National code: HLT43407

**City**

**Duration:** 2 yrs. You will attend class FT for the first 2 weeks and then 1 day per week after that.

**What do I need to get started?**

Your first step is to get a job in one of the following health care facilities:

- an acute care facility
- a high care aged care facility
- a rehabilitation facility.

You must be employed as a trainee Division 2 nurse under a Training Contract.

All applicants must complete a VETASSESS test. The test costs $45 and you can book online at www.vetassesstest.com.au.

You will then be required to attend an information session and a short interview. You will also need to provide a police check.

**How is the program delivered?**

This program is delivered through:

- on-the-job training
- online delivery
- face-to-face classroom based learning
- additional work-based training.

Trainees will develop the skills necessary to perform the role of a Registered Division 2 nurse.

**What careers will be available to me?**

Division 2 nurses provide nursing care alongside Division 1 nurses, who supervise and coordinate nursing care activities.

Division 2 nurses work across a range of areas including:

- emergency
- rehabilitation
- peri-operative
- aged care
- mental health
- palliative care
- mother and baby care.

**Is the traineeship professionally recognised?**

Once you have completed the requirements of the nursing traineeship you can apply to the Nurses Board of Victoria for registration as a Division 2 nurse.

Graduates of the **Certificate IV in Nursing** who have been successful in gaining a place in the **Bachelor of Nursing** may be eligible to apply for exemptions of up to one year, leaving an additional two years to complete the degree.

**How is the program structured?**

**First year**

- Apply effective communication skills in nursing
- Apply First Aid
- Apply legal and ethical parameters to nursing practice
- Comply with infection control policies and procedures
- Contribute to occupational health and safety processes
- Confirm physical health status
- Implement basic nursing care
- Undertake basic client assessment
- Undertake basic wound care
- Work in the nursing profession

**Second year**

- Administer and monitor medication administration
- Analyse health information
- Contribute to complex care of clients
- Deliver basic nursing care to acute care clients
- Deliver basic nursing care to older clients
- Deliver nursing care to customers with mental health conditions
- Implement and monitor nursing care for clients with chronic health problems
- Work effectively with Aboriginal and/or Torres Strait Islander people
- Work effectively with culturally diverse clients with chronic health problems

**More information**


Eileen Milner, Program Coordinator
School of Life and Physical Sciences
Building 51, Level 4
90 Victoria Street, Carlton
Tel. 03 9925 4809
Fax. 03 9925 4808
Email: eileen.milner@rmit.edu.au

Optical dispensing

**C4207  Certificate IV in Optical Dispensing — traineeship**
National code: HLT43507

**City**

**Duration:** 2 yrs

**What do I need to get started?**

Students must be employed and registered as a trainee optical dispenser under the Training Agreement with an appropriate industry employer.

**How is the program delivered?**

The program is delivered as a combination of on-the-job training and four one-week blocks of face-to-face learning at RMIT.

**What careers will be available to me?**

Trainees may follow a career path with independent optometry practices or major dispensing corporations, progressing through store management positions. Some may choose to move into marketing or training. Optical dispensers may also become company representatives with major product manufacturers and/or wholesalers.

Graduates from the program can continue to further studies (e.g. **Certificate IV in Optical Technology**).

**How is the program structured?**

**Block 1**

- Communicate and work effectively in health
- Contribute to OHS processes
- Implement effective workplace relationships
- Organise personal work priorities and development
- Perform workshop skills and place orders (Block 1 and 2)

**Block 2**

- Work effectively in the ophthalmic industry

**Block 3**

- Provide specific information to clients
- Sell products and services (also in Block 4)
- Administer a practice
- Dispense atypical prescriptions
- Dispense optical appliances and services
- Perform edging and fitting

**Block 4**

- Deliver and monitor a service to customers
- Market and promote optical products and services

Assessment for this program will consist of a combination of work-based assessment, block attendance at RMIT, knowledge tests, tasks, online quizzes, case studies, learning and assessment guide and structured interview.

**More information**


John Van Braam, Program Coordinator
School of Life and Physical Sciences
Building 51, Level 7
80 Victoria Street, Carlton
Tel. 03 9925 4783
Fax. 03 9925 4144
Email: john.vanbraam@rmit.edu.au

RMIT | 2011 | APPRENTICESHIP AND TRAINEESHIP
Key RMIT contacts

Info Corner
A customer service centre for future students
Tel. 03 9925 2260

Manager, apprenticeships and traineeships
Kevin Broomhall
Tel. 03 9925 3828
Fax: 03 9925 2788
www.rmit.edu.au/apps-trainees

Aerospace/aviation
School of Engineering (TAFE)
Craig Pygall
Tel. 03 9925 4070

Aged care/health and community care
School of Global Studies, Social Science and Planning
Janet Hood
Tel. 03 9925 2328

Air-conditioning/refrigeration
School of Engineering (TAFE)
Peter Matheson
Tel. 03 9925 4657

Business administration
School of Business (TAFE)
Jenna Haggerty
Tel. 03 9925 5464

Cabinet/furniture making
School of Design (TAFE)
Bryon Stanley
Tel. 03 9925 4150

Dental assisting/technology
School of Life and Physical Sciences
Irene San Jaun
Tel. 03 9925 1403

Disability work
School of Global Studies, Social Science and Planning
Mary Collins
Tel. 03 9925 2328

Dry cleaning
School of Fashion and Textiles
Liz DeBono
Tel. 03 9925 9102

Electrical/electronics
School of Engineering (TAFE)
Paul Szechenyi
Tel. 03 9925 4351

Fire protection
School of Engineering (TAFE)
Arthur Mete
Tel. 03 9925 4250

Frontline management (FMI)
School of Business (TAFE)
Jenna Haggerty
Tel. 03 9925 5464

Health support services
School of Life and Physical Sciences
Cassy Smith
Tel. 03 9925 4477

Information technology
School of Business (TAFE)
Jenna Haggerty
Tel. 03 9925 5464

Justice
School of Global Studies, Social Science and Planning
Irene Pagliarella
Tel. 03 9925 2328

Engineering mechanical (fitting and machining)
School of Engineering (TAFE)
Craig Pygall
Tel. +61 3 9925 4070

Nursing
School of Life and Physical Sciences
Vikki Holmes
Tel. 03 9925 4975

Optical
School of Life and Physical Sciences
Henry Smith
Tel. 03 9925 4979

Pathology collections
School of Life and Physical Sciences
Vikki Holmes
Tel. 03 9925 4975

Plumbing
School of Engineering (TAFE)
Ally Doan
Tel. 03 9925 4601

Printing and graphic technology
School of Design (TAFE)
John Magnik
Tel. 03 9925 9462

Spatial information services (surveying)
School of Engineering (TAFE)
Peter Dunbabin
Tel. 03 9925 4740

Telecommunications cabling
School of Engineering (TAFE)
Arvind Sharma
Tel. 03 9925 4704

Textiles, clothing and footwear
School of Fashion and Textiles
Liz DeBono
Tel. 03 9925 9102

Youth work
School of Global Studies, Social Science and Planning
Jennifer Brooker
Tel. 03 9925 2328

Student support services at RMIT

Student Administration Support Line
Tel. 03 9925 8980

Career Development and Employment
City/Brunswick: 03 9925 2078
Bundoora: 03 9925 7280
www.rmit.edu.au/careers

Counselling Service
Tel. 03 9925 4365
www.rmit.edu.au/counselling

Disability Liaison Unit
Tel. 03 9925 1089 TTY: 03 9925 3673
www.rmit.edu.au/disability

IT Helpdesk
Provides tech support for RMIT students
Tel. 03 9925 8888
www.rmit.edu.au/its/student

Ngarara Willam Indigenous Centre
Tel. 03 9925 4885
National Freecall: 1800 054 885
www.rmit.edu.au/ngarara

RMIT Health Service
(confidential service)
Tel. 03 9925 2078 or 03 9925 2297
Email: health.service@rmit.edu.au
www.rmit.edu.au/healthservice

Security
City: 03 9925 2051
Bundoora: 03 9925 7599
Emergencies: 03 9925 3333

Student Rights and Student Union
City: 03 9925 5004
Business: 03 9925 5647
Brunswick: 03 9925 9478
Bundoora: 03 9925 7226
Carlton: 03 9925 4769
www.su.rmit.edu.au/rights

Student Services
City: 03 9925 2078
Brunswick: 03 9925 9483
Bundoora: 03 9925 7280
www.rmit.edu.au/students
Key contacts outside RMIT

**Apprenticeship Administration Branch**
A branch of Skills Victoria (formerly the Office of Training and Tertiary Education) that processes and registers Training Agreements for apprentices and trainees and monitors completion, cancellation, variations and suspensions.
Tel. 03 9637 2222 or 1800 809 834

**Apprenticeship Field Officers**
State Government employees with responsibility for monitoring the overall progress of apprentices and trainees and negotiating resolution of specific individual work/study issues.
Tel. 1300 722 603
www.skills.vic.gov.au/apprentices/contact_AFO

**Australian Apprenticeships Centres (AAC)**
Provide advice and assistance to apprentices, trainees and employers with training arrangements, Training Agreements, financial incentives, subsidies and allowances.
Tel. 1800 639 629
www.australianapprenticeships.gov.au

**Australian Council of Trade Unions (ACTU)**
The ACTU is the peak council and national centre representing the Australian workforce.
Tel. 1300 362 223
www.actu.asn.au

**Centrelink**
The Commonwealth Government department providing assistance with unemployment benefits and youth allowance queries.
Tel. 13 28 50
www.centrelink.gov.au

**Employer Financial Incentives**
Information on incentives and subsidies for employers.
www.skills.vic.gov.au/industry/incentives_and_assistance

**Group Training Companies (GTC)**
Employ apprentices and trainees and place them with suitable employers. Group training can allow apprentices/trainees to work for several different employers, gaining a wider range of work experience.
Tel. 03 9639 3955 or 1800 819 747
www.gtavic.asn.au

**JET**
Apprentices and trainees can register with the Jobs and Employment Training (JET) website. The JET website will email job vacancies that match individual job preferences.
Tel. 1800 651 610
www.jet.org.au

**Jobwatch**
An organisation that helps people experiencing problems at work.
Tel. 1800 331 617 or 03 9662 1933
www.job-watch.org.au

**Skills Victoria**
Provides useful information for apprentices and trainees.
www.skills.vic.gov.au

**Victorian Trades Hall Council**
Provides advice on union membership.
Tel. 03 9662 3511
www.vthc.org.au

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