
Animal Science

Certificate III in Animal Technology

You will learn how to perform routine animal maintenance including hygiene and breeding control. The program also includes the office skills required to operate effectively in the industry. Through a combination of practical work experience and theory, this program also provides general training for those who want to care for laboratory animals on a daily basis.

Duration:	2 years part-time.
Location:	Grovely.
Further Study:	Diploma of Animal Technology.
Opportunities:	Animal technologist, lab assistant.
Code:	3220

Certificate III in Captive Animals

In this program you will be taught the knowledge necessary to capture, handle, care and display animals for educational and conservation purposes, while complying with all the relevant laws and legislation. The Certificate III in Captive Animals is the industry qualification for persons operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife or theme park environment.

Duration:	2 years self-paced.
Location:	External study.
Further Study:	Certificate IV in Captive Animals.
Opportunities:	Wildlife carer, operator in a wildlife park, animal carer.
Code:	3269

Certificate III in Companion Animal Services

In this program you will gain specific skills in animal care including training in nutrition, care and management of dogs, cats, birds and small mammals, grooming and clipping dogs and cats, reception and office administration.

Duration:	6 months full-time. Selected units available in a part-time mode.
Location:	Grovely.
Further Study:	Certificate IV in Veterinary Nursing.
Opportunities:	Animal technologist, lab assistant.
Code:	1913

Certificate IV in Veterinary Nursing

Provides you with comprehensive training in all aspects of veterinary nursing so that you can work effectively with veterinary patients and become a valued member of a professional veterinary team. The program combines practical and theoretical training to give you the competence to manage a veterinary clinic reception, animal holding area and kennel. You will gain comprehensive knowledge of workplace safety, general administrative duties such as purchasing, appointments and diary management, bookkeeping, as well as supervision of general clinic operations and clinic staff.

You will gain the skills of safe and effective animal restraint, surgical nursing and anaesthetic assistance, x-ray processing, equipment maintenance, management of theatre operations and coordination of consulting and theatre routines.

Duration:	12 months full-time (on campus). Approximately 3 years (external).
Location:	Grovely. Workplace based (external).
Further Study:	Diploma of Veterinary Nursing (Emergency and Critical Care). Diploma of Veterinary Nursing (Surgical).
Opportunities:	Vet nurse, senior nurse in a veterinary practice.
Code:	1918, 3880



Business

Certificate II in Business

Take the first step on the corporate ladder. Get down to business with a program designed to provide basic computer, communication and organisational skills.

Duration:	Self-paced, enrolment period in each unit is for 6 months from date of enrolment.
Location:	TAFE Open Learning (distance and/or online).
Further Study:	Certificate III in Business.
Opportunities:	Receptionist, secretary, personal assistant, data entry operator, word processing operator, computer operator, administration officer.

Certificate III in Business

Take the next step into the business world with a Certificate III in Business. Develop skills and knowledge essential to business practices and pursue the career you want.

Duration:	12 months part-time.
Location:	Bracken Ridge or TAFE Open Learning (distance and online).
Further Study:	Certificate IV in Business, Certificate IV in Marketing, Certificate IV in Human Resources.
Opportunities:	Administration assistant, customer service advisor, word processor, data entry operator, clerical worker, receptionist.
Code:	4065

Certificate IV in Business

Want to climb the career ladder? Start here! This qualification assists in developing skills to enable you to work in a management or supervisory position in an organisation.

Duration:	1 – 2 years part-time.
Location:	Bracken Ridge or TAFE Open Learning (distance and/or online).
Further Study:	Diploma of Management.
Opportunities:	Customer service advisor, receptionist, office administration.
Code:	4055

Certificate IV in Small Business Management (TradeBiz)

Turn your entrepreneurial ideas into a commercial business! Designed for professionals, this dynamic program is for those starting a small business or expanding an existing organisation. You will examine business opportunities, explore markets, understand legal and financial requirements and develop business plans for increased profitability.

TradeBiz is designed specifically for trades people. The aim of TradeBiz is to equip participants with the management skills and knowledge required to operate a small trade business. TradeBiz meets the business licence requirements for the Electrical Safety Office and the Queensland Building Services Authority (QBSA).

This program has industry professionals available to assist you with applying for your occupational licences in Queensland.

Duration:	20 weeks part-time.
Location:	Various locations.
Further Study:	Diploma of Management.
Opportunities:	Manager, small business operator, small business management.
Code:	1673, 3884

Environmental Management Systems (ISO4001) Audit Program

Delegates will understand the new philosophies, principles and practices of Environmental Management Systems (EMS), the detail of ISO4001 and be able to identify environmental aspects and their impacts, students will be able to apply an EMS to various organisational situations, understand how an EMS should work to benefit an organisation and recognise the documentation and records required of ISA 14001.

Duration:	2 full day workshops.
Location:	South Brisbane.
Opportunities:	Environmental systems manager.
Code:	4138

Quality Systems Lead Auditor Certification

Understand the new philosophies, principles and practices of Quality Systems Audits. This program trains delegates in process management principles, team leadership, the audit process, the detail of ISO9001 and the roles and responsibilities required of a Lead Auditor. Through a series of four workshops conducted over one week, participants will explore a wide variety of situations that will provide the expertise to apply and practise auditing skills.

Duration:	4 full day workshops (conducted over 1 week).
Location:	South Brisbane.
Further Study:	After successfully completing this program you will receive a RABQSA accredited Certificate. RABQSA International Inc is accredited to the International Standard ISO/IEC 17024:2003 Requirements for Bodies Operating the Certification of Persons, by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ).
Opportunities:	Internal and/or third party auditor.
Code:	3898

Certificate IV in Project Management

Gain the knowledge and skills to be able to plan, execute, monitor, control and close a project.

Duration:	12 weeks part-time.
Location:	Bracken Ridge.
Further Study:	Diploma of Project Management.
Opportunities:	Project administrator, project manager.
Code:	4136

Diploma of Project Management

Designed for professionals who have prior project management experience.

Develop advanced project management skills to expand your career options. Gain skills and knowledge that will enable you to integrate and manage all aspects of complex projects in a timely and cost-effective manner.

You will be required to incorporate an actual workplace project into your study program. The knowledge and skills gained from this program is not confined to any particular industry sector. You will develop project management skills tailored to your role, industry and workplace. Your new skills will enable you to effectively plan, resource manage, monitor, report on, evaluate and close projects and deliver real results for your business.

Delivered by internationally accredited trainers and certified industry specialists, this program is endorsed by the Australian Institute of Project Management (AIPM).

Duration: 21 evening workshops over 6 months, or 6 full day workshops.

Location: Bracken Ridge, Ithaca.

Further Study: Pathway to undertake the Australian Institute of Project Management (AIPM) Registered Project Manager (RegPM) Program. Advance to University Degree programs where credit may apply. Approved articulation of 4 units into Bond University's Master of Project Management.

Opportunities: Project manager, project officer, project director.

Code: 3661



Diploma of Business

Gain a leading edge qualification and credit towards a university degree. This dynamic program develops managerial, interpersonal and team building skills in the areas of business, management and human resources.

Duration:	12 months full-time.
Location:	Bracken Ridge or TAFE Open Learning (distance and/or online).
Further Study:	QUT offers one year credit towards a 3 year Bachelor of Business program. Credit may apply to other university degree programs.
Opportunities:	Operations management, supervisor, project management, manager in public or private sector, marketing, operations or human resources officer.
Code:	3221

Diploma of Business Studies

Do you wish to take the first step in preparing for tertiary studies or accelerate your career? Save money on program costs by completing the Diploma of Business Studies in a learning environment featuring small class sizes, flexible assessment strategies and professional, supportive teachers.

This program is designed in consultation with universities to maximise academic ranking.

Duration:	12 months full-time.
Location:	Ithaca.
Further Study:	QUT offers credit toward a 3 year Bachelor of Business. Credit may apply to other university degree programs.
Opportunities:	Operations management supervisor, project management, manager in private or public sector, marketing, operations or human resources officer.
Code:	3876

Certificate IV in Frontline Management

Learn how to become an effective supervisor, implement operational plans and promote innovation and change. Delivered in the workplace or on campus. Single subscribers can join workshops. Generous Commonwealth funding may apply.

Duration:	12 months part-time.
Location:	Bracken Ridge, Ithaca or TAFE Open Learning (distance and/or online).
Further Study:	Diploma of Management.
Opportunities:	Supervisor, leading hand, coordinator, team leader.
Code:	1751

Diploma of Management

This dynamic program covers areas as diverse as establishing and maintaining a strategic planning cycle to capitalise on change and innovation as well as marketing, leadership, budgets, customer service and staff recruitment. Depending on previous experience, the Diploma may incorporate Certificate III and Certificate IV units.

Duration:	12 months part-time.
Location:	Bracken Ridge or TAFE Open Learning (distance and/or online).
Further Study:	Advance to university degree programs where credit may apply.
Opportunities:	Frontline management, operations management, manager in private or public sectors.
Code:	4054

Certificates III and IV in Business Administration

Do you require skills to commence working in an office environment? Choose from a range of options including full qualifications, short programs or individual units.

Duration:	Full-time programs with various start dates
Location:	Bracken Ridge, Caboolture, Redcliffe or TAFE Open Learning (distance and/or online).
Further Study:	Further studies or varied employment opportunities.
Opportunities:	Business administration, office administrator, accounts clerk, personal assistant.
Code:	3217, 2889, 1701, 3912 - Cert III 3128 - Cert IV



Creative Industries

Certificate II in Floristry

This program provides you with the skills and abilities to meet the needs of the various sectors within the floristry industry. The essential units are designed to develop generic workplace skills highly valued by employers. These include understanding the industry, health and safety in the workplace, working in teams and business communication skills.

This program aims to provide you with a good foundation in the practical and theoretical aspects of floristry, and successful completion of this program will provide you with a skill set that is suitable for further study or gaining employment in a florist shop.

Duration:	6 months full-time.
Location:	Grovely.
Further Study:	Further studies in Certificate III in Floristry or application for a Floristry Traineeship.
Opportunities:	Florist, floral designer.
Code:	3920

Certificate III in Floristry

Building on your Certificate II, this qualification equips you with indepth creative skills and relevant knowledge to work in the floristry industry. The essential units are designed to develop your generic workplace skills.

Major areas of study include the care, preparation and display of floristry stock, creation of floristry designs using a range of techniques and mediums, assembly and preparation of floristry products, customer service, stock control, working in a retail environment and the performance of routine housekeeping duties.

Duration:	6 months full-time, 12 months part-time.
Location:	Grovely.
Further Study:	Further tertiary studies or start your own floristry business.
Opportunities:	Florist, floral designer.
Code:	1969, 3919

Diploma of Graphic Design

Provides exposure to diverse yet interrelated areas such as design, pre-press, web development, multimedia, photography, production, interpretation of briefs, marketing and project management to ensure the development of multi-skilled graduates.

Duration:	18 months full-time, 3–4 years part-time.
Location:	Ithaca.
Further Study:	Bachelor of Information Technology (QUT).
Opportunities:	Graphic designer, advertising, publishing, design and promotion.
Code:	3597

Certificate III in Media (Multimedia) ONLINE

This qualification reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Duration:	Each unit must be completed within 6 months of enrolment.
Location:	TAFE Open Learning (distance and/or online).
Further Study:	Diploma of Graphic Design, Diploma of Information Technology (Website Development), Bachelor of Multimedia.
Opportunities:	Archival media technician, camera/lighting assistant, community radio program maker/presenter, editing assistant, interactive media author assistant, production assistant.
Code:	3597

Certificate III in Hairdressing

This program has been designed as the standard entry level qualification for the hairdressing industry. You will gain the skills and knowledge to sell products and services, client consultation and advice, hair and scalp treatments, haircutting, hair design, colour and lightening and chemical reformation services on male and/or female clients.

Duration:	16 months, February and July intake.
Location:	Caboolture.
Further Study:	Certificate IV in Hairdressing.
Opportunities:	Hairdresser, hair care retailer.
Code:	4124

Certificate IV in Interior Decoration

This program has been designed for those seeking employment or self employment as interior decorators/designers. You will gain the expertise to advise clients and offer practical assistance when selecting furnishings and fittings, colour coordination and environmental considerations.

Duration:	6 months full-time, 1 – 2 years part-time.
Location:	Ithaca or TAFE Open Learning (distance and/or online).
Further Study:	Further tertiary studies or start your own interior design business.
Opportunities:	Interior decorator, colour consultant, window dresser.
Code:	3375, 3870

Certificate III in Visual Arts and Contemporary Craft

This program provides a stimulating and creative environment where you have the opportunity to explore a broad range of art and design activities and gain the practical skills and knowledge to create two and three dimensional forms in a variety of visual art areas.

You will learn to visualise, develop and present ideas and images, to discuss the visual arts analytically and appreciatively and to constructively evaluate your own work and that of others.

Duration:	1 year full-time or part-time options available.
Location:	Bracken Ridge, Ithaca.
Further Study:	Diploma of Visual Arts and further tertiary studies.
Opportunities:	Professional artist, graphic designer.
Code:	3275, 3415

Diploma of Visual Arts (Incorporating Certificate IV in Visual Arts and Contemporary Craft)

The Diploma of Visual Arts is a multidisciplinary program spanning painting, drawing, digital imaging and architectural ceramics. This program prepares students pursuing a career as visual artists or in other creative fields. This is achieved by studying practical and theoretical units developed in conjunction with the arts industry.

Duration:	2 years full-time or part-time options available.
Location:	Ithaca.
Further Study:	Contact your chosen university about advanced programs.
Opportunities:	Artist, art practitioner in an art studio, gallery or community arts centre.
Code:	1937