CQUniversity and the Australian Government want international students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for international students. These laws are known as the ESOS framework. For further information, visit www.cqu.edu.au/esos.

Unless stated otherwise, all vocational qualifications lead to a nationally accredited qualification.

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Information in this publication was correct at the time of printing however is subject to change. Please visit www.cqu.edu.au for the latest information.

BK_150297
A MORE COMPREHENSIVE UNIVERSITY

A NEW ERA IN EDUCATION AND TRAINING HAS ARRIVED. RENOWNED AS ONE OF THE NATION’S MOST INCLUSIVE UNIVERSITIES AND FOLLOWING A MERGE WITH CQ TAFE, CQU UNIVERSITY IS NOW A MORE COMPREHENSIVE UNIVERSITY, OPENING ITS DOORS WIDER, MAKING UNIVERSITY EVEN MORE ACCESSIBLE AND APPLICABLE TO MORE PEOPLE.

CQU University Australia has one of the largest footprints of any university in Australia, proudly offering a wide variety of education and training options and seamless pathways from short courses, certificates and diplomas through to undergraduate, postgraduate and research higher degrees.

We understand everyone’s circumstances are different and are committed to making study fit your personal commitments and preferred learning style.

Choose to study on-campus at one of our many locations or by distance education, full-time or part-time, and benefit from our award-winning and experienced teaching professionals, as well as our focus on student services and support.

With more than 100 TAFE courses on offer, no matter where you are in your career, CQU University can help you be what you want to be.

TOP REASONS TO STUDY A TAFE COURSE AT CQU UNIVERSITY

» THE CHOICE IS YOURS WITH SEAMLESS PATHWAYS
You can study a TAFE qualification on its own, as part of a suite, or as a pathway to a university degree. At CQU University you’ll find a course to meet your needs, now.

» FLEXIBILITY
Choose to study on-campus at one of our many locations or by distance education.

» PRACTICAL LEARNING EXPERIENCES
Benefit from the innovative Diploma with Distinction program plus hands on practical learning.

» INDUSTRY RELEVANCE
Our courses allow you to reskill and retrain in order to enhance your employability.

LOCATIONS

CQU University has many locations, including campuses, study centres, hubs and sites. Each location has its own lively character, and offers a range of facilities and services as well as program and course offerings so you’ll find everything you need at CQU University. Our TAFE courses are delivered on-campus in Emerald, Gladstone, Mackay or Rockhampton, at our study centres in Biloela or Yeppoon, with other locations likely to be added soon. We also delivery many of our courses by distance education. For more information visit www.cqu.edu.au/locations.
MORE WAYS TO STUDY AND TRAIN

CQU NIVERSITY OFFERS YOU THE OPPORTUNITY TO STUDY A WIDE RANGE OF QUALIFICATIONS – ALL WITH VARYING ENTRY REQUIREMENTS AND A HUGE VARIETY OF CAREER OUTCOMES.

Benefit from a broad range of alternative pathways and study modes designed to make education and training more accessible and applicable to more people. You may choose to progress upwards through the levels to expand your knowledge and skills, or undertake a practical certificate or diploma course to improve your work-readiness.

EVERYDAY CHOICES

If you are interested in studying a certificate I, II, III, IV or diploma then you’ll find everything you need at CQU niversity. Our TAFE courses offer you practical, hands-on experience in a supportive learning environment.

DIPLOMA WITH DISTINCTION

CQU niversity offers you an innovative internship opportunity if you are studying one of our many diploma courses. You have the opportunity to combine your diploma studies with voluntary work experience in your area of study. To be awarded a Diploma with Distinction you must complete an additional body of work that will be assessed separately to the work undertaken for your relevant diploma. This means that you may need to undertake a voluntary internship of up to 80 hours. If you are currently working in an industry or organisation relevant to your diploma you may not need to complete an internship. You will accrue 80 hours of work experience to complement the skills and knowledge you acquire from your studies. This program allows you to graduate with real world experience that enhances your career opportunities.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) also known as Skills Assessment is an assessment process allowing individuals to achieve all, or part, of a nationally recognised qualification by demonstrating their knowledge, skills and experience around a particular topic. For more information visit www.cqu.edu.au/rpl.

MINING AND ENERGY

CQU niversity’s Mining Centre offers a variety of recognised programs and short courses, designed specifically for industry training and development. If you are working in the mining industry and looking for training and upskilling opportunities for your staff, talk to CQU niversity today. For more information on the courses available visit www.cqu.edu.au/mining.

USER CHOICE – APPRENTICESHIPS AND TRAINEESHIP

User Choice refers to apprenticeship and traineeship training for persons employed under a Training Contract for a nominal period of time. User Choice training enables apprentices and trainees to successfully gain competence in a trade (apprenticeship) or vocational area (traineeship).

Apprenticeships and traineeships combine the benefits of structured training and paid employment. Undertaken on a full-time, part-time or school-based basis, apprenticeships and traineeships enable you to learn a trade or skill and receive a nationally accredited qualification.

The steps to becoming an apprentice or trainee are different to becoming a student at University or TAFE. Generally, you are required to find an employer who is willing to employ you as an apprentice or trainee. During your apprenticeship or traineeship, your employer (or Group Training Organisations/Job Services Australia provider) may arrange for you to undertake vocational education and training at CQU niversity. For more information visit www.cqu.edu.au/apprenticeships.

VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VETiS)

CQU niversity offers Year 11 and 12 high school students the opportunity to study a range of vocational education and training courses as part of their Queensland Certificate of Education (QCE). This means that Year 11 and 12 students can develop real trade skills and undertake a qualification while completing secondary school. For more information visit www.cqu.edu.au/vetis.

POST YEAR 12 OPTIONS

If you’re a Queensland resident, have just finished year 12 and are keen to start your studies within the next calendar year, you might be eligible to study a selection of courses fee free. To determine your eligibility visit www.cqu.edu.au/fees.
Accounting involves analysing, reporting and providing advice on financial dealings for individuals and organisations. Work in the accounts administration and bookkeeping fields may involve the preparation of summaries of financial transactions, receipting and processing invoices, calculation and distribution of wages or salaries, preparation of financial statements and debtors’ listings and reconciliation of accounts. Work in the accounting field may involve the preparation of financial statements, provision of financial and taxation advice, funds management, appraisal of cash flows and financial risks.

Find the latest course and program details online at www.cqu.edu.au.

**CERTIFICATE III IN ACCOUNTS ADMINISTRATION (FNS30315)**

If you would like to pursue a career in finance or formalise your existing practical experience this course may be for you. Your studies will focus on developing valuable finance skills that are highly sought after by finance departments. Enhance your employability by gaining formal training in fundamental office procedures such as checking and processing financial data entry, accounts payable and accounts receivable, plus much more. This course is the ideal platform if you choose to increase your skill-set and employment prospects by undertaking further studies.

**CERTIFICATE IV IN BOOKKEEPING (FNS40215)**

The Certificate IV in Bookkeeping is designed to develop your technical knowledge and bookkeeping and accounting skills. This course will develop your skills in effectively establishing and maintaining manual and computerised accounting systems and compile Business Activity Statements (BAS). Your studies will provide you with a solid foundation to continue your studies at a higher level, allowing you to potentially increase your employability.

**CERTIFICATE IV IN ACCOUNTING (FNS40611)**

This course enhances your employability within the financial services industry and equips you with a range of valuable skills. Your studies will focus on developing skills enabling you to undertake operational reporting, process financial transactions and carry out business activity and instalment
activity statement tasks, skills that are all highly desired by employers. This course has a practical focus to ensure you are well prepared to start your career in accounting or move into roles that require accounting support functions.

**DIPLOMA OF ACCOUNTING (FNS50210)**

This course equips you with the technical skills and knowledge needed to provide professional financial services and enhance your employability. Your training will focus on enabling you to perform management and administrative accounting functions. You will develop skills to effectively use computerised accounting systems, prepare income tax returns and establish business networks. You may be eligible for VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program. Further study opportunities include the Bachelor of Business or Bachelor of Accounting. You may receive credit of up to eight subject exemptions within these two degrees following successful completion of the Diploma of Accounting.

**Business**

The broad scope of business underpins every sector of our economy and is vital to all industries. In today's competitive employment market, business skills are in high demand. A business career offers a number of employment opportunities and the ability to advance from an entry-level position to supervisor, manager, consultant or senior executive within business, government or non-profit organisations in the industry of your choice.

**CERTIFICATE II IN BUSINESS (BSB20115)**

Study the Certificate II in Business and equip yourself with entry-level skills in business administration to enhance your employability. Your studies will focus on developing skills to effectively use Microsoft Word and Excel software, and undertake a range of routine tasks such as processing mail and filing. You will develop skills required to perform routine tasks such as processing, maintaining, storing and collecting workplace information. Your training will include teamwork and communication, enabling you to communicate effectively within an office environment when you enter the workforce.

**CERTIFICATE II IN BUSINESS (SIMULATED BUSINESS) (BSB20115)**

Like the Certificate II in Business this course equips you with practical business administration skills. This course differs from the Certificate II in Business in the way that it is delivered. You’ll benefit from face-to-face teaching techniques combined with learning in a supportive simulated business environment. Your studies will focus on developing skills to effectively use software such as Microsoft Word and Excel, handle mail and undertake filing tasks. With a strong focus on teamwork this course develops your communication skills within an office environment, allowing you to work effectively when you enter the workforce.

**CERTIFICATE III IN BUSINESS (BSB30115)**

Take the next step in your business career and equip yourself with advanced office-related skills by studying the Certificate III in Business. You will develop industry-relevant skills and gain knowledge in computing technology, office practices and finance; skills that are highly desired by employers. Graduate work ready and be equipped to pursue a business career in a variety of office administrative roles.

**CERTIFICATE III IN BUSINESS ADMINISTRATION (BSB30415)**

If you are seeking employment in an office or business environment, the Certificate III in Business Administration may be for you. Your studies will focus on developing business administration skills through the use of word, computer applications and software. This may be your ideal gateway to a business administration role. Upon completion you will have the skills required to undertake common business-related tasks such as producing documents, building customer relationships and financial administration.

**CERTIFICATE III IN BUSINESS ADMINISTRATION (SIMULATED BUSINESS) (BSB30415)**

The Certificate III in Business Administration (Simulated Business) develops your business skills and provides insights into the world of business administration, making you more employable within your chosen career. You’ll benefit from face-to-face teaching techniques combined with learning in a supportive simulated business environment. Your training includes the use of business software packages including word processing, layout and database software, enabling you to develop skills often desired by employers. On completion you will have a broad range of administrative skills to apply in a variety of work contexts.
If you enjoy being an administrator and would like to improve your business skills, as well as advance your career the Certificate IV in Business may be for you. Learn how to oversee an office, make decisions on administrative matters and provide advice to colleagues and staff under your supervision. Your studies will focus on developing administrative, organisational and technological skills. You will gain skills required to perform routine tasks such as report and business writing and general occupational health and safety duties.

Study the Certificate IV in Business Administration and equip yourself with valuable administrative skills to enhance your employability. Your studies will focus on developing a broad skill set across a range of administrative contexts including problem solving and analysing and evaluating information. You’ll be prepared for office administration and project assistant roles. You may also choose to further your studies and build on your skills developed with the Diploma of Business.

If you want to further develop your skills across a wide variety of business functions the Diploma of Business may be for you. Become more effective at work, building on your existing knowledge, by learning diverse managerial-level business skills. Your studies will focus on developing the crucial skills needed for you to work in a senior administrative role including how to effectively manage meetings, conferences, human resources and your professional development needs. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program. Further study opportunities include the Bachelor of Business or Bachelor of Accounting at CQUniversity. You may receive credit of up to seven subject exemptions within these two degrees following successful completion of the Diploma of Business.

Human resource management involves administration services surrounding the recruitment and employment of staff for an organisation. Human resource management may involve the recruitment of staff, such as developing position descriptions, interviewing and appointing the preferred candidate, coordination of staff training, performance management, implementation of organisational change and the provision of advice to management and employees on policies and procedures.

This course may be suitable if you have a desire to enter the Human Resources (HR) industry or are an existing practitioner wanting to expand your level of general HR knowledge. During your studies you will explore a range of HR concepts including HR functions, recruitment and selection, induction of staff and workplace health and safety policies, plus much more. You will study legislative requirements and industrial relations procedures, as well as ways to establish effective workplace relationships and support employees.

Whether you are looking to commence work in the field of HR, or would like to advance your career, this course may be for you. Build on the foundations of the Certificate IV in Human Resources and equip yourself with a range of skills that will prepare you for a management role within HR. Your studies will focus on developing skills that will enable you to effectively perform a variety of duties such as recruitment and selection, and developing performance management processes. You will become confident in developing HR policies and procedures, workforce planning and employee relations. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program. Further study opportunities include the Bachelor of Business at CQUniversity. You may receive
credit of up to five subject exemptions within this degree following successful completion of the Diploma of Human Resources Management.

Management

The field of management is wide and varied. Management may involve the provision of advice, statistics and reports relating to key business functions, implementation of new systems and processes, consultation and project management, supervising staff and working with stakeholders to achieve objectives and targets. A career in management offers a number of employment opportunities and the ability to advance from an entry-level position to supervisor, manager, consultant or senior executive within business, government or non-profit organisations in the industry of your choice.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE IV IN FRONTLINE MANAGEMENT (BSB40812)

If you are moving into a supervisory position or want formal recognition for supervisory skills that you have developed while on the job the Certificate IV in Frontline Management may be for you. Enhance your supervisory skills and knowledge and develop valuable skills in leadership, operational planning and workplace, health and safety. Upon completion you will be able to gain or enhance your career in frontline management.

IMPORTANT NOTE
» This course will be superseded by BSB42015 Certificate IV in Leadership and Management. Please visit www.cqu.edu.au for the latest course information.

CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT (BSB40415)

Study the Certificate IV in Small Business Management and equip yourself with the confidence, skills and knowledge required to establish your own small business. Your studies will explore areas including legal and risk management, finance, marketing, small business planning and customer service. This course guides you through everything you need to know to set up a small business.

You may be eligible to access VET FEE-HELP which allows you to study now and pay later. Please visit www.cqu.edu.au/fees to determine eligibility.

DIPLOMA OF MANAGEMENT (BSB51107)

If you are a born leader and would like to develop leadership management skills and apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts then this course is for you. You will develop the skills and knowledge to plan, organise, implement and monitor your workload and the workload of others. Upon completion you will be able to design, apply and evaluate solutions to problems, and identify, analyse and compare information from a range of sources. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

IMPORTANT NOTE
» This course will be superseded by BSB51915 Diploma of Leadership Management. Please visit www.cqu.edu.au for the latest course information.

DIPLOMA OF PRACTICE MANAGEMENT (BSB52012)

Explore a range of career possibilities in the health industry with the Diploma of Practice Management at CQUniversity. This course will equip you with the knowledge and skills to manage a health centre or general practice. This course is open to you if you are currently working in a health practice. This course is new in 2016. Visit www.cqu.edu.au for more information.

Project Management

Project management involves planning, coordinating, organising and managing project resources, timelines, procedures and processes on a daily basis to achieve set objectives and targets. The analysis of data and information is key to the field of project management along with motivating staff, managing stakeholders such as contractors and reporting on key outcomes.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE (BSB41515)

If you are working in support roles in project fields or would like to acquire knowledge of the fundamentals of project management this course may be for you. This course will
equip you with the project management skills that are fast becoming essential for all managers and project support staff. You will explore ways to apply project management techniques, contribute to defining project scope, manage project schedules and costs, ensure quality management and much more.

**DIPLOMA OF PROJECT MANAGEMENT (BSB51415)**

Build upon your existing project management skills and enhance your employability with the Diploma of Project Management. You will develop the practical skills needed to effectively manage all aspects of a project from start to finish. This course has a strong focus on project integration and leadership, ensuring you are equipped to achieve project objectives. If you have existing project management skills and would like to take the next step and pursue a management role, then the Diploma of Project Management may be for you. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

**Retail**

A career in retail will see you planning, coordinating and supporting the operations of retail outlets. Retail outlets include small specialty stores that may be independently owned, fast food restaurants, outlet stores, supermarkets and department stores. Retail involves arrangement of store layout and merchandise displays, provision of customer services, sales, implementation of security procedures, coordinating and conducting stocktake and managing stock levels.

**CERTIFICATE II IN RETAIL SERVICES (SIR20212)**

If you are working in retail or would like to equip yourself with practical retail skills, embrace the opportunity to study a range of topics and graduate work-ready with the Certificate II in Retail Services. You will have the opportunity to study topics including how to operate retail equipment, interact with customers and handle point of sales. This course provides you with a solid retail foundation and has a strong focus on preparing you for a career in retail store settings such as specialty stores, supermarkets, department stores and retail outlets.

**CERTIFICATE III IN RETAIL OPERATIONS (SIR30212)**

This course enhances your employability within the fast-paced and diverse retail industry. Gain customer focus and communication skills and develop your sales, merchandising and stock management abilities. Completing this course equips with the know-how and industry-ready skills needed to pursue employment in various retail store settings such as specialty stores, supermarkets, department stores and retail fast food outlets.

**Supply Chain and Logistics**

Supply chain and logistics generally involves recording and coordinating workflow and the transport of material between departments or organisations, examining orders and preparing production schedules. You might be responsible for reconciling stock levels with orders, checking purchase requests against inventory records, preparing and processing purchase orders and management of inventory and stock records.

**CERTIFICATE II IN LOGISTICS (TLI21810)**

Are you looking for a course that prepares you to pursue a role in logistics operations support? The Certificate II in Logistics could be the ideal option for you. During your education and training you will focus on gaining the skills needed to manage the flow of goods between organisations and customers – skills that will be beneficial when you enter the transport and logistics industry.

**CERTIFICATE II IN WAREHOUSING OPERATIONS (TLI21610)**

If you would like to enhance your employability within the warehousing and storage industry then this course may be for you. Gain skills that will enable you to maintain effective working relationships and health, safety and security within your workplace. Upon completion you will be equipped with the knowledge needed to effectively undertake warehouse duties and functions. You may choose to undertake further study and enrol in the Certificate III in Warehousing Operations to further your education and training in this area.
CERTIFICATE III IN WAREHOUSING OPERATIONS (TLI31610)

If you would like to equip yourself with a range of skills and gain a general qualification that will prepare you to enter the warehousing and storage industry, then the Certificate III in Warehousing Operations could be for you. During the course you will develop skills enabling you to use discretion and judgement when selecting equipment, providing services or developing contingency measures. This course gives you the opportunity to gain a broad range of industry-related skills, enabling you to increase your career potential.

CERTIFICATE IV IN LOGISTICS (TLI42010)

Equip yourself with the skills needed to work in an operational role within the logistics industry by studying the Certificate IV in Logistics. This course provides you with the opportunity to develop a broad range of industry-specific skills, ensuring you are well-prepared for employment on completion. Evaluating and analysing practices, developing new criteria and procedures and leadership are just some of the skills you will develop during this course. These skills are valued by employers and may enable you to provide guidance to others when you enter the workforce.

DIPLOMA OF LOGISTICS (TLI50410)

Completing the Diploma of Logistics provides you with the opportunity to develop the advanced skills required for the integrated management of logistics. Acquire underpinning knowledge and gain the essential skills needed to autonomously plan, select appropriate equipment and apply services and techniques for yourself and others. On completion you will be well prepared to participate in the development of strategic initiatives and complex technical operations. You have access to VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

BACHELOR OF LOGISTICS

This exciting new course complements the existing study options in supply and logistics and create a learning pathway to provide you with a course to meet your skills and knowledge needs in this area. If you have completed the Diploma of Logistics at CQUniversity you will be eligible to receive credit for the first year of the Bachelor of Logistics.

CERTIFICATE II IN TOURISM (SIT20112)

The course provides you with the ideal pathway to work in multiple tourism industry facilities, travel agencies, restaurants, theme parks, transportation, plus much more. Your studies will focus on developing skills and enabling you to effectively interact with customers, display social and cultural sensitivity and participate in safe work practices. You will also gain valuable insights into sourcing and using information within the tourism and travel industry, which may help boost your employability.

CERTIFICATE III IN TOURISM (SIT30112)

If you are seeking a career where you can combine work with your passion for travel then the Certificate III in Tourism may be for you. Your studies will focus on developing a range of tourism sales, operational and tour delivery skills. The course has a practical focus, ensuring you graduate work ready and are equipped with the skills needed to enter the diverse and dynamic tourism industry.

BACHELOR OF HOTEL AND RESORT MANAGEMENT

This exciting new course complements the existing study options in business and tourism and creates a learning pathway to provide you industry-relevant skills and knowledge.

IMPORTANT NOTE
» This course is new in 2016 and subject to final approval. Please visit www.cqu.edu.au for the latest information.

Tourism

Tourism is the collective range of activities, services and areas that provide an experience for travellers. This includes transport, accommodation, food and hospitality, facilities and services. The tourism industry is people oriented and may involve general office administration duties, the provision of customer service to a range of stakeholders, and development and implementation of strategies and initiatives that encourage community involvement.

Find the latest course and program details online at www.cqu.edu.au.
Justice

Justice studies is a broad topic that covers a number of fields including law and ethics. Justice may involve the study of laws, management practices, justice systems, regulatory powers, rules and regulations, crime analysis, punishments and victimology. You may also explore processes and methods to communicate effectively with clients on justice related matters.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE IV IN JUSTICE STUDIES (39292QLD)

Studying the Certificate IV in Justice Studies may be your gateway to a career in the criminal justice system including police, courts and corrections. You will gain valuable knowledge of organisations, management practices and legal fields. You will develop knowledge and skills in research, analysis and presentation of information relevant to the criminal justice system. Your studies will strongly focus on communication, enabling you to communicate effectively with clients on justice related issues once you enter the workforce.

DIPLOMA OF JUSTICE STUDIES (39293QLD)

This course provides you with a mix of training, knowledge and workplace skills, enabling you to pursue career opportunities within the justice industry. You studies will focus on a range of areas including correctional services, public service, regulatory powers, procedural and evidentiary rules, criminal law and analysis of crime, punishment and victimology issues. You will be prepared to work as a justice professional in an administration, managerial or law enforcement capacity within the justice industry. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.
If you are looking to work in graphic design or visual arts, then you will be interested in the many study options on offer. The certificate and diploma study options available allow you to select a course that meets your learning needs, now and into the future.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit [www.cqu.edu.au](http://www.cqu.edu.au) or call 13 27 86.

**Graphic Design**

Studying graphic design will introduce you to the production of visual communication such as layouts for print and digital media, and image design that may be used for corporate programs, advertising, publications or exhibitions. Graphic design may also extend to the coordination and management of all production stages such as brief management, layout and design, quoting and printing.

**CERTIFICATE IV IN DESIGN (CUV40311)**

The Certificate IV in Design will provide you with a pathway for a career in design, as well as the opportunity to develop and enhance skills in graphic design, interior design, industrial design and related design studies. You will explore the principles and history of design and gain an understanding of the practical and aesthetic skills required to be a designer. The course will equip you with intermediate design skills and knowledge and provide a foundation for exploring the diversity of design from both two and three dimensional perspectives.

**DIPLOMA OF GRAPHIC DESIGN (CUV50311)**

The Diploma of Graphic Design equips you with the skills and knowledge you need for a career in the graphic design, printing or multimedia industries. Develop advanced skills in design, typography, technical and digital illustration, layout design, finished art, reproduction processes and digital media production techniques. You’ll also cover topics such as design methods for brochures, logos, stationery, posters, packaging websites, CD/DVD covers, newsletters and annual reports. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

Find the latest course and program details online at [www.cqu.edu.au](http://www.cqu.edu.au).
Visual Arts

Visual arts explores the conception, creation and response to a visual representation, impression or idea. Visual arts can involve key concepts such as painting, drawing, printmaking, photography, sculpture, ceramics, glassworks and more.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN VISUAL ARTS (CUV20111)

The Certificate II in Visual Arts allows you to develop the basic creative and technical skills that underpin visual arts and crafts practice. The course is a foundation to explore the world of visual communication. You will acquire practical art skills, including drawing, printmaking and video art. In addition, you will explore information and ideas and learn ways to apply these areas to your art. During your studies you will learn to apply the course theory using modern techniques and media in appropriate and innovative ways.

CERTIFICATE III IN VISUAL ARTS (CUV30111)

The Certificate III in Visual Arts will provide you with the opportunity to explore a wide variety of art techniques and methods. The course is designed to enhance your individual skills and knowledge in drawing, two and three dimensional forms, ceramics, digital images, glassworks, painting, photographic images, prints, sculpture, textile, fibre glass, plus much more. The Certificate III in Visual Arts allows you to further your interest in visual art.

CERTIFICATE IV IN VISUAL ARTS (CUV40111)

The Certificate IV in Visual Arts will provide you with the opportunity to refine your creative talent. This qualification will prepare you for skilled work at a pre-professional level, where you can continue developing your own artistic voice. The course aims to develop your level of creative skill by bringing together technical proficiency and critical awareness in a broad range of areas.

DIPLOMA OF VISUAL ARTS (CUV50111)

A Diploma of Visual Arts will provide you with the opportunity to develop skills and techniques relevant to employment within the visual arts or other creative industries. You will experience a wide field of studio-based studies and cover competencies in visual culture and professional practice. In addition, you will gain technical skills and aesthetic awareness, combined with a sound knowledge of contemporary art issues. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.
If you are looking to work in childcare, as a teacher’s aide or as a trainer, then you will be interested in the study options CQUniversity has available. The certificate and diploma study options available allow you to select a course that meets your learning needs, now and into the future.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit www.cqu.edu.au or call 13 27 86.

**Childcare**

Childcare studies focus on a range of childcare arrangements and settings and explores the planning and development of activities designed to improve the physical, emotional and intellectual development of children. Elements of childcare include the development and behaviour of children, nutrition, learning and socialisation.

Find the latest course and program details online at www.cqu.edu.au.

**CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (CHC30113)**

This course will equip you with the essential skills required for a role in a range of early childhood education settings. During this course you will learn how to work within organisational policies and procedures. You will develop an understanding of how to use individual children’s profiles to plan activities and provide care and education to children, as well as the skills required to facilitate childrens’ leisure and play. On completion, you will be qualified to work within the requirements of the Education and Care Services National Regulations, as well as the National Quality Standard.

**DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE (CHC50113)**

The Diploma of Early Childhood Education and Care provides you with the essential skills and qualification required for a career in one of the fastest growing sectors in Australia. On completion, you will be equipped to work as a qualified childcare worker. You will learn how to plan, implement and manage early childhood programs in accordance with quality assurance, licensing and duty of care requirements. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program. Further study opportunities include the Bachelor of Education (Early Childhood) at CQUniversity. You may receive credit of up to ten subject exemptions within this degree following successful completion of the Diploma of Early Childhood Education and Care.
Educational Support

Education support explores a variety of support services available within the education sector. This involves areas such as assistance with the implementation of educational programs or activities, working effectively with students and colleagues, and supporting the development of student literacy, numeracy and language skills.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE III IN EDUCATION SUPPORT (CHC30213)

This course will give you a head start if you want to work as a teacher’s aide or education support worker. You will gain a basic working knowledge of the role of educational support workers and be equipped with the skills required to support students from Prep level to Year 12. During your studies you will learn how to support children and contribute to their education. You will also cover the competencies required to deliver training in an industry area and learn how to conduct competency-based assessments in a range of contexts.

Training

Training involves the planning, development, implementation and evaluation of training needs, packages and programs. Explore concepts such as instructing individuals, groups and organisations in a range of areas, supporting clients with their learning needs through training frameworks, analysing training needs through research and information gathering and employee induction and development sessions.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE IV IN TRAINING AND ASSESSMENT (TAE40110)

This course is suitable if you are new to the vocational education and training industry or in a training role and would like to gain a formal qualification. The Certificate IV in Training and Assessment will provide you with the skills required to plan, design, conduct, assess and review training and assessment. This course will provide you with a solid foundation and allow you to build on or pursue employment opportunities in a range of roles, such as vocational education teacher or industry trainer.
If you are working or wish to develop your career with the construction or engineering industry, then you will be interested in the study options CQUniversity has available.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit www.cqu.edu.au or call 13 27 86.

Construction Management

By studying construction management you will learn about the coordination of building construction. This includes the construction of large projects such as hotels, offices, schools, hospitals, residential developments and more. Construction management explores a range of methods and procedures, supply of labour and material, contractors and subcontractors, building regulations and building operations.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING) (CPC40110)

The Certificate IV in Building and Construction will prepare you for a career in building and construction management. This course provides you with the skills and knowledge needed for a career as a builder or manager of small to medium-sized building businesses. Please note that builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. Please visit www.cqu.edu.au/fees to determine eligibility.

Engineering

Our post trade and skill development engineering courses offer you the opportunity to develop advanced knowledge in current and emerging technologies. Engineering topics may include engineering safety, mathematics, management and maintenance, monitoring and controlling physical or chemical phenomenon, process control systems and engineering drawing and computing.

Find the latest course and program details online at www.cqu.edu.au.

DIPLOMA OF INSTRUMENTATION AND CONTROL ENGINEERING (UEE51011)

The Diploma of Instrumentation and Control Engineering provides you with the skills and knowledge to install, set up,
test, develop, select, commission, maintain and diagnose faults/malfunctions of equipment and systems for the measurement, recording, monitoring and control of physical/chemical phenomenon and related process control systems. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

**DIPLOMA OF ENGINEERING – TECHNICAL (MEM50212)**

The Diploma of Engineering qualification will provide you with theoretical and semi-technical skills and knowledge. It is most relevant to you if you are presently or intending to be employed in mechanical, mechatronic, manufacturing and maintenance fields at a para-professional level. This course emphasises the transfer of theoretical concepts to practical real world applications. You will study engineering safety, mathematics, materials science, quality assurance, engineering drawing and computing, as well as management and maintenance strategies. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.
ENGLISH, STUDY AND WORK PREPARATION

If you are looking to develop your English language and literacy skills or develop work skills around communication and numeracy, then you will be interested in the study options CQUniversity has available.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit www.cqu.edu.au or call 13 27 86.

Find the latest course and program details online at www.cqu.edu.au.

English Language

There are numerous study options available in written and spoken English to improve your communication skills.

COURSE IN PRELIMINARY SPOKEN AND WRITTEN ENGLISH (10361NAT)

If you have just started learning English language and literacy or have minimal exposure to English then this course may be for you. You will develop your English language and literacy skills, allowing you to effectively engage in work, the community and further studies. Develop basic listening, speaking, reading and writing skills required for everyday transactional needs as you learn from a curriculum used throughout Australia.

CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH (10362NAT)

If you have just started learning English language and literacy, completing the Certificate I in Spoken and Written English could be that next step to help you use and understand English in everyday situations. This course will provide you with the opportunity to develop general English language, literacy and optional numeracy skills, enabling you to use and better understand English in everyday situations. During this beginner course you will develop basic skills for everyday transactional needs, listening, speaking, reading and writing.

CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH (10363NAT)

The Certificate II in Spoken and Written English will provide you with general knowledge and skills in English language and literacy, making you more versatile and better prepared to use and understand English in everyday situations. During the course you will develop vital skills in a variety of areas ranging from basic everyday transactional needs, listening, speaking, reading and writing, through to the skills required to effectively engage in work, the community and further studies.
CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH (10364NAT)

Develop your existing English language and literacy skills by completing CQUniversity’s Certificate III in Spoken and Written English. If you are considering undertaking further education and training or gaining employment then this course is for you. During this course you will acquire solid English language and literacy skills, enabling you to participate in a range of community contexts.

Work Skills

There are numerous study options available to acquire communication and numeracy skills to enhance your employability.

Find the latest course and program details online at www.cqu.edu.au.

COURSE IN CORE SKILLS FOR EMPLOYMENT AND TRAINING – COMMUNICATION (INTERMEDIATE) (39281QLD)

Choose to complete the Course in Core Skills for Employment and Training – Communication (Intermediate) at CQUniversity and equip yourself with the underpinning communication and numeracy skills required to enhance your future career prospects.

CERTIFICATE I IN CORE SKILLS FOR EMPLOYMENT AND TRAINING – COMMUNICATION (39282QLD)

The Certificate I in Core Skills for Employment and Training – Communication will help you progress into further training or pursue employment opportunities. During the course you will develop skills in and an underpinning knowledge of communication and numeracy, allowing you to improve your future prospects.

COURSE IN CORE SKILLS FOR EMPLOYMENT AND TRAINING – COMMUNICATION (BASIC) (39280QLD)

If you would like to improve your communication and numeracy skills then the Course in Core Skills for Employment and Training – Communication (Basic) course at CQUniversity might be the course for you. During your education and training you will focus on developing communication and numeracy skills and acquiring the underpinning knowledge required to progress into further training and gain employment.
Completing the Course in Core Skills for Employment and Training – Communication (Preliminary) course provides you with a range of underpinning communication and numeracy skills, enabling you to progress into further training or gain employment. During this course you will focus primarily on general learning and acquiring language and numeracy skills, making you more versatile.

During this course you will develop a range of communication and numeracy skills. This underpinning knowledge may help you progress into further training or pursue employment opportunities. Completing the Course in Core Skills for Employment and Training Numeracy (Preliminary) will equip you with the knowledge and skills needed to improve your future learning and employment prospects.

Completing the Course in Core Skills for Employment and Training Numeracy (Basic) is your ideal opportunity to progress into further training or enhance your employment opportunities. During the course you will develop essential communication and numeracy skills and knowledge, ensuring you are well prepared to pursue future career opportunities.

Completing the Certificate I in Core Skills for Employment and Training – Numeracy may be your stepping stone to further training or employment opportunities. During your education and training you will benefit from this well-rounded course, which has been designed to help you achieve your potential and equip you with core communication and numeracy skills that are highly valued by employers.

Equip yourself with the underpinning communication and numeracy skills needed to progress into further training and employment opportunities by completing the Course in Core Skills for Employment and Training Numeracy (Intermediate) course. During this intermediate-level course you will develop essential skills to ensure you are well prepared and work ready on completion.
If you are looking to work in the health industry, then you will be interested in the study options CQUniversity has available. At CQUniversity, our health courses cover a diverse range of areas including aged care, fitness, health care, indigenous health, occupational health and safety and more. The certificate and diploma study options available allow you to select a course that meets your learning needs, now and into the future.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit [www.cqu.edu.au](http://www.cqu.edu.au) or call 13 27 86.

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### Aged Care

Aged care encompasses the provision of care, support and supervision of aged people in a range of settings such as clinics, hospitals, private residences or residential establishments. Aged care assists and promotes independence and encourages community participation.

Find the latest course and program details online at [www.cqu.edu.au](http://www.cqu.edu.au).

#### CERTIFICATE III IN AGED CARE (CHC30212)

The Certificate III in Aged Care is designed to develop your knowledge and skills, enabling you to make a difference in the lives of elderly people living in residential aged care facilities or in the community. You will develop a wide range of skills allowing you to become confident in maintaining personal care for elderly people living in residential aged care facilities or in the community. The course has a strong focus on preparing you to provide emotional support and companionship – skills that are highly desired by employers.

#### CERTIFICATE IV IN AGED CARE (CHC40108)

Enhance your employability within the aged care sector and equip yourself with valuable skills by studying the Certificate IV in Aged Care. You will develop the skills to become a confident supervisor within complex care settings, and learn to plan, implement and monitor programs and services for elderly people living in aged care facilities. You will learn how to perform tasks such as providing residents with support and assistance and administrative duties. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. Please visit [www.cqu.edu.au/fees](http://www.cqu.edu.au/fees) to determine eligibility.
FITNESS

Study fitness and explore key concepts in the assessment of needs and individual capabilities, provision of training and advice on exercise and nutrition, preparation of routines and exercise programs and fitness activity instruction. Fitness can lead to specialist areas such as specialist exercise trainer, personal trainer or group trainer.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN COMMUNITY ACTIVITIES (SIS20113)

The Certificate II in Community Activities will provide you with skills and knowledge in customer contact functions and activities such as conducting recreation activities, facilities maintenance and operations. Enhance your employability in roles such as activity assistant or customer service assistant at recreational facilities or leisure and aquatic centres and more.

CERTIFICATE III IN FITNESS (SIS30313)

Study the Certificate III in Fitness and become a fully qualified and effective gym instructor. You will develop the skills required to become confident in a range of exercise instructions and activities, allowing you to graduate work ready. Your training will focus on providing you with foundation knowledge so you are equipped to pursue employment opportunities at a fitness centre or gym. You will enjoy a rewarding career that comes from motivating people to become the fit and healthy.

CERTIFICATE IV IN FITNESS (SIS40210)

Open the doors to a rewarding and diverse career as a personal trainer by completing the Certificate IV in Fitness. While studying this practical course you will develop a broad range of skills, enabling you to become an effective professional within the fitness industry. Your training will equip you to work independently in a range of fitness settings such as gyms and community facilities. You will gain the skills needed to become confident in assisting clients to achieve their fitness goals.

DIPLOMA OF FITNESS (SIS50213)

The Diploma of Fitness will prepare you for a rewarding career as an exercise specialist, motivating people to achieve their fitness goals. This course will focus on developing skills, enabling you to effectively implement, evaluate and modify a range of exercises for people with specific health and exercise needs. You will develop the skills needed to provide exercise training to clients that have specific needs such as older clients and children with chronic health conditions. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

HEALTH CARE

Health care involves promoting, preventing, diagnosing, treating and assisting individuals and communities with their physical and mental health and well-being. The study of health care may cover areas such as allied health, nursing, indigenous health, and health support services. You may also explore the health care industry, systems, administration and regulation, support services and health care delivery.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN HEALTH SUPPORT SERVICES (HLT21212)

Study the Certificate II in Health Support Services and equip yourself with entry-level skills in supporting the effective functioning of health services. This course is suitable if you are seeking a role in health services that does not provide direct care assistance. Enhance your employability for roles such as hospital assistant, administration support, food service worker, orderly, support services worker or ward assistant.

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (HLT32512)

This course will kick start your career as an assistant health professional. While studying this varied program you will gain underpinning knowledge, enabling you to assist professional health workers such as nursing staff and ward clerks to provide care for clients. You will gain knowledge
and become confident in performing client activities such as showering, bathing, sponging, shaving, assistance with toileting and supporting mobilisation. Your training will focus on developing skills so you can confidently perform work with patients on a daily basis.

**CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (HLT32412)**

Study the Certificate III in Allied Health Assistance and equip yourself with entry-level health skills to enhance your employability. You will develop a broad skill-set, enabling you to provide therapeutic and program related support to health professionals. You will graduate work ready and well prepared to work in organisations such as hospitals or clinics. You will develop the skills and knowledge required to confidently work in a variety of areas such as rehabilitation, physiotherapy, occupational therapy, podiatry or speech pathology.

**Indigenous Health**

Indigenous health involves the care of individuals, families and communities. Roles in this area will work with patients to assist with the coordination and provision of health care in Indigenous communities and clinics.

Find the latest course and program details online at www.cqu.edu.au.

**CERTIFICATE II IN INDIGENOUS ENVIRONMENTAL HEALTH (HLT21012)**

If you would like to work in Indigenous environmental health, providing basic support in population health work then this course could be for you. The Certificate II in Indigenous Environmental Health will see you working under routine guidance implementing the directives of your supervisors. The course will enhance your employability for roles such as environmental health worker or health housing worker.

**CERTIFICATE III IN INDIGENOUS ENVIRONMENTAL HEALTH (HLT32312)**

The Certificate III in Indigenous Environmental Health will see you contributing to the work of others through teamwork and coordination in a range of population health projects or programs. The course will enhance your employability for roles such as Indigenous environmental health worker, environmental health officer, Indigenous public health officer or environmental health field support officer in Aboriginal communities.

**CERTIFICATE IV IN INDIGENOUS ENVIRONMENTAL HEALTH (HLT42412)**

This course will provide you with operational skills and knowledge of population health projects related to Indigenous environmental health. Upon completion you will be prepared to apply your skills to complete tasks allocated by a population health professional.

**DIPLOMA OF INDIGENOUS ENVIRONMENTAL HEALTH (HLT51112)**

If you currently hold a Certificate IV in Indigenous Environmental Health and would like to further enhance your skills and knowledge then this course could be for you. You may also be interested in this course if you hold specialist or clinical health qualifications and would like to expand your skill set into Indigenous health. This course will prepare you to carry out plans developed and set by population health professionals. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

**CERTIFICATE III IN ABORIGINAL AND/OR TORRES STRAIT ISLANDER PRIMARY HEALTH CARE (HLT30113)**

If you want to pursue a career that allows you to care for others and make a difference in your community, the Certificate III in Aboriginal and or Torres Strait Islander Primary Health Care may be for you. The course provides you with introductory skills and knowledge required to provide health care services to Aboriginal and Torres Strait Islander people.
Nursing

Nursing involves the assistance and provision of care in hospitals, aged-care facilities, community facilities and other settings. The study of nursing may explore a range of topics such as health assessments and patient health, observation, measurement and recording of patient conditions, attending to patients, assisting with emergency situations, wound care and rehabilitation activities.

Find the latest course and program details online at www.cqu.edu.au.

DIPLOMA OF NURSING (ENROLLED – DIVISION 2 NURSING) (HLT51612)

Successful completion of the Diploma of Nursing (Enrolled Division 2 Nursing) enables you to apply to the Nursing and Midwifery Board of Australia in accordance with the Australian Health Practitioner Regulation Agency (AHPRA) for registration as an Enrolled Nurse. Within this course there are mandatory on and off-the-job training components. The on-the-job training is a clinical placement. This placement is unpaid work experience undertaken at a set time at the end of each semester at a relevant health facility. Off-the-job training is the theoretical component of this course. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program. Further study opportunities include the Bachelor of Nursing at CQUniversity. You may receive credit of up to eight subject exemptions within this degree following successful completion of the Diploma of Nursing (Enrolled-Division 2 Nursing).

Occupational Health and Safety

Occupational health and safety is important for all businesses as it involves the health and safety of their staff and those under their employ. Study in this area may explore workplace hazards, management systems, health and safety programs and training, risk assessments, legislation and regulations, roles and responsibilities, and identification of health and safety hazards.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE IV IN WORK HEALTH AND SAFETY (BSB41415)

Completing the Certificate IV in Work Health and Safety opens the doors to a career in workplace health and safety, and also provides formal qualifications to those already working in the industry. Your studies will focus on developing a broad knowledge base so you can apply workplace health and safety principles in a wide variety of contexts. The course has a strong focus on problem solving, and you will learn how to analyse and evaluate information.

DIPLOMA OF WORK HEALTH AND SAFETY (BSB51315)

Enhance your skills in workplace health and safety and increase your employability by studying the Diploma of Work Health and Safety. You will develop practical skills to effectively coordinate and maintain work health and safety programs. The course introduces you to a range of safety topics, measures and initiatives so you can become confident in controlling conditions within the work environment that may be harmful to the health and safety of others. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.
Our Information Technology (IT) and digital media courses recognise the impact of IT on all aspects of our lives. The certificate and diploma study options available allow you to select a course that meets your learning needs, now and into the future.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit www.cqu.edu.au or call 13 27 86.

Digital Media

Digital media explores any form of media that may be created, observed, used, circulated, and stored electronically. This may include digital imagery and audio, videos, social media and websites. Through the study of digital media, you may explore a number of challenges that face contemporary businesses such as copyright, intellectual property laws and social media or online cultures and dynamics.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (ICT10115)

The Certificate I in Information, Digital Media and Technology will enable you to take your first step towards digital literacy. The course will provide you with the necessary skills and knowledge required to perform basic tasks using a computer and a range of software and devices. On completion of the Certificate I in Information, Digital Media and Technology, you will have skills that are useful in many occupations and may provide a pathway for you to progress into further study such as the Certificate II in Information, Digital Media and Technology.

CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (ICT20115)

This course will build on the foundations developed in the Certificate I in Information, Digital Media and Technology. You will be equipped with the skills and knowledge required to work effectively in an environment that utilises standard IT systems. During this course you will develop basic IT skills and gain experience in Microsoft Office applications, including Word, Excel, Access and PowerPoint. You will also learn skills in multimedia, social media, computer maintenance and security. Upon completion you may choose to further your study with a Certificate III in this area.

CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (ICT30115)

If you are pursuing self-sufficiency as an advanced information and communications technology (ICT) user or wanting to progress to higher level information technology qualifications then this course is for you. This course builds on the Certificate II in Information, Digital Media and Technology and will provide you with the skills required to
perform introductory ICT technical functions and support information activities. You will develop a variety of IT skills, including the skills required to be an efficient IT technical support or help desk officer.

**CERTIFICATE IV IN DIGITAL MEDIA TECHNOLOGIES (ICT40815)**

The Certificate IV in Digital Media Technologies equips you with the knowledge and skills needed to competently design, develop and use digital media technologies, enabling you to kick start your ICT career. During the course you will develop a range of skills that may help you improve your career prospects and gain employment as an assistant ICT specialist.

**DIPLOMA OF DIGITAL MEDIA TECHNOLOGIES (ICT50915)**

Complete the Diploma of Digital Media Technologies and equip yourself with a range of skills required to enhance your digital media career. You will develop skills and knowledge, enabling you to become competent in designing, developing and refining digital media technologies, as well as using tools and equipment. As you equip yourself with skills to work in the digital media technology areas of online and interactive design and development, you will also become competent working with tools and equipment such as software, Web 2 tools, technologies and mobile devices. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

**Graphic Design**

Studying graphic design will introduce you to the production of visual communication such as layouts for print and digital media, and image design that may be used for corporate programs, advertising, publications or exhibitions. Graphic design may also extend to the coordination and management of all production stages such as brief management, layout and design, quoting and printing.

**CERTIFICATE IV IN DESIGN (CUV40311)**

The Certificate IV in Design will provide you with a pathway for a career in design, as well as the opportunity to develop and enhance skills in graphic design, interior design, industrial design and related design studies. You will explore the principles and history of design and gain an understanding of the practical and aesthetic skills required to be a designer. The course will equip you with intermediate design skills and knowledge and provide a foundation for exploring the diversity of design from both two and three dimensional perspectives.

**DIPLOMA OF GRAPHIC DESIGN (CUV50311)**

The Diploma of Graphic Design equips you with the skills and knowledge you need for a career in the graphic design, printing or multimedia industries. Develop advanced skills in design, typography, technical and digital illustration, layout design, finished art, reproduction processes and digital media production techniques. You’ll also cover topics such as design methods for brochures, logos, stationery, posters, packaging websites, CD/DVD covers, newsletters and annual reports. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

Find the latest course and program details online at www.cqu.edu.au.

**DIPLOMA OF INFORMATION TECHNOLOGY (ICT50115)**

If you are interested in using a wide range of information and communication technologies (ICT) and gaining employment in small to medium enterprises, the Diploma of Information Technology could be a suitable option for you. During the course you will develop skills in ICT areas such as networking, information technology support, database development, programming and web development. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.
PSYCHOLOGY, SOCIAL WORK AND COMMUNITY SERVICES

At CQUniversity, our psychology, social work and community services courses cover a diverse range of areas including aged care, community services, disability, health care, indigenous health, and more. The certificate and diploma study options available allow you to select a course that meets your learning needs, now and into the future.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit [www.cqu.edu.au](http://www.cqu.edu.au) or call 13 27 86.

Aged Care

Aged care encompasses the provision of care, support and supervision of aged people in a range of settings such as clinics, hospitals, private residences or residential establishments. Aged care assists and promotes independence and encourages community participation.

Find the latest course and program details online at [www.cqu.edu.au](http://www.cqu.edu.au).

**CERTIFICATE III IN AGED CARE (CHC30212)**

The Certificate III in Aged Care is designed to develop your knowledge and skills, enabling you to make a difference in the lives of elderly living in residential aged care facilities or in the community. You will develop a wide range of skills allowing you to become confident in maintaining personal care for elderly people living in residential aged care facilities or in the community. The course has a strong focus on preparing you to provide emotional support and companionship, skills that are highly desired by employers.

**CERTIFICATE IV IN AGED CARE (CHC40108)**

Enhance your employability within the aged care sector and equip yourself with valuable skills by studying the Certificate IV in Aged Care. You will develop the skills to become a confident supervisor within complex care settings, and learn to plan, implement and monitor programs and services for elderly people living in aged care facilities. You will learn how to perform tasks such as providing residents with support and assistance and administrative duties. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. Please visit [www.cqu.edu.au/fees](http://www.cqu.edu.au/fees) to determine eligibility.
The study of community services focuses on the skills and knowledge needed to assist and encourage community groups and individuals to participate in activities and programs. Planning, development, maintenance and evaluation of community resources, programs, activities and networks are key elements to community services.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN COMMUNITY SERVICES (CHC20112)

Kick start your career in community services and study the Certificate II in Community Services. This course provides pathways into community services work or higher-level qualifications such as those in aged care, disability and home and community care. Your training will prepare you to provide support and assistance to clients accessing services or experiencing issues. Enhance your employability in roles that may have direct client contact and develop skills in helping clients identify their needs and providing referrals to appropriate services and support.

CERTIFICATE III IN COMMUNITY SERVICES WORK (CHC30112)

The Certificate III in Community Services Work provides an ideal pathway for you to gain a higher position or start your career in the community services sector. The course is designed to provide you with the skills and confidence to provide support to both individuals and groups, and make a real difference in your community. On completion you will be prepared for direct client contact work in a range of services for individual and group programs.

CERTIFICATE III IN HOME AND COMMUNITY CARE (CHC30312)

Study the Certificate III in Home and Community Care and kick start your career as a Community Care Assistant – a rewarding profession that allows you to work with the elderly and disabled. You will develop a wide range of skills to ensure you graduate work ready and well prepared to support clients in their own homes and other community settings. Your training will enhance your physical, mental and emotional skills so you can work effectively in the industry.

CERTIFICATE IV IN COMMUNITY SERVICES WORK (CHC40708)

If you are seeking a career that allows you to make a difference in the lives of others then the Certificate IV in Community Services Work may be for you. This course equips you with the knowledge and skills required to be an effective support and case worker. You will learn how to design and deliver programs, as well as appropriate intervention processes that can be applied to residential and community settings. You will develop skills in providing a holistic approach that encompasses social, emotional, psychological and practical support to client needs.

CERTIFICATE IV IN HOME AND COMMUNITY CARE (CHC40212)

The Certificate IV in Home and Community Care at CQUniversity is ideal if you are looking to pursue a leadership position in the home and community care sector. You will develop the skills required to work in client homes and other community settings, within defined organisational guidelines and service plans, so you can make a difference to the lives of people in our community who have complex needs and with groups of elderly people.

CERTIFICATE IV IN LEISURE AND HEALTH (CHC40608)

Equip yourself with a broad range of skills and enhance your employability within community care settings by studying the Certificate IV in Leisure and Health. Your studies will focus on developing skills to effectively design, implement and monitor interactive recreational and health-related activities. You will graduate work-ready and capable of delivering recreational and leisure activities and therapy in residential facilities, community agencies and day care centres.

DIPLOMA OF COMMUNITY SERVICES WORK (CHC50612)

Completing the Diploma of Community Services Work may be suitable if you work in a community services organisation and would like to take that next step and advance to a higher-level position. During the course you will focus on developing advanced skills in case management, community development, occupational, health and safety processes, advocacy and working with legal issues. On completion you will be well-prepared to coordinate programs and projects and supervise staff and volunteers. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.
Disability studies explores the professional disability support services and assistance that may be provided to clients and appropriate levels of care. Study disability and you may explore types of disabilities including those that may be physical, sensory, intellectual, mental and emotional, developmental and those that may be nonvisible. Disability studies may involve the management of disability including policies and regulations.

**CERTIFICATE III IN DISABILITY (CHC30408)**

This entry level course equips you with the skills and knowledge required to effectively provide a professional disability support service to clients, and make a positive difference to the lives of others. You will develop a wide range of skills including communication and delivery of services, as well as knowledge of occupational health and safety procedures. Upon completion, you will be qualified to contribute to positive learning, manage personal care, support group activities and provide behaviour support.

**CERTIFICATE IV IN DISABILITY (CHC40312)**

The Certificate IV in Disability equips you with the skills required to support and enable people with disabilities to achieve greater levels of independence, self-reliance and community involvement. This course will develop your communication and leadership skills in order to provide effective reports to service managers and liaise with health professionals and other service agencies. You will be prepared to pursue employment in roles without direct supervision and supervise and coordinate other workers. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. Please visit [www.cqu.edu.au/fees](http://www.cqu.edu.au/fees) to determine eligibility.

Health care involves promoting, preventing, diagnosing, treating and assisting individuals and communities with their physical and mental health and well-being. The study of health care may cover areas such as allied health, nursing, indigenous health, and health support services. You may also explore the health care industry, systems, administration and regulation, support services and health care delivery.

**CERTIFICATE II IN HEALTH SUPPORT SERVICES (HLT21212)**

Study the Certificate II in Health Support Services and equip yourself with entry-level skills in supporting the effective functioning of health services. This course is suitable if you are seeking a role in health services that does not provide direct care assistance. Enhance your employability for roles such as hospital assistant, administration support, food service worker, orderly, support services worker or ward assistant.

**CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (HLT32412)**

Study the Certificate III in Allied Health Assistance and equip yourself with entry-level health skills to enhance your employability. You will develop a broad skill-set, enabling you to provide therapeutic and program related support to health professionals. You will graduate work ready and well prepared to work in organisations such as hospitals or clinics. You will develop the skills and knowledge required to confidently work in a variety of areas such as rehabilitation, physiotherapy, occupational therapy, podiatry or speech pathology.

**CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (HLT32512)**

This course will kick start your career as an assistant health professional. While studying this varied course you will gain underpinning knowledge, enabling you to assist professional health workers such as nursing staff and ward clerks to provide care for clients. You will gain knowledge and become confident in performing client activities such as showering, bathing, sponging, shaving, assistance with toileting and supporting mobilisation. Your training will focus on developing skills so you can confidently perform work with patients on a daily basis.
Indigenous Health

Indigenous health involves the care of individuals, families and communities. Roles in this area will work with patients to assist with the coordination and provision of health care in Indigenous communities and clinics.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN INDIGENOUS ENVIRONMENTAL HEALTH (HLT21012)

If you would like to work in Indigenous environmental health, providing basic support in population health work then this course is for you. The Certificate II in Indigenous Environmental Health will see you working under routine guidance implementing the directives of your supervisors. The course will enhance your employability for roles such as environmental health worker or health housing worker.

CERTIFICATE III IN INDIGENOUS ENVIRONMENTAL HEALTH (HLT32312)

The Certificate III in Indigenous Environmental Health will see you contributing to the work of others through teamwork and coordination in a range of population health projects or programs. The course will enhance your employability for roles such as Indigenous environmental health worker, environmental health officer, Indigenous public health officer or environmental health field support officer in Aboriginal communities.

CERTIFICATE IV IN INDIGENOUS ENVIRONMENTAL HEALTH (HLT42412)

This course will provide you with operational skills and knowledge of population health projects related to Indigenous environmental health. Upon completion you will be prepared to apply your skills to complete tasks allocated by a population health professional.

DIPLOMA OF INDIGENOUS ENVIRONMENTAL HEALTH (HLT51112)

If you currently hold a Certificate IV in Indigenous Environmental Health and would like to further enhance your skills and knowledge then this course is for you. You may also be interested in this course if you hold specialist or clinical health qualifications and would like to expand your skill set in Indigenous health. This course will prepare you to carry out plans developed and set by population health professionals. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

CERTIFICATE III IN ABORIGINAL AND/OR TORRES STRAIT ISLANDER PRIMARY HEALTH CARE (HLT30113)

If you want to pursue a career that allows you to care for others and make a difference in your community, the Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care may be for you. The course provides you with introductory skills and knowledge required to provide health care services to Aboriginal and Torres Strait Islander people.
At CQUniversity, our science and environment courses cover a diverse range of areas including agricultural and rural operations, laboratory skills, and sampling and measurement. The certificate and diploma study options available allow you to select a course that meets your learning needs, now and into the future.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit [www.cqu.edu.au](http://www.cqu.edu.au) or call 13 27 86.

### AGRICULTURE

Studying agriculture involves learning about the practice of farming such as cultivating soil, growing crops and rearing animals to produce foods and fibres. These products help sustain communities and enhance the life we live.

Find the latest course and program details online at [www.cqu.edu.au](http://www.cqu.edu.au).

#### CERTIFICATE II RURAL OPERATIONS (AHC21210) – VETIS ONLY

This course provides you with the skills and knowledge required to work in the rural sector in entry-level roles including operating machinery and equipment such as tractors and ride-on farm vehicles, basic repair of plant and equipment, basic fencing, and maintenance of property and farming structures. You will also learn skills that will allow you to assist with crop maintenance and animal handling. With some industry experience you will also learn to support rural supervisors or managers. You may even look at gaining employment in rural regional sectors including local government, tourism, hospitality and transport.

#### CERTIFICATE II IN AGRICULTURE (AHC20110) – VETIS ONLY

If you enjoy working in the outdoors this course may be for you. The Certificate II in Agriculture will provide you with the skills and knowledge required for an entry-level occupation in agriculture. You will learn a range of skills relating to mixed farming that includes livestock and crops. This course covers basic knowledge and skills in animal handling and care including breeding procedures and mustering as well as general crop preparation and maintenance.

#### DIPLOMA OF AGRICULTURE (AHC50110)

The Diploma of Agriculture may be suitable for you if you are currently working on a farm or station managing enterprise production units and employees or if you are a sole operator of an agribusiness and provide crop production advice and services to production enterprises. Recognition of Prior Learning (RPL) may be available if you are interested in having your current skills and knowledge recognised with a formal qualification. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.
DIPLOMA OF AGRIBUSINESS MANAGEMENT (AHC51410)

You may be interested in the Diploma of Agribusiness Management if you are currently working on farms, stations and related rural businesses involved in administering and managing those businesses. Recognition of Prior Learning (RPL) may be available if you are interested in having your current skills and knowledge recognised with a formal qualification. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

LABORATORY OPERATIONS

Laboratory operations involves the collection and preparation of samples, coordination of experiments, taking measurements using scientific equipment, and the recording and analysing of results. Roles may be available in laboratories, production lines or in the field.

CERTIFICATE II IN SAMPLING AND MEASURING (MSL20109)

This course offers entry-level training for sampling and measurement skills applied across a range of industries. You will develop skills and knowledge in sampling and measuring within the construction, manufacturing, resources and environmental industry sectors for laboratory, production or field operations.

CERTIFICATE III IN LABORATORY SKILLS (MSL30109)

The Certificate III in Laboratory Skills is designed to provide you with the essential skills and knowledge to work effectively in a laboratory. The course will provide you with the underpinning knowledge to perform basic laboratory analysis, maintain equipment, calibrate test equipment and process and record data. The course also covers communication and teamwork. This course offers entry-level technical training in laboratory operations across a range of industries.

CERTIFICATE IV IN LABORATORY TECHNIQUES (MSL40109)

The Certificate IV in Laboratory Techniques will equip you with the skills and knowledge required to perform a range of laboratory techniques and conduct tests and sampling across a variety of industries. You will learn how to perform a wide range of sampling and testing, as well as apply technical skills and scientific knowledge. You will cover topics such as environmentally sustainable work practices, laboratory and field workplace safety, planning and conducting laboratory and field work, and processing and interpreting data.

Find the latest course and program details online at www.cqu.edu.au.
At CQUniversity, our trades and training courses cover a diverse range of areas including beauty, engineering trades, hairdressing, horticulture, hospitality and veterinary nursing.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit www.cqu.edu.au or call 13 27 86.

**BEAUTY**

Beauty involves the provision of advice about skin care and cosmetics and the application of treatments and body care packages. The study of beauty may include performing massages and aromatherapy treatments, analysing skin needs and providing advice about skin care, providing advice to clients about cosmetic and body care needs, and providing beauty services for clients such as manicures, pedicures, eyelash extensions or tinting, brow shaping and nail care.

Find the latest course and program details online at www.cqu.edu.au.

**CERTIFICATE II IN NAIL TECHNOLOGY (SIB20210)**

This course equips you with the skills and knowledge to interact with customers, provide manicure and pedicure services, applying acrylic or gel nail enhancement, and applying nail art. If you are a recent school leaver, mature age student or beauty worker who would like to add nail technology to your skill set then this course may be for you.

**CERTIFICATE II IN RETAIL MAKE UP AND SKIN CARE (SIB20110)**

This course provides you with the basics of retail operations relevant to skin care products and cosmetics. You will also learn about applying make-up, demonstrating make-up and skin care products, nail science and much more. If you would like to become a retail cosmetic assistant then study the Certificate II in Retail Make Up and Skin Care at CQUniversity.

**CERTIFICATE III IN BEAUTY SERVICES (SIB30110)**

This course is ideal if you would like to work in the beauty sector. It equips you with all the important skills to provide manicure and pedicure services, lash and brow treatments including eyelash perming, temporary epilation/bleaching treatments, designing and applying make-up, spray tanning and interacting with customers in beauty reception.

**CERTIFICATE IV IN BEAUTY THERAPY UPGRADE (SIB40110)**

If you have completed the Certificate III in Beauty, and would like to study further in this field, this course may be for you. You will gain knowledge and skills in Swedish
massage, facial treatments, and advanced facials. This course has been designed to provide you with extensive practical skills and theoretical knowledge in the provision of a diverse range of beauty therapy services and treatments, including lash and brow treatments, waxing and facial treatments and body massage.

**DIPLOMA OF BEAUTY THERAPY (SIB50110)**

This is an ideal course for you if you would like to become a beauty therapist and are interested in gaining the skills and knowledge in a broad range of beauty therapy treatments and services. This includes facial treatments, Swedish body massage, hair removal, hot stone massage, Indian head massage, microdermabrasion, lash and brow treatments, manicures, pedicures, make-up, aromatherapy, providing advice on beauty treatments and services, selling retail skin care and cosmetic products and co-ordinating a work team. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

**ENGINEERING TRADES**

There are many study options available to you if you are currently working or intending to work within the engineering trades of construction, electrical, fabrication, instrumentation, mechanical and plumbing. Our pre-apprenticeship career entry courses will provide you with options to enhance your qualifications and employability skills. We also offer school-based engineering trade courses delivered as part of the VET in Schools (VETiS) program. Our apprenticeship courses may be of interest to employers as a viable training option for their apprentices. You will also find that there are a number of post trade and skill development courses that offer you the opportunity to develop advanced knowledge in current and emerging technologies.

**CERTIFICATE I IN CONSTRUCTION (CPC10111)**

This course provides you with an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The course is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context. This course is offered as part of the VETiS program or to learners with no previous connection to the construction industry or relevant employment history.

**CERTIFICATE I IN ENGINEERING (MEM10105)**

This is a pre-apprenticeship course that offers you an excellent entry-level qualification for the engineering industry. Successful completion of this course will give you direct and indirect skills associated with apprenticeship trades relevant to the engineering industry. Topics covered include basic welding, basic fabrication, heating and cutting and use of basic workshop equipment. This course is designed to give you employability skills including communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management and hands on skills relevant to the industry.

**CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START) (UEE22011)**

This course is designed for those who have no previous connection to the electrical industry or relevant employment training. The Certificate II in Electrotechnology (Career Start) provides you with basic skills and knowledge for safe work in an electrotechnology discipline. Some units attained in this qualification credit towards the listed apprenticeship training plan. Successful completion of this course enhances your employment opportunities if you are seeking an apprenticeship in the electrical trades. This course is also offered as part of the VETiS program (available for Year 11 students only).

**CERTIFICATE II IN AUTOMOTIVE AIR CONDITIONING TECHNOLOGY (AUR20212)**

This course is designed as an extension to a trade qualification and covers the skills and knowledge required to perform a range of tasks related to servicing and repairing air conditioning components and systems of cars and heavy vehicles within an automotive service and repair business. Upon completion, you will have a range of employability skills including communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management and hands on skills relevant to the automotive air industry.
CERTIFICATE II IN AUTOMOTIVE SERVICING TECHNOLOGY (AUR20512)

This course covers the skills and knowledge required to perform a range of servicing operations on light vehicles, heavy vehicles and/or motorcycles within an automotive service or repair business. The Certificate II in Automotive Servicing Technology is designed to prepare new employees or recognise and develop existing workers who are performing servicing and maintenance of vehicles in an automotive service or repair business.

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (AUR20712) – VETiS ONLY

Study the Certificate II in Automotive Vocational Preparation and gain the skills and knowledge required to perform a limited range of tasks related to familiarisation and inspection of mechanical and electrical components and systems of cars, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles. Upon completion, you will be able to perform minor maintenance and repair of an automotive vehicle body. You will develop a range of skills including communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management to enhance your employability, as well as hands-on skills relevant to the industry.

CERTIFICATE II IN ENGINEERING PATHWAYS (MEM20413) – VETiS ONLY

This course equips you with the knowledge and skills to enhance your prospects of employment in an engineering or related working environment. Successful completion of this course enhances your employment opportunities if you are seeking an apprenticeship in the engineering trade. You will develop a range of skills including communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management as well as hands on skills relevant to the industry. This course is offered as part of the VETiS program or suitable for learners with no previous connection to the engineering industry or relevant employment history.

CERTIFICATE II IN MANUFACTURING TECHNOLOGY (MSA20208)

The Certificate II in Manufacturing Technology offers you a taste of a range of trades including light automotive, construction, manufacturing and fabrication. While undertaking this course you will acquire a Working in Construction White Card and undertake two weeks of vocational placement with local industries. Career opportunities in the manufacturing and engineering industry may include roles such as designer, metal fabrication worker, diesel fitter, fitter and turner, sheet metal worker, technical officer and more.

CERTIFICATE III IN AUTOMOTIVE ELECTRICAL TECHNOLOGY (AUR30312) – APPRENTICESHIP TRAINING ONLY

This course provides you with the skills and knowledge required to repair and maintain the mechanical systems and components of cars, motorcycles and heavy vehicles. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY (AUR30612) – APPRENTICESHIP TRAINING ONLY

Study the Certificate III in Light Vehicle Mechanical Technology and develop the skills and knowledge required to perform a broad range of tasks on a variety of light vehicles in the automotive service and repair industry. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN HEAVY COMMERCIAL VEHICLE MECHANICAL TECHNOLOGY (AUR31112) – APPRENTICESHIP TRAINING ONLY

The Certificate III in Heavy Commercial Vehicle Mechanical Technology equips you with the skills and knowledge required to perform a broad range of tasks on a variety of heavy commercial vehicles within the automotive service and repair sector. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN MOBILE PLANT TECHNOLOGY (AUR31212) – APPRENTICESHIP TRAINING ONLY

This course provides you with the skills and knowledge required to perform a broad range of tasks on a variety of mobile plant vehicles in the automotive service and repair industry. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN BRICKLAYING/BLOCKLAYING (CPC30111) – APPRENTICESHIP TRAINING ONLY

The Certificate III in Bricklaying/Blocklaying provides you with the skills and knowledge required to perform a broad range of tasks in bricklaying and blocklaying. You must be employed as an apprentice in a relevant industry to study this course.
CERTIFICATE III IN CARPENTRY (CPC30211) – APPRENTICESHIP TRAINING ONLY

If you are seeking a career in the carpentry trade then this course may be for you. Study the Certificate III in Carpentry and you will develop the skills and knowledge required to perform a broad range of tasks in the carpentry trade. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN PLUMBING (CPC32413) – APPRENTICESHIP TRAINING ONLY

The Certificate III in Plumbing equips you with the skills and knowledge required to perform a broad range of tasks in the plumbing trade. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN ENGINEERING–MECHANICAL TRADE (MEM30205) – APPRENTICESHIP TRAINING ONLY

This course provides you with the skills and knowledge required to work as an engineering tradesperson in a number of disciplines such as mechanical (maintenance) diesel fitting, mechanical trade (machining), mechanical trade (maintenance) fitting and turning, or mechanical trade (refrigeration and air conditioning). You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN ENGINEERING – FABRICATION TRADE (MEM30305) – APPRENTICESHIP TRAINING ONLY

This course equips you with the skills and knowledge required for engineering fabrication in the areas of sheet metal (light fabrication) and welding. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN CABINETMAKING (MSF31113) – APPRENTICESHIP TRAINING ONLY

This course covers the skills and knowledge required to perform a range of skills at a trade-level for those working in furniture making and those involved in the manufacture and installation of fitted furniture. You must be employed as an apprentice in a relevant industry to study this course.

CERTIFICATE III IN ELECTROTECHNOLOGY (ELECTRICIAN) (UEE30811) – APPRENTICESHIP TRAINING ONLY

The Certificate III in Electrotechnology (Electrician) provides you with the skills and knowledge required to install and maintain electrical components, wiring, equipment and systems and work in specialised areas of the electrical industry. You will develop skills in electrical drawing interpretation, circuit development, transformers, lighting, three-phase induction motors, single-phase motors, circuit protection, and installation requirements.

CERTIFICATE III IN INSTRUMENTATION AND CONTROL (UEE31211) – APPRENTICESHIP TRAINING ONLY

The Certificate III in Instrumentation and Control provides you with the skills and knowledge to select, install, set up, test, fault find, repair and maintain systems and devices for measurement and recording of physical/chemical phenomenon and related process control.

CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING) (CPC40110)

The Certificate IV in Building and Construction will prepare you for a career in building and construction management. This course provides you with the skills and knowledge needed for a career as a builder or manager of small to medium-sized building businesses. Please note that builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required.

CERTIFICATE IV IN ELECTRICAL INSTRUMENTATION (UEE40411) – APPRENTICESHIP TRAINING ONLY

The Certificate IV in Electrical Instrumentation provides you with the skills and knowledge to select, install, commission, fault find and maintain electrical and instrumentation equipment in buildings and premises and instrumentation systems and core instrumentation equipment for process and control. It includes ERAC requirements for an ‘Electrician’s licence’.

CERTIFICATE IV IN ENGINEERING (MEM40105) – CONTRACT DELIVERY ONLY

The Certificate IV in Engineering has been specifically developed to be delivered to those who are existing engineering tradespersons or apprentices in an engineering trade who choose to study at a higher-level during their
apprenticeship. Competency will be developed through an integrated combination of on and off-the-job learning strategies such as those delivered through a formal apprenticeship. You may be able to achieve this qualification through formal skills recognition assessment processes. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. Please visit www.cqu.edu.au/fees to determine eligibility.

CERTIFICATE IV IN INSTRUMENTATION AND CONTROL (UEE42211) – APPRENTICESHIP TRAINING ONLY

This course provides you with the skills and knowledge to select, install, set up, test, fault find, repair, maintain and commission systems and devices for measurement and recording of physical/chemical phenomenon and related process control systems.

DIPLOMA OF INSTRUMENTATION AND CONTROL ENGINEERING (UEE51011)

The Diploma of Instrumentation and Control Engineering provides you with the skills and knowledge to install, set up, test, develop, select, commission, maintain and diagnose faults/malfunctions of equipment and systems for the measurement, recording, monitoring and control of physical/chemical phenomenon and related process control systems. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

DIPLOMA OF ENGINEERING – TECHNICAL (MEM50212)

The Diploma of Engineering qualification will provide you with both theoretical and semi-technical skills and knowledge. It is most relevant to you if you are presently or intending to be employed in mechanical, mechatronic, manufacturing and maintenance fields at a para-professional level. This program emphasises the transfer of theoretical concepts to practical real world applications. You will study engineering safety, mathematics, materials science, quality assurance, engineering drawing and computing, as well as management and maintenance strategies. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program.

HAIRDRESSING

Study hairdressing and learn about a range of services provided in the hair industry such as styling, colouring, bleaching, cutting (including style cuts and trims), applying treatments, shampooing, conditioning and rinsing hair. Hairdressing also involves reception duties such as making appointments and the provision of customer service and advising clients on hair care and their requirements.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN HAIRDRESSING (SIH20111)

This course provides you with the skills to work as a salon assistant. You will be prepared for communicating in the workplace, interacting with and providing service to clients and assistance to colleagues. You will work under direct supervision and as part of a hairdressing team. Upon completion, you may choose to progress to the Certificate III in Hairdressing.

CERTIFICATE III IN HAIRDRESSING (SIH30111) – APPRENTICESHIP TRAINING ONLY

The Certificate III in Hairdressing will prepare you for a career as a hairdresser. This course equips you with entry level skills in hairdressing. You will learn about treating, cutting, colouring and styling hair, client consultation and advice, selling products and services, and hair and scalp treatments. This course is usually undertaken as part of an apprenticeship, however it may be possible to complete this course to fast track your pathway to employment or an apprenticeship. This course is competency based and you will be expected to be working or undertaking work experience in a salon while you study. If you are in high school, you may choose to complete this course as a school based apprenticeship enabling you to start a hairdressing qualification while still at school.
HORTICULTURE

The study of horticulture involves the identification of different plants and soil types, site assessments to correct deficiencies in soil, the preparation and maintenance of growing sites, weeds, pests and diseases that may affect plants, plant support and protection and more. You may also learn about paving projects, stone, metal or water structures and features, retaining walls and other elements that you see in private or public gardens, parks, playing fields or even golf courses.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN HORTICULTURE (AHC20410)

If you’re a budding horticulturist then the Certificate II in Horticulture may be for you. Throughout this course you’ll learn how to identify plants and soil types. You will also learn about potting and pruning, customer service and communication helping you gain a solid grounding in your career. This course underpins a range of work functions and job roles that can lead to a horticultural trade qualification.

CERTIFICATE III IN HORTICULTURE (AHC30710)

If you have a green thumb and enjoy working outdoors then you may be interested in studying the Certificate III in Horticulture. This course provides you with general knowledge and skills in amenity horticulture. Amenity horticulture generally focuses on the care and growth of plants for recreational or ornamental purposes. This course may lead to roles such as horticulture worker, horticulture assistant or gardener.

CERTIFICATE III IN LANDSCAPING CONSTRUCTION (AHC30910) – APPRENTICESHIP TRAINING ONLY

This course focuses on the skills needed to work as a landscaper in the landscape construction and maintenance industry. Throughout this course you may study setting out sites for construction work, building timber, concrete and brick structures/features, laying paving, installing irrigation systems and water features, operating specialised machinery, providing information on plants and planting/maintaining landscaped areas.

HOSPITALITY

The field of hospitality is wide and varied. The study of hospitality may involve aspects from front and back of house in a range of settings such as restaurants, motels, hotels, clubs, pubs, cafes, and coffee shops where food and beverage is prepared and served. Your studies may include a range of kitchen, function, cooking and hospitality operations, planning, preparing and cooking food, development of menus, food safety and hygiene regulations, operating commercial kitchen equipment and more.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE III IN PARKS AND GARDENS (AHC31010) – APPRENTICESHIP TRAINING ONLY

This course provides you with the skills needed to work as a gardener or horticulturist in the parks and gardens industry. Throughout this course you will learn about providing information on plants, controlling weeds, pests and diseases, fertilising and maintaining plants carrying out specialised pruning, planning and setting up plant displays, operating irrigation systems, and maintaining natural and revegetated areas.

CERTIFICATE II IN HOSPITALITY (SIT20213)

Study the Certificate II in Hospitality and learn basic skills and knowledge in a range of activities and functions required in hospitality. Upon completion you may work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops using your practical and basic industry knowledge. This course may be completed as part of a traineeship.

CERTIFICATE II IN KITCHEN OPERATIONS (SIT20312)

The Certificate II in Kitchen Operations equips you with skills and knowledge in a range of kitchen functions and activities. Employment opportunities are present in a range of settings such as restaurants, hotels, catering operations, clubs, pubs and cafeterias where food is prepared and served. Study this course and gain basic cookery skills to work as a cook’s assistant, kitchen hand or an apprentice chef. If you would like to undertake an apprenticeship in the trade of cookery,
and you are seeking a pathway to be a commercial cook, then this pre-apprenticeship course could provide you with a pathway to the Certificate III in Commercial Cookery. The Certificate II in Kitchen Operations can also be completed as part of a traineeship.

CERTIFICATE III IN COMMERCIAL COOKERY (SIT30813)

This course provides you with the practical skills and knowledge needed to work as a qualified commercial cook in a commercial kitchen. Upon completion you will be equipped to work as a commercial cook in restaurants, hotels, clubs, pubs, cafes, cafeterias event catering organisations, airlines, hospitals, student accommodation areas, industry cafeterias and corporate organisations. The knowledge and skills you gain through completion of this course are highly regarded within the hospitality and tourism industry nationally and internationally. If you undertake the Certificate III in Commercial Cookery and wish to qualify for a Trade Certification the process of qualifying with trade equivalence may take up to three years. If you are employed throughout this time in the industry you may be able to fast track this process.

CERTIFICATE III IN HOSPITALITY (SIT30713)

The Certificate III in Hospitality equips you for a role as a skilled operator that possesses a range of well-developed skills in hospitality. Throughout this course you will develop the ability to use discretion and judgement and upon completion will possess sound knowledge of industry operations. This course leads to roles in the hospitality industry that may provide operational advice and support to team members while working under limited supervision. Potential job opportunities include roles such as function attendant, restaurant host, food and beverage attendant, espresso coffee machine operator and more.

DIPLOMA OF HOSPITALITY (SIT50313)

If you would like to join one of the fastest growing industries in Australia then the Diploma of Hospitality is for you. You will learn valuable skills and knowledge in food and beverage operations, housekeeping, front office and management and finance through work-based sessions. Studying this course provides you with sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. You may be eligible to access VET FEE-HELP which allows you to study now and pay later. There is also the option to participate in the Diploma with Distinction internship program. Upon completion of this course, you may choose to progress into an Advanced Diploma of Hospitality, which will be available soon at CQUniversity.

IMPORTANT NOTE
» CQUniversity expects to offer an Advanced Diploma of Hospitality which will provide an entry into our new Bachelor of Hotel and Resort Management (available in 2016).

BACHELOR OF HOTEL AND RESORT MANAGEMENT

This exciting new course complements the existing study options in business and tourism and creates a learning pathway to provide you with industry-relevant skills and knowledge.

IMPORTANT NOTE
» This course is new in 2016 and subject to final approval. Please visit www.cqu.edu.au for the latest information.
VETERINARY NURSING

Veterinary nursing involves the provision of support to veterinarians to assist with managing and caring for animals that receive medical or surgical treatment. In most cases you will work as part of a team in a range of settings including consultation rooms or surgical rooms at a veterinary clinic or hospital. Studying veterinary nursing will prepare you to provide animal care information and advice on matters such as nutrition, behaviour and the general care of hospitalised animals. Your studies may include the technical skills to assist with preparing for and supporting surgeries and handling surgical equipment.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE IV IN VETERINARY NURSING (ACM40412)

This course provides you with the skills and knowledge to work as veterinary nurses within veterinary clinics. You will be required to have access to a veterinary clinic whilst undertaking study for this qualification and this is essential for meeting assessment requirements. Access may be through paid employment or substantial periods of work placement or work experience blocks. If you choose to undertake elective units in equine studies you will be required to have access to work experience and/or employment within an equine veterinary clinic or hospital.

DIPLOMA OF VETERINARY NURSING (GENERAL PRACTICE) (ACM50512)

This course equips you for a career as a veterinary nurse and the ability to apply advanced skills and knowledge in patient assessment, care and management within a veterinary workplace. Undertaking this course requires extensive vocational expertise and access through paid employment within a veterinary practice will be essential for meeting assessment requirements of some units. To be successful in this course you will be required to have access and regular exposure to patients, clients, consults, medical and surgical cases, veterinary staff, nursing, reception and administrative duties, practice policies, procedures, retail and customer service experiences so will most likely be working in the industry.
MINING

CQUniversity’s Mining Centre offers a variety of recognised courses in drilling, mining and resource processing, designed specifically for industry training and development.

For up-to-date course information including course location, availability, number of units, unit details and instructions on how to apply visit www.cqu.edu.au or call 13 27 86.

DRILLING

Drilling involves the coordination and conduction of drilling operations, health and safety and key elements of the drill rig. Our drilling courses provide you with relevant and industry specific skills and knowledge that can be applied to your specific workplace.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN DRILLING OIL AND GAS (RII21113)

This entry level qualification to the drilling oil and gas (onshore) industry will be suitable if you need to learn the basic duties of a floorman. You will gain an understanding of the key components of the drill rig, basic operations and the importance of adhering to safety procedures. You must be currently employed in the drilling industry to study this course.

CERTIFICATE III IN DRILLING OIL AND GAS (RII31813)

This qualification is suitable if you wish to learn the skills and duties of a driller. You will gain an understanding of both assisting and conducting drilling using a variety of methods and supporting senior team members with onsite operations. You must be currently employed in the drilling industry to study this course.

CERTIFICATE IV IN DRILLING OIL AND GAS (ONSHORE) (RII41113)

This qualification is suitable if you are employed as a senior driller working in an on shore oil/gas context. This course is one in a series suitable for workers in the drilling industry. You must be currently employed in the drilling industry to study this course.

DIPLOMA OF DRILLING OIL AND GAS (ONSHORE) (RII50813)

This qualification is suitable if you are a senior driller, field supervisor or rig manager. You must be currently employed in the drilling industry to study this course.
MINING

Mining is a diverse study area involving health and safety, risk management and mine site operations. Our mining courses provide you with relevant and industry specific skills and knowledge that can be applied to your specific workplace.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN RESOURCES AND INFRASTRUCTURE WORK PREPARATION (RII20113)

This course provides you with skills and knowledge in the basics of health and safety, risk management, communication, planning and preparing to undertake a task, hand and power tool operation, measurements and calculations. You must be currently employed in the mining industry to study this course or be a student at a school that offers this course as part of the VET in Schools (VETiS) program.

CERTIFICATE II IN SURFACE EXTRACTION OPERATIONS (RII30113)

This course will be suitable if you work as an operator on sites such as an open cut coal mine, a quarry or an open cut metalliferous mine. You must be currently employed in the mining industry to study this course.

CERTIFICATE III IN SURFACE EXTRACTION OPERATIONS (RII30113)

You may be interested in this course if you work as an operator on sites such as an open cut coal mine, a quarry or an open cut metalliferous mine. It is an extension of the content covered in the Certificate II in Surface Extraction Operations. You must be currently employed in the mining industry to study this course.

CERTIFICATE IV IN UNDERGROUND COAL OPERATIONS (DEPUTIES) (RII40413)

The Certificate IV in Underground Coal Operations (Deputies) will be suitable for you if you are employed as a mine supervisor, team leader or deputy, in an underground coal mine. You must be currently employed in the mining industry to study this course.

RESOURCE PROCESSING AND OPERATIONS

Resource processing and operations provides you with an understanding of metal processing and coal preparation and treatment. Our courses provide you with relevant and industry specific skills and knowledge that can be applied to your specific workplace.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN RESOURCE PROCESSING (RII20513)

You may be interested in this course if you work at a metal processing facility or a coal preparation plant. You must be currently employed in the mining industry to study this course.

CERTIFICATE III IN RESOURCE PROCESSING (RII30413)

This course will be suitable for you if you work as a production operator in a metalliferous processing facility or a coal preparation and treatment plant. This course extends the knowledge and skills developed in the Certificate II in Resource Processing. You must be currently employed in the mining industry to study this course.

CERTIFICATE IV IN RESOURCE PROCESSING (RII40513)

This course may be of interest to you if you are employed as a supervisor or team leader working in a metal or coal processing facility. This course is one in a series suitable for workers in the resource processing industry. You must be currently employed in the mining industry to study this course.
SECURITY OPERATIONS

Security operations focuses on security issues for organisations and businesses. This may include monitoring access to buildings and facilities, lighting control, alarms and alarm systems, surveillance, barriers and managing security risks and breaches.

Find the latest course and program details online at www.cqu.edu.au.

CERTIFICATE II IN SECURITY OPERATIONS (CPP20212)

If you are looking for a change in career, a second or part-time job then security could be the perfect job for you. If you are 18 years of age or older, upon successful completion of this course you will be eligible to apply for your Security Officer (unarmed) Licence for general security work in areas such as shopping centres and patrol. You may also find employment in crowd control working in licensed venues such as nightclubs, bars and specific events.
SHORT COURSES

CQU INIVERSITY HAS A RANGE OF ACCREDITED AND NON-ACCREDITED SHORT COURSES IN A WIDE VARIETY OF INTEREST AREAS. IF YOU ARE LOOKING AT UPGRADING YOUR SKILLS, OR HAVE A TALENT OR INTEREST THAT YOU WOULD LIKE TO PURSUE, OUR SUITE OF SHORT COURSES ARE DESIGNED TO BRING YOU THE KNOWLEDGE AND SKILLS YOU ARE LOOKING FOR.

BEAUTY THERAPY
Short courses in beauty therapy may include courses in basic make-up application, eye brow shaping, lash extensions, relaxation massage and spray tanning.

HEALTH
Short courses in health may include intravenous medication for enrolled nurses.

HOSPITALITY
Short courses in hospitality may include courses in basic and advanced barista, bar attendant, food safety, responsible management of licensed venues, responsible service of alcohol and responsible gambling services.

ENGINEERING AND RELATED TRADES
Short courses in engineering and related trades may include courses in night hobby welding (Electric Arc/STICK welding, Gas Metal Arc/MIG or tungsten Inert Gas/TIG) and metal lathe work.

MINING
Short courses in mining may include Standard 11 Surface, Mine Site Safety Supervisor Course and courses in Explosives and Shotfiring.

For more information visit www.cqu.edu.au/shortcourses.
COURSE FEES

THERE ARE A NUMBER OF FUNDING PROGRAMS AVAILABLE THAT YOU MAY BE ELIGIBLE FOR.

GOVERNMENT FUNDED PROGRAMS

The cost of VET Government funded programs is based on a student contribution fee. A concession may be available in some situations. Additional resource/material costs will vary from program to program.

The Queensland government will offset the cost of study for people who do not currently hold a qualification. If you are eligible for a subsidy, you will still need to pay for a portion of your study costs known as the ‘student co-contribution fee’.

- **Certificate 3 Guarantee**: Part of the Queensland Government’s ‘Great Skills, Real Opportunities’ action plan, the Certificate 3 Guarantee gives working-age Queenslanders access to their first certificate III qualification through a subsidy that reduces the cost of the course. This subsidy gives working age Queenslanders who don’t hold a formal qualification a chance to develop their skills and improve their employment prospects.

- **Fee Free Training for Year 12 Graduates**: If you’re a Queensland resident, have just finished year 12 and are keen to start your studies within the next calendar year, you might be eligible to study fee free.

- **Higher Level Subsidy**: This is a Queensland Government initiative that will offset the cost of a Certificate IV or higher course so that Queenslanders can gain advanced skills to secure employment or further their careers.

- **Government Concessions**: If you’re eligible for a concession price on a course, you can make big savings on your education and training.

VET FEE-HELP

VET FEE-HELP is an interest free Australian Government loan scheme that assists eligible full fee paying students to pay their tuition fees. VET FEE-HELP can be used to pay for all or part of your tuition fees when studying a course that is eligible for VET FEE-HELP funding. You must meet certain criteria to be eligible for VET FEE-HELP.

All nationally accredited VET diplomas and advanced diplomas are eligible for VET FEE-HELP. There are also a limited number of Certificate IV courses eligible for VET FEE-HELP funding.

For further information on eligibility and terms and conditions for VET FEE-HELP visit [www.cqu.edu.au/fees](http://www.cqu.edu.au/fees).

FULL FEE COURSES

These are competitively priced full-fee paying programs which do not attract concessions.

START YOUR JOURNEY

EXPLORING YOUR EDUCATION AND TRAINING OPTIONS CAN SEEM OVERWHELMING, BUT FROM YOUR FIRST ENQUIRY TO YOUR FIRST CLASS, CQUNIVERSITY IS ALONGSIDE YOU EVERY STEP OF THE WAY.

HOW TO APPLY

SHORT COURSES AND CERTIFICATE I, II, III, IV COURSES

To study one of our short courses or certificate level courses apply direct to the University. To enquire about your eligibility and to enrol, call 13 27 86 or visit our friendly student advice team at the CQUniversity location nearest to you.

DIPLOMA AND ADVANCED DIPLOMA COURSES

For some diplomas and advanced diplomas you will apply through the Queensland Tertiary Admission Centre (QTAC). Visit [www.cqu.edu.au/apply](http://www.cqu.edu.au/apply) for more information.

For all other TAFE diploma and advanced diploma courses, apply direct to the University. Call 13 27 86 or visit our friendly student advice team at the CQUniversity location nearest to you.

USER CHOICE – APPRENTICESHIPS AND TRAINEESHIPS

Traineeships and apprenticeships need to be secured with an employer before you can start your education and training. Your employer will then work with CQUniversity to create a training program that is right for you. Visit [www.cqu.edu.au](http://www.cqu.edu.au) for more information.

VET IN SCHOOLS (VETiS) COURSES

If you are in Year 11 or 12 and would like to study a course offered as part of the VETiS program, download an application form from [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis) and submit to vetis@cqu.edu.au.

Visit [www.cqu.edu.au](http://www.cqu.edu.au) for the latest information on courses available.