2012
APPRENTICESHIP
AND TRAINEESHIP
PROGRAMS

CONSIDER THE
POSSIBILITIES
In 2011 RMIT trained more than 3100 apprentices and traineeships.

Approximately 70 apprenticeships and 30 careers are being offered at RMIT.

I AM PLANNING FOR THE FUTURE

‘The apprenticeship program provided an opportunity to study and work at the same time, which appealed to me. The combination of theory and practical work gives you the experience and confidence to start working immediately.

‘Studying at RMIT has allowed me to build relationships with experts and professionals within the industry, while activating my creative skills.’

Mai Tran Ngoc Dang
Diploma of Dental Technology, 2010
Advanced Diploma of Dental Technology, 2011
# So you want an apprenticeship or traineeship?

- Architecture and building
- Facility management
- Art and design
- Cabinet making (furniture)
- Cabinet making (kitchens and bathrooms)
- Clothing production
- Furniture making
- Furniture making (operations)
- Interactive digital media
- Printing and graphic arts (general)
- Printing and graphic arts (graphic pre-press)
- Printing and graphic arts (print finishing)
- Printing and graphic arts (printing)
- Printing and graphic arts (screen printing)
- Textile fabrication
- Textile production
- Business administration
- Dry cleaning operations
- Frontline management
- Laundry operations

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# Frequently asked questions (FAQs)

- What do I need to study for the job I want?

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# What do I need to study for the job I want?

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<td>Health and medical sciences</td>
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<td>Dental assisting</td>
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<td>Nursing (enrolled nurse)</td>
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<td>Optical dispensing</td>
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# Take a photograph/scan this code with your mobile phone to visit RMIT’s mobile website.

`www.rmit.edu.au/mobile`

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# INTERACT WITH RMIT

You can now interact with RMIT through several web, mobile and social networking tools listed at [www.rmit.edu.au/interact](http://www.rmit.edu.au/interact)

- [www.facebook.com/RMITuniversity](http://www.facebook.com/RMITuniversity)
- [www.twitter.com/rmit](http://www.twitter.com/rmit)
- [www.youtube.com/rmitmedia](http://www.youtube.com/rmitmedia)

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# 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 may depend on when you enrol.
**SO YOU WANT AN APPRENTICESHIP OR TRAINEESHIP?**

You may have heard about pre-apprenticeships too, so what is the difference?

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<th>PRE-APPRENTICESHIPS</th>
<th>TRAINEESHIPS</th>
<th>APPRENTICESHIPS</th>
</tr>
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<tr>
<td>» You do not need to be employed.</td>
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<tr>
<td>» Run for up to six months.</td>
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<tr>
<td>» Enable you to learn the basic skills of a trade and prepare you for an apprenticeship.</td>
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<tr>
<td>» Are an excellent pathway to apprenticeships and may increase your employability when competing for a job as an apprentice.</td>
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<tr>
<td>» When you finish a pre-apprenticeship, RMIT will assist your efforts to find a job as an apprentice.</td>
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<td></td>
</tr>
<tr>
<td>» Some pre-apprenticeship programs may reduce the study time of an apprenticeship by up to one year.</td>
<td></td>
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</tr>
<tr>
<td>» As a pre-apprentice you will develop practical knowledge and apply solutions to problems, acquire theoretical knowledge to enhance your abilities and apply these to the workplace.</td>
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</tr>
<tr>
<td>» You must be employed on a full-time or part-time basis.</td>
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<tr>
<td>» Usually run for one to two years with a three month probationary period.</td>
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<tr>
<td>» Combine on-the-job paid work with accredited training.</td>
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<tr>
<td>» Provide the necessary training for trade and skill qualifications.</td>
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<tr>
<td>» You sign a contract of training with an employer.</td>
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<tr>
<td>» You are registered with the government.</td>
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<tr>
<td>» You are enrolled with a registered training organisation (RTO), such as RMIT University. All your training is done at work.</td>
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<tr>
<td>» Your traineeship is a nationally recognised qualification and can be from certificate II to advanced diploma levels.</td>
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<tr>
<td>» The traineeship may give you credits towards an apprenticeship to reduce the term of an apprenticeship.</td>
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<tr>
<td>» As a trainee you will develop practical knowledge and apply solutions to problems, acquire theoretical knowledge to enhance your abilities and apply these to the workplace.</td>
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</tr>
<tr>
<td>» You must be employed on a full-time or part-time basis.</td>
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<tr>
<td>» Usually run for four years with a three month probationary period.</td>
<td></td>
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<tr>
<td>» Combine on-the-job paid work with accredited training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>» Provide the necessary training for trade and skill qualifications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>» You sign a contact of training with an employer.</td>
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<td></td>
</tr>
<tr>
<td>» You are registered with the government.</td>
<td></td>
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</tr>
<tr>
<td>» You are enrolled with a registered training organisation (RTO), such as RMIT University. Your training is done as a combination of on- and off-the-job training.</td>
<td></td>
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</tr>
<tr>
<td>» Your apprenticeship is a nationally recognised qualification usually at certificate III or certificate IV levels.</td>
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<tr>
<td>» An apprenticeship is a necessary requirement in most relevant industries in order to be called a tradesperson.</td>
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<tr>
<td>» As an apprentice you will develop practical knowledge and apply solutions to problems, acquire theoretical knowledge to enhance your abilities and apply these to the workplace.</td>
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</tbody>
</table>

**FURTHER INFORMATION**

RMIT University, Info Corner
330 Swanston Street (cnr La Trobe Street)
Melbourne VIC 3000
Tel. +61 3 9925 2260
Email: study@rmit.edu.au
www.rmit.edu.au/infocorner
How do I find a traineeship or apprenticeship?
Select the traineeship or apprenticeship that is right for you. There are 50 different choices offered at RMIT (pages 9–41).
There are a number of ways to find a traineeship or apprenticeship:
» “Word of mouth”—the majority of trade apprenticeships are not publicly advertised and are obtained through “word of mouth”. That means using the people you know to find the position you want.
» Check out employment websites.
» Check newspaper classifieds.
» Contact companies directly and ask if they have any positions available.
» Contact the relevant RMIT area which hosts the training for your particular program (please refer to program entries). They are sometimes contacted by employers looking for people to start traineeships and apprenticeships.
» You could enrol in a pre-apprenticeship while you are searching.

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 74 000 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 enrols 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.

Why employers choose trainees and apprentices
» Employers know they need a skilled workforce for the future of their company and industry.
» There are financial incentives from the Commonwealth Government for employing apprentices or trainees.
» The State Government pays for WorkCover (except in circumstances where very high salaries are paid).
» Organisations may receive additional financial support to train their existing staff as apprentices or trainees.

Tel. 03 9925 3828 or an Australian Apprenticeship Centre for more information on incentives available to employers.
### Frequently Asked Questions (FAQs)

<table>
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<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>How much does the program cost?</td>
<td>The minimum cost is $58 and the maximum is $1250 a year. This variation depends on whether you are doing a traineeship, pre-apprenticeship or an apprenticeship and whether you or your employer are paying the fees. It also depends on whether you are eligible for government funding. For further information see page 42 or visit <a href="http://www.rmit.edu.au/programs/fees">www.rmit.edu.au/programs/fees</a>.</td>
</tr>
<tr>
<td>How many times do I have to attend TAFE?</td>
<td>The number of weeks you attend depends on the qualification you are employed under and if you are from interstate, such as Tasmania. Also, any special arrangements with your employer may affect your attendance.</td>
</tr>
<tr>
<td>What if I don’t like the traineeship or apprenticeship, can I quit?</td>
<td>It is possible, but can be difficult. You and your employer have to agree on the termination of your apprenticeship and cancellation of your contract. Termination of a traineeship can be made by either the employer or yourself. The Government has to be notified as well as the RTO. You or your employer will still incur any costs related to your training.</td>
</tr>
<tr>
<td>Can I change employers during my traineeship or apprenticeship?</td>
<td>Again, yes you can, but this is usually because your current employer is closing down or relocating. You normally don’t change employers because you don’t like the company.</td>
</tr>
<tr>
<td>What if I have done some training in another trade, can I be recognised for it?</td>
<td>Yes, RMIT will recognise units of competency for which an original certificate or Statement of Attainment is produced that coincides with the proposed national qualification.</td>
</tr>
<tr>
<td>I am under 18, can I still do a traineeship or apprenticeship?</td>
<td>Yes, but you will need a parent or guardian to co-sign your contract of employment and contract of training.</td>
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# What Do I Need to Study for the Job I Want?

## Administration

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<td>» Accounts clerk</td>
<td>» Certificate III in Business Administration—traineeship</td>
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<tr>
<td>» Administrative assistant</td>
<td></td>
<td></td>
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<tr>
<td>» Data entry operator</td>
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<tr>
<td>» Human resources clerk</td>
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<tr>
<td>» Office administrator</td>
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<tr>
<td>» Office supervisor</td>
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<tr>
<td>» Personal administrator</td>
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<tr>
<td>» Personal assistant</td>
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<tr>
<td>» Receptionist</td>
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<tr>
<td>» Secretary</td>
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<tr>
<td>» Accounts supervisor</td>
<td>» Certificate IV in Business Administration—traineeship</td>
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<tr>
<td>» Administration supervisor</td>
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<td></td>
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<tr>
<td>» Executive/personal assistant</td>
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<tr>
<td>» Office manager</td>
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<tr>
<td>» Project officer</td>
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<tr>
<td>» Team leader</td>
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<tr>
<td>» Team leader/manager</td>
<td>» Certificate IV in Frontline Management—traineeship</td>
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<tr>
<td>» Trainee manager</td>
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<tr>
<td>» Office administrator</td>
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## Aerospace

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<td>» Aircraft maintenance engineer</td>
<td>» Certificate II in Aeroskills (VET/VCAL)—pre-apprenticeship</td>
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<td>Note: Additional qualifications are required.</td>
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## Building and Construction

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<td>» Cabinet maker</td>
<td>» Certificate II in Furniture Making—pre-vocational</td>
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<tr>
<td>» Carpenter</td>
<td>» Certificate III in Cabinet Making (Furniture)—apprenticeship</td>
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<td></td>
<td>» Certificate III in Cabinet Making (Kitchens and Bathrooms)—apprenticeship</td>
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<td></td>
<td>» Certificate III in Furniture Making (Operations)—apprenticeship</td>
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<td>» Facilities manager</td>
<td>» Certificate IV in Property Services (Operations)—traineeship</td>
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<tr>
<td>» Real estate sales person</td>
<td>» Diploma of Property Services (Asset and Facility Management)—traineeship</td>
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## Clothing and Textiles

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<td>» Textile technician</td>
<td>» Certificate III in Clothing Production—apprenticeship</td>
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<tr>
<td>» Garment maker</td>
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<td></td>
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<tr>
<td>» Sewing machinist</td>
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<td></td>
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<tr>
<td>» Production cutter</td>
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<tr>
<td>» Textile technician</td>
<td>» Certificate III in Textile Fabrication—traineeship</td>
<td>18</td>
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<tr>
<td>» Industrial textiles fabricator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>» Machinist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>» Cutter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>» Textile technician</td>
<td>» Certificate III in Textile Production—traineeship</td>
<td>18</td>
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<tr>
<td>» Textile mechanic</td>
<td></td>
<td></td>
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<tr>
<td>» Textile operator</td>
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### Electronic and communication engineering

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<th>RMIT program you can study</th>
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<td>Electrician</td>
<td>Certificate III in Engineering (Electrical/Electronic Trade)—apprenticeship</td>
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<tr>
<td>Electrotechnology technician</td>
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<td></td>
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<tr>
<td>Engineering production worker</td>
<td>Certificate II in Engineering Studies (Fitting and Machining)—traineeship</td>
<td>31</td>
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<tr>
<td>Engineering tradesperson—mechanical</td>
<td>Certificate III in Engineering (Mechanical Trade)—traineeship</td>
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<tr>
<td>Cable jointer</td>
<td>Certificate II in Telecommunications Cabling—apprenticeship</td>
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<tr>
<td>Telecommunications technician</td>
<td>Certificate III in Telecommunications—apprenticeship</td>
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### Engineering trades and technology

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<td>Instrument fitter</td>
<td>Certificate IV in Electrical (Instrumentation)—apprenticeship</td>
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<tr>
<td>Instrumentation tradesperson</td>
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<tr>
<td>Plumber</td>
<td>Certificate II in Plumbing—pre-apprenticeship</td>
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<td></td>
<td>Certificate III in Plumbing—apprenticeship</td>
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<tr>
<td>Plumbing team leader</td>
<td>Certificate IV in Plumbing and Services—apprenticeship</td>
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<tr>
<td>Site supervisor</td>
<td></td>
<td></td>
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<tr>
<td>Business owner/operator</td>
<td></td>
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<tr>
<td>Sprinkler fitter</td>
<td>Certificate III in Fire Protection—apprenticeship</td>
<td>30</td>
</tr>
<tr>
<td>Refrigeration and air-conditioning mechanic</td>
<td></td>
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<tr>
<td>Engineering production worker</td>
<td>Certificate II in Engineering (Refrigeration and Air-conditioning)—pre-apprenticeship</td>
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<tr>
<td></td>
<td>Certificate III in Refrigeration and Air-conditioning—apprenticeship</td>
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</tr>
<tr>
<td>Electrotechnology technician</td>
<td>Certificate II in Electrotechnology—pre-vocational</td>
<td>26</td>
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<tr>
<td>Licensed instrument technician</td>
<td>Certificate IV in Electrotechnology (Electrician)—apprenticeship</td>
<td>27</td>
</tr>
<tr>
<td>Electronic tradesperson</td>
<td></td>
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</tr>
<tr>
<td>Instrument fitter</td>
<td>Certificate III in Instrument and Control—apprenticeship</td>
<td>32</td>
</tr>
<tr>
<td>Instrumentation tradesperson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrotechnology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering tradesperson—fabrication</td>
<td>Diploma of Engineering (Advanced Trade)—apprenticeship</td>
<td>28</td>
</tr>
<tr>
<td>Engineering tradesperson—mechanical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instrumentation tradesperson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrician</td>
<td>Certificate IV in Electrical (Systems Electrician)—traineeship</td>
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<tr>
<td>Cable jointer</td>
<td>Certificate II in Telecommunications Cabling—traineeship</td>
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<tr>
<td>Telecommunications technician</td>
<td>Certificate III in Telecommunications—traineeship</td>
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<tr>
<td>Refrigeration and air-conditioning mechanic</td>
<td>Certificate III in Refrigeration and Air-conditioning—apprenticeship</td>
<td>35</td>
</tr>
<tr>
<td>Electrical engineer</td>
<td>Diploma of Electrical Engineering—apprenticeship</td>
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### Health services

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<tr>
<td>Dental assistant</td>
<td>Certificate III in Dental Assisting—traineeship</td>
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<tr>
<td>Dental technician</td>
<td>Diploma of Dental Technology—apprenticeship</td>
<td>38</td>
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<tr>
<td>Nurse (enrolled)</td>
<td>Diploma of Nursing (Enrolled/Division 2 Nursing)—traineeship</td>
<td>39</td>
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<tr>
<td>Optical dispenser</td>
<td>Certificate IV in Optical Dispensing—traineeship</td>
<td>40</td>
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<td>Optical technician</td>
<td>Certificate IV in Optical Technology—traineeship</td>
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### Information technology

<table>
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<tr>
<th>Example job titles</th>
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<tbody>
<tr>
<td>Network support</td>
<td>Certificate IV in Information Technology (Networking)—traineeship</td>
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<tr>
<td>Network operations support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network operations technician</td>
<td></td>
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<tr>
<td>Network technician</td>
<td></td>
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<tr>
<td>Network support technician</td>
<td></td>
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</tr>
<tr>
<td>IT support roles</td>
<td>Certificate III in Information Technology—traineeship</td>
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</tr>
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### Media, printing and graphic arts

<table>
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<th>Example job titles</th>
<th>RMIT program you can study</th>
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<tbody>
<tr>
<td>Printer</td>
<td>Certificate II in Printing and Graphic Arts (General)—pre-apprenticeship</td>
<td>14</td>
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<tr>
<td>Graphic designer</td>
<td>Certificate IV in Printing and Graphic Arts (Graphic Pre-press)—post-apprenticeship</td>
<td>15</td>
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<tr>
<td>Graphic pre-press tradesperson</td>
<td>Certificate III in Printing and Graphic Arts (Graphic Pre-press)—apprenticeship</td>
<td></td>
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<tr>
<td>Pre-press operator</td>
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<tr>
<td>Pre-press technician</td>
<td></td>
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<tr>
<td>Production controller</td>
<td></td>
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<tr>
<td>Book binder</td>
<td>Certificate III in Printing and Graphic Arts (Print Finishing)—apprenticeship</td>
<td>16</td>
</tr>
<tr>
<td>Book finisher</td>
<td></td>
<td></td>
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<tr>
<td>Screen printer</td>
<td>Certificate III in Printing and Graphic Arts (Screen Printing)—apprenticeship</td>
<td>17</td>
</tr>
<tr>
<td>Digital games art specialist</td>
<td>Advanced Diploma of Screen and Media (Interactive Digital Media)—traineeship</td>
<td>13</td>
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<tr>
<td>Game designer</td>
<td>Diploma of Interactive Digital Media—traineeship</td>
<td>13</td>
</tr>
<tr>
<td>Architecture designer</td>
<td></td>
<td></td>
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<tr>
<td>Web designer</td>
<td></td>
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<tr>
<td>Refer to page 13 for more related job roles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering tradesperson—fabrication</td>
<td>Certificate IV in Engineering (CAD, CAM, CMM)—apprenticeship</td>
<td>28</td>
</tr>
<tr>
<td>Engineering tradesperson—mechnical</td>
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</tbody>
</table>

### Small business

<table>
<thead>
<tr>
<th>Example job titles</th>
<th>RMIT program you can study</th>
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<tbody>
<tr>
<td>Accounts supervisor</td>
<td>Certificate IV in Business Administration—traineeship</td>
<td>19</td>
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<tr>
<td>Administration supervisor</td>
<td></td>
<td></td>
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<tr>
<td>Office manager</td>
<td></td>
<td></td>
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<tr>
<td>Team leader</td>
<td></td>
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<tr>
<td>Team leader/manager</td>
<td>Certificate IV in Frontline Management—traineeship</td>
<td>20</td>
</tr>
<tr>
<td>Dry cleaning worker or owner/manager</td>
<td>Certificate III in Dry Cleaning Operations—apprenticeship</td>
<td>20</td>
</tr>
<tr>
<td>Laundry manager/worker</td>
<td>Certificate III in Laundry Operations—apprenticeship</td>
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### Surveying and spatial information

<table>
<thead>
<tr>
<th>Example job titles</th>
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<tbody>
<tr>
<td>Surveying technician</td>
<td>Certificate III in Spatial Information Services—traineeship</td>
<td>36</td>
</tr>
<tr>
<td>Geographic information systems officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering surveyor</td>
<td></td>
<td></td>
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<tr>
<td>GIS/GPS operator</td>
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</tbody>
</table>
The skills I have obtained have assisted me in contract negotiations, provided me with better focus on the scope of works in order to maximise operational opportunities, and on a personal level enhanced my career in the industry.

Geoff Rowles
Facilities Management Coordinator at Mobil
Facility management (FM) involves the management and maintenance of business activities to support the efficient operation of the built environment by incorporating people, location, processes and technology. FM is a fast-paced, rapidly growing and extremely diverse industry that is aligned to current state and government policies for higher density living. Both the diploma and certificate programs will open opportunities for career advancement across a number of industry sectors, including government, commercial property, hospitality, education, retail and health (to name just a few).

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.

Teaching staff are drawn from various backgrounds, with formal qualifications in areas including design, building and construction, project management, planning, environment/sustainability and business.

These programs have been developed in close consultation with various industry leaders such as Transfield, Reserve Bank of Australia and Brookfield Multiplex.

You will engage in industry-connected projects through work-integrated learning components of their programs. Additionally, you will be exposed to experienced facilities managers through an innovative video medium, and encouraged to reflect on your own experiences.

Delivery
RMIT is moving towards a more flexible delivery mode for both programs. This includes delivery of online learning modules using state-of-the-art technologies—such as interactive team boards and document cameras—in specialised industry training rooms.

What you will study
Certificate IV
Key areas of study include performance and maintenance, property risk management, environmental sustainability, property life cycle maintenance, contracts and financial management.

Highlights involve the creation of an asset register which incorporates a site visit and the identification and categorisation of an asset. Other key skills you will acquire include:
- preparing a periodical and preventative maintenance strategy for a property
- familiarising yourself with environmental and sustainability practices
- communication and business skills (including conflict management and dealing with contracts).

Diploma
This program incorporates managing finance, including the preparation of financial plans for a simulated work facility.

It covers key elements and principles in depth, including managing operational plans, sustainability, asset maintenance and management plans, risk management and workplace safety.

You will learn a high level of customer service involving risk management, safe work practices, stakeholder relationships and networking skills.

Other key skills that you will acquire include:
- the preparation and coordination of tender documentation
- the evaluation of the documentation
- the letting out of a contract, including contractual skills knowledge
- the coordination and fit-out of the facility.

Career outlook
These programs are designed for employees, within the facilities management sector of the property services industry, to gain an academic qualification and enhance their knowledge and employability skills for further career advancement or promotion.

RMIT’s FM stakeholders group indicates a strong demand for skilled employees across various industries as previously mentioned.

Professional recognition
The traineeship is professionally recognised, having been developed in consultation with various industry leaders and governing bodies.

Pathway
Upon successful completion of the Certificate IV in Property Services (Operations)—traineeship, graduates have the opportunity to apply for entry into the Diploma of Property Services.

Further information
School of Engineering (TAFE)
Tel. +61 3 9925 4468
Email: engineering-tafe@rmit.edu.au

Legend: FT—Full-time (number of years), PT—Part-time (number of years).
CABINET MAKING (FURNITURE)
C3264 Certificate III in Cabinet Making (Furniture)—apprenticeship
Duration: 1 day/wk for 116 wks (929 hours)
National code: LMF32109
www.rmit.edu.au/programs/c3264
CITY CAMPUS
This qualification applies to individuals working as cabinet makers in the domestic or contract furniture manufacturing and installation sectors of the furnishing industry. Cabinet makers typically construct leg and rail and carcase furniture from solid timber and veneered manufactured boards using hand and power tools. They prepare materials, monitor and run equipment and machinery. They are expected to apply solutions to a defined range of problems. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

Delivery
This program is delivered through:
» on-the-job training and assessment
» hands-on workshops and off-the-job training.

What you will study
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 tools
» 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 angle and curved furniture

Career outlook
Apprentices are prepared for a range of practical and technical roles, such as:
» producing furniture
» installation of product
» furniture reproduction and restoration.

Professional recognition
There is no professional registration for the furniture maker in Victoria, however RMIT University engages heavily with the Furnishing Industry Association of Australia Victoria/Tasmania, and other similar groups relating to this industry sector.

Further information
Bryon Stanley
School of Design TAFE
Tel. 03 9925 4150
Email: bryon.stanley@rmit.edu.au

CABINET MAKING (KITCHENS AND BATHROOMS)
C3265 Certificate III in Cabinet Making (Kitchens and Bathrooms)—apprenticeship
Duration: 1 day/wk for 124 wks (998 hours)
National code: LMF32109
www.rmit.edu.au/programs/c3265
CITY CAMPUS
This qualification applies to individuals working as cabinet makers in the domestic or commercial kitchen, bathroom and fitted fitment manufacturing and installation sectors of the furnishing industry. Cabinet makers typically construct panel carcase furniture products using hand and power tools as well as basic static, numeric controlled and computer numeric controlled machinery. They prepare materials, monitor and run equipment and machinery and apply solutions to a defined range of unpredictable problems. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

Delivery
This program is delivered through:
» on-the-job training and assessment
» hands-on workshops and off-the-job training.

What you will study
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 tools
» 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

You will work on state of the art industry machinery.
CLOTHING PRODUCTION

C3227  Certificate III in Clothing Production—apprenticeship
Duration: FT2 or PT3
National code: LMT30507
www.rmit.edu.au/programs/c3227

BRUNSWICK CAMPUS

This program gives you a strong technical foundation in garment construction and industrial sewing techniques.

You will gain the skills needed for alterations, which is a growing sector within the industry. Fabric cutting and laying up form part of the program.

Delivery
Our trainer will visit you in your workplace and carry out training. We will provide manuals and a variety of practical exercises for you. Your employer will also provide training for you.

What you will study
The following are examples of courses offered:

Core courses
» Apply quality standards
» Follow defined OHS policy and procedures
» Identify fibres and fabrics
» Work in the TCF industry

Elective courses
» Develop patterns from block
» Fabric performance and handling
» Finish garment production
» Interact with production personnel
» Interpret patterns
» Lay up and cut complicated fabrics
» Lay up and cut uncomplicated fabrics
» Modify pattern basic styles
» Perform tasks to suit production
» Prepare and produce sewn garment
» Select transfer material and product
» Sew components
» Sew woven and knit garments
» Use a sewing machine

Career outlook
Apprentices are prepared for a range of sewing and cutting roles, such as:
» production sewing
» sample machinist
» production cutter.

Apprentices are employed in garment manufacturing enterprises ranging from couture to garment alterations.

Social Studio

The Social Studio, an innovative social enterprise that empowers young refugees through training offered by RMIT University, was named the Victorian Small Business of the Year at the 2010 Victorian Training Awards.

The Social Studio supports the creative efforts of young people from Melbourne’s refugee community who have undertaken training in clothing production with RMIT’s School of Fashion and Textiles.

Kent Williamson, Industry Manager at the School of Fashion and Textiles, said his team had worked closely with the venture since its launch in December 2009.

‘By giving these young people the chance to develop practical skills in a field they are passionate about, our training opens doors to opportunities that would have remained out of reach,’ Mr Williamson said.

Further information
Liz Debono
School of Fashion and Textiles
Tel. 03 9925 9102
Email: liz.debono@rmit.edu.au

Legend:  FT—Full-time (number of years), PT—Part-time (number of years)
FURNITURE MAKING

C2212 Certificate II in Furniture Making—pre-vocational
Duration: 3 days/wk for 14 wks (376 hours)
National code: LMF20309
www.rmit.edu.au/programs/c2212

CITY CAMPUS
This full-time program is for young people interested in a career in the furnishing and/or cabinet making industry. It is a preparatory program designed to provide you with the skills and knowledge needed to assist you in attaining an apprenticeship in this area.

The Certificate II in Furniture Making—pre-vocational program will increase your overall employability. The program will provide you with an introduction to the furnishing industry and you will work with materials and hand and power tools commonly used within the industry.

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

What you will study
This is a project-based program delivered in a simulated workplace environment. You will work predominantly in a fully-equipped workshop environment on set projects under direct supervision of highly qualified instructors. Competencies cover areas such as construction of timber products and joints, use of hand and power tools, the production of timber frames, operation of basic static woodworking machines including drilling, sawing and sanding machines. Application of single pack surface coatings, plastic sheet laminates, the reading of plans and the following of standards and job specifications are also covered.

Career outlook
Pre-apprentices are 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.

Professional recognition
This is a nationally endorsed qualification/training program supported by the furnishing industry.

Further information
Bryon Stanley
School of Design TAFE
Tel. 03 9925 4150
Email: bryon.stanley@rmit.edu.au

FURNITURE MAKING (OPERATIONS)

C3146 Certificate III in Furniture Making (Operations)—apprenticeship
Duration: 1 day/wk for 120 wks (957 hours)
National code: LMF30302
www.rmit.edu.au/programs/c3146

CITY CAMPUS
This qualification applies to individuals working as cabinet makers in the domestic or contract furniture manufacturing and installation sectors of the furnishing industry. Cabinet makers typically construct leg and rail and carcase furniture from solid timber and veneered manufactured boards using hand and power tools. They prepare materials, monitor and run equipment and machinery. They are expected to apply solutions to a defined range of problems. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

Delivery
This program is delivered through:
» on-the-job training and assessment
» hands-on workshops and off-the-job training.

What you will study
The following are examples of courses offered:
» Angled curved timber furniture
» Apply sheet laminates by hand
» Assemble furnishing components
» CNC machining and processing centres
» Communicate in the workplace
» Construct chair and couch 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

Career outlook
Apprentices are prepared for a range of practical and technical roles such as:
» producing furniture
» installation of product
» furniture reproduction and restoration.

Professional recognition
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.

Further information
Bryon Stanley
School of Design TAFE
Tel. 03 9925 4150
Email: bryon.stanley@rmit.edu.au

You will collaborate with other students to produce high quality furniture.
INTERACTIVE DIGITAL MEDIA

C5218  Diploma of Interactive Digital Media—traineeship
C6087  Advanced Diploma of Screen and Media—traineeship

Duration: PT2–4
National code: CU060107
www.rmit.edu.au/programs/c6087

CITY CAMPUS

RMIT has developed a highly flexible and unique model for delivery of accredited traineeships at either diploma or advanced diploma levels. These programs provide the broad base necessary to develop a career within the art, interactive design, game, screen and media industries. Trainees may be experienced employees already working for a business who have never completed a diploma or degree but may have been working for many years in the industry. Employees who already have a certificate IV or equivalent experience may come from IT, graphic design, advertising, digital post-production, games design, marketing or web-based environments. Trainees may be the equivalent of one or two years out from school armed with an unstoppable passion and healthy obsession for their field of interest. Many have a dedication to ‘learning by doing’ rather than spending years on campus.

Delivery
This program is delivered through workplace-based training.

What you will study
Just as the needs of every business and each employee are different, studying a traineeship at RMIT enables a flexible training schedule to be set up for each individual. It is expected that trainees will be working in a job that is aligned with the skills that they will be studying. Training tasks will build on real work that is being undertaken in the workplace as much as possible. It is expected that trainees will be released from their work duties in order to focus on work specific to their training on average three hours per week over the year. Part of that work release may also be allocated to occasional training days or attendance at RMIT for specific activities. Traineeship activities may include:

» online access to learning materials, Blackboard facilities, tutorials, library, support and discussion
» phone contact with an RMIT supervisor
» working on projects in the workplace
» release from the workplace to attend training sessions, specialist workshops or industry presentations and visits at RMIT City campus
» possible day release for a specific training session or extra curricula attendance.

Career outlook
Graduates can expect to develop skills that may enable participation in job roles such as:

Animation/3D/game art
- Digital games art specialist
- 3D animator
- 3D modeller
- 3D texture artist
- 3D character animator
- Virtual environments developer
- Storyboard artist

Advertising/marketing
- Project manager
- In-house design/digital media team
- Online marketing manager

Architecture/2D/3D design
- 3D Interior/exterior visualisation
- Interface designers

Game design
- iPhone apps design

Digital visual effects editing/design
- Video compositor
- VFX designer/artist
- Film/TV

Web design/interactive
- Mobile games programmer
- Web/online developer
- Multimedia development
- Interaction media developer
- Interactive design programmer
- Virtual world designers
- Script writer/game developer
- Online game designer/programmer
- Mobile applications developer
- Digital simulation
- QA, testing

Extra requirements
Applicants are subject to pre-selection, interview and folio presentation.

Pathway
Graduates of the Advanced Diploma of Screen and Media (multimedia plan) may apply for exemptions from the following degrees:

» Bachelor of Arts (Animation and Interactive Media)
» Bachelor of Arts (Fine Art)
» Bachelor of Design (Games)

Further information
Kieran Doolan
School of Media and Communication
Tel. 03 9925 4110
Email: kieran.doolan@rmit.edu.au

Legend:  FT—Full-time (number of years), PT—Part-time (number of years).
 PRINTING AND GRAPHIC ARTS (GENERAL)

C2211  Certificate II in Printing and Graphic Arts (General)—pre-apprenticeship
Duration: FT18 wks (590 hours)
National code: ICP20110
www.rmit.edu.au/programs/c2211

BRUNSWICK CAMPUS

This pre-apprenticeship provides you with an overview of the printing industry and the different occupations available, allowing you to make an informed career choice.

This program:
» provides experience and knowledge of a range of career outcomes
» develops your social and personal skills, enhancing workforce participation
» provides you with an understanding of the nature of relevant industries, in particular the role of major companies, employers and employee associations
» enables you to gain a recognised credential and, where appropriate, credits for further education and training.

This program is a great way to start your career in print and media.

Delivery
This program is delivered through off-the-job training at the Brunswick campus.
This program is also offered in Tasmania. It is delivered through on-the-job training.

What you will study
You will gain hands-on experience in what printing is about. You will create your own products using all the equipment available, from digital to large printing presses, and present the final products.

The following are examples of courses offered:

Core courses
» Communicate in the workplace
» Inspect quality against required standards
» Maintain a safe work environment
» Participate in environmentally sustainable work practices

Elective courses
» Access and use the Internet
» Develop a basic design concept
» Set up machine for basic single or continuous folding
» Prepare, load and unload product on and off machine
» Produce basic converted or finished product
» Produce basic flexographic printed product
» Produce basic lithographic printed product
» Produce basic single or continuous folded product
» Produce pages using a page layout application
» Scan images for reproduction
» Set up and produce basic digital print

Career outlook
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.

Professional recognition
This program is recognised by the printing and graphic arts industry on a national basis and is supported by the Printing Divisional Council of the EPIC Industry Training Board, Australian Manufacturing Workers Union (AMWU) and Printing Industries Association of Australia (PIAA) support the program.

Pathway
Upon successful completion of the Certificate II in Printing and Graphic Arts (General)—pre-apprenticeship, candidates may choose to enter:
» Certificate III in Printing and Graphic Arts (Pre-Press)—ICP30210
» Certificate III in Printing and Graphic Arts (Print Finishing)—ICP30710
» Certificate III in Printing and Graphic Arts (Printing)—ICP30510
» Certificate III in Printing and Graphic Arts (Screen Printing)—ICP30610

Further information
International Centre of Graphic Technology
Tel. 03 9925 9454
Email: loni.kyme@rmit.edu.au
PRINTING AND GRAPHIC ARTS (GRAPHIC PRE-PRESS)

C4291 Certificate IV in Printing and Graphic Arts (Graphic Pre-Press)—post-apprenticeship
Duration: PT2 (570 hours)
National code: ICP40110
www.rmit.edu.au/programs/c4291
BRUNSWICK CAMPUS

C3274 Certificate III in Printing and Graphic Arts (Graphic Pre-Press)—apprenticeship
Duration: PT3 (920 hours)
National code: ICP30210
www.rmit.edu.au/programs/c3274
BRUNSWICK CAMPUS

This qualification applies to individuals working in the graphic pre-press sector of the printing and graphic arts industry.

You will design layouts and assemble text and graphics into page formats for printing, apply solutions to a defined range of problems associated with the reproduction of images for the print medium and analyse and evaluate information from a variety of sources.

You will also take responsibility for production flow and provide leadership and guidance to others with some limited responsibility for the output of others’ work.

You 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.

Delivery
These programs are delivered through on- and off-the-job training.

What you will study
Each trainee, apprentice and employer will consult with RMIT to select a training structure that is suitable for their workplace requirements.

The following are examples of courses offered:

Certificate III—apprenticeship

Core courses
» Communicate in the workplace
» Implement and monitor environmentally sustainable work practices
» Inspect quality against required standards
» Maintain a safe work environment

Elective courses
» Apply knowledge of the graphic pre-press sector
» Capture a digital image
» Create graphics using a graphics application
» Create pages using a page layout application
» Develop a basic design concept
» Edit a digital image
» Introduction to colour management
» Make output images
» Preflight and import complex images for digital device
» Prepare an imposition format for printing processes
» Produce a typographic image
» Produce graphics using a graphics application
» Produce pages using a page layout application
» Produce PDF files for online or screen display
» Select and apply type
» Undertake digital proofing
» Use colour management for production

Certificate IV—post-apprenticeship
Completion of the Certificate III in Printing and Graphic Arts (Graphic Pre-Press)—apprenticeship plus the following elective units:

Elective courses
» Compose and evaluate typography
» Develop a detailed design concept
» Develop workplace policy and procedures for sustainability
» Edit a digital image
» Generate complex imposition
» Output complex images
» Output images
» Set up and operate automated workflow
» Set up and use complex colour management for production
» Use colour management for production

Career outlook
Apprentices are prepared for roles such as:
» pre-press operator
» pre-press technician.

Professional recognition
This programs is recognised by the printing and graphic arts industry on a national basis and is supported by the Printing Divisional Council of the EPIC Industry Training Board, Australian Manufacturing Workers Union (AMWU) and Printing Industries Association of Australia (PIAA) support the program.

Further information
International Centre of Graphic Technology
Tel. 03 9925 9454
Email: loni.kyme@rmit.edu.au

NICOLAS SHARP

Certificate III in Printing and Graphic Arts (Graphic Pre-Press)—post-apprenticeship

‘In May 2011, I will be using my $15 000 Collie Print Trust Scholarship to visit package design companies across Europe. While in Europe I will be participating in a mock competition in Belgium in preparation for the Worldskills international competition in London 2011. Worldskills is an international competition where the finest tradespeople from around the world battle it out over three days in order to take home a gold medal for their country.’
FINISHING

Finishing is a process that converts a flat pre-printed sheet of any type of material into a product such as books, folders, brochures, stickers, labels, display stands and anything that needs a cut shape and uses printing to decorate it. Finishers also bind and restore books and other publications and finish printed products by hand or machine.

Work produced by a binder and finisher may involve some hand skills and for high volume production work, the use of a variety of in-line finishing machines. Design, embossing, lettering and general machine adjustments are performed by tradespeople.

Delivery

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

What you will study

This program provides training for bookbinding and finishing apprentices. All students undertake the same training program. However, employers may select elective areas which suit the company’s individual training needs, providing the pathways meet the training package qualification requirements.

Each trainee, apprentice and employer will consult with RMIT to select a training structure that is suitable for their workplace requirements. The following are examples of courses offered:

Core courses

- Communicate in the workplace
- Implement and monitor environmentally sustainable work practices
- Inspect quality against required standards
- Maintain a safe work environment

Elective courses

- Apply SS procedures in a manufacturing environment
- Apply knowledge and requirements of the converting, binding and finishing sector
- Dispose of waste
- Perform basic machine maintenance

- Plan operational processes
- Prepare, load and unload product on and off machine
- Produce complex adhesive, mechanical or sewn fastened product
- Produce complex sequenced or multiple folded product
- Set up and produce basic guillotine product
- Set up and produce complex guillotined product
- Set up and produce hand-bound book
- Set up machine for basic collating or inserting (sheet/section)
- Set up machine for basic single or continuous folding
- Set up machine for complex adhesive, mechanical or sewn fastening
- Set up machine for complex collating or inserting (sheet/section/reel)
- Undertake basic production scheduling

Career outlook

Bookbinders and finishers are employed by printing and finishing companies. They may also be employed by businesses that have their own in-house printing facilities.

Professional recognition

This program is recognised by the printing and graphic arts industry on a national basis and is supported by the Printing Divisional Council of the EPIC Industry Training Board, Australian Manufacturing Workers Union (AMWU) and Printing Industries Association of Australia (PIAA) support the program.

Further information

International Centre of Graphic Technology
Tel. 03 9925 9454
Email: loni.kyme@rmit.edu.au
Elective courses
- Apply 5S procedures in a manufacturing environment
- Apply knowledge of printing machining
- Apply quick changeover procedures
- Dispose of waste
- Perform basic industry calculations
- Prepare and maintain the work area
- Prepare ink and additives
- Prepare machine for operation (basic)
- Prepare, load and unload product on and off machine
- Produce basic lithographic printed product
- Produce complex lithographic printed product
- Produce offset lithographic plates
- Set up and produce basic digital print
- Set up for complex lithographic printing
- Use computer systems.

Certificate IV—post-apprenticeship
Completion of the Certificate III in Printing and Graphic Arts (Printing)—apprenticeship plus the following units:

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

Elective courses
- Implement and monitor environmentally sustainable work practices
- Lead SS in a manufacturing environment
- Produce specialist lithographic printed product
- Set up for complex lithographic printing
- Undertake basic root cause analysis
- Use structured problem solving tools

Career outlook
Printers are employed in book publishing, plastics industries, graphics, point of sale promotion items, banners, labels, stickers, large format posters, newspapers, journals, magazines, food packaging, promotional marketing and real estate.

Professional recognition
These programs are recognised by the printing and graphic arts industry on a national basis and is supported by the Printing Divisional Council of the EPIC Industry Training Board. Australian Manufacturing Workers Union (AMWU) and Printing Industries Association of Australia (PIAA) support the program.

Pathway
Upon successful completion of the Certificate III in Printing and Graphic Arts (Printing)—apprenticeship, candidates may choose to enter:
- Certificate IV in Printing and Graphic Arts (Printing)

Further information
International Centre of Graphic Technology
Tel. 03 9925 9454
Email: loni.kyme@rmit.edu.au

Legend: FT—Full-time (number of years), PT—Part-time (number of years).
TEXTILE FABRICATION

C3225  Certificate III in Textile Fabrication—
traineeship
Duration: FT3 or PT6
National code: LMT30407
www.rmit.edu.au/programs/c3225
BRUNSWICK CAMPUS

This program can lead you to a great career in the fabrication industry. The program covers all the skills you need to make shade sails, blinds, awnings, canvas goods, truck, trailer and boat tarpaulins and covers.

Delivery
Our trainer will visit you in your workplace and carry out training. We will provide manuals and a variety of practical exercises for you. Your employer will also provide training for you. You are also expected to attend occasional on-campus workshops.

What you will study
The following are examples of courses offered:

Core courses
» Apply quality standards
» OH&S policies and procedures
» Translate measurements and diagrams
» Work in TCF industry

Elective courses
» Add reinforcements and attachments
» Control production
» Cut canvas and sail material
» Despatch products
» Despatch products
» Estimate and cost a job
» Identify and select canvas and sail material
» Identify customer requirements
» Measure and scale geometric shapes
» Perform industrial sewing
» Produce patterns for 2D products
» Produce patterns for 3D products
» Use canvas and sail production tools
» Weld plastic materials

Career outlook
Trainees are prepared for a range of production careers such as machinist, cutter, sales, measuring and quoting, and an installation person for blinds and awnings. After completion of the traineeship, there are opportunities to start a small business in canvas goods.

Professional recognition
This certificate is nationally accredited and is recognised by canvas goods associations.

Further information
Liz Debono
School of Fashion and Textiles
Tel. 03 9925 9102
Email: liz.debono@rmit.edu.au

TEXTILE PRODUCTION

C3221  Certificate III in Textile Production—
traineeship
Duration: FT2 or PT3
National code: LMT30107
www.rmit.edu.au/programs/c3221
BRUNSWICK CAMPUS

The Certificate III in Textile Production—
traineeship provides you with the skills and knowledge to undertake supervisory tasks and medium level production tasks in the textile industry. The program combines on the job learning with formal study.

Delivery
Our trainer will visit you in your workplace and carry out training. We will provide manuals and a variety of practical exercises for you. Your employer will also provide training for you. You are also expected to attend occasional on-campus workshops.

What you will study
This program is suited to people working within the textile manufacturing industry. The program is customised to the product and production method of the company you work for. Trainees select electives for weaving, knitting or dyeing and finishing. Other electives are available for a wide variety of manufacturing methods. The core electives include OH&S and quality.

Career outlook
Trainees are prepared for a range of production careers such as:
» machine operator in knitting, weaving and spinning
» dyeing and finishing
» sewing and embroidery.

Professional recognition
This certificate is nationally accredited and is recognised by canvas goods associations.

Further information
Liz Debono
School of Fashion and Textiles
Tel. 03 9925 9102
Email: liz.debono@rmit.edu.au
BUSINESS ADMINISTRATION

C3216 Certificate III in Business Administration—traineeship

Duration: FT1
National code: BSB30407
www.rmit.edu.au/programs/c3216

CITY CAMPUSS

The Certificate III in Business Administration—traineeship develops a range of skills required for effective communication and record keeping in the workplace. Both individuals and organisations will benefit through the documentation of procedures, improved service, and better product and service knowledge. These are crucial areas in running a successful enterprise.

Delivery
Training and assessment will primarily be undertaken in your workplace, supported by online resources. Work skills developed during your employment will be used for assessment and supported with a range of training options, including online learning. Regular visits from a workplace assessor will keep your progress on track. Classroom attendance at the City campus is optional for specific skills development and can be negotiated based on relevant needs.

What you will study
Through the certificate III, you will learn how to design and produce electronic presentations, business documents and spreadsheets, develop keyboarding speed and accuracy, writing, business technology and organisational skills, and learn how to deliver and monitor a service to customers.

Career outlook
Upon successful completion you will be prepared for a variety of roles, such as:
> administrative assistant
> office supervisor
> personal administrator
> personal assistant
> receptionist
> secretary.

Professional recognition
The Certificate III in Business Administration—traineeship is a nationally recognised qualification.

Pathway
Upon successful completion of the Certificate III in Business Administration—traineeship you may progress to the Certificate IV in Business Administration, offered face-to-face in a classroom setting or as a traineeship.

Further information
Sylvia Baroutis
Business TAFE School
Tel. 03 9925 5469
Email: sylvia.baroutis@rmit.edu.au

Legend: FT—Full-time (number of years), PT—Part-time (number of years).

BUSINESS ADMINISTRATION

C4223 Certificate IV in Business Administration—traineeship

Duration: FT1
National code: BSB40507
www.rmit.edu.au/programs/c4223

CITY CAMPUSS

The Certificate IV in Business Administration—traineeship develops a range of skills relating to the operation of an effective work environment. It is designed for people who supervise administration staff or lead teams.

Expected outcomes include improved workplace efficiency, better information systems and reliable office management for daily work scheduling and succession planning.

Delivery
Training and assessment will primarily be undertaken in your workplace, supported by online resources. Work skills developed during your employment will be used for assessment and supported with a range of training options, including online learning. Regular visits from a workplace assessor will keep your progress on track. Classroom attendance at the City campus is optional for specific skills development and can be negotiated based on relevant needs.

What you will study
Through the certificate IV you will develop skills in coordinating an efficient and safe working environment, designing and developing complex documents and taking greater responsibility over normal office operations.

Topics covered include:
> Administer projects
> Coordinate the 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
> Organise meetings
> Write complex documents

Career outlook
Upon successful completion you will be prepared for a variety of roles, such as:
> administration supervisor
> team leader.

Professional recognition
The Certificate IV in Business Administration—traineeship is a nationally recognised qualification.

Pathway
Upon successful completion of the Certificate IV in Business Administration—traineeship you may progress to the Diploma of Business Administration.

Further information
Sylvia Baroutis
Business TAFE School
Tel. 03 9925 5469
Email: sylvia.baroutis@rmit.edu.au

A visit from the workplace assessor ensures you are on track.
**DRY CLEANING OPERATIONS**

C3220  Certificate III in Dry Cleaning Operations—apprenticeship

Duration: FT3 or PT6  
National code: LMT31207  
www.rmit.edu.au/programs/c3220  

BRUNSWICK CAMPUS

This program is suited to all people working in the dry cleaning industry. Pressing, spotting and customer service are covered in the program. Safe handling of chemicals is a feature, with a weekend workshop dedicated to the topic. Use of a dry cleaning machine and other equipment is covered in depth.

**Delivery**

Your training is carried out in the workplace. On-campus workshops in major skill areas are conducted several times a year.

**What you will study**

The following are examples of courses offered:

**Core courses**

- Apply quality standards
- Conduct safe handling of chemicals
- Dry cleaning special treatments
- Follow defined occupational health and safety policies
- Identify cleaning requirements
- Identify fibres and fabrics
- Operate dry cleaning machines
- Perform advanced spotting
- Perform pre- and post-spotting
- Work in the TCF industry

**Elective courses**

- Carry out final inspection
- Control production
- Operate finishing equipment
- Operate wet cleaning machines
- Organise and plan own work
- Prepare articles for despatch
- Provide customer service
- Receive and sort articles

An apprenticeship in dry cleaning can lead to a great future in the industry.

**Career outlook**

Apprentices are prepared for several roles within a dry cleaning plant, such as a dry cleaner, a presser, or customer service attendant. Many apprentices go on to run their own dry cleaning business.

**Professional recognition**

This certificate is nationally accredited and is recognised by the Dry Cleaning Institute of Australia.

**Further information**

Liz Debono  
School of Fashion and Textiles  
Tel. 03 9925 9102  
Email: liz.debono@rmit.edu.au

**FRONTLINE MANAGEMENT**

C4226  Certificate IV in Frontline Management—traineeship

Duration: FT1  
National code: BSB40807  
www.rmit.edu.au/programs/c4226  

CITY CAMPUS

This traineeship is designed for people seeking knowledge and skills to gain entry to a management or organisational profession. You will undertake training through work-based tasks and projects under the guidance of your workplace supervisor and an RMIT trainer, and attend on-campus workshops.

Workplace assessments can be tailored to meet individual needs of employers and trainees. You will emerge with the knowledge and skills you need to progress through a management career by concentrating on the skills needed to:

- contribute to and coordinate teams
- build systems to provide good customer service
- manage an operational plan
- develop a marketing strategy
- analyse and report on financial information
- provide leadership in the workplace
- prioritise workloads
- develop workplace relationships
- contribute to workplace safety.

**Delivery**

Training and assessment will primarily be undertaken in your workplace, supported by online resources. Work skills developed during your employment will be used for assessment and supported with a range of training options, including online learning. Regular visits from a workplace assessor will keep your progress on track. Classroom attendance at the City campus is optional for specific skills development and can be negotiated based on relevant needs.
What you will study
You will study all aspects of management to develop the skills needed to be a first-line manager dealing with staff, clients and operational matters.

The following are examples of courses offered:
» Customer service standards
» Implement operational plans
» Leadership in the workplace
» Make a presentation
» Manage projects
» Monitor a safe workplace
» Promote innovation in a team
» Promote team effectiveness
» Sustainable work practices

Career outlook
Career opportunities exist in all sectors of business, including the private and public sectors, small and large enterprises, and across a range of industries.

Professional recognition
The Certificate IV in Frontline Management—traineeship is a nationally recognised qualification.

Pathway
Upon successful completion of the Certificate IV in Frontline Management—traineeship you may apply for exemptions into the Diploma of Management.

You may also be eligible to undertake further studies in business programs offered by RMIT, subject to meeting entrance requirements.

Further information
Sylvia Baroutis
Business TAFE School
Tel. 03 9925 5469
Email: sylvia.baroutis@rmit.edu.au

LAUNDRY OPERATIONS

C3223 Certificate III in Laundry Operations—apprenticeship
Duration: FT3 or PT6
National code: LMT31107
www.rmit.edu.au/programs/c3223

BRUNSWICK CAMPUS

This program is suited to people working in the laundry industry. Operators carrying out tasks such as ironing or finishing, washing and rewash are ideally suited to undertaking this program.

Delivery
This program is generally delivered through on-the-job training in the workplace.

What you will study
The following are examples of courses offered:
» Apply quality standards
» Basic conditioning and/or drying processes
» Basic finishing operation
» Basic linen rewash
» Basic machine operation
» Collect, receive and sort product
» Control washing machine advanced
» Control washing machine operation—preliminary
» Coordinate/process products for storage/despatch—advanced
» Coordinate/process products for storage/despatch—preliminary
» Follow defined occupational health and safety policies and procedures
» Participate in, lead and facilitate work teams
» Production conditioning and/or drying processes
» Production finishing equipment operations
» Production linen rewash
» Production washing machine operation

Career outlook
Apprentices are prepared for a range of production careers such as laundry hand, laundry supervisor. There are opportunities for experienced people to buy and own a laundry.

Professional recognition
This certificate is nationally accredited and is recognised by laundry associations.

Further information
Liz Debono
School of Fashion and Textiles
Tel. 03 9925 9102
Email: liz.debono@rmit.edu.au

Legend: FT—Full-time (number of years), PT—Part-time (number of years).
‘The IT cadetship combines the best of business and IT. The classes are updated to align with trends in the IT environment, which means that the information is always relevant.

‘The program has taught me a lot about how communications are conducted in the workplace and has shown me that IT is not just about desktops and laptops. I have learnt about the inner workings of complex systems which will give me an edge in my future career.

‘RMIT has given me the opportunity to grow as an individual and has allowed me to expand my horizons by meeting people from all over the world.

‘After interesting and challenging work placements as a technical support trainee for the City of Greater Dandenong, I was recruited by the 370 Degrees Group.’

Robert Hing Chan
Certificate IV in Information Technology (Networking) — traineeship
INFORMATION TECHNOLOGY

C3186 Certificate III in Information Technology — traineeship

Duration: PT1–1.5
National code: ICA30105
www.rmit.edu.au/programs/c3186

CITY CAMPUS

RMIT is committed to offering information technology qualifications in a variety of learning settings, including school-based and workplace traineeships. This delivery mode is a way for you to acquire training and skills to progress in your chosen career.

There are benefits similar to, and in addition to, studying similar qualifications solely in the classroom. As a 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.

As traineeships are delivered in the workplace as well as at RMIT, you may conduct your studies online, as part of a block release from work (one week, six times or more a year), day release (one day per week) or a combination of the above.

Delivery

Training and assessment will primarily be undertaken in your workplace, supported by online resources. Work skills developed during your employment will be used for assessment and supported with a range of training options, including online learning. Regular visits from a workplace assessor will keep your progress on track. Classroom attendance for trainees at the City campus can be negotiated based on relevant needs. School-based trainees must attend timetabled classes at RMIT. These are dispersed throughout the year so as not to conflict with secondary school attendance.

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

What you will study

Studying information technology will provide you with a springboard for your future success, giving you introductory skills that are highly valued by today’s employers. You will develop a range of IT skills, including the ability to use business computer applications, troubleshoot PC performance and introductory networking capability. You will also learn how to write simple macros, participate in occupational health and safety processes and organise and store data.

The following are examples of courses offered:

» Apply occupational health and safety procedures
» Care for computer hardware
» Connect internal hardware components
» Create user documentation
» Customise packaged software
» Develop macros and templates
» Install and manage network protocols
» Install and optimise an operating system
» Maintain equipment and software
» Manage customer relationships
» Migrate to new technology
» Provide advice to clients
» Provide basic system administration
» Run standard diagnostic tests
» Use advanced features of computer applications

Career outlook

Trainees are prepared for a variety of support roles in the IT sector. Jobs may include basic personal computer (PC) support, basic network/system administration or first level help desk roles.

Professional recognition

The Certificate III in Information Technology — traineeship is a nationally recognised qualification. This program develops your ICT knowledge and skills and builds on your experience. While enrolled in this program, training for ICT practice, you can apply to become an Associate Member of the Australian Computer Society (AACS) provided you are over the age of 16.

www.acs.org.au

Pathway

Graduates of the Certificate III in Information Technology — traineeship can consider entry into the Diploma of Information Technology (General).

Further information

Swati Dave
Business TAFE School
Tel. 03 9925 5811
Email: swati.dave@rmit.edu.au

Legend: FT — Full-time (number of years), PT — Part-time (number of years).
AEROSKILLS (VET/VCAL)

C2198  Certificate II in Aeroskills—pre-apprenticeship
Duration: PT1 (200 hours)
National code: MEA20407
www.rmit.edu.au/programs/c2198

CITY CAMPUS
Aeroskills is basic training in the field of aircraft maintenance. You will learn the basics of aircraft repair and the importance of keeping a log of work and the tracking of parts. Safety is stressed at all points of the training, not only personal safety but the airworthiness of the component that you may be working on.

A pre-apprenticeship can increase your chance of getting a job. It gives you the chance to learn basic skills and gain an understanding of the industry before you start an apprenticeship.

Delivery
This program may be conducted through an auspice arrangement between a local secondary school and RMIT. The program is a part-time program, usually one day per week, delivered as part of a normal VET or VCAL schools-based program.

The program consists of theory classes and practical workshops conducted at RMIT. Students will be assessed for the above competencies through a variety of methods including practical projects, assignments, tests and other assessments deemed appropriate to evaluate skills and knowledge.

What you will study
The Certificate II in Aeroskills—pre-apprenticeship will give you basic skills in aircraft maintenance. You will also learn how to mark out correctly, calculate bends, cut materials for aircraft repairs and the correct way to rivet components onto aircraft structures.

The class will involve theory as well as practical components that will give you a head start into an aircraft maintenance apprenticeship.

The following are examples of units offered:

» Basic computer operations
» Basic workplace calculations
» Carry out mechanical cutting
» Drawing and plan interpretation
» Follow security procedures
» Interpretation and use of industry manuals
» OHS practices
» Safe use of hand-held power tools
» Safe use of hand tools
» Working effectively with others

Career outlook
An apprenticeship in aircraft maintenance can lead to being qualified as a licensed aircraft maintenance engineer. This allows a person to sign off the airworthiness of an aircraft and offers that person the freedom to work around the world. You may work on small aircraft, large jets or helicopters, depending on your training and licence.

Professional recognition
The award is an Aeroskills Training Package qualification and is nationally accredited under the Australian Qualification Framework. It is an industry recognised qualification.

Pathway
The Certificate II in Aeroskills—pre-apprenticeship will give you advanced standing into the Certificate IV in Aeroskills, which is the training required for an aeroskills apprenticeship.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

ELECTRICAL ENGINEERING

CS254  Diploma of Electrical Engineering—apprenticeship
Duration: FT2 or PTA
National code: UEE50407
www.rmit.edu.au/programs/c5254

CITY CAMPUS
This post-trade qualification provides skills and competencies to enable students to develop, select, commission, maintain and diagnose faults/malfunctions on advanced electrical equipment and systems.

At the completion of this qualification, you will be able to perform a range of electrical engineering duties at the para-professional level with minimum supervision. Embedded within this qualification are all competencies attributed to an electrician. Graduates are able to sit licensing examinations conducted by the relevant regulatory bodies to qualify as a licensed electrician.

You must be under a contract of training with a qualified electrician to achieve the completion requirements of this program. The program is a ‘tripartite’ arrangement between the student, the organisation or enterprise and RMIT to enable ongoing learning and skills development on the job. This arrangement must be maintained and is evidenced by the student through the completion of a portfolio of evidence through online profiling. Profiling is an innovative approach to gathering information about the on-the-job work experiences, and demonstrates the skills and knowledge you have acquired in practical workplace situations.

Job prospects are very strong in this field of study.

Delivery
Blended delivery of on- and off-the-job.

What you will study
This program delivers training in electrical systems, electrical design, programmable logic controllers, supervisory control and data acquisition systems and electrical engineering management.

Specialisation streams include programmable control systems, industrial control, motor control, electrical design, and renewable energy.

The following are examples of courses offered:

Core competency units

» Compile and produce an electrotechnology report
» Implement and monitor OHS policies and procedures
» Participate in development and follow a personal competency development plan
» Verify compliance and functionality of general electrical installations
» Write specifications for electrical engineering projects
**ELECTRICAL—INSTRUMENTATION**

**C4232 Certificate IV in Electrical (Instrumentation)—apprenticeship**

**Duration:** PT5  
**National code:** UEE40407  
**www.rmit.edu.au/programs/c4232**

**CITY CAMPUS**

The electrotechnology industry includes electrical engineering, industrial measurements and control, electrical appliances servicing, electronic and radio communication equipment and wiring installation.

The apprenticeship encompasses all tasks associated with electrical wiring, incorporating planning, installation, testing, calibration, repair and maintenance of process control and scientific instruments.

There are employment opportunities in the following areas: lighting, general power, fire protection and security, robotics, automated process systems, instrumentation (food processing, water, petrochemical and manufacturing), optical data and voice systems, and electrical motors and control systems.

This certificate is based on the qualifications contained in the Electrotechnology Training Package.

Students are either direct entry apprentices, or tradespeople or professional engineers wishing to study the instrumentation components of this program as a post trade program.

**Delivery**

You will attend RMIT’s City campus one day per week.

Alternatively you may attend a block release, which consists of five consecutive days on a monthly roster.

Delivery on-the-job depends on your location and specific field of employment, e.g. mines.

Apprentices will be individually advised on makeup of the on- and off-the-job components of training.

**What you will study**

The first three years of your apprenticeship will cover the electrical component, and the remaining two years will cover the instrumentation component.

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

Activities in instrumentation include the maintenance, installation, calibration, commissioning and modification of instruments, measuring devices and associated equipment that form part of a system or process.

The following are examples of courses offered:

» Circuit protection requirements  
» Electrical installation applications  
» Electrical laboratory simulations  
» 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, converters, transducers  
» Workplace profile interview and reports  
» Workshop applications for electricians

**Career outlook**

Job prospects are very strong in this field of study. This program will allow you to qualify as a certificate IV electrician and instrumentation technician.

Job opportunities exist in a wide range of industries including:

» food processing  
» petrochemical  
» manufacturing  
» residential  
» commercial  
» construction  
» heavy industries.

The qualification will equip you with the skills required to undertake work including electrical wiring, incorporating planning, installation, testing, calibration, repair and maintenance of process control and scientific instruments.

**Professional recognition**

This is a nationally recognised trade qualification recognised by both the electrical and instrumentation industries. On successful completion of the electrical component, you can submit for an electrician’s licence in any state or territory of Australia.

**Pathway**

Students who have completed the Certificate III in Electrotechnology Electrician or recognised equivalent, or who hold a recognised A-class electrical licence may be eligible to apply for recognition of prior learning (RPL) for stage 1–3 of this program.

**Further information**

School of Engineering (TAFE)  
Tel. 03 9925 4468  
Email: engineering-afe@rmit.edu.au

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**Legend:**  
FT—Full-time (number of years), PT—Part-time (number of years).
ELECTRICAL—SYSTEMS ELECTRICIAN

C4269 Certificate IV in Electrical (Systems Electrician)—apprenticeship

Duration: FT1 or PTA
National code: UEE40607
www.rmit.edu.au/programs/c4269

CITY CAMPUSS

This post-trade qualification provides skills and competencies to enable you to develop, select, commission, maintain and diagnose faults/malfunctions in advanced electrical equipment and systems.

At the completion of this qualification, you will be able to perform a range of electrical engineering duties at the para-professional level with minimum supervision. Embedded within this qualification are all competencies attributed to an electrician. Graduates are able to sit licensing examinations conducted by the relevant regulatory bodies to qualify as licensed electricians.

You must be under a contract of training with a qualified electrician to achieve the completion requirements of this program. The program is a ‘tripartite’ arrangement between the student, the organisation or enterprise and RMIT to enable ongoing learning and skills development on the job. This arrangement must be maintained and is evidenced by the students through the completion of a portfolio of evidence through an online profiling. Profiling is an innovative approach to gathering information about the on-the-job work experiences and demonstrates the skills and knowledge students have acquired in practical workplace situations.

Delivery
Blended delivery of on- and off-the-job.

What you will study
This program delivers training in electrical systems, electrical design, programmable logic controllers and data acquisition systems.

Career outlook
This qualification gives employees who are ‘A’ class electricians an opportunity to up skill in their area of expertise. Job prospects are very strong in this field.

Professional recognition
This is a post-trade qualification nationally recognised by the electrical industry.

Pathways
Students who have completed Certificate III in Electrotechnology Electrician or recognised equivalent, or who hold a recognised A-class electrical licence may be eligible to apply for recognition of prior learning (RPL) for stage 1–3 of this program.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

Receive training in electrical systems, electrical design, programmable logic controllers and data acquisition systems.

Electrotechnology

C2169 Certificate II in Electrotechnology—pre-vocational

Duration: FT14 wks or PT1 or PT2
National code: 21887VIC
www.rmit.edu.au/programs/c2169

CITY CAMPUSS

This program is structured to assist people to gain an edge when competing for employment as an apprentice or trainee in the electrical, instrumentation and electronics fields.

Delivery
» Attend TAFE—14 weeks full-time
» VCAL program available through secondary schools—one year part-time
» VET in schools available through secondary schools—two years part-time

What you will study
The following are examples of courses offered:

» Attach cords and plugs to electrical equipment for connection to a single phase 250 volt supply
» Carry out preparatory electrotechnology work activities
» Conduct in-service safety testing of electrical cord assemblies and cord connected equipment
» Dismantle, assemble and fabricate electrotechnology components
» Document occupational hazards and risks in electrical
» Fix and secure equipment
» Identify and select components/accessories/materials for electrotechnology work activities
» Perform computation
» Produce routine products for carrying out electrotechnology work activities
» Provide basic sustainable energy solutions for energy reduction in domestic premises
» Set up and test residential audio/video equipment
» Solve problems in extra-low voltage single path circuits
» Solve problems in multiple path DC circuits
» Use drawings, diagrams, schedules and manuals

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

This program provides training in electrical systems, electrical design, programmable logic controllers and data acquisition systems.
ELECTROTECHNOLOGY—
ELECTRICIAN

C3215 Certificate IV in Electrotechnology (Electrician)—apprenticeship

Duration: PT4
National code: UEE30807
www.rmit.edu.au/programs/c3215

CITY CAMPUS

The electrotechnology industry includes electrical engineering, industrial measurements and control, electrical appliances servicing, electronic and radio communication equipment and wiring installation.

There are employment opportunities in the following areas: lighting, general power, fire protection and security, robotics, automated process systems, instrumentation (food processing, water, petrochemical and manufacturing), optical data and voice systems, and electrical motors and control systems.

This certificate is based on the qualifications contained in the Electrotechnology Training Package.

On successful completion, you can submit for an electrician’s licence in any state or territory of Australia.

What you will study

Activities include the installation, maintenance and modification of electrical components, wiring, equipment and systems that are used throughout buildings, and manufacturing applications.

The following are examples of courses offered:

» Circuit protection requirements
» Electrical installation applications
» Electrical laboratory simulations
» 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

Legend: FT—Full-time (number of years), PT—Part-time (number of years)
ENGINEERING (CAD, CAM, CMM)

C4196  Certificate IV in Engineering (CAD, CAM, CMM)—apprenticeship
Duration: PT1 (360–400 hours)
National code: MEM40105
www.rmit.edu.au/programs/c4196

CITY CAMPUS

This program is delivered on campus over the duration of one year. It focuses on manufacturing, design and measurement utilising the latest software and equipment used in industry today.

Delivery
Face-to-face, self paced learning.

What you will study

In this program you will study two and three dimensional (2D/3D) computer assisted design (CAD), also utilising this software to develop engineering drawings from 3D CAD models. Computer assisted machining (CAM) 2D and 3D follows on from the CAD, where the CNC programs developed will be tested and run. Then coordinate measurement machines (CMM) are programmed and run to measure machined components’ size and geometric tolerance.

The following are examples of courses offered:
- Create 2D code files using computer aided manufacturing system
- Create 2D drawings using computer aided design system
- Create 3D code files using computer aided manufacturing system
- Create 3D models using computer aided design system
- Measure components using coordinate measuring machine
- Prepare basic engineering drawing
- Program coordinate measuring machine
- Set and operate coordinate measuring machine

You will learn to model in 3D.

Career outlook
This program is designed to progress and expand employment options for individuals employed in the mechanical engineering trade in the industry of manufacturing and maintenance.

Professional recognition
The award is a Metal and Engineering Training Package qualification and is nationally accredited under the Australian Qualifications Framework. It is an industry-recognised qualification.

Pathway
This qualification contributes towards higher-level outcomes in the Metal and Engineering Training Package, such as diploma and advanced diploma.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

ENGINEERING—ADVANCED TRADE

CS204  Diploma of Engineering (Advanced Trade)—apprenticeship
Duration: PT5*
* Five years part-time for newly employed apprentices or two years part-time for those who have already completed an engineering apprenticeship.
National code: MEM50105
www.rmit.edu.au/programs/c5204

CITY CAMPUS

The Diploma of Engineering (Advanced Trade)—traineeship is designed for an existing engineering tradesperson to further their qualification in a specialised area of the engineering trade, as well as a newly employed apprentice whose employer registers them for an apprenticeship over five years. The graduating person may specialise in fluid power, CADCAM, CAD, specialist machining, CNC, maintenance or mechatronics depending on the competencies being assessed.

Delivery
The program is delivered with both on-the-job and off-the-job training components.

What you will study

The program delivery entails practical activity, starting with the development of fundamental skills to manipulate metal and manufacturing; progressing through to more advanced technical machining skills such as CAD/CAM; and finally the design and development of engineering materials.

The following are examples of courses offered:
- Apply basic electro and control scientific principles and techniques in mechanical and manufacturing engineering situations
- Apply basic scientific principles and techniques in mechanical engineering situations
- Apply mechanical engineering fundamentals to support design and development of projects
- Operate and monitor machine/process
- Use CAD to create and display 3D models
- Use computer aided drafting systems to produce basic engineering drawings
- Use of hand tools

School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au
Specialise in fluid power, CADCAM, CAD, specialist machining, CNC and maintenance of mechatronics.

Career outlook
As a skills shortage area, all areas of study will be highly sought after by industry. Good CNC operators and CADCAM programmers are in great demand. Team leader, supervisor and production foreperson are possible positions after completion of the program.

Professional recognition
This award is a Metal and Engineering Training Package qualification and is nationally accredited under the Australian Qualifications Framework. It is an industry-recognised qualification.

Pathway
The completion of this program may give credits and direct entry into the Advanced Diploma of Engineering and Associate Degree in Engineering Technology.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

ENGINEERING—ELECTRICAL/ ELECTRONIC TRADE
C3188 Certificate III in Engineering (Electrical/Electronic Trade) — apprenticeship
Duration: PT3 (960 hours)
National code: MEM30405
www.rmit.edu.au/programs/c3188

CITY CAMPUS
The electrotechnology industry includes electrical engineering, industrial measurements and control, electrical appliances servicing, electronic and radio communication equipment and wiring installation.

Typical work activities include the maintenance, calibration, installation and modification of electronic equipment, measuring devices and associated equipment that is part of a system or process.

This certificate is based on the qualifications contained in the Metals Training Package.

Delivery
You will attend RMIT's City campus, 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.

What you will study
You will gain practical training in electrical and electronics installation, repair and maintenance work.

This includes assembly, modification, testing, fault-finding, and commissioning electrical and electronic systems, components, and assemblies.

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

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

There are employment opportunities in the following areas: lighting, general power, fire protection and security, robotics, automated process systems, instrumentation (food processing, water, petrochemical and manufacturing), optical data and voice systems, and electrical motors and control systems.

Industry involving ever-increasing control technology is opening the doors for electronics tradespeople.

Professional recognition
This is a nationally-endorsed training program that is recognised by the electronics industry.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

Legend: FT—Full-time (number of years), PT—Part-time (number of years).
ENGINEERING—MECHANICAL TRADE

C3190 Certificate III in Engineering (Mechanical Trade)—apprenticeship
Duration: PT3 (960 hours)
National code: MEM30205
www.rmit.edu.au/programs/c3190

CITY CAMPUS

This apprenticeship is for people employed as apprentice mechanical fitters and machinists in the manufacturing, engineering and related industry areas. Workers in these fields are involved in the construction, operation and maintenance of machines, manufacturing equipment, and mechanical facilities.

Delivery
You will attend RMIT’s City campus one day a week, 40 weeks a year, for three years or workplace training options are also available. Early release is possible if all training requirements have been met and your school, your employer and you agree that your training is completed.

What you will study
Over the course of your apprenticeship you will gain the skills required to work as a mechanical tradesperson. Skills and knowledge in workplace communication and occupational health and safety are developed. Apprentices develop an understanding of quality procedures, systems and planning, engineering measurement, computations and computer technology.

You will also gain industry-specific skills in mechanical fitting and machining that are relevant to your current or intended employment. The following are examples of courses offered:

Core courses
» Apply principles of occupational health and safety in the work environment
» Apply quality procedures
» Apply quality systems
» Assist in the provision of on-the-job training
» Interact with computing technology
» Organise and communicate information
» Perform computations
» Perform engineering measurements
» Plan a complete activity
» Plan to undertake a routine task
» Work with others in a manufacturing, engineering or related environment

You will gain the skills to work as a mechanical tradesperson with industry-specific skills in mechanical fitting and machining.

Career outlook
Fitting and machining apprentices may go on to specialise in areas such as mechanical handling, toolmaking, maintenance or mechatronics. You may also like to travel and work on oil rigs or in the mining industry or take your skills overseas where they will be in high demand because of your knowledge and training. The Federal Government has listed fitting and machining as a trade in demand therefore job opportunities may be limitless, depending on your knowledge and needs. Supervision, company ownership, and a career in education can all be accessed from a fitting and machining apprenticeship.

Professional recognition
This award is a Metal and Engineering Training Package qualification and is nationally accredited under the Australian Qualifications Framework. It is an industry-recognised qualification.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-afe@rmit.edu.au

FIRE PROTECTION

C3261 Certificate III in Fire Protection—apprenticeship
Duration: PT3
National code: CPC32808
www.rmit.edu.au/programs/c3261

CITY CAMPUS

This specialised apprenticeship program trains you to become a sprinkler fitter. Sprinkler fitters install and maintain fire protection systems in both domestic and commercial buildings. On completion of this program students will be required to sit the Plumbing Industry Commission registration exam to become a registered sprinkler fitter.

Delivery
This program is delivered face-to-face. You will attend RMIT’s City campus for one week block release classes. You attend nine blocks in year one and four blocks in years two and three.

What you will study
The following are examples of courses offered:
» Carry out interactive workplace communication
» Carry out levelling
» Carry out OHS requirements
» Cut and join sheet metal
» Cut with oxy-LPG/acetylene
» 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

Career outlook
Apprentices completing this program may find employment throughout Australia as sprinkler fitters in a range of fire protection firms connected with the building industry.

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

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-afe@rmit.edu.au
The Certificate II in Engineering Studies (Fitting and Machining)—pre-apprenticeship is designed to prepare you for an apprenticeship in the mechanical engineering industry. It can lead to apprenticeships in:

» fitting and machining
» refrigeration and air-conditioning.

Workers in these fields are involved in the construction, operation and maintenance of machines, manufacturing equipment, and mechanical facilities.

The pre-apprenticeship will give you basic skills and experience in the manufacturing industry as a trades assistant, and allow you to explore potential career paths in:

» mining industry
» supervision
» food industry
» automotive industry
» tooling industry.

A pre-apprenticeship can increase your chance of getting a job. It gives you the chance to learn basic skills and gain an understanding of the industry before you start an apprenticeship.

Delivery
You will attend RMIT’s City campus five days a week.

What you will study
The pre-apprenticeship will give you basic skills in the world of an engineering tradesperson. You will learn basic hand skills with the file and the hacksaw, as well as learning basic machining skills on lathes, mills and grinders.

You will also learn electrical fundamentals, basic drawing and CAD drafting, and discover career options in this industry.

The program is practically oriented, with emphasis on the student being able to follow through with a project from inception to completion.

The following are examples of courses offered:

» Apply basic computational principles in engineering work activities
» Apply electrotechnology principles in an engineering work environment
» Apply principles of occupational health and safety in a work environment
» Create engineering drawings using a computer-aided system
» Develop an individual career plan for the engineering industry
» Handle engineering materials
» Perform basic fabrication techniques
» Produce basic engineering components and products using fabrication and machining
» Produce basic engineering sketches and drawings
» Use basic engineering concepts to plan the manufacture of engineering components
» Use computers for engineering-related work activities
» Use hand tools
» Use power tools/hand-held operations.

Career outlook
The program provides students with skills and knowledge to begin an apprenticeship in fitting and machining, refrigeration and air-conditioning.

Fitting and machining apprentices may go on to specialise in areas such as mechanical handling, toolmaking, maintenance or mechatronics. You may also like to travel and work on oil rigs or in the mining industry, or take your skills overseas where they will be in high demand because of your knowledge and training.

Refrigeration and air-conditioning apprentices are employed in building services (air-conditioning, cool rooms, pipe and duct layouts, chillers etc.) and consumer products (refrigerators and freezers).

You may work on ships, in transport, specialise in cooling systems in restaurants or hotels or repair refrigerators or air-conditioners in the home.

Professional recognition
The program is recognised by the National Quality Council of Australia.

Pathway
Successful completion of this program can lead directly to entry level employment or a work-based apprenticeship, traineeship or cadetship in the field of engineering or related industries.

Alternatively, you may choose to receive advanced standing for fitting and machining apprenticeship programs, which can lead to higher level studies.

This program can also provide a pathway into other vocational programs, including diploma or advanced diploma in engineering.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering- tafe@rmit.edu.au
INSTRUMENTATION AND CONTROL

C3214 Certificate III in Instrumentation and Control—apprenticeship

Duration: PT4
National code: UEE31207
www.rmit.edu.au/programs/c3214

This certificate is based on the qualifications contained in the Electrotechnology Training Package.

Delivery
You will attend RMIT’s City campus, 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.

What you will study
The apprentice will give you skills in the maintenance, installation, calibration, commissioning and modification of instruments, measuring devices and associated equipment that form part of a system or process.

You will also learn the underpinning concepts in order to perform the above-mentioned skills.

In addition to the below core units, a selection of stream core and elective units, depending the field, is undertaken.

The following are examples of courses offered:

Core units
- Install and set up transducers and sensing devices
- Install process control apparatus and associated equipment
- Install process instrumentation and control cabling and tubing
- Participate in instrumentation and control work and competency development activities
- Select equipment for process control systems
- Set up and adjust process control loops
- Solve problems in density/level measurement systems
- Solve problems in extra-low voltage single path circuits
- Solve problems in flow measurement systems
- Solve problems in multiple path DC circuits
- Solve problems in pressure measurement systems
- Solve problems in process controllers, transmitters and converters
- Solve problems in temperature measurement systems
- Troubleshoot frequency dependent circuits
- Use drawings, diagrams, schedules and manuals
- Verify compliance and functionality of process control installations

Career outlook
This qualification enables you to work in research and development laboratories, manufacturing organisations, food processing organisations, water and energy utilities, and chemical manufacturing organisations.

There are employment opportunities in the following areas: lighting, general power, fire protection and security, robotics, automated process systems, instrumentation (food processing, water, petrochemical and manufacturing), optical data and voice systems, and electrical motors and control systems.

Professional recognition
This is a nationally endorsed training program that is recognised by the instrumentation industry.

Pathway
Credit may be available if you have undertaken a pre-apprenticeship in electrotechnology.

Further information
School of Engineering (TAFE)
Tel. 03 9095 4468
Email: engineering-tafe@rmit.edu.au

PLUMBING

C2145 Certificate II in Plumbing—pre-apprenticeship

Duration: FT15 wks
National code: 22138VIC
www.rmit.edu.au/programs/c2145

This pre-apprenticeship program is designed for people who are considering a career in the plumbing industry. It prepares you for employment as apprentices in the plumbing trade.

The pre-apprenticeship in plumbing provides skills and knowledge to enhance employment prospects. It helps to develop social and personal skills relevant to the workplace, as well as providing an understanding of the nature of the work and conditions.

You will gain a recognised qualification and, where appropriate, credit towards the Certificate III in Plumbing—apprenticeship.

Delivery
This program is delivered at RMIT’s City campus over 15 weeks.

What you will study
The pre-apprenticeship will give you sound knowledge of the fundamental skills and practices associated with plumbing. You will also gain an overview of the plumbing industry, including expectations and how to progress within the industry.

You will gain basic understanding and skills within the classroom. Workshop classes will develop your understanding of welding, sheet metal, roofing, drainage, sanitary, water and gas principles. These will also be practised in your work placements.

This program consists of 19 core courses. The following are examples of topics covered:
- Basic welding
- Career pathways
- Measurements and calculations
- Plumbing power and hand tools
- Reading building plans
- Sheet metal practices
- Workplace communication
- Work safely in the construction industry (construction induction (CI) card)
You will gain sound knowledge and fundamental skills to enhance your employment as a plumbing apprentice.

Career outlook
This program prepares you for work in the plumbing industry as well as giving you the confidence and knowledge to attain an apprenticeship.

Plumbing tradespeople may be self-employed, employed in small firms, or employed in large construction firms.

Most plumbers are employed by plumbing firms to install and repair plumbing systems. They install equipment such as boilers, pumps, heating and cooling systems, natural gas appliances, water tanks, solar heating systems, sinks, basins and showers.

Professional recognition
This program is recognised by plumbing associations and organisations, such as Master Plumbers and Communications Employees Plumbers Union.

Pathway
On successful completion of this program, students may gain partial credit in the Certificate III in Plumbing—apprenticeship.

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering- tafe@rmit.edu.au
PLUMBING (GENERAL AND MECHANICAL)
C3269 Certificate III in Plumbing—apprenticeship
Duration: PT3
National code: CPC32408
www.rmit.edu.au/programs/c3269
CITY CAMPUS
At RMIT the plumbing apprenticeship offers you two options to choose from—general and mechanical.
In the general apprenticeship you will specialise in gas fitting, water, sanitary, roofing and drainage.
In the mechanical apprenticeship you will specialise in gas fitting, water, sanitary, roofing, drainage and mechanical services.
While you work, you may have the opportunity to be assessed in your workplace for some of your competencies. Feedback from work supervisors and others in the workplace can be used as evidence of competency, and an RMIT assessor can visit your workplace to observe your work practice.

Delivery
Delivery is by block release.

What you will study
The apprenticeship will give you sound knowledge of the fundamental skills and practices associated with plumbing.
You will study five streams of plumbing—drainage, gas and roofing, in addition to the mandatory areas of sanitary and water. You may choose to study a mechanical stream, which will require completion of an additional stage.
This program requires you to complete 35 courses in each of the first two stages; 13 courses in stage three; and if you choose the mechanical stream (stage four), this will require the completion of an additional 14 courses.
The following are examples of the courses offered:
» Fusion pipe welding
» Gas principles
» Installation of sanitary systems
» Levelling
» Measurement and calculation
» Mechanical principles
» Plumbing standards and regulation
» Roof safety and installation

You will gain sound knowledge of the fundamental skills and practices associated with plumbing.

Career outlook
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.
They install equipment such as:
» boilers
» pumps
» heating and cooling systems
» natural gas appliances
» water tanks
» solar heating systems
» sinks, basins and showers.

Professional recognition
Apprentices can apply for registration with the Plumbing Industry Commission to become a registered plumber.

Pathway
After completing an apprenticeship in plumbing, RMIT offers qualified plumbers two licensing programs:
» Certificate IV in Plumbing and Services
» Certificate IV in Commissioning and Balancing HVAC Systems

Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

REFRIGERATION AND AIR-CONDITIONING
C2157 Certificate II in Engineering (Refrigeration and Air-conditioning)—pre-apprenticeship
Duration: FT14 wks
National code: MEM20105
www.rmit.edu.au/programs/c2157
CITY CAMPUS
The Certificate II in Engineering (Refrigeration and Air-conditioning)—pre-apprenticeship is designed to prepare you for an apprenticeship in the dynamic and competitive mechanical engineering industry.
It will give you the practical skills and knowledge to start your career and can provide pathways into other vocational programs and further studies up to diploma level.
Refrigeration and air-conditioning is a diverse trade, and qualified mechanics can work across a number of areas, including:
» building ventilation
» domestic appliance servicing
» commercial food storage
» air-conditioning
» transport refrigeration
» industrial processing systems
» mechanical maintenance
» fault finding.
A pre-apprenticeship can increase your chance of getting a job. It gives you the chance to learn basic skills and gain an understanding of the industry before you start an apprenticeship.

Delivery
You will attend classes four days a week for 14 weeks.
You will be taught in a combination of workshop and theory classes, with an emphasis on hands skills.

What you will study
The pre-apprenticeship will give you basic skills in the trade of a refrigeration mechanic.
You will also learn how to work safely within the work environment while studying for your construction induction card (CI card) while discovering the basic knowledge to kick start your career in a rewarding industry.
Workshop classes will develop your hand skills, while electrical classes will teach you the basics behind circuitry and drawing classes and refrigeration fundamentals will allow you to step into an apprenticeship with the knowledge that will make you an asset to your employer.
The following are examples of courses offered:
» Apply principles of occupational health and safety in the work environment
» Dismantle, replace and assemble engineering components
» Perform brazing and/or silver soldering
» Perform electrical/electronic measurement
» Perform engineering measurements
» Perform routine gas metal arc welding
» Test, recover, evacuate and charge refrigeration systems
» Use hand tools
» Use power tools/hand-held operations
» Work with others in a manufacturing, engineering or related environment

Construction induction card (CI card)

During the course of your studies you will be given the opportunity to obtain a CI card. This is a separate program, which upon successful completion will enable you to work safely in the construction industry. The program is for people working in or who will be working on building sites, including trainees, apprentices and tradespeople. A separate fee of approximately $80 will be applied.

Career outlook

After completing the pre-apprenticeship you will be ready to begin your refrigeration and air-conditioning apprenticeship. You may work as a commercial refrigeration mechanic on shipping containers, trucks or industrial installations, or work in the air-conditioning side doing domestic or industrial air flow solutions. On completion of an apprenticeship, you may wish to work for a company or work for yourself. The opportunity is what you make it.

Professional recognition

The Certificate II in Engineering (Refrigeration and Air-conditioning)—pre-apprenticeship is recognised by the National Quality Council of Australia. It is recognised within the industry for apprenticeship purposes and is a requirement to obtain a trainee refrigerant gas handler’s licence.

Pathway

Graduates of this pre-apprenticeship will receive exemptions from the first year of study in the Certificate III in Engineering (Mechanical Trade)—apprenticeship at RMIT.

Further information

School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

REFRIGERATION AND AIR-CONDITIONING

C3224   Certificate III in Refrigeration and Air-Conditioning—apprenticeship
Duration: PT2 (960 hours)
National code: UEE31307
www.rmit.edu.au/programs/c3224
CITY CAMPUS

C3190   Certificate III in Engineering (Mechanical Trade)—apprenticeship
Duration: PT2 (960 hours)
National code: MEM30205
www.rmit.edu.au/programs/c3190
CITY CAMPUS

Refrigeration and air-conditioning is a diverse trade, and qualified mechanics can work across a number of areas including:
» building ventilation
» domestic appliance servicing
» commercial food storage
» air-conditioning
» transport refrigeration
» industrial processing systems
» mechanical maintenance
» fault finding.

Refrigeration and air-conditioning apprentices can work in building services (air-conditioning, pipe and duct layouts) and consumer products (washing machines and general domestic appliances).
Work can be found in offices, technical laboratories, workshops or onsite.

Delivery

You can choose to attend RMIT’s City campus one day a week for 40 weeks over the course of your apprenticeship.
Alternatively, you can undertake block release on-campus training, which requires you to attend for a total of eight weeks per year.

What you will study

The apprenticeship program includes national metal core competencies plus refrigeration, air-conditioning and electrical control.
You will learn the practical skills and knowledge to:
» 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.

Career outlook

Refrigeration mechanics assemble, install, service and repair industrial, commercial and domestic refrigeration and air-conditioning systems in many specialist areas.
Areas may include commercial food storage, air-conditioning, transport refrigeration and industrial processing systems.

Professional recognition

The Certificate III in Refrigeration and Air-Conditioning—apprenticeship is recognised by the Electrical Trades Union.

Further information

School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

Legend:  FT—Full-time (number of years), PT—Part-time (number of years).
SPATIAL INFORMATION SERVICES

C3529  Certificate III in Spatial Information Services—traineeship

Duration: PT1 (425 hours)
National code: CPP30109
www.rmit.edu.au/programs/c3529

CITY CAMPUS

Spatial information services are based on the collection, management and presentation of information related to surveying, mapping and geographical information systems.

These services are an integral part of local, state and national land management programs, building and construction projects, environmental studies, navigational systems and monitoring of emergency situations.

The traineeship provides the educational and practical training for a career in the surveying, mapping, and geographical information systems (GIS) industries.

The traineeship emphasises practical experience in the workplace, reinforced with on-campus learning using industry-standard equipment.

Delivery

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

Trainees will undertake six weeks of block release training spread over one year at RMIT’s City campus.

What you will study

The traineeship will introduce you to the basics of surveying practice and specifically cadastral surveying (title surveying).

You will develop practical skills in computing GIS and global positioning systems (GPS) using industry standard equipment.

You will use various surveying technologies and software for electronic data capture, processing and presentation.

Laws and legislation relevant to spatial information services are also covered, along with skills in business management, communication, and occupational health and safety.

You will gain practical experience in the workplace, reinforced with on-campus learning using industry standard equipment.

The following are examples of courses offered:

» 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

Career outlook

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.

Professional recognition

Trainees are eligible to apply for professional certification with the Spatial Sciences Institute. www.spatialsciences.org

Pathway

Trainees who successfully complete the certificate III may choose to continue in the following programs:

» Diploma of Surveying
» Diploma of Spatial Information Service

With suitable results, this may lead to the surveying and geospatial sciences degrees.

Further information

School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering-tafe@rmit.edu.au

TELECOMMUNICATIONS

C3270* Certificate III in Telecommunications—traineeship

Duration: PT18 wks
National code: ICT30210
www.rmit.edu.au/programs/c3270

* Program code is subject to change due to anticipated revision of the telecommunications training package at a national level.

CITY CAMPUS

Telecommunication cabling, data cabling and optical fibre installation are some of the main skills required for the upcoming National Broadband Network (NBN). These specialists skills now form the basis of this qualification. This certificate is one of a suite of qualifications developed as a part of the ICT10 training package to suit the NBN requirements. It also provides an entry to the certificate IV in telecommunications programs.

Delivery

This program is mainly face-to-face delivery. Classes are taught in a combination of lecture, tutorial, workshop, practical and laboratory sessions.

What you will study

The following are examples of courses offered:

» Coaxial cabling
» Environmentally sustainable work practices
» Follow OHS and environmental procedures and policies
» Optical fibre cabling for carriers
» Optical fibre cabling for customers
» Structured cabling
» Train customers
» Use electrical skills in telecommunications work
» Use hand and power tools
» Use of optical and RF instruments
» Work safely near power structures.
CITY CAMPUS
Telecommunications cabling, data cabling and optical fibre installation were previously undertaken by electricians. These specialist skills now form the basis of this qualification. This certificate is one of a suite of qualifications developed as a part of the ICT10 training package and provides an entry to the certificate III and certificate IV in telecommunications programs.
Certificate II represents completion of the training program only. On completion of six electives, 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 to your Cable Provider Rules (CPR).
Delivery
This program is mainly face-to-face delivery. Classes are taught in a combination of lecture, tutorial, workshop, practical and laboratory sessions.
What you will study
The following are examples of courses offered:
» Alter services to existing cabling systems
» Follow OHS and environmental policy and procedures
» Install cable support systems
» Install functional and protective telecommunications earthing system
» Organise and monitor cabling to ensure compliance with regulatory and industry standards
» Place and secure cable
» Terminate metallic conductor cabling
» Use hand and power tools
» Work effectively in a telecommunications technology team

Career outlook
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.
Professional recognition
Graduates can gain Cable Provider Rules (CPR) registration.
Pathway
Upon successful completion of this program, you may articulate into the Certificate III in Telecommunication.
Further information
School of Engineering (TAFE)
Tel. 03 9925 4468
Email: engineering- tafe@rmit.edu.au

Legend: FT—Full-time (number of years), PT—Part-time (number of years).
DENTAL ASSISTING

C3202 Certificate III in Dental Assisting—traineeship

Duration: PT1 (308 hours)
National code: HLT31807
www.rmit.edu.au/programs/c3202

CITY CAMPUS

This National Training Package qualification provides you with the underpinning knowledge and practical skills required to safely and effectively perform the entry level roles and responsibilities of a dental assistant. The program combines off-the-job training in the workplace. Educators from RMIT liaise closely with workplace supervisors to facilitate training that meets your individual learning needs.

Delivery
The program is delivered through:
» on-the-job training
» face-to-face classroom theory-based courses
» hands-on practical based workshops.
The program is delivered in four one-week blocks over the one-year duration of your traineeship.

What you will study
This traineeship involves on-the-job experience as a trainee in a public or private dental clinic, and off-the-job training. The on-the-job component occurs in your workplace and is a necessary part of achieving success in each course.
The off-the-job component is delivered in a combination of on- and off-campus study supported by self-paced learning materials facilitated through RMIT. This approach assists in developing the personal and vocational knowledge and skills required to work effectively as a dental assistant in general dental practice.
The following are examples of courses offered:
» Apply first aid
» Assist with administration in dental practice
» Assist with dental radiography
» Communicate and work effectively in health
» Comply with infection control policies and procedures in health work
» Participate in OHS processes
» Prepare for and assist with oral healthcare procedures
» Process reusable instruments and equipment in health work

Career outlook
Dental assistants are integral members of the dental health team and are employed extensively in private and public sector dental clinics. In general they work alongside the dental operator to assist in the provision of quality customer-focused oral healthcare for patients by providing chair-side assistance, maintaining the clinical environment in a safe and hygienic manner, supporting infection control practices, performing dental reception duties, and contributing to the administration of the practice.

Professional recognition
The Certificate III in Dental Assisting—traineeship is a nationally endorsed and recognised training program qualification that is supported and underpinned by a national health training package.

Further information
Eleanor Schroeder
School of Life and Physical Sciences
Tel. 03 9341 1403
Email: elanor.schroeder@rmit.edu.au

You will have access to the world-class Royal Melbourne Dental Hospital in Carlton.

DENTAL TECHNOLOGY

C5206 Diploma of Dental Technology—apprenticeship

Duration: PT3 (983 hours)
National code: HLT50507
www.rmit.edu.au/programs/c5206

CITY CAMPUS

This National Training Package qualification provides you with the underpinning knowledge and practical skills required to safely and effectively perform the entry level roles and responsibilities of a dental technician. The program combines off-the-job training in the workplace. Educators from RMIT liaise closely with workplace supervisors to facilitate training that meets your individual learning needs.

Delivery
The program is delivered through:
» on-the-job training
» face-to-face classroom theory-based courses
» hands-on practical based workshops.
The program is delivered in block release format of approximately 20 weeks attendance over the three-year duration of your apprenticeship.

What you will study
As a dental technician you will work behind the scenes using impressions taken by a dentist or dental prosthodontist. You will manufacture a range of appliances including full and partial dentures, crowns, bridges and orthodontic appliances.
The following are examples of courses offered:

Core courses
» Apply first aid
» Articulate models and transfer records
» Comply with infection control policies and procedures in health work
» Construct cast metal alloy removable partial denture framework
» Construct crown and bridge structures
» Construct custom impression trays
» Construct fixed restorations
» Construct immediate dentures
» Construct models
» Construct oral splints
» Construct orthodontic appliances
» Construct registration rims
» Construct removable acrylic partial dentures
» Construct simple complete removable acrylic dentures and appliances
» Construct thermoformed bases and appliances
» Contribute to OHS processes
» Join alloy structures
» Maintain an effective health work environment
» Organise personal work priorities and development
» Organise workplace information
» Repair and modify dentures and appliances
» Take tooth shades
NURSING (ENROLLED NURSE)

C5246 Diploma of Nursing (Enrolled/Division 2 nursing)—traineeship

Duration: PT3
National code: HLT51607
www.rmit.edu.au/programs/c5246

CITY CAMPUS

Enrolled nurses work under the direction and supervision of a registered nurse. They help to provide acute, preventative, curative and rehabilitative care and include administering intravenous medications and medication administration.

Enrolled nurses can work in a variety of areas including acute, general, medical, surgical, rehabilitation, palliative care, mental health, operating theatres, pediatric, community or aged care settings.

RMIT’s Diploma of Nursing (Enrolled/Division 2 nursing)—traineeship is national qualification, allowing you to work anywhere in Australia when registration is granted by the Australian Health Practitioner Regulation Agency (AHPRA).

The program also offers the opportunity to further your qualifications with a pathway into the Bachelor of Nursing degree.

Delivery
You will attend class full-time for the first two weeks and then one day per week after that.

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 you will study

Year one
You will learn through on-the-job training, theory-based courses and hands-on practical workshops.

Elective courses
» Construct indirect composite polymer fixed restorations
» Deliver and monitor a service to customers
» Maintain business resources
» Maintain financial records
» Take a clinical photograph
» Use business technology
» Work effectively with Aboriginal and/or Torres Strait Islander people
» Work effectively with culturally diverse clients and co-workers

Career outlook
Dental technicians provide support to dental personnel in public hospitals, and public and private dental laboratories and clinics. Graduates will be able to undertake work at the technical level in the following four main areas of non-clinical dental technology: denture construction; cast partial denture fabrication; orthodontics; and crown and bridge.

Professional recognition
The Diploma of Dental Technology—apprenticeship is a nationally endorsed and recognised training program qualification that is supported and underpinned by a national health training package (HLT07).

Further information
Mark Doherty
School of Life and Physical Sciences
Tel. 03 9341 1403
Email: mark.doherty@rmit.edu.au

The following are examples of courses offered:
» Apply effective communication skills in nursing
» Apply first aid
» Apply legal and ethical parameters to nursing practice
» Comply with infection control policies and procedures
» Confirm physical health status
» Contribute to occupational health and safety processes
» Implement basic nursing care
» Undertake basic client assessment
» Undertake basic wound care
» Work in the nursing profession

Year two
Second year will build on the skills and knowledge of first year.

Your analytical skills will be developed as you learn to help care for patients with acute and chronic conditions. You are also introduced to medication and intravenous administration.

The implementation of nursing care plans is taught, along with how to evaluate the care provided.

There is a greater focus on community care, mental health, aged care and medical/surgical nursing skills.

Cultural diversity and how to cope with challenging behavior is also covered.

You will also complete four weeks of clinical placements.

The following are examples of courses offered:
» 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.
Career outlook

There is a major demand for enrolled nurses in the healthcare sector. 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.

Professional recognition

Once you have completed the requirements of the nursing traineeship you can apply to the Nursing and Midwifery Board of Australia (Australian Health Practitioner Regulation Agency) for registration as an enrolled (division 2) nurse.

Pathway

Graduates may be eligible to apply for exemptions of up to one year from the following degree:

» Bachelor of Nursing

Further information

Bruce Killey
School of Life and Physical Sciences
Tel. 03 9925 4809
Email: bruce.killey@rmit.edu.au

OPTICAL DISPENSING

C4207 Certificate IV in Optical Dispensing—traineeship

Duration: PT1.5–2
National code: HLT43507
www.rmit.edu.au/programs/c4207

CITY CAMPUSS

Optical dispensers utilise their diverse skill sets and knowledge base as part of the rapidly developing and unique eyecare network.

Optical dispensers work closely with optometrists, ophthalmologists and other healthcare professionals to provide optimum solutions for eyecare and eyewear needs. They interpret ophthalmic prescriptions to provide patients with advice on spectacle frames, lens selection, contact lenses, sunglasses and safety eyewear.

Optical dispensers have a detailed understanding of spectacle frames and lenses and their performance characteristics and effects on vision. They are also trained to perform spectacle repairs and fitting of lenses into frames.

As Australia’s premier provider of optical dispensing training, with more than 40 years of experience, RMIT offers students the benefit of learning in a modern fully-equipped laboratory utilising the latest technology.

Delivery

Students attend 15 to 20 days on site at RMIT City campus over the course of the traineeship.

What you will study

The program is broken into three skills clusters, consisting of the following competencies.

» Administer a practice
» Communicate and work effectively in health
» Contribute to OHS processes
» Deliver and monitor a service to customers
» Dispense atypical prescriptions
» Dispense optical appliances and services
» Implement effective workplace relationships
» Manage a practice
» Market and promote optical products and services
» Organise personal work priorities and development
» Perform workshop skills and place orders
» Provide specific information to clients
» Sell products and services
» Work effectively in the ophthalmic industry

Off-campus, you will work through activities and assessment tasks in study area-specific workbooks. RMIT teaching staff will conduct workplace visits.

Assessment consists of a combination of workplace assessment, block attendance at RMIT, knowledge tests, projects, and completion of learning and assessment guides.

Career outlook

There are many career opportunities for optical dispensers, including:

» working in independent practices
» working in retail chain stores
» progressing into management/marketing/training
» business ownership
» franchise partnerships
» working overseas while travelling.

Trainees work with independent optometry practices or major dispensing corporations. They can progress into store management positions, or may move into marketing or training.

Optical dispensers may also work with major product manufacturers and/or wholesalers as company representatives.

Graduates can also continue to further studies (e.g. Certificate IV in Optical Technology).

Professional recognition

The Certificate IV in Optical Dispensing—traineeship is recognised throughout Australia and globally.

Further information

Timothy Haigh
School of Life and Physical Sciences
Tel. 03 9925 4846
Email: timothy.haigh@rmit.edu.au

You will benefit from a modern fully-equipped laboratory utilising the latest technology.

You will gain practical experience in fully-equipped mock nursing wards.
OPTICAL TECHNOLOGY

C4239 Certificate IV in Optical Technology—
traineeship

Duration: FT2
National code: HLT43707
www.rmit.edu.au/programs/c4239

CITY CAMPUS

The Certificate IV in Optical Technology—
traineeship provides a nationally recognised
qualification in the manufacturing of spectacle
lenses. Often called lens grinding and surfacing,
the program also includes the skills and
knowledge required for the edging and fitting
(glazing) of lenses to the wide variety of fashion
frames in today’s market.

The manufacture of spectacles is a specialist
field which involves many skills and, when
applied with the technology of modern optical
manufacturing processes and equipment,
provides a rewarding career.

Broad spectacle frame choice combined
with an almost endless variety of prescription
requirements and lens choices means that no
pair of glasses is the same, which provides a
unique variety for the technician.

RMIT has more than 40 years experience
in delivering optical training. As one of the
largest providers in Australia, RMIT’s facilities
and laboratories allow students to learn
technical skills on up-to-date, industry standard
equipment.

Delivery
You will attend 15 to 20 days on site at RMIT
City campus over the course of the traineeship.

What you will study
The following are examples of courses offered:
» Apply surface coatings to ophthalmic lenses
» Communicate and work effectively in health
» Contribute to OHS processes
» Edge and fit ophthalmic appliances
» Implement good manufacturing processes in
  the ophthalmic industry
» Organise personal work priorities and
development
» Perform technical procedures for the
  production of ophthalmic appliances
» Use business technology
» Work effectively in the ophthalmic industry
» Work effectively with others.

Career outlook
The career outlook for optical technicians
include:
» laboratory management
» lens technology advisors
» sales representatives
» corporate management teams
» optical equipment representation.

Professional recognition
The Certificate IV in Optical Technology—
traineeship is recognised throughout Australia
and globally.

Further information
Timothy Haigh
School of Life and Physical Sciences
Tel. 03 9925 4846
Email: timothy.haigh@rmit.edu.au

RMIT’s Vocational Dental Education Centre enables you to be exposed to the best facilities and latest
equipment available.

Legend: FT—Full-time (number of years), PT—Part-time (number of years).
Eligibility for a TAFE government subsidised place

At TAFE you will be offered a state government-subsidised place or a full-fee place.

If you are applying for a government-subsidised place in a TAFE program you will be required to provide information to establish your eligibility.

To check if you are eligible for a government-subsidised place, you can use the TAFE eligibility calculator located at www.rmit.edu.au/programs/apply/tafe/eligibility or see below for details.

Your eligibility will depend on your citizenship, age and prior education (Australian qualifications only).

Citizenship

To be eligible for a government-subsidised place you must be one of the following:

» an Australian citizen
» an Australian Permanent Resident (holder of a permanent visa)
» the holder of a Special Category Visa (sub-class 444, New Zealand citizen), or
» an East Timorese asylum seeker.

Age and prior education

» Applicants aged 20 years and over as at 1 January in the year of commencement—government-subsidised places will be available for successful applicants applying for a qualification higher than the Australian qualification they currently hold.

» Applicants aged under 20 years as at 1 January in the year of commencement—government-subsidised places will be available for all successful applicants satisfying the above citizenship criteria and where the program is offering government-subsidised places.

Apprentices

Apprentices are not subject to eligibility requirements for the 2011–12 intakes. An apprentice is defined as a person who has entered into a registered training contract seeking to undertake a qualification defined as an apprenticeship in a relevant Victorian Approved Training Scheme.

An apprentice does not include a person who:

» has entered into a training contract registered interstate
» is undertaking a pre-apprenticeship, or
» is a party to a registered training contract in a qualification defined as a traineeship in a relevant Victorian Approved Training Scheme.

TAFE enrolment

TAFE government-subsidised fees are determined by the level of the qualification and in 2011 apprenticeship, pre-apprenticeship and traineeship fees were as follows:

» Apprenticeships—$1.40 per student contact hour with a minimum fee $58 and a maximum fee $923 p.a.

» Pre-apprenticeships—$1.51 per student contact hour with a minimum fee $105 and a maximum fee $875 p.a.

» Traineeships—$1.84 per student contact hour with a minimum fee $188 and a maximum fee $1250 p.a.

Fee concession

If you are a government-subsidised student with a Health Care Card or receive government benefits through Centrelink you may be entitled to a concession on your tuition fees, which in most cases is equivalent to the minimum fee for the qualification level.

For more information visit www.rmit.edu.au/programs/fees/tafe/concession.

Please note: the current fee concession policy for 2012 will be subject to review by Skills Victoria in 2011.

Full-fee places

If you do not meet the criteria for a government-subsidised place then you will be offered a full-fee place (FFP). FFP students are required to pay the approved tuition fee for their program, which will vary according to each program. Conditions apply. For more details about full-fees visit www.rmit.edu.au/programs/fees/tafe/fullfee.

For details about the new TAFE structure, visit www.skills.vic.gov.au.

VET FEE-HELP

VET FEE-HELP is an Australian Government student loan scheme available to assist eligible TAFE students in eligible TAFE programs. VET FEE-HELP loans are provided to meet all, or some, of the costs of tuition incurred by:

» eligible full-fee paying students who enrol in a diploma, advanced diploma, vocational graduate certificate or vocational graduate diploma program and
» eligible students subsidised by the Victorian Government who enrol in a diploma or advanced diploma program.

Applying for VET FEE-HELP is optional. More information on VET FEE-HELP and how to apply is available at www.rmit.edu.au/programs/fees/helploans.

Fine print

Fees indicated relate to 2011 and should only be used as a guide. RMIT reserves the right to adjust fees for full-fee places on an annual basis. In addition to the fees outlined, you may be required to purchase items related to your program, including field trips and excursions, specified textbooks and equipment. These fees are not compulsory and students may choose to purchase these items independently. These expenses vary from program to program. Please check individual program brochures or contact the relevant school directly.
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)
Tel. 03 9925 4468

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

Business administration
Business TAFE School
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)
Tel. 03 9925 4468

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

Frontline management
Business TAFE School
Tel. 03 9925 5464

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

Information technology
Business TAFE School
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
Kerry William
Tel. 03 9925 4636

Optical
School of Life and Physical Sciences
Avril Estibeiro
Tel. 03 9925 4588

Pathology collections
School of Life and Physical Sciences
Kerry William
Tel. 03 9925 4636

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

Printing and graphic technology
International Centre of Graphic Technology (ICGT)
Loni Kyme
Tel. 03 9925 9454

Spatial information services (surveying)
School of Engineering (TAFE)
Thierry Demathieu
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
Apprenticeship Administration Branch
A branch of Skills Victoria (formerly the Office of Training and Tertiary Education), which 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

Workcover
Assists with workplace safety, violence and harassment and related compensation claims.
Tel. 03 9662 3511
www.workcover.vic.gov.au

Centrelink
Future students exploring the City campus.
Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to the RMIT University website before lodging your application.