



program guide

Your future - Our focus

SEMESTER 1
Enrolling
now

2012

2nd edition



Brisbane
North
INSTITUTE OF TAFE



TAFE
Queensland

Welcome

to Brisbane North Institute of TAFE



Do you want to further your education, change career or try something new in 2012?

With a wide variety of programs for people in all stages of life, Brisbane North Institute of TAFE (BNIT) vocational education and training programs can help you reach your goals.

At BNIT, you learn from the best. All teaching staff are highly qualified, professionals in their respective fields, friendly and actively seek to develop your skills and creativity. Conducted in modern learning environments, many programs incorporate real life work experience for students through partnerships with industry.

BNIT is focused on helping you, our students, to succeed. A diverse range of programs with options that include full or part-time, online, distance, face-to-face or a blend to suit your lifestyle means there's something for everyone. Take a look at the possibilities and consider the many advantages that study with BNIT offers you.

Regardless of whether you choose to study at Bracken Ridge, Caboolture, Grovely (Keperra), Ithaca (Red Hill) or Redcliffe, a great environment awaits you. Each campus hosts a range of cutting edge, high quality facilities designed to help you learn, participate and socialise. All campuses also have free WiFi to further enhance your learning experience.

Choose BNIT and you can join the thousands of satisfied students who take a step closer to their dreams each year.

I look forward to meeting you on campus!

A handwritten signature in black ink that reads "Lynne Foley".

Lynne Foley
Institute Director

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Brisbane North TAFE



**LEARN
FROM THE
BEST**

Enrol now!





Teachers like Vicki, Gareth, Jen, Russell and Leanne are just some of our many industry experts ready to lead students direct to their career dreams!

With hundreds of nationally accredited and non-accredited programs to choose from, across a wide range of industries, online, distance or campus delivery options, call us or visit our website to find out more.

Graduate with the qualifications and skillsets employers want.

To be your best, why not learn from the best at Brisbane North TAFE.



About

Brisbane North Institute of TAFE

At Brisbane North Institute of TAFE (BNIT) we offer a wide range of programs to upgrade your skills, prepare you for further study and get you into the workplace faster.

BNIT students learn from the best

High level skills, experience and the ability to impart valuable knowledge is what makes BNIT teachers stand out.

Hailing from a wide range of industry backgrounds, BNIT teachers are each professionals in their respective fields who regularly return to industry to ensure BNIT students receive up-to-the-minute training.

BNIT students are at the cutting edge of technology

At BNIT, students access the latest in software and hardware tools to benefit and enhance their learning experience.

Portable internet access is an essential element of the student experience and BNIT has responded by offering free student wi-fi for private devices at all campuses. This way, BNIT students can remain online – anywhere on campus. BNIT also offers students remote online access to BNIT's student computer network and the 'Student Hive' featuring a range of Microsoft Office and other applications, learning resources, student news, events, and much more.

BNIT is a leader in choice

Featuring over 300 programs across a wide range of industries and seven convenient campus locations, students can choose from an extensive range of full-time, part-time, off-campus programs and dual qualifications, as well as blended training options through a mix of face-to-face, online and distance delivery methods to suit any lifestyle.



Employers want BNIT graduates

BNIT holds an enviable reputation amongst industry for producing graduates that are work ready and employable. As a result, employers value the quality education, training and qualifications held by BNIT graduates.

BNIT students get the attention they deserve

Highly trained staff and custom-built facilities ensure individual BNIT student needs are met to assist them in fulfilling their goals. Student services, facilities and helpful customer service personnel ensure BNIT students are not 'just a number'. For more information on student facilities and services, please see page 17.

Competitively priced yet invaluable education and training

BNIT programs remain competitively priced and are low cost in comparison with many private training organisations and universities. With a range of payment options available, BNIT offers high quality yet affordable vocational education and training.

BNIT students get credit at the best universities

Through BNIT articulation agreements with leading universities, students embark on a ready-made pathway to Bachelor degree qualifications and beyond. And with credits from a Diploma program equating to up to one year's credit at a fraction of the price of university study, it makes sense to study first at BNIT.

BNIT welcomes overseas and migrant students to our community

Overseas and migrant students are offered exceptional vocational education and training opportunities through BNIT that equips them for careers across industry sectors in both Australia and internationally. Overseas and migrant students enhance the BNIT community and are fully integrated into campus life and local culture.

Want more information?

Visit our website www.bn.tafe.qld.gov.au or contact our Customer Service Contact Centre on **131 248** to speak with one of our dedicated consultants. Alternatively, feel free to drop into any of our on-site Customer Service and Information Centres at Ithaca (Red Hill), Bracken Ridge, Caboolture and Redcliffe campuses.



Levels of study

Recognition of Prior Learning (RPL)

Have you already acquired some of the skills and knowledge related to the program you are interested in? RPL involves an assessment by a member of the RPL Team to see if your skills and knowledge meet today's industry standards.

Schools' Program

Schools are able to provide a variety of vocational education and training programs from the range offered through BNIT. You can discuss options with your school's Guidance Officer.

Statements of Attainment

Statements of Attainment can be awarded if you successfully complete components of Certificates, Diplomas or Advanced Diplomas, or successfully complete a nationally accredited skill set.

Short courses

These are non-accredited, fee-for-service short courses to upgrade skills and cultivate creative talents. Many courses involve introductory employment-related subjects such as computing and business skills. They are also used as pathways to further education and study within TAFE.

Certificate programs

Certificates I and II provide preparatory skills and application of knowledge at a basic level, primarily to provide access to work, further education or re-entry into the workplace. Certificates III and IV provide a broad range of skills to perform a variety of tasks and roles. They can help you with career advancement by preparing you for autonomous and supervisory roles within the workplace.

Apprenticeships and Traineeships

Apprenticeships and Traineeships allow you to learn while you work. BNIT will assist you in organising your training needs so that you can learn the skills of your chosen occupation.

Diplomas and Advanced Diplomas

Diplomas and Advanced Diplomas provide high-level technical or management skills and offer credit to many universities. Through partnerships with selected universities, we also offer a number of dual qualifications that can see you graduate with both a Diploma and Bachelor degree. These qualifications can also assist in upgrading your work skills or help you enter or re-enter the workforce at a more qualified level.

For more information contact our Customer Service Contact Centre on **131 248** or visit www.bn.tafe.qld.gov.au.

Why study what you already know ?

Recognition of Prior Learning (RPL)

RPL is the formal recognition of a person's current skills and knowledge, no matter how, when or where the learning occurred. Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and volunteer experience.

RPL is a recognition process evidenced in accordance with the Australian Quality Training Framework and could provide you with a full or part qualification, and avoid duplication of training. It can be used to identify what training you may need to complete a qualification or meet legislative requirements, or provide a pathway to higher qualifications.

Let BNIT show you how to obtain your qualification faster!

Benefits of RPL

- Recognises current skills and experience, regardless of where and when the learning occurred.
- Candidates can base their application for RPL on any combination of formal or informal training, education, work experience or volunteer experience.
- RPL will save you time and help you reach your career goals more quickly.

Cost

There is a cost involved in the recognition process, however it will cost less than formal training.

How to apply

- Students should apply for RPL prior to enrolment in any program. Look through this Program Guide and find the program that is right for you.
- Visit the BNIT website at www.bn.tafe.qld.gov.au, download an *Application Form* and brochure and send applications to the Recognition of Prior Learning (RPL) Unit at:

Brisbane North Institute of TAFE
Locked Bag 3
Eagle Farm BC 4009
or email: bnit.rpl@det.qld.gov.au

**To find out more about RPL, contact us on 07 3258 5001
or email bnit.rpl@det.qld.gov.au**

University pathways

BNIT has established links with many universities enabling graduating Diploma and Advanced Diploma students to gain credit towards their degree qualification.

Improve your Tertiary Entrance Rank

By completing a Diploma program at BNIT, you will enhance your ranking and may become eligible for entry into a Bachelor degree program. Up to 12 months credit may be awarded towards the degree program for the completed Diploma study.

Adult Tertiary Preparation is designed to provide a pathway to tertiary institutions for adult learners who have not completed senior secondary schooling. Subjects offered include language and learning skills, arts/humanities, mathematics, science and computing.

Reduce your study time and cost of study

If you complete a Diploma you may receive credit toward, and qualify for entry into, a corresponding degree program. As most TAFE programs are government subsidised, choosing this option represents a significant saving.

Study a combined Diploma and Bachelor degree program

You can choose one of the dual award programs from the adjacent list and apply through the Queensland Tertiary Admissions Centre (QTAC). Once accepted, you will complete the Diploma level studies and then continue with the Bachelor studies. Once again, you will benefit from significant savings by choosing this option.

For more information contact our Customer Service Contact Centre on 131 248 or visit www.bn.tafe.qld.gov.au.



Dual award programs

Diploma of Business/Bachelor of Business (QUT)

Diploma of Nursing (Enrolled/Division 2 Nursing)/Bachelor of Nursing (QUT)

Diploma of Community Services Work/Bachelor of Human Services (QUT)

Diploma of Information Technology (Database Design & Development)/Bachelor of Information Technology (GU) (QUT)

Diploma of Information Technology (Software Development)/Bachelor of Information Technology (GU) (QUT)

Diploma of Information Technology (Networking)/Bachelor of Information Technology (GU) (QUT)

QUT: Queensland University of Technology

GU: Griffith University



How to enrol

This four step guide will help you to enrol in a BNIT program.

1. Find out about the programs available.
Visit our website www.bn.tafe.qld.gov.au or contact the Customer Service Contact Centre on **131 248**.
2. Choose the program you want to study.
3. Contact BNIT or Queensland Tertiary Admissions Centre (QTAC), depending on the program you choose. To enrol or for application details refer to the specific brochure online or call us to arrange one to be mailed to you.
4. To secure your enrolment, pay your fees by the specified due date. You can pay online (see below), over the phone, by post or in-person at a Customer Service Centre.

Save time - enrol online!

The TAFE Queensland Student Self Service website allows BNIT students to enrol online. By registering for Student Self Service you can update your details, save time on enrolling, check academic history and results, and make payments to your account.

New, current and past students can access Student Self Service by registering as a new user online. To register visit <http://enrol.tafe.qld.gov.au>.

Additional entry requirements

Your preferred program may have a prerequisite requirement such as a portfolio of work or a Blue Card.

Find out if the program has special admission requirements by contacting us on **131 248** or emailing us at enquiry.bnit@det.qld.gov.au.

Places are limited in most programs. To secure your place, we advise you enrol and pay your fees early. For more details on paying fees and possible concessions see page 12 of this Program Guide or visit www.bn.tafe.qld.gov.au.

To be eligible for a program concession, supporting Centrelink documentation must be provided at time of enrolment. Please contact your local Centrelink office for further information.

As details are constantly updated and new programs added, please check the website at www.bn.tafe.qld.gov.au for the most up-to-date program information.

What will it cost?

Government funded programs

Many programs are government subsidised and therefore cost considerably less than programs offered by universities or private training providers.

Fees and charges

Student contribution fees and costs are paid at the time of enrolment. These costs will vary according to your level of study (Certificate, Diploma, Advanced Diploma), the type of program you choose (Commonwealth Supported or fee-for-service) and the state in which you live.

Students wishing to apply for a payment plan should contact one of our Customer Service Centres.

International students should refer to the International Prospectus or call +617 3259 9221.

Concessions

Students who provide evidence of the following may be eligible for a concession (discount on fees):

- Centrelink Health Care card
- Centrelink Pensioner Concession card
- Department of Veterans' Affairs Pension Concession card (Blue)
- Aboriginal or Torres Strait Islanders
- Students who have *not* completed Year 12 and who are under 17 at the end of February in the year of enrolment.

Centrelink

Please note: It is the responsibility of the individual student to consult with Centrelink regarding criteria for financial assistance and other services. This includes ensuring that your chosen program meets Centrelink's requirements for what constitutes a full-time or part-time program.

For more information about Centrelink's Youth and Student Services, including enquiries about Youth Allowance and Austudy, contact 13 24 90.

For more information

- Access the online Student Guide by using the quick link to publications www.bn.tafe.qld.gov.au.
- Email enquiry@bnit@det.qld.gov.au.
- Call 131 248 or visit one of our Customer Service Centres.

Your future - Our focus



Support services



Customer Service Centres

There are four campus-based Customer Service Centres as well as a Customer Service Contact Centre for phone enquiries at BNIT. Call or visit our Customer Service Centres for general enquiries, payments and enrolment information for our wide range of programs.

Customer Service Centre opening hours:

Caboolture, Redcliffe, Bracken Ridge and Ithaca

Monday to Thursday: 8:30am – 4:00pm

Friday: 9:30am – 4:00pm (excluding public holidays)

Customer Service Contact Centre (131 248):

Monday to Thursday: 8:30am – 5:00pm

Friday: 9:30am – 5:00pm (excluding public holidays)

Learning support – language, literacy and numeracy

As a student, you are able to receive extra help with your study and learning skills from learning support staff. Students who feel they may need this type of support should approach their teacher. Support is flexible and caters to individual learning needs. You can access learning support at any time during your program, however, we encourage students who may need learning support to seek help in the early stages of study.

International student services

BNIT's International Student Officers provide a range of services to prospective and current international students, including:

- program enquiries;
- administration of all procedures including processing, applications, issuing offers of place, enrolment and orientation;
- assistance and advice on health cover, visas, accommodation and transport; and
- referrals to student support, counselling, learning support and tutorials.

Learning Hubs

Learning Hubs are located at all BNIT campuses. Each Learning Hub provides a range of services and facilities for students and staff. These include access to:

- texts and accompanying materials to support studies;
- PCs with unlimited internet access and software to support program work;
- a wide range of online databases and electronic resources;
- photocopying/printing services;
- scanners;
- DVDs, magazines and daily newspapers;
- DVD viewing facilities; and
- inter-campus loans.

Our staff are also available to provide advice and training for all students in locating information and support materials. Training sessions can include:

- introduction to the Learning Hub;
- research skills;
- using the internet; and
- using online databases.

The Access Team

The Access Team provides a range of services for prospective students who are considering studying at BNIT. Their role is to provide support outside the teaching and learning areas to help you get the most out of your time at BNIT. Seeking out professional advice about course selection before enrolment is a great place to start. This will help ensure your studies are tailored to your interests and career goals.

The Access Team can assist you with student counselling, support for students with a disability, support for Aboriginal and Torres Strait Islander students and assistance with job placements, scholarships and campus activities.

Student counselling

Personal and financial counselling

Counsellors are available at each campus by appointment. In some cases of financial hardship counsellors may be able to help with payment plans for program fees. If personal or family matters impact on your study progress, counsellors help by exploring your options and can, if you wish, talk to a teacher about your situation.

Career assistance and guidance

Our counsellors can assist you in thinking about your career path, advise you about the ways various programs may assist your career, and explain how programs can work as pathways to further study. For an appointment please call **07 3259 9037**.

Aboriginal and Torres Strait Islander students

Our Aboriginal and Torres Strait Islander Student Support Officer is available to talk to Aboriginal and Torres Strait Islander students about any issues of concern that may affect their study. They may also work with teachers and other BNIT staff to facilitate cross-cultural communication.

Disability services

People with a disability are encouraged to participate in education and are welcomed at BNIT. Our Disability Services staff can assist, if necessary, by assessing individual needs, liaising with teachers, and providing equipment, software or personal support appropriate to each student's requirements. For further information please contact the Disability Support Officer at disability.bnit@det.qld.gov.au or fill out an application for additional academic support at your campus Customer Service Centre.

Employment and activities

Student Support Officers are available to advise you about many aspects of student life. They can direct you to accommodation, work experience and employment, help develop your resume, prepare you for job interviews, and assist you in the complaints process. They also supervise Student Representative Council (SRC) activities and events on campus to help you make the most of your time at BNIT.

Scholarships

The Mick Young Scholarship Trust provides annual scholarships for financially disadvantaged students. The Trust was set up in memory of the late Mick Young, a former Member of Parliament and Federal Cabinet Minister, who sought to enhance opportunities for financially disadvantaged people. Applications from enrolled students close in February of each year. The SRC also provides annual grants for students who make a difference in their local community and/or motivate, inspire and mentor others from similar backgrounds. Applications from enrolled students close in October of each year.

Information about these and other grants can be found on the Student Hive.

Contact the Access Team

For disability, counselling, Aboriginal and Torres Strait Islander and other student support services please call the Access Team on **07 3259 9037**, the Customer Service Contact Centre on **131 248** or email access.bnit@det.qld.gov.au or disability.bnit@det.qld.gov.au.

Campuses



Bracken Ridge

157 Norris Road, Bracken Ridge Qld 4017

Customer Service Centre hours:

Monday, Tuesday, Wednesday,

Friday: 8:15am – 4:00pm

Thursday: 9:00am – 4:00pm



Caboolture

Tallon Street, Caboolture Qld 4510

Customer Service Centre hours:

Monday, Tuesday, Wednesday,

Friday: 8:15am – 4:00pm

Thursday: 9:00am – 4:00pm



Grovely

Fitzsimmons Street, Keperra Qld 4054



Ithaca

Fulcher Road, Red Hill Qld 4059

Customer Service Centre hours:

Monday, Tuesday, Wednesday,

Friday: 8:15am – 4:00pm

Thursday: 9:00am – 4:00pm



Redcliffe

Klingner Road, Redcliffe Qld 4020

Customer Service Centre hours:

Monday, Tuesday, Wednesday,

Friday: 8:15am – 4:00pm

Thursday: 9:00am – 4:00pm



South Brisbane

1 Cordelia Street, South Brisbane Qld 4101



TAFE Open Learning Services

54 Manning Street, South Brisbane Qld 4101

Campus facilities and services

ATM facilities

ATM facilities are available at Bracken Ridge, Caboolture and Ithaca campuses.

Bookshop - Queensland Textbook Warehouse

Student textbooks can be purchased through the independent bookshop, Queensland Textbook Warehouse, located at both Bracken Ridge and Caboolture campuses. The bookshop offers free delivery to all campuses.

Bracken Ridge campus

157 Norris Road, Bracken Ridge
Phone: 07 3261 1300
Fax: 07 3261 1966
Freecall: 1800 611 300
Email: info@qtw.com.au
Internet: www.qtw.com.au

Caboolture campus

Tallon Street, Caboolture
Phone: 07 5498 0307 or 07 5428 0066

Cafeterias

Hot and cold food, drinks and snacks are available from the campus cafeterias.

Student common rooms

Each campus has a student common room with recreation facilities, food vending machines and kitchen utilities.

Parking

Free parking is available at the Bracken Ridge, Caboolture, Grovely, Ithaca and Redcliffe campuses.

Public transport

Information regarding transport to and from each BNIT campus can be obtained from Translink on **131 230** or www.translink.com.au.

State-of-the-art lecture theatres

Recent upgrades mean you can now benefit from state of the art equipment in lecture theatres at both Bracken Ridge and Ithaca campuses.

Wireless internet access

BNIT provides student wireless network access to your own laptop or personal device. For more information regarding on-campus wireless services please call **131 248**.

Remote access

Via the internet, you can now log onto the Student Network from anywhere and gain access to BNIT's intranet, network and software. First ask your teacher to make an access request for you. Once this has been granted, go to <https://www.bnr.tafe.qld.gov.au> and log on with your student number and network password. Once logged on, you can either select available applications directly or select a specific BNIT desktop which will give you access to all its programs via the start button.

Refreshments

Students can now avail themselves of tea and coffee making facilities at their on-campus Learning Hub. Food vending machines are also located on all campuses.

Animal grooming salon

Fully pamper your pets with the animal grooming services available through BNIT's Grovely campus.

This is a whole day package of pampering and care for your pets, with gentle handling a key priority for our students.

Bookings are essential, as space is limited. Please call us on **07 3354 5587** for more information or to make an appointment.

Hairdressing salon

Located at Caboolture campus, BNIT's training hairdressing salon, Swish's, is open to students and the public. Student hairdressers are fully supervised at all times and charges cover the cost of products used only.

Appointments can be made by calling **07 5498 0333**.

Sporting facilities

Bracken Ridge campus has an indoor/outdoor gymnasium, cricket nets, oval and tennis courts available for hire. Please contact **131 248** for more information.

Restaurant

BNIT boasts a fully functional restaurant used for training purposes, Polaris Restaurant. Located at Bracken Ridge campus, it is open to the public. Reservations can be made by calling **07 3258 5300** during business hours.

Gallery

Fire Lane Art Gallery is an inspiring professional gallery space where BNIT students and staff regularly exhibit their works. Explore it at Ithaca campus.



Certificate III in Captive Animals

ACM30310

This program provides underpinning knowledge necessary to capture, handle, care for and display animals for educational and conservation purposes, while complying with all the relevant laws and legislation. This Certificate is for participants employed within a zoo, wildlife or theme park environment.

Duration:	2 years self-paced. February 2012 intake.
Location:	External (online).
Further study:	Certificate IV in Captive Animals.
Opportunities:	Wildlife carer, operator in a wildlife park, animal carer.

Certificate III in Companion Animal Services

ACM30410

This program will provide specific skills and knowledge in animal care including training in nutrition, care and management of dogs, cats, birds and fish, grooming and clipping dogs and cats, reception and office administration.

Duration:	6 months full-time or 12 months part-time. February and July 2012 intake.
Location:	Grovely.
Further study:	Certificate IV in Veterinary Nursing.
Opportunities:	Kennel attendant, refuge worker, groomer.

Certificate IV in Veterinary Nursing

ACM40410

This program provides training in all aspects of veterinary nursing. It offers comprehensive knowledge in areas such as workplace safety, general administration duties, drug legislation, radiography, surgical and dental nursing, infection control and peri-operative duties.

This program is for participants currently employed within veterinary practices. It is not designed to meet the requirements of an equine practice.

- Duration:** 12 months full-time or 3 years part-time. February and July (external only) 2012 intake.
- Location:** Grovely or external (online).
- Further study:** Diploma of Veterinary Nursing (Emergency and Critical Care), Diploma of Veterinary Nursing (Surgical).
- Opportunities:** Vet nurse, senior nurse in a veterinary practice.

Diploma of Veterinary Nursing (Emergency and Critical Care)

ACM50410

This Diploma provides you with training in many aspects of veterinary emergency and critical care nursing including assisting with the preparation of emergency and critical care protocols, performing pre-hospital evaluations, applying and maintaining first aid to sustain life, performing initial evaluation, carrying out triage, stabilising patients under veterinarian direction, completing history and secondary surveys, preparing for and monitoring critical care surgical patients and discharging patients.

This program is for those currently employed at a facility that offers dedicated emergency and critical care veterinary services. Participants will need the support of their supervising emergency and critical care veterinarian. To qualify for this program you must have successfully completed the Certificate IV in Veterinary Nursing.

- Duration:** 12 months part-time. February 2012 intake.
- Location:** External (online).
- Further study:** Further university study.
- Opportunities:** Emergency and critical care veterinary nurse.



Certificate III in Visual Arts and Contemporary Craft

CUV30103

This program aims to provide a stimulating and creative environment to explore a broad range of art and design activities. Practical skills and knowledge will be studied to create two and three dimensional forms in a variety of visual art areas. Learn to visualise, develop and present ideas and images, discuss the visual arts analytically and appreciatively and constructively evaluate your own work and that of others.

Duration: 12 months full-time with part-time options available. February 2012 intake.

Location: Bracken Ridge, Ithaca.

Further study: Certificate IV in Visual Arts and Contemporary Craft or Diploma of Visual Arts.

Opportunities: With further study, professional artist, graphic designer and other art related professions.

Certificate IV in Visual Arts and Contemporary Craft

CUV40103

This qualification aims to develop practical art skills and the ability to refine and communicate concepts. It also provides an understanding of the history and theory of artistic practice.

Duration: 12 months full-time with part-time and short course options available. February 2012 intake.

Location: Bracken Ridge, Ithaca.

Further study: Diploma of Visual Arts and further tertiary studies.

Opportunities: With further study, professional artist, graphic designer and other art related professions.

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

39227QLD

This is a multidisciplinary program spanning painting, drawing, digital imaging and architectural ceramics. It aims to prepare students for a career in visual arts or other creative fields. This is achieved by studying practical and theoretical units developed in conjunction with the arts industry.

Duration: 2 years full-time with part-time options available. February 2012 intake.

Location: Ithaca.

Further study: Contact your chosen university about advanced programs.

Opportunities: Artist, art practitioner in an art studio, gallery or community arts centre.

Diploma of Graphic Design

39148QLD

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

Duration: 18 months full-time with part-time options available. February and July 2012 intake.

Location: Ithaca.

Further study: Bachelor of Information Technology (QUT).

Opportunities: Graphic designer, advertising, publishing, design and promotion.

Certificate IV in Interior Decoration

LMF40408

This program has been designed for those seeking employment or self-employment as interior decorators/designers.

It is designed to develop the expertise to advise clients and offer practical assistance when selecting furnishings and fittings, colour coordination and environmental considerations.

Duration: 6 months full-time with part-time options available. February and July 2012 intake.

Location: Ithaca and selected units available via TAFE Open Learning (online).

Further study: Various tertiary programs.

Opportunities: Interior decorator, colour consultant, window dresser or start your own interior design business.

Beauty therapy and hairdressing



Certificate III in Beauty Services

SLB30110

This program is the beginning of your exciting new career in beauty therapy! Open up a range of different career options by gaining skills in makeup, waxing, manicure and pedicure services. Also gain the skills and knowledge to sell products and services, provide client consultation and advice, create displays for small business and perform stock control procedures.

Duration: 19 weeks full-time (4 days per week).

February and July 2012 intake.

Location: Redcliffe, Ithaca.

Further study: Diploma of Beauty Therapy.

Opportunities: Work in a salon or a large department store, or start your own business as a beauty therapist.



Diploma of Beauty Therapy

SIB50110

Students will obtain specialist skills and knowledge in a simulated beauty salon training environment. Students will also study a range of business/salon skills such as client communication, demonstration and sales of beauty products, working and selling in a salon environment, retailing and merchandising. Students will work with a range of specialist beauty products and equipment plus attend product knowledge training days to broaden their product knowledge.

To gain entry to this program you must have a Certificate III in Beauty Services. Recognition or Prior Learning (RPL) and credit transfer are available for students who currently hold a Certificate III in Beauty Services and want to upgrade to the Diploma of Beauty Therapy.

- Duration:** 12 months full-time (3 days per week).
February and July 2012 intake.
- Location:** Redcliffe, Ithaca.
- Further study:** Further university degree programs.
- Opportunities:** Beauty Therapist, beauty salon manager, makeup artist, mobile beauty therapist.

Certificate III in Hairdressing

WRH30109

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, provide client consultations and advice, hair and scalp treatments, haircutting, hair design, colour and lightening and chemical reformation services on male and/or female clients.

- Duration:** 18 months full-time. February 2012 intake.
- Location:** Caboolture.
- Further study:** Certificate IV in Hairdressing, trade qualification, Diploma of Salon Management.
- Opportunities:** Hairdresser, hair care retailer.



Business and management



Diploma of Business and Commerce Studies

39277QLD

Do you wish to take the first step in preparing for tertiary studies or accelerate your career? Save money on program costs by completing this qualification 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.
February and July 2012 intake.
- Location:** Ithaca.
- Further study:** Advance to university degree programs where credit may apply.
- Opportunities:** Operations management, supervisor, project management, manager in a public or private sector, marketing, operations or human resources officer.

Certificate II in Business

BSB20107

Interested in administration, clerical or receptionist work? Take your first step into the business arena! Gain an understanding of basic business fundamentals where you will perform a range of routine tasks, using practical skills and fundamental operational knowledge.

Duration: 6 months part-time. February 2012 intake.
Location: Bracken Ridge.
Further study: Certificate III in Business Administration.
Opportunities: Administration assistant, clerical worker, data entry operator, information desk clerk, office junior, receptionist

Certificate III in Business

BSB30107

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.
February and July 2012 intake.
Location: Bracken Ridge or
TAFE Open Learning (online).
Further study: Certificate IV in Business, Certificate IV in Business Administration, Certificate IV in Human Resources, Certificate IV in Marketing.
Opportunities: Administration assistant, customer service advisor, word processor, data entry operator, clerical worker, receptionist.

Certificate IV in Business

BSB40207

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: 12 months part-time or 6 months accelerated. February and July 2012 intake.
Location: Bracken Ridge or
TAFE Open Learning (online).
Further study: Diploma of Business, Diploma of Management.
Opportunities: Worker supervision, customer service advisor, office administration.

Certificate IV in Small Business Management

BSB40407

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.

Duration:	18 weeks part-time. February and July 2012 intake.
Location:	Ithaca or TAFE Open Learning (online).
Further study:	Diploma of Management.
Opportunities:	Manager, small business operator, small business management.

Diploma of Business

BSB50207

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. February and July 2012 intake.
Location:	Bracken Ridge or TAFE Open Learning (online).
Further study:	QUT offers one year credit towards a Bachelor of Business. 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.

Diploma of Business/Bachelor of Business (QUT)

BSB50207

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:	Diploma: 12 months full-time. February and July 2012 intake.
Location:	Diploma: Bracken Ridge. Bachelor: QUT.
Further study:	Bachelor of Business (QUT) where one year's credit will apply.
Opportunities:	Operations management, supervisor, project management, manager in public or private sector, marketing, operations or human resources officer.

Business and management

Certificate IV in Project Management

BSB41507

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

- Duration:** 18 weeks part-time. Face-to-face evening classes. February and July 2012 intake.
- Location:** Bracken Ridge, Ithaca or TAFE Open Learning (online).
- Further study:** Diploma of Project Management.
- Opportunities:** Project administrator, project manager.

Diploma of Project Management

BSB51407

Designed for professionals across all industry sectors who have prior project management experience. Develop advanced project management skills to expand your career options, as well as integrate and manage all aspects of complex projects in a timely and cost-effective manner.

By incorporating an actual workplace project into your study program 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 accredited trainers and certified industry specialists, this program is endorsed by the Australian Institute of Project Management (AIPM).

- Duration:** 18 weeks part-time. Face-to-face evening classes. February and July 2012 intake.
- Location:** Bracken Ridge, Ithaca or TAFE Open Learning (online).
- Further study:** Pathway to undertake the AIPM Registered Project Manager (RegPM) Program. University degree programs where credit may apply. Approved articulation of 4 units into Bond University's Master of Project Management.
- Opportunities:** Project manager/officer/director.



Certificate IV in Frontline Management

BSB40807

Learn how to become an effective supervisor, implement operational plans and promote innovation and change.

Duration:	Self-paced, enrolment in each unit is 6 months. Commence at any time.
Location:	TAFE Open Learning (online).
Further study:	Diploma of Management.
Opportunities:	Supervisor, leading hand, coordinator, team leader.

Certificate III in Business Administration

BSB30407

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

Duration:	Various durations ranging from 12 weeks full-time to 12 months part-time.
Location:	Bracken Ridge, Caboolture, Redcliffe or TAFE Open Learning (online).
Further study:	Certificate IV in Business Administration.
Opportunities:	Business administration, office administrator, accounts clerk, personal assistant.



Business and management

Certificate IV in Business Administration

BSB40507

Build upon your existing administration skills and advance your knowledge in areas relevant to the functions of an office environment. With a broad range of employment options available to you upon completion, this is the perfect program to help you ascend the career ladder.

Duration:	18 weeks full-time. February and July 2012 intake.
Location:	Caboolture or TAFE Open Learning (online).
Further study:	Diploma of Business Administration.
Opportunities:	Secretary, executive secretary, personal assistant, project administrator, administrative officer, team leader.

Diploma of Business Administration

BSB50407

Are you looking to update your administration skills? This program aims to further develop your administrative skills and provide the knowledge required to perform administration duties to an advanced level.

Duration:	Self-paced, enrolment in each unit is 6 months. Commence at any time.
Location:	TAFE Open Learning (online).
Further study:	University degree programs where credit may apply.
Opportunities:	Office manager, business administrator, senior executive assistant.

Diploma of Management (incorporating Certificate IV in Business)

BSB51107 and BSB40207

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 and leadership. It is delivered in a blended mode (which may include face-to-face sessions, workshops, independent and online study). Students with a Certificate IV in Business or extensive management experience may enter the program at Diploma level.

Duration:	12 months – 2 years part-time, 6 – 12 months accelerated. February and July 2012 intake.
Location:	Bracken Ridge or TAFE Open Learning (online).
Further study:	University degree programs where credit may apply.
Opportunities:	Frontline management, operations management, manager in private or public sector.

Children's services



Certificate III in Children's Services

CHC30708

This qualification is part of a suite of programs that provide a comprehensive package of training to meet the needs of the children's services industry.

You will be equipped with the skills and expertise for a challenging career with young children aged 0 – 6 years. Learn about providing food and physical care, responding to illnesses and accidents, and how to foster and support the emotional well being of children while overseeing their physical, social and psychological development. You will also be able to provide appropriate administrative support in a children's service, while ensuring a safe and healthy work environment.

Duration: 6 months full-time, or self-paced continuous enrolment (distance).

February and July 2012 intake.

Location: Bracken Ridge, Caboolture, Redcliffe, Ithaca or TAFE Open Learning (distance).

Further study: Diploma of Children's Services.

Opportunities: Assistant in centre-based care, kindergarten/pre-prep, outside school hours care, family day care provider or nanny.

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

CHC50908

Federal Government subsidies provide a generous reduction in program fees for students.

This qualification will equip you with the comprehensive skills and knowledge to enter the children's services sector as a qualified child care worker at a senior level. Workers at this level have responsibility for the supervision of other staff and volunteers in most states. The Diploma encompasses health, education and sociological perspectives to prepare you for work in a range of environments. In addition it covers caring for children, observing children and interpreting observations, participating in the work environment and responding to illnesses, accidents and emergencies.

Duration:	12 months full-time (after completion of Certificate III in Children's Services) or 18 months full-time (including pre-requisite units). February and July 2012 intake.
Location:	Bracken Ridge, Caboolture, Ithaca, Redcliffe or TAFE Open Learning (distance).
Further study:	University degree programs.
Opportunities:	Coordinator of a family day care scheme, group leader in centre-based care or outside school hours care coordinator.



Diploma of Children's Services (Early Childhood Education and Care)/Certificate III in Children's Services

CHC50908/CHC30708

Early Childhood Bridging Program for Queensland Registered Primary Teachers

Successful applicants for this program must be primary teachers registered with the Queensland College of Teachers.

Federal Government subsidies provide a generous reduction in program fees for students.

Innovative career and leadership possibilities exist within the early childhood sector for primary school teachers. The Queensland Government recognises the benefits of quality early childhood education to boost literacy, numeracy and social skills in the pre-prep years.

Under this Queensland Government initiative, by 2014 kindergarten programs will be available to all Queensland children in the year before prep. These programs will be delivered within children's services by registered primary teachers with early childhood qualifications, or four year qualified early childhood teachers. Through the Early Childhood Bridging Program, primary teachers will gain the skills and experience necessary to facilitate these programs.

This fast track teaching qualification takes into account teacher's current skills and knowledge and incorporates gap training and RPL.

- Duration:** 12 months blended and/or workshop delivery. Self-paced, commence at any time.
- Location:** TAFE Open Learning (distance) with optional face-to-face workshops at Ithaca.
- Opportunities:** Educator in early childhood education and care services including long day care and kindergarten services.



Education and training



Certificate III in Education Support

CHC30808

This program provides the skills and knowledge required to become a teacher aide in an educational environment, supporting students from Prep to Year 12.

- Duration:** Self-paced, commence at any time.
- Location:** TAFE Open Learning (distance) with optional face-to-face workshops at Caboolture, Redcliffe and Ithaca.
- Opportunities:** Teacher aide in primary, secondary, community, distance education and special schools, environmental education centres and outside school hours care facilities.

Certificate IV in Training and Assessment

TAE40110

Provides knowledge and practical skills required for designing, planning, preparing and delivering training and assessment to small and large groups. You will study a range of units that relate to the learning environment, learning design, assessment, delivery and facilitation.

- Duration:** Various durations, day and evening options available.
- Location:** Bracken Ridge or Ithaca.
- Further study:** Further studies in education and training, Diploma of Training and Assessment.
- Opportunities:** An accredited workplace assessor/trainer.

Programs in Literacy/Numeracy and Computing

39279QLD – 39283QLD Course in Core Skills for Employment and Training – Communication (Preliminary, Basic, Intermediate, Certificate I and Certificate II)

39285QLD – 39289QLD Course in Core Skills for Employment and Training – Numeracy (Preliminary, Basic, Intermediate, Certificate I and Certificate II)

These programs are designed for people wishing to improve their literacy and/or numeracy skills. Programs offered range from basic to advanced literacy and numeracy and basic computing. They are for students wishing to improve their skills and those seeking to return to study.

Duration:	As needed, full-time or part-time. February and July 2012 intake.
Location:	Bracken Ridge, Caboolture, Ithaca, Redcliffe.
Further study:	Wide variety of study options.
Opportunities:	Further study, improved employment opportunities.

Literacy/Numeracy Programs for Students with Special Needs

39279QLD – 39283QLD Course in Core Skills for Employment and Training – Communication (Preliminary, Basic, Intermediate, Certificate I and Certificate II)

39285QLD – 39289QLD Course in Core Skills for Employment and Training – Numeracy (Preliminary, Basic, Intermediate, Certificate I and Certificate II)

Students who enrol in these programs have a mild intellectual or learning disability. Some students have an additional disability such as a physical disability or epilepsy. In these programs the focus is on reading, writing, comprehension, spelling, grammar, maths, speaking and critical thinking.

Duration:	18 weeks part-time. Continuous intakes throughout semester.
Location:	Bracken Ridge, Caboolture, Ithaca, Redcliffe.
Further study:	In accordance with individual abilities.
Opportunities:	Entry level employment, apprenticeships.



Education and training

Certificate II in Access 10

80915ACT

(Year 10 alternative)

This program aims to develop English and mathematical skills to bring students to a recognised level from which they can enter post-Year 10 programs, gain employment or achieve other personal goals.

The Australian Defence Forces recognise the English and mathematics units from this program as an alternative to Year 10.

- Duration:** 18 weeks part-time. 4 intakes yearly.
Location: Bracken Ridge, Caboolture, Ithaca, Redcliffe.
Further study: Successful completion of this program may enable you to continue on to the Year 12 alternative program, Certificate IV in Adult Tertiary Preparation (if aged or turning 18 years), or further TAFE studies.
Opportunities: Further study, recognition by the Australian Defence Force, apprenticeships.

Certificate IV in Adult Tertiary Preparation

39260QLD

(Year 12 alternative for mature-aged students)

The program is designed to provide a pathway to tertiary institutions for adult learners who have not completed senior secondary schooling. It equips you with the skills and knowledge needed for tertiary study.

As well as the core subjects of Language and Learning Skills 1 and 2, you choose units from arts/humanities, mathematics, science or computing streams.

- Duration:** 1 year full-time (10 modules) or 2 – 4 years part-time (10 modules).
February and July 2012 intake.
Location: Ithaca, Caboolture or TAFE Open Learning (distance).
Further study: Tertiary education.
Opportunities: Further tertiary education.



Events

Certificate III in Events

SIT30607

This qualification offers skills and knowledge to support careers in the events industry. Studies cover planning of catering for an event or function, providing event staging support, coordinating marketing activities and selecting venues and event sites.

- Duration:** 6 months full-time or 12 months part-time. February and July 2012 intake.
- Location:** Ithaca.
- Further study:** Diploma of Events.
- Opportunities:** Events assistant, conference assistant, function/event supervisor.

Diploma of Events

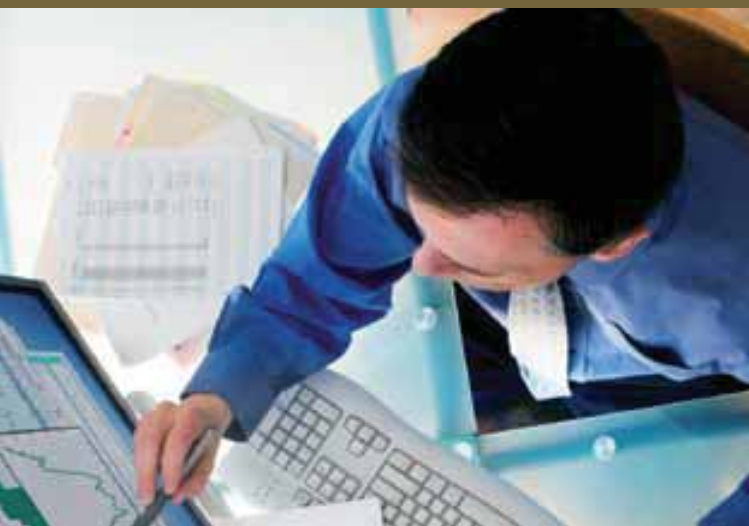
SIT50207

This qualification is designed for application across multiple industries, in particular hospitality and professional conference organisation. The program incorporates managing projects, planning and managing meetings and evaluating and addressing event regulatory requirements.

- Duration:** 12 months full-time. February 2012 intake.
- Location:** Ithaca.
- Further study:** Advanced Diploma of Events or university degree programs.
- Opportunities:** Conference coordinator or assistant, banquet coordinator, sales executive.



Finance and accounting



Certificate III in Accounts Administration

FNS30310

Is your aim to enter the financial services industry? Enhance your skills across a wide range of basic bookkeeping and accounting operations. This program incorporates maintaining financial records and performing general clerical duties.

- Duration:** Self-paced, enrolment in each unit is 6 months. Commence at any time.
- Location:** TAFE Open Learning (distance).
- Further study:** Certificate IV in Financial Services (Accounting) or Diploma of Accounting.
- Opportunities:** Administration officer, accounts clerk.

Certificate IV in Accounting

FNS40610

Develop your supervisory skills in bookkeeping in the areas of manual and computerised systems for cashier, management of general ledger and creditors and debtors subsidiary ledgers, end of month processing and account reconciliation, preparation of trial balance and financial reports, and document management. This program also provides the educational qualifications for membership in the Association of Accounting Technicians (AAT) and is a prescribed program under the legislation for registration of BAS preparers.

- Duration:** Self-paced, enrolment in each unit is 6 months. Commence at any time.
- Location:** TAFE Open Learning (distance).
- Further study:** Diploma of Accounting.
- Opportunities:** Inventory clerk, accounts clerk, payroll clerk, bookkeeper, accounting.

Diploma of Accounting

FNS50210

Seeking a lead into a financial career and/or a pathway to higher level study? Graduates can continue to advanced study, or gain employment in areas such as accounts payable/receivable, inventory, payroll and general ledger.

- Duration:** 18 months full-time or 2.5 years part-time. February and July 2012 intake.
- Location:** Bracken Ridge or TAFE Open Learning (distance).
- Further study:** Advanced Diploma of Accounting, university degree programs where credit may apply.
- Opportunities:** Finance executive, assistant accountant, office manager, accounts officer.

Advanced Diploma of Accounting

FNS60210

Do you need to upgrade your Diploma of Accounting to advance your career or pursue university study? This program aims to assist in gaining professional membership of the National Institute of Accountants (or similar professional body).

- Duration:** 12 months part-time depending on previous studies. February and July 2012 intake.
- Location:** Bracken Ridge or TAFE Open Learning (distance).
- Further study:** University degree programs where credit may apply.
- Opportunities:** Accountant, office manager, budget officer, accounts officer.





Certificate III in Fitness

SIS30310

This program is designed for people who wish to work in the fitness industry. It offers studies in anatomy and physiology, biomechanics, nutrition, exercise instruction and how to design a fitness program.

- Duration:** 6 months full-time.
February and July 2012 intake.
- Location:** Bracken Ridge, Caboolture.
- Further study:** Certificate IV in Fitness, Diploma of Fitness.
- Opportunities:** Gym instructor.

Certificate IV in Fitness

SRF40206

This program is designed for those who have successfully completed the Certificate III in Fitness and wish to become a personal trainer.

- Duration:** 6 months full-time.
February and July 2012 intake.
- Location:** Caboolture, Bracken Ridge.
- Further study:** Diploma of Fitness.
- Opportunities:** Personal trainer.

Floristry



Certificate II in Floristry

WRF20104

This program provides skills and knowledge for the floristry industry including a good foundation in both practical and theoretical aspects.

It teaches generic skills for the workplace that are highly valued by employers. These include an understanding of the industry, health and safety in the workplace, working in teams and business communication.

- Duration:** 6 months full-time.
February and July 2012 intake.
- Location:** Grovely.
- Further study:** Certificate III in Floristry.
- Opportunities:** Florist, floral designer.

Certificate III in Floristry

WRF30104

Building on the Certificate II (pre-requisite), this qualification provides creative skills and relevant knowledge for work in the floristry industry and includes development of generic skills for the workplace.

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 performance of routine housekeeping duties.

- Duration:** 6 months full-time.
February and July 2012 intake.
- Location:** Grovely.
- Further study:** Further tertiary studies or start your own floristry business.
- Opportunities:** Florist, floral designer.

Government and public sector



Certificate IV in Government

PSP40104

To be eligible to undertake this training you must be a current government or public sector employee.

This program incorporates competencies to assist a career in the public sector and is intended for existing public service employees. The qualification is nationally recognised and will provide opportunities to gain skills in key areas, providing a bridge to further learning and career possibilities within the public service.

Competencies include ethical and legislative frameworks, workplace health and safety, communication strategies, contributing to workgroup activities and working with diversity. This program includes elective units that may be drawn from other training packages to reflect the context and career plans of the individual.

- Duration:** This study is flexible. Students can commence the program at any time with most students completing within 12 – 18 months from their date of enrolment. Monthly workshops are available.
- Location:** TAFE Open Learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.
- Further study:** Diploma of Government, Advanced Diploma of Government.
- Opportunities:** Career in government.

Diploma of Government

PSP50104

To be eligible to undertake this training you must be a current government or public sector employee.

This qualification covers the competencies required for independent and self-directed work in the public service and is intended for existing public service employees. The program is particularly suited to those working in an environment where there is a diverse range of responsibilities, including small or regionally based organisations. The qualification is nationally recognised and provides opportunities to gain skills in key areas.

Competencies include ethics and legislation, supervisory skill development, undertaking research and analysis, promoting diversity, monitoring and maintaining workplace safety and using complex workplace communication strategies. This program includes elective units that may be drawn from other training packages to reflect the work context and career plans of the individual.

- Duration:** This study is flexible. Students can commence the program at any time with most students completing within 12 – 18 months from their date of enrolment. Monthly workshops are available.
- Location:** TAFE Open Learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.
- Further study:** Advanced Diploma of Government.
- Opportunities:** Career in government.

Certificate IV in Government (Project Management)

PSP41204

To be eligible to undertake this training you must be a current government or public sector employee.

This specialist qualification covers the competencies required of persons responsible for the management of projects in the public sector. Competencies include ethics and legislation, policy implementation, advanced communication strategies, managing risk, applying government processes, client service and diversity, and designing, managing and closing projects.

- Duration:** This study is flexible. Students can commence at any time with most students completing within 12 - 24 months from their date of enrolment. Monthly workshops are available.
- Location:** TAFE Open learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.
- Further study:** Diploma of Government, Advanced Diploma of Government.
- Opportunities:** Career in government.



Advanced Diploma of Government (Management)

PSP60504

To be eligible to undertake this training you must be a current government or public sector employee.

This specialist qualification covers the competencies required of specialist managers in the public sector. Learning outcomes include contribution to the development of a broad plan, budget or strategy, and accountability and responsibility for self and others in achieving agency outcomes.

Applications involve a significant range of fundamental principles and complex techniques including significant judgement in planning, design, risk management, technical or leadership functions related to products, services, operations or procedures.

Duration: This study is flexible. Students can commence at any time with most students completing within 12 - 24 months from their date of enrolment.

Location: Monthly workshops are available. TAFE Open Learning (distance) in conjunction with face-to-face workshops and/or supported by individual tutorial assistance.

Further study: University degree programs.

Opportunities: Career in government.

Health and community services

Certificate III in Aged Care

CHC30208

Pursue a fulfilling career in the community services industry by obtaining this qualification. This program is ideal for those who want to formalise their existing community work skills (RPL) and those who wish to commence work in aged care facilities and care for the elderly. You will gain the knowledge and skills required to work as an assistant in nursing or personal care assistant in an aged care facility, community support worker, a home care assistant or community care worker.

Duration:	6 months full-time or 1 year part-time (flexible). February and July 2012 intake.
Location:	Caboolture (full-time), Bracken Ridge (flexible) or TAFE Open Learning (distance).
Further study:	Various Diploma level programs.
Opportunities:	Community services, personal care worker in residential aged care facilities or in the community.

Certificate III in Community Services Work

CHC30108

Enhance your ability to assist those in need by developing the skills required to deliver community work and support services. Learn to work in direct contact with people by providing day-to-day support, as well as identifying needs and appropriate referral methods for other services.

Duration:	6 months full-time. February and July 2012 intake.
Location:	Bracken Ridge.
Further study:	Diploma of Community Services Work.
Opportunities:	Community services worker, community care worker.

Diploma of Community Services Work

CHC50608

This qualification is designed to equip you with the skills, knowledge and understanding to work in the community welfare sector in a variety of settings. Develop knowledge and skills of specific client needs and the operation of the community welfare system. The program provides a holistic approach to clients' social, emotional and psychological needs together with practical support.

Duration:	2 years full-time. February and July 2012 intake.
Location:	Bracken Ridge, Caboolture.
Further study:	University degree programs.
Opportunities:	Community services worker, case coordinator, case manager, welfare worker, client service assessor, support worker.

Diploma of Community Services Work/Bachelor of Human Services (QUT)

CHC50608/HH02

This qualification addresses work in roles that usually involve service delivery, either direct client work or community development work. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

- Duration:** 4 years full-time (BNIT/QUT combined).
February 2012 intake.
- Location:** Caboolture/QUT.
- Further study:** Bachelor of Human Services (QUT) where one year's credit will apply.
- Opportunities:** Professional practice roles in government and non-government human services including child and family, child protection, youth, disability, aged and corrective services.

Diploma of Counselling

CHC51708

Counselling is a process where a qualified person assists people to address difficulties in their relationships or their lives.

This program will help you to develop strategies to address and resolve client issues, recognise the importance of a client-centred approach to helping others, and broaden your understanding of theories that underpin the counselling process.

- Duration:** 18 months full-time.
February and July 2012 intake.
- Location:** Caboolture.
- Further study:** University degree programs.
- Opportunities:** Occupational titles for graduates may include Counsellor or Problem Gambling Worker, and other human service roles involving face-to-face client interventions.

Diploma of Youth Work

CHC51408

Workers in this occupational group provide support to young people and/or colleagues. At the completion of this qualification you will be able to work in a respectful and engaging manner with different youth cohorts in the youth sector and to engage professionally with co-workers and industry.

- Duration:** 18 months full-time (includes Certificate IV in Youth Work). February and July 2012 intake.
- Location:** Bracken Ridge.
- Further study:** University degree programs.
- Opportunities:** Community development worker, residential care worker, youth and family services worker, youth housing support worker, youth worker.



Introduction to Nursing

HLT51607

This program provides an understanding of human anatomy and physiology, industry standards, policies and procedures, time management skills and duty of care responsibilities. Successful completion of this program gains entry into the Diploma of Nursing (Enrolled/Division 2 Nursing). A senior First Aid Certificate is also issued upon successful completion of the *Apply First Aid* unit.

- Duration:** 8 weeks (2 days per week).
April and October 2012 intake.
- Location:** Caboolture.
- Further study:** Diploma of Nursing (Enrolled/Division 2 Nursing).
- Opportunities:** Direct entry into Diploma of Nursing (Enrolled/Division 2 Nursing).

Diploma of Nursing (Enrolled/Division 2 Nursing)

HLT51607

This program provides a professional qualification for people wishing to pursue a career in nursing. Students will gain the skills and knowledge to assist clients with routine activities of daily living, recognise the changing needs of clients and perform assigned functions from a nursing plan.

- Duration:** 18 months full-time.
February and July 2012 intake.
- Location:** Caboolture.
- Further study:** University degree programs.
- Opportunities:** Enrolled nurse in a hospital, medical centre or with a nursing agency.

Diploma of Nursing (Enrolled/Division 2 Nursing)/Bachelor of Nursing (QUT)

HLT51607/NS40

This program provides a professional qualification for people wishing to pursue a career in nursing. You will gain the skills and knowledge to assist clients with routine activities of daily living, recognise the changing needs of clients and perform assigned functions from a nursing plan.

- Duration:** 3.5 years (BNIT/QUT combined).
February and July 2012 intake.
- Location:** Caboolture/QUT.
- Further study:** Specialised post-graduate study.
- Opportunities:** Enrolled nurse in private or public hospital, medical centre or nursing agency.

Horticulture and environment

Certificate II in Horticulture

RTF20103

This program provides general horticultural skills including the ability to identify plants and soil types, potting, plant propagation and the care of plants and basic landscaping.

- Duration:** 6 months full-time or 1 – 2 years part-time.
February and July 2012 intake.
- Location:** Grovely, Caboolture.
- Further study:** Certificate III in Horticulture (general or Landscape) and Diploma of Horticulture.
- Opportunities:** Assistant gardener, landscaper, nursery hand.

Certificate III in Horticulture

RTF30103

This program provides the skills required in most sectors of the horticulture industry. It aims to provide a sound foundation in horticulture principles including soil, water, plant nutrition, propagation and tending of plants, control of pests and diseases and the use of plants in a variety of situations.

Entry into this program requires the Certificate II in Horticulture or external horticulture experience.

- Duration:** 6 months full-time or 1 – 2 years part-time.
February and July 2012 intake.
- Location:** Grovely, Caboolture.
- Further study:** Diploma of Horticulture (general).
- Opportunities:** Gardener, nursery hand, landscape worker.



Certificate III in Horticulture (Landscape)

RTF30403

This program provides training in planting, irrigation, drainage, structures and garden features.

- Duration:** 6 months full-time or 1 – 2 years part-time. February and July 2012 intake. Fast track options available for those with prior experience in the landscape industry.
- Location:** Caboolture, Grovely.
- Further study:** Structural Landscape Licence (BSA), Diploma of Horticulture (although additional units will be required before continuing to a general Diploma of Horticulture).
- Opportunities:** Landscaper, general or leading hand positions in the landscaping industry, or those wanting to attain a BSA licence.

Certificate IV in Horticulture (Turf)

RTF40803

This is an online, post-trade study program that continues to develop your skills and increase knowledge in the turf industry.

To gain entry to this program you must have a Certificate III in Horticulture (Turf) and be actively working in the sports turf industry.

- Duration:** Up to 2 years. Commence at any time.
- Location:** Grovely (online).
- Further study:** Diploma level qualifications within the horticulture (turf) industry.
- Opportunities:** Assistant sports turf manager.



Setting the Standards

EcoHort Certified



Horticulture and environment

Diploma of Horticulture (Turf)

RTF50803

This program provides a practical approach to the development of horticultural skills and knowledge and managerial aspects of the industry.

To gain entry to this program you must have a relevant industry qualifications and/or experience and be actively working in the sports turf industry.

Duration: Up to 2 years. Commence at any time.
Location: Grovely (online).
Further study: Further tertiary studies.
Opportunities: Sports turf manager.

Certificate III in Irrigation

RTE31303

Have you been working in irrigation installation for a number of years and looking to convert that experience into a recognised qualification? You can apply for Recognition of Prior Learning (RPL) towards this qualification.

Duration: Up to 20 weeks. Commence at any time.
Location: In the workplace (RPL).
Further study: Certificate IV in Horticulture or Diploma of Horticulture.
Opportunities: Certified irrigation professional.

Diploma of Horticulture

RTF50103

This broad-based program aims to develop a wide range of skills. These may include preparing estimates, quotes and tenders, managing plant health programs or developing production plans and designing landscape features and structures.

Duration: 18 months full-time.
February and July 2012 intake.
Location: Grovely.
Opportunities: Horticulturist at a managerial level, horticultural enterprise manager, business manager in parks and gardens, landscape, turf and nursery industries.

Hospitality and cookery

Certificate II in Hospitality (Kitchen Operations)

SIT20307

Holders of this Certificate will be qualified to undertake a range of operational activities within the hospitality industry, leading to employment as a cook or a career in professional cookery.

Duration:	19 weeks full-time. February and July 2012 intake.
Location:	Bracken Ridge.
Further study:	Commercial cookery apprenticeship or further studies in hospitality.
Opportunities:	Kitchen hand, commercial cookery, professional cookery apprenticeship.

Certificate III in Hospitality (Catering Operations)

SIT31007

This qualification is offered via Recognition of Prior Learning (RPL) to applicants employed in the hospitality industry. It is most suited and easily achievable for food service assistants or cooks in hospitality operations including hospitals, aged care facilities, sporting and entertainment venues.

Candidates will be required to have the following knowledge and demonstrated skills: basic cooking, applying cook-chill and cook-freeze production processes, preparing menus/foods according to dietary/cultural needs.

Duration:	Generally takes between 2 – 4 months. Gap training if required will be completed at Bracken Ridge. Commence at any time.
Location:	In the workplace (RPL).
Further study:	Hospitality Diploma programs.
Opportunities:	Supervisor, catering team management.

Certificate III in Hospitality

SIT30707

This program is for people employed in the hospitality industry or those who want to work as an operative or team leader in a range of hospitality establishments including fast food outlets, coffee shops, take-away facilities, restaurants, function centres, hotels or clubs. You will be provided with the opportunity to develop your customer service and communication skills, along with a range of capabilities relevant to the functional area and vocational outcome selected.

Duration:	6 months full-time. February and July 2012 intake.
Location:	Bracken Ridge.
Further study:	Diploma of Hospitality.
Opportunities:	Hospitality, bar attendant, food and drink, waitperson, gaming industry assistant, barista.



Diploma of Hospitality

SIT50307

This program is structured to meet the demands of industry and students. The Diploma provides a flexible career path for movement into supervisory and management level positions. It builds on your skills in a range of hospitality areas such as restaurant and bar, clubs, catering and hotels with hands-on practical training in cookery, restaurant supervision, bar, gaming and espresso coffee. This program is designed to develop skills in staff supervision, rostering, finance and budgeting, legal compliance, marketing, computer, business writing and office skills.

Duration: 12 months full-time with part-time duration dependent on units selected.
February and July 2012 intake.

Location: Bracken Ridge.

Further study: Combine with Diploma of Events and/or progress to university programs.

Opportunities: Hospitality, supervisor/manager in a venue with a food and beverage focus.

Diploma of Events/Diploma of Hospitality

SIT50207/SIT50307

This program is structured to meet the demands of industry and students. The double Diploma aims to provide practical training in a range of key areas in hospitality. It will develop the skills and knowledge required for the planning and servicing of meetings, conferences and events. The Events program involves substantial hands-on experience with a large scale event. Each student has the opportunity to work weekly in a professional events environment as a volunteer. The students gain real life experiences as well as qualifications to pursue a career in community festivals, corporate events, meeting planning and venue coordination.

Duration: 18 months full-time.
February and July 2012 intake.

Location: Bracken Ridge.

Further study: University degree programs.

Opportunities: Events or hospitality manager.

Human resources



Certificate IV in Human Resources

BSB41007

This program enables you to develop the skills required to work in human resource management.

- Duration:** 12 months part-time or 6 months accelerated.
February and July 2012 intake.
- Location:** Bracken Ridge or
TAFE Open Learning (online).
- Further study:** Diploma of Human Resources Management.
- Opportunities:** Human resources officer, human resources assistant.

Diploma of Human Resources Management (incorporating Certificate IV in Human Resources)

BSB50607 and BSB41007

This program develops theoretical and practical industry skills with a focus on a range of human resources management applications. It is delivered in a blended mode (which may include face-to-face sessions, workshops, independent and online study). Students with a Certificate IV in HR or extensive human resource management experience may enter the program at Diploma level.

- Duration:** 12 months – 2 years part-time or
6 – 12 months accelerated.
February and July 2012 intake.
- Location:** Bracken Ridge or TAFE Open Learning (online).
- Further study:** University degree programs where credit may apply.
- Opportunities:** Human resources advisor/manager/
consultant, human resources and change
manager, senior human resources officer.

Information technology



Certificate III in Media

CUF30107

This program enables you to develop skills in graphic design, 2D animation, 3D modelling, audio, video and web design.

- Duration:** 6 months full-time.
February and July 2012 intake.
- Location:** Bracken Ridge.
- Further study:** Diploma of Graphic Design.
- Opportunities:** Camera/lighting assistant, editing assistant, interactive media author assistant, production assistant.

Certificate III in Information Technology

ICA30105

Applications

Do you want to increase your knowledge of hardware/operating systems and software applications? Examine the advanced features of modern computer applications. The main emphasis is on learning design and problem-solving techniques within applications using industry recognised software and hardware.

- Duration:** 6 months full-time. Students who have completed a Certificate II in IT or foundation program may be able to complete sooner.
February and July 2012 intake.
- Location:** Caboolture or TAFE Open Learning (online).
- Further study:** Diploma of Information Technology (Website Development).
- Opportunities:** Application software support, help desk officer, ICT operations support.

Certificate III in Information Technology

ICA30105

Network administration

Students will gain the basic knowledge and skills related to PC hardware, operating systems, basic applications and networks. Content includes installations, configuration, cabling and troubleshooting.

Duration: 6 months full-time. Students who have completed a Certificate II in IT or foundation program may be able to complete sooner. February and July 2012 intake.

Location: Bracken Ridge, Redcliffe.

Further study: Diploma of Information Technology (Networking).

Opportunities: Application software support, help desk officer, ICT operations support.

Diploma of Information Technology (Database Design and Development)

ICA50505

This qualification provides the skills and knowledge for graduates to be competent in the effective design and development of database systems.

You will gain knowledge of the technical intricacies of database development and design as well as other competencies such as process re-engineering, quality assurance, business needs analysis and client expectations.

There is an option to undertake additional units and complete the Diploma of Information Technology (Software Development).

Duration: 18 months full-time or 3 – 4 years part-time. February and July 2012 intake.

Location: Ithaca.

Further study: Bachelor of Information Technology (QUT) (ACU) (GU).

Opportunities: Business intelligence, data warehousing consultants or managers, customer relations management (CRM), database positions, computer systems designer.



Diploma of Information Technology (Software Development)

ICA50705

This qualification provides the skills and knowledge to be competent in programming and software development. Suitable for those seeking a career as a specialist in the area of programming, including the programming aspects of games development.

There is an option to undertake additional units and complete the Diploma of Information Technology (Database Design and Development).

- Duration:** 18 months full-time or 3 – 4 years part-time. February and July 2012 intake.
- Location:** Ithaca.
- Further study:** Bachelor of Information Technology (QUT) (ACU) (GU).
- Opportunities:** Software developer, games developer/programmer, software engineer.

ACU: Australian Catholic University





Diploma of Information Technology (Networking)

ICA50405

Students who successfully complete this Diploma will obtain the in-depth knowledge and practical skills necessary to work across the broad spectrum of computer networking.

You will study hardware and software faults, network operating system configurations, data communication configuration, design of network systems, installation of operating systems, multi-user systems and network diagnostics as well as configuration of switches and routers.

There is an option to undertake additional units and achieve double Diploma qualifications.

- Duration:** 12 months full-time or 2 – 3 years part-time. February and July 2012 intake.
- Location:** Bracken Ridge, Ithaca.
- Further study:** Bachelor of Information Technology (QUT) (ACU) (GU).
- Opportunities:** Network administration, network engineer.

Diploma of Information Technology (Database Design and Development)/Diploma of Information Technology (Software Development)

ICA50505/ICA50705

This qualification provides the skills and knowledge to be competent in programming and software development and the effective design and development of database systems. Students will gain knowledge of the technical intricacies of database development and design as well as specialist skills in the area of programming including the programming aspects of games development.

- Duration:** 18 months full-time or 3 – 4 years part-time. February and July 2012 intake.
- Location:** Ithaca.
- Further study:** Bachelor of Information Technology (QUT) (ACU) (GU).
- Opportunities:** Games developer or programmer, middleware programmer, software applications specialist, software architect, software design engineer, software developer, programmer, software development engineer, software engineer, business intelligence/data warehousing consultant or manager, customer relations management (CRM) database designer, data warehouse trainer, database developer, database specialist, senior database administrator, senior project manager – data warehousing.

Diploma of Information Technology (Website Development)

ICA50605

Gain the in-depth knowledge and practical experience necessary to work across a broad spectrum of web development areas. Study basic computer concepts, programming languages, internet technologies, web and program design, database driven website development and e-commerce.

- Duration:** Self-paced, enrolment in each unit is 6 months. Commence at any time.
- Location:** TAFE Open Learning (online).
- Further study:** Bachelor of Information Technology (QUT) (ACU) (GU).
- Opportunities:** Website developer, programmer, designer, e-commerce consultant.



Justice Studies 200hr Short Program

Would you like to pursue a career in the Queensland Police Service? This program is ideal for those with no formal tertiary qualification, who would like to apply for entry into the Queensland Police Service. By completing this 200 hour short program, you will be taking your first step towards your career goal. Independent study is part of this program.

- Duration:** 20 weeks (2 nights per week).
February and July 2012 intake.
- Location:** Bracken Ridge or Caboolture.
- Further study:** Certificate IV in Justice Studies
or Diploma of Justice Studies.
- Opportunities:** Queensland Police Service.

Certificate III in Business Administration (Legal)

BSB31007

Learn the skills necessary to work in an administration position within a legal environment. This program provides entry level knowledge of the legal system, how to maintain records and plan activities in a legal practice. It also provides an understanding of legal terminology for communication purposes.

- Duration:** Self-paced, enrolment in each unit
is 6 months. Commence at any time.
- Location:** TAFE Open Learning (online).
- Further study:** Certificate IV in Justice Studies.
- Opportunities:** Entry-level legal administration.

Certificate IV in Justice Studies

39292QLD

Are you interested in a career in a justice related profession? This program covers the application and knowledge of the Australian justice system, including regulations and criminal law.

- Duration:** Self-paced, enrolment in each unit is 6 months. Commence at any time.
- Location:** TAFE Open Learning (online).
- Further study:** Diploma of Justice Studies.
- Opportunities:** Officer in justice related fields, Queensland Police Service, Corrections, Customs, Transport, Parks and Wildlife, the Queensland courts system and the security industry.

Diploma of Justice Studies

39293QLD

Do you have a desire to make a difference? This program will provide the essential administrative skills to analyse justice systems and apply a range of law enforcement legislation.

- Duration:** 18 months (February 2012 intake), 12 months (July 2012 intake).
- Location:** Bracken Ridge, Caboolture (February only) or TAFE Open Learning (online).
- Further study:** University degree programs where credit may apply.
- Opportunities:** Officer in justice related fields, Queensland Police Service, Corrections, Customs, Transport, Parks and Wildlife, the Queensland courts system and the security industry.



Literacy and English language



Course in Volunteer Tutoring

39213QLD

This program provides the opportunity to acquire the skills and knowledge required to become a volunteer tutor to help clients in a classroom environment or on a one-to-one basis. The program is designed to give people the skills to provide literacy and/or numeracy and/or language support within a community context.

Duration:	Part-time. 4 intakes yearly.
Location:	Ithaca, Redcliffe, Bracken Ridge.
Further study:	Volunteer tutoring and community service.
Opportunities:	Volunteer tutor, classroom tutor.

Course in Volunteer Tutoring (Adult Migrant English Program – Home Tutor Scheme)

This course may provide the opportunity to acquire the skills, knowledge and attitudes required to assist migrants and refugees who need one-on-one support in English as a Second Language (ESL). You may be matched with a migrant or refugee student unable to attend formal language tuition. Tutoring is then conducted in the home or a mutually agreed location.

Duration:	8 weeks part-time, February 2012 intake.
Location:	Bracken Ridge, Ithaca.
Further study:	Volunteer tutoring and community service.
Opportunities:	Volunteer tutor, home tutor.

Certificate IV in TESOL (Teaching English to Speakers of Other Languages)

30920QLD

This program is specifically designed to give students practical skills to teach English in Australia or internationally.

You will learn the latest teaching strategies and methodology in practical classes for developing the English language proficiency for a wide range of students. On successful completion of the program, you will have the necessary teaching and linguistic skills to teach English competently and confidently.

The program is offered in a blended delivery mode with most materials and assessment online. There is face-to-face observation and teaching practice.

Duration:	Self-paced. Commence at any time.
Location:	Flexible delivery.
Further study:	Further study in TESOL.
Opportunities:	TESOL teacher.

Certificates I, II, and III in Spoken and Written English

91421NSW, 91422NSW, 91423NSW

This program is designed for adults from non-English speaking backgrounds to assist in the improvement of their English language skills.

You will progress from Certificate I through to Certificate III. While completing each Certificate, you will gain confidence in listening to and speaking English, as well as improving your reading and writing skills.

Duration:	Full-time or part-time, assessed at interview. Commence at any time.
Location:	Bracken Ridge, Caboolture, Redcliffe, Ithaca, Grovely.
Further study:	Wide variety of study and employment options.
Opportunities:	Further study or entry into the workforce.



English Language Intensive Courses for Overseas Students (ELICOS)

This course will improve participants English language skills. Certificates are issued upon course exit. These certificates can then be used to gain entry into a range of other courses.

- Duration:** Dependent on individual student needs. Intake occurs every Monday during semester periods.
- Location:** English Language Centre at Ithaca.
- Further study:** Successful completion at intermediate level (ISLPR) 2+ will enable graduates entry into formal programs at BNIT.
- Opportunities:** Further study.

Units contributing to Certificate IV in Spoken and Written English (Employment) - Overseas Qualified Engineers Work Experience Program

91420NSW

This course focuses on developing workplace English, communication skills, job search and interview techniques, and also provides knowledge of practices within a technical and professional work environment in Australia.

- Duration:** 16 weeks full-time. February and July 2012 intake.
- Location:** Ithaca.
- Further study:** Study relevant to the workplace, such as computer courses, management, business, further English language studies, Workplace Health and Safety, First Aid, Training and Assessment.
- Opportunities:** Work experience during the course (subject to industry availability and student performance in formal studies), professional employment.



Certificates III and IV in Transport and Logistics (Warehousing and Storage)

TLI30107/TLI40107

These programs are designed for those who wish to enter or progress in the transport and distribution sector.

These programs aim to provide skills and knowledge to coordinate stocktakes, freight, organise transportation of goods, assess and monitor stock levels and check and evaluate records and documentation.

- Duration:** 12 – 24 months depending on industry experience. Commence at any time.
- Location:** In the workplace (RPL).
- Opportunities:** Warehouse supervisor and storage industry supervisor.

Certificate III in Transport and Logistics (Logistics Operations)

TLI31107

This program is designed for people who coordinate logistic operations, freight forwarding, organise transportation of goods and check and evaluate records and documentation.

- Duration:** 12 – 24 months depending on industry experience (RPL). Commence at any time.
- Location:** In the workplace (RPL).
- Opportunities:** Logistics supervisor and operation supervisor.

Diploma of Logistics

TLI50107

This program is designed for senior managers, supervisors and those experienced in the logistics industry who possess no formal qualifications and would like to have their skills recognised.

The program is available via RPL or distance education with occasional workshops as well as full-time or part-time study. On campus programs are also available.

- Duration:** Dependent on industry experience (RPL). 12 months full-time or 2 – 3 years part-time. For distance education, enrolment in each unit is 6 months.
- Location:** Bracken Ridge, in the workplace (RPL) or distance education.
- Further study:** University degree programs.
- Opportunities:** Logistics operations manager, distribution centre manager.

Maritime

Elements of Shipboard Safety

These units from the Certificate II in Transport and Distribution (Coastal Maritime Operations - Coxswain) will provide the learner with skills to perform Occupational Health and Safety functions while at sea which satisfy Maritime Safety Queensland requirements for Elements of Shipboard Safety. In addition a radio competency will be offered.

- Duration:** 4 days. Various intakes.
Location: Ithaca and off-campus activity.
Further study: Certificate II in Transport and Distribution (Coastal Maritime Operations - Coxswain).
Opportunities: Deckhand, employee on commercial vessels.

Diploma of Seafood Industry (Fisheries Compliance)

SFI50404

This qualification represents the competencies relevant to individuals who oversee the fisheries management and compliance functions at an organisational level.

- Duration:** 12 months full-time. February 2012 intake.
Location: Ithaca.
Further study: University degree programs.
Opportunities: Fisheries operator, patrol control officer with Queensland Boating and Fisheries and other marine compliance areas.





Certificate III in Asset Maintenance (Pest Management – Technical)

PRM30204

Queensland Health Licence – All pest management technicians in Queensland are required by law to be licensed by Queensland Health. On completion of components of this program you will have met the necessary requirements to obtain your relevant licence, for example General Pests and/or Timber Pests.

- Duration:** Up to 3 months face-to-face or up to 6 months external. Various intakes.
- Location:** Ithaca or distance education.
- Further study:** We encourage you to complete the full Certificate III as it makes you more employable in the industry. Building Services Authority Licence.
- Opportunities:** Industrial and domestic pest management technician.

Retail

Certificate IV in Retail Management

SIR40207

This qualification provides the skills and knowledge for an individual to be competent in the first line management skills of those working in the retail and/or wholesale industries. It applies to those who are managing a small retail or wholesale outlet, a section or department within a larger retail store or wholesale business.

- Duration:** Up to 20 weeks.
Location: In the workplace (RPL).
Further study: Diploma of Retail Management, university degree programs.
Opportunities: Retail enterprise manager.



Sales and marketing

Certificate IV in Business Sales

BSB40607

Expand your knowledge in a wide variety of sale contexts including building client relationships and networks, identifying sales prospects, presenting sales solutions, securing prospects and supporting post-sale activities.

Duration:	12 months part-time. February and July 2012 intake.
Location:	Bracken Ridge.
Further study:	Diploma of Marketing.
Opportunities:	Sales account assistant, sales agent, sales representative.

Diploma of Marketing (incorporating the Certificate IV in Marketing)

BSB51207 and BSB41307

Designed to enhance the knowledge and skills of individuals currently working in a marketing role, this qualification will also provide a practical base for those wishing to embark upon a marketing career or undertake further study at university. This program covers a range of contemporary high level marketing and communication concepts and develops management skills. The program is delivered in a blended mode (which may include face-to-face sessions, workshops, independent and online study) and will equip you with the skills to produce effective marketing solutions.

Duration:	2 years part-time. February and July 2012 intake.
Location:	Bracken Ridge.
Further study:	University degree programs where credit may apply.
Opportunities:	Marketing executive, marketing assistant, marketing team leader, event organiser, marketing coordinator, sales representative.



Travel and tourism



Certificate III in Tourism (Retail Travel Sales)

SIT30207

Successful completion of this qualification provides you with the skills and knowledge to enter the travel industry at an operator's level. Learn skills required to work in a retail office or shopfront environment where the planning of customer travel and touring arrangements takes place.

- Duration:** 6 months full-time or 12 months part-time.
February and July 2012 intake.
- Location:** Ithaca.
- Further study:** Diploma programs in tourism.
- Opportunities:** Travel agent.

Diploma of Tourism

SIT50107

The successful completion of this qualification offers managerial skills in tourism operations, marketing and product development, as well as reservations, fares and destination knowledge.

- Duration:** 12 months full-time.
February and July 2012 intake.
- Location:** Ithaca.
- Further study:** University degree programs.
- Opportunities:** Supervisor/manager of a travel agency or tourism office, owner/operator of a tourism business.

Brisbane North Institute of TAFE

Winner at the
2011 and 2010
National Travel
Industry Awards



study

anywhere anytime

TAFE Open Learning offers the opportunity for everyone to access flexible, off-campus, distance and/or online learning and includes many BNIT accredited programs.

Reasons to study from home:

1. Learn when it suits you

We understand you are busy and lifestyles today can be hectic so the programs available through TAFE Open Learning can be designed to suit your active schedule. Your TAFE program support staff will help you structure a pace of study that suits your lifestyle needs.

2. Study that is recognised by employers

TAFE Open Learning Certificate and Diploma programs are recognised and accredited qualifications that provide practical, up-to-date training directly relating to the industry you are in, or seeking to enter. TAFE Open Learning also offers a suite of professional short non-accredited courses great for the corporate student looking for a quick outcome.

3. You can get started right away

When it comes to enrolling in your program of choice, TAFE Open Learning is not limited by semester intakes or class numbers. You don't have to worry about missing out when it comes to the programs available through TAFE Open Learning.

4. Study and support resources that suit your learning style

The programs you can access through TAFE Open Learning are delivered through a variety of options including printed learning materials, CDs and online. You will have access to the TAFE library borrowing facilities and experienced TAFE teachers, tutors and learning support staff available to guide you through your open learning experience.

5. Access to learning for regional and remote areas

Due to flexible, off-campus, distance and/or online programs, anyone in Australia or around the world can study through TAFE Open Learning. See how you can access training anywhere, anytime with TAFE Open Learning!

www.openlearning.tafe.qld.gov.au

1800 657 387

Traineeships and apprenticeships

Learn while you earn!

Apprenticeships and traineeships provide the opportunity for you to earn money while you learn on-the-job, in an industry, occupation or trade of interest to you.

BNIT can assist you in organising your training needs so that you can learn the skills of your chosen field.

Three steps to gaining an apprenticeship or traineeship:

1. Find an employer who will employ you in your chosen industry, occupation or trade for the time it takes to complete your apprenticeship or traineeship.
2. Contact the Australian Apprenticeships Centre to assist you and your employer to complete a training contract
3. Choose BNIT as your preferred training provider by selecting an apprenticeship or traineeship that suits you from the extensive options available (see following pages).

Apprenticeships or traineeships can be full-time, part-time or school-based.

The length of the apprenticeship or traineeship will depend on the industry, occupation or trade, any previous training undertaken and how quickly you learn the skills required.

Prior training and existing skills and experience may be recognised through Recognition of Prior Learning (RPL).

All successful BNIT apprenticeship and traineeship graduates receive nationally recognised and accredited qualifications.

Further information on becoming an apprentice or trainee is available on the Department of Education and Training website www.apprenticeshipsinfo.qld.gov.au.

Are you an employer who wants to employ an apprentice or trainee?

Nominate BNIT as your preferred training organisation for its superior training and customer service.

As an employer, you may be eligible for state and federal government incentives. For more information on funding and how to employ an apprentice or trainee call the Australian Apprenticeship Centre on 133 873 or visit their website at www.australianapprecticeships.gov.au.

More information on hiring an apprentice or trainee is available on the Department of Education and Training website, www.apprenticeshipsinfo.qld.gov.au.

Traineeships and apprenticeships offered by BNIT

Animal Science

Certificate II in Animal Studies (Traineeship) ACM20110

Certificate III in Companion Animal Services (Traineeship) ACM30410

Certificate IV in Veterinary Nursing (Traineeship) ACM40410

More information: 3354 5545 or amusen.bnit@det.qld.gov.au

Beauty therapy and hairdressing

Certificate III in Hairdressing (Apprenticeship) WRH30109

More information: 07 5498 0369 or amusen.bnit@det.qld.gov.au



Traineeships and apprenticeships

Business

Certificate IV in Business Administration (Traineeship) BSB40507
Certificate IV in Frontline Management (Traineeship) BSB40807
Certificate IV in Project Management (Traineeship) BSB41507
Diploma of Project Management (Traineeship) BSB51407

More information: 3259 9119 or amubit.bnit@det.qld.gov.au

Floristry

Certificate III in Floristry (Traineeship) WRF30104

More information: 3354 5545 or amusen.bnit@det.qld.gov.au

Health and community services

Certificate III in Aged Care (Traineeship) CHC30208

More information: 3259 4145 or

AgedCareProjectTeam.bnit@det.qld.gov.au

Horticulture and environment

Certificate II in Sports Turf Management (Traineeship) ACH20910
Certificate III in Landscape Construction (Apprenticeship) AHC30910
Certificate III in Sports Turf Management (Apprenticeship) AC31310

More information: 3354 5545 or amusen.bnit@det.qld.gov.au

Hospitality and cookery

Certificate II in Hospitality (Kitchen Operations) (Traineeship) SIT20307
Certificate III in Hospitality (Commercial Cookery) (Apprenticeship)
SIT30807

Certificate II in Hospitality (Traineeship) SIT20207

Certificate III in Hospitality (Traineeship) SIT30707

More information: 3258 5181 or amusen.bnit@det.qld.gov.au

Human Resources

Certificate IV in Human Resources (Traineeship) BSB41007

More information: 3259 9110 or amubit.bnit@det.qld.gov.au

Information technology

Certificate III in Media (Traineeship) CUF30107

Certificate III in Information Technology (Traineeship) ICA30105

Certificate IV in Information Technology (Support) (Traineeship)
ICA40205

Certificate IV in Information Technology (Networking) (Traineeship)
ICA40105

More information: 3259 9119 or amubit.bnit@det.qld.gov.au

Logistics

Certificate III in Transport and Logistics (Warehousing and Storage) (Traineeship) TLL30107

Certificate IV in Transport and Logistics (Warehousing and Storage) (Traineeship) TLL40107

More information: 3258 5126 or amusen.bnit@det.qld.gov.au

Pest management

Certificate III in Asset Maintenance (Pest Management – Technical) (Traineeship) PRM30204

More information: 3259 9132 or amusen.bnit@det.qld.gov.au

Retail

Certificate II in Retail (Traineeship) SIR20207

Certificate III in Retail (Traineeship) SIR30307

Certificate IV in Retail Management (Traineeship)* SIR40207

More information: 3354 5545 or amusen.bnit@det.qld.gov.au

* Applicable to existing workers only

Travel and tourism

Certificate III in Tourism (Retail Travel Sales) (Traineeship) SIT30207

More information: 3258 5181 or amusen.bnit@det.qld.gov.au



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PLEASE NOTE: The information in this Program Guide is correct at time of publication. However, in some study areas new training programs are being developed and this may result in new program numbers. Before lodging an application to study it is recommended you check the program number on the Brisbane North Institute of TAFE website: www.bn.tafe.qld.gov.au or contact the Customer Service Contact Centre on 131 248.

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