
Diploma of

Arts

(Professional Writing & Editing)

National Course Code: **21124VIC**

General Information

This course has a strong emphasis on the business and discipline of writing. The course is offered over two years. It develops the following skills in written communication:

- Business strategies and freelancing
- Knowing and meeting the clients' needs (working to a brief)
- Manuscript presentation
- Applications of technology

Career Opportunities

Staffs with well-developed communication skills are in great demand in both the public and private sector. The course is appropriate for those wishing to pursue particular careers in the following areas:

- Publishing
- Editing
- Professional writing
- Design and production of magazines and/or newsletters
- Freelance writing
- Promotions and publicity roles

Combined Award

Students may combine this award concurrently with a Bachelor of Arts degree from the University of Ballarat - Mt Helen Campus.

This is a three and a half year full-time program for students who meet the entry requirements for both courses beginning university studies and the TAFE studies in their first semester. TAFE studies are conducted at the SMB Campus.

Mode of Study and Location

The course is provided at the SMB Campus and may be studied either on a full-time basis for two years or on a part-time basis. Some modules may be available for study at the Western Campuses.

Off-Campus Study

The units marked with an asterisk (*) on this course leaflet are available in an off-campus study mode. (A materials fee is payable per unit). For further information contact the Off-campus Centre at the SMB Campus on (03) 5327 8224 or the Horsham Campus on (03) 5362 2600.

Entry Requirements

Current Year 12 students - satisfactory completion of the VCE.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

All applicants will be assessed through:

- a) a folio of writing and/or
- b) interview.

Course Structure

To be awarded the Diploma of Arts (Professional Writing and Editing), the student must complete Stage 1 which consists of 272 hours of core units and 408 hours of elective units, and Stage 2 which consists of 544 hours of elective units.

Students who complete the requirements of Stage 1 can receive the Certificate IV in Professional Writing and Editing.

Course Content

Unit Code	Stage 1 Core Modules
FE142	Computer Skills for Writers and Editors
FE143, 144	Editing 1A and 1B*
FE014	Industry Overview 1*

Unit Code	Elective Modules
FE015, 016	Corporate Writing 1A and 1B*
OS451	Desktop Publishing 1
FE023, 024	Non Fiction 1A and 1B* (off Campus Only)
FE017, 026	Novel 1A and 1B
FE156	Photography for Writers
FE157	Role of the Editor
FE021, 022	Short Story 1A and 1B*
FE018	Writer and Research
FE051, 052	Writing for Young Adults A & B

Unit Code	Stage 2 Elective Modules
OS452, 453	Desktop Publishing 2A and 2B
FE044, 045	Editing 2A and 2B
FE058, 059	Myths and Symbols 2A and 2B
FE166, 167	Screenwriting 2A & B
FE020	Practical Placement
FE068	Small Press Publishing 2
FE046, 047	Short Story 2A and 2B

Total Nominal Hours **1224**

NB These Stage 2 units will be offered subject to student enrolment numbers.

Assessment

Students are assessed using a variety of methods which may include:

- written assignment
- practical test
- seminar/tutorial paper
- oral presentation
- research project
- resource file

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Delia White
School of Human Services – Humanities
Telephone (03) 5327 8407

Stawell Campus

Cate Whitehead
School of Human Services – Humanities
Telephone (03) 5358 7200

Combined Award

Bachelor of Arts / Diploma of Arts (Professional Writing and Editing)

National Course Code:

N/A

General Information

The Bachelor of Arts/Diploma of Arts (Professional Writing and Editing) is a combined Award featuring the best of both academic learning and vocational training from the University of Ballarat's Mt Helen and SMB Campuses.

On completion of the three and a half year program students will graduate with the combined award, or may decide during the course to limit their studies to one of the two awards and receive appropriate credits for units completed in the other award.

Career Opportunities

On completion of the course students will have:

- developed critical skills and independent thinking in the analysis of written, spoken and visual materials
- studied in depth several discipline areas
- developed skills for life long learning
- obtained qualifications relevant to post graduate University and/or further TAFE studies
- made career choices which could include: publishing, editing, professional writing, design and production of magazines and/or newsletters, freelance writing, promotions and publicity roles, public sector or corporate writing and journalism.

The course also provides for the continuing education needs of those wishing to enhance or add writing skills to their current occupation.

Mode of Study and Location

This is a three and a half-year full-time program with students beginning both higher education studies and TAFE studies simultaneously.

Students will save eighteen months of study (and some fees) by completing the three year Bachelor of Arts degree and the two year Diploma in three and a half years. Students may enrol in the course on a part-time basis.

Flexible Delivery/Off-Campus Study

The units marked with an asterisk (*) on this course leaflet are available in an off-campus study mode. (A materials fee is payable per unit). For further information contact the Off-campus Centre on (03) 5327 8224.

Entry Requirements

Satisfactory completion of VCE or equivalent studies
OR Mature age applicants (students not currently undertaking a Year 12 program who have been out of full time study for at least 12 months).

Applicants are required to submit a folio of writing and may be asked to attend an interview.

Course Structure

The Combined Award includes 14 units of study from the Diploma of Arts (Professional Writing and Editing) and 16 units from the Bachelor of Arts (Humanities & Social Sciences). All Diploma units and six Bachelor of Arts units are completed in the first two years. The remaining degree units are completed in years 3, and year 4 (Semester 1).

Course Content

TAFE MODULES

Unit Code	Core Modules
FE142	Computer Skills for Writers and Editors
FE143, 144	Editing 1A & 1B*
FE014	Industry Overview 1*

Unit Code	Elective Modules
FE015, 016	Corporate Writing 1A and 1B*
OS451	Desktop Publishing 1
FE023, 042	Non Fiction 1A & 1B* (Off Campus Only)
FE017, FE026	Novel 1A & 1B
FE156	Photography For Writers
FE157	Role of the Editor
FE021, 022	Short Story 1A & 1B*
FE018	Writer & Research 1
FE051, 052	Writing for Young Adults A & B

Unit Code	Stage Two Elective Modules
OS452, 453	Desktop Publishing 2A & 2 B
FE044, 045	Editing 2A & 2B
FE058, 059	Myths & Symbols 2A & 2B
FE166, 167	Screenwriting 2A & B
FE020	Practical Placement
FE068	Small Press Publishing 2
FE046, 047	Short Story 2A & 2B

NB These stage two units will be offered subject to student enrolment numbers.

HIGHER EDUCATION MODULES

Students will complete at least 250 credit points in total. This will consist of one specified foundation unit and at least 75 credit points in two major sequences. The balance of the credit points are to be taken from other Bachelor of Arts units.

Two major sequences will be selected from the following study areas:

- Literature
- Film and Media
- Children's Literature

In Years 3 and 4 students may do selected units from other sequences within the School.

Assessment

Students are assessed using a variety of methods which may include:

- written assignment
- practical test
- seminar/tutorial paper
- oral presentation
- research project
- resource file

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Delia White

School of Human Services – Humanities

Telephone (03) 5327 8407

Email d.white@ballarat.edu.au

Certificate IV in

Assessment & Workplace Training

National Course Code: **BSZ40198**

General Information

The Certificate IV applies to people for whom training is a large part of their job, or a full job function within a structured assessment and training system. These people have considerable responsibility for training program development, delivery and assessment of training participants or employees.

Career Opportunities

This course is recognised as a minimum qualification in Australian Registered Training Organisations for those training, assessing and writing and reviewing programs using national competency standards. The three assessment units are required by all assessors using Training Packages as the basis for their assessments.

Mode of Study and Location

In 2003 evening classes and a separate flexible on line program consisting of blocks of units will be offered at the SMB Campus

A flexible program of weekend workshops and evening tutorials will be offered at the Horsham campus in 2003.

Entry Requirements

Expertise in a vocational area gained through a qualification and/or work experience is an important requirement.

As a guide to the successful completion of study, it is recommended students have writing and critical literacy skills to the equivalent of Certificate III in General Education for Adults.

Course Structure

This certificate is a qualification within the new Training Package for Assessment and Workplace Training endorsed in November 1998. Up to 6 units could be credited towards the new Diploma in Training and Assessment systems. The first three Assessment units fulfil the requirements of 'Workplace Assessor'.

Course Content

Unit Code	Module
B401A	Plan Assessment
B402A	Conduct Assessment
B403A	Review Assessment
B404A	Train Small Groups
B405A	Plan and Promote a Training Program
B406A	Plan a Series of Training Sessions
B407A	Deliver Training Sessions
B408A	Review Training

Total Nominal Hours **210**

PLAN ASSESSMENT

This unit covers the requirements for planning and assessment in a specific context. The unit details the requirements for determining evidence requirements, selecting appropriate assessment methods and developing an assessment tool in a specific context.

CONDUCT ASSESSMENT

This unit covers the requirements for conducting an assessment in accordance with an assessment procedure in a specific context.

REVIEW ASSESSMENT

This unit covers requirements to review assessment procedures in a specific context.

TRAIN SMALL GROUPS

This unit covers the requirements for planning, delivering and reviewing training provided for the purposes of developing competency on a one-to-one or small group basis.

PLAN & PROMOTE A TRAINING PROGRAM

This unit covers the requirement for persons to plan a training program. This involves the identification of competencies to meet the needs of a target group and the planning and promotion of appropriate training strategies.

PLAN A SERIES OF TRAINING SESSIONS

This unit covers the requirement for persons who implement a training program for a target group. This involves planning a series of training sessions to meet the identified competency requirements of the target group.

DELIVER TRAINING SESSIONS

This unit covers the requirements for a person to deliver training sessions as part of a training program.

REVIEW TRAINING

This unit covers the requirements of persons to record training data and review training.

Assessment

A range of assessment methods are used to enable students to demonstrate competency in the units within the course.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Mandy Kirsopp
School of Human Services – Humanities
Telephone (03) 5362 2702
Email: m.kirsopp@ballarat.edu.au

SMB Campus - Ballarat

Paul Street
School of Human Services - Humanities
Telephone (03) 5327 8107
Email: pg.street@ballarat.edu.au

Foundation Access Studies Program (FAST)

National Course Code:

N/A

General Information*Would you like to study at a University?*

Many very capable people feel they have been denied access to university level studies because they have not had the opportunity to continue with studies during their lives. Others initially lack confidence in their ability to succeed in such study or are finding that a lack of qualifications is a significant barrier in terms of future employment opportunities. Others simply don't know what is involved in university level study, or what is available at tertiary level.

The University of Ballarat Foundation Access Studies Program (FAST for short) allows prospective students to experience university study. FAST aims to give students enough skills and confidence to undertake degree level studies at the University of Ballarat in the following semester.

FAST is specifically designed to enable people returning to study to develop the skills, attitudes and knowledge to confirm their decision about university study. The FAST program will not remove all the difficulties you may face in attempting university study, but it will provide a stimulating and challenging opportunity to test yourself out, and possibly find a new direction in life.

The FAST Program is designed to provide alternative entry to tertiary study for people who have a disadvantage as a consequence of:

- Being from a low socio-economic background
- Being from rural or isolated backgrounds
- Being of Aboriginal or Torres Strait Islander descent
- Being women in non-traditional areas
- Being away from non-English speaking backgrounds
- Having a disability

Career Opportunities

Satisfactory completion of the FAST program will qualify students for entry to University of Ballarat higher education courses.

Mode of Study and Location

Study is conducted full-time over one semester at the Mt Helen Campus. Intake to the program will occur in Semester Two.

Entry Requirements

Potential Students will generally have been out of full time secondary schooling for at least two years. All applicants will be required to attend an interview to assess their suitability for FAST.

Course Structure

FAST is a one semester, full-time course of study.

Course Content

Unit Code	Module
FAO 01	Introduction to Tertiary study
FAO 02	Communications
FAO 03	Maths
FAO 04	Research Methods
FAO 05	Language and Literacy
FAO 06	Introduction to Computers

Total Nominal Hours**234****Assessment**

A range of assessment methods are used to enable students to demonstrate competency in the learning outcomes within the curriculum.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Carmel Day
School of Human Services – Humanities
Telephone (03) 5327 8240

Certificate IV in

Further Education

National Course Code: **21014VIC**

General Information

Is this you?

- You would like to study at TAFE or University but have not had the opportunity to prepare yourself properly
- You want to study further but are unsure of what area to get into?
- You are looking for an alternative to the VCE?

The Certificate IV in Further Education has been developed specifically to provide an alternative pathway into tertiary educational programs. The course is for people seeking to prepare themselves for the challenges of tertiary education by enabling them to work towards their goals through supported learning experience.

The course is made up of core and elective modules. The core modules aim to assist the student to explore their own learning needs and from there, to map a learning program that will increase their opportunity to gain entry into their preferred university course. They will explore entry requirements of the course and develop a portfolio of evidence to support their application. This will be done with the assistance of a learning mentor.

Students also choose a range of electives from other Certificate IV courses in order to build up their skills and knowledge in their chosen field of study or, in cases where they have not yet decided, the opportunity to have a taste of what to expect in the vocational areas.

Career Opportunities

Course completion does not guarantee a place in a tertiary course.

Students will be judged by individual course admissions officers as to their eligibility to enter the tertiary course. Completion of the Certificate IV in Further Education will provide a firm basis for selection on merit to many courses.

Mode of Study and Location

Most of the course will be delivered in face-to-face classes at the SMB Campus but the opportunity exists for electives to be chosen from on-line or off-campus alternatives (subject to approval).

Entry Requirements

There are no formal requirements for entry into this course but it is recommended that applicants will have completed Year 10, other preparatory courses such as the CGEA or are confident, that they will be able to demonstrate the skills needed to complete this course. All applicants will be interviewed to determine eligibility for entry into the course.

Course Structure

The total course involves 420 hours of study. This can be done on a full-time/part-time basis over one or two years (subject to the availability of electives). The approximate time commitment for full time study is 16 hours per week.

Course Content

Unit Code	Core Modules
VBJ 506	Reflective Learning and Planning 1A
VBJ 507	Reflective Learning and Planning 1B
ITU006B	Operate Computing Packages
FE0182	Writer and Research
NCS005	Dealing with Conflict
NCS009	Negotiation Skills

Total Nominal Hours **420**

Elective Modules

120 hours to be selected from modules from other Certificate IV Courses relevant to their learning program.

Assessment

The Reflective Learning and Planning core modules will be assessed on evidence provided in a portfolio that has been developed by the student.

Other core modules will be assessed through a combination of written assignments and practical classroom teaching.

Some electives may require that the student sit a test or exam.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Carmel Day

School of Human Services – Humanities

Telephone (03) 5327 8240

Certificate II in

Koori Education, Training & Employment

National Course Code: **21129VIC**

General Information

The course aims to provide Koori students with literacy and numeracy skills in a koori context, to develop employment related skills and to foster self-confidence, in order to facilitate access to further study and/or employment.

The course will

- increase opportunities for participation in employment, training and community life;
- strengthen and affirm Koori identity and appreciation of culture;
- increase understanding of Koori culture, history and contemporary issues affecting Aboriginal people;
- develop employment and vocational related skills such as career and study planning, and job seeking skills;
- develop greater language awareness of uses of Koori English and Standard English;
- develop personal study skills and techniques for life long learning;
- provide students with cross credits into other courses;
- develop practical knowledge of subject areas related to living skills for personal, family or community purposes; and
- enable students to use the Mayer Key Competencies in a wider range of social, educational and employment contexts.

Career Opportunities

Upon completion of this course learners will have identified researched and experienced specific areas of employment and be better prepared to enter vocational areas of training and further education they have targeted.

Mode of Study and Location

This course will be provided at the Horsham Campus on a full-time and part-time basis.

Entry Requirements

Counselling and advice will be provided in an interview with the Koori Liaison Officer at the Horsham Campus.

Course Structure

In order to receive the Certificate II in Koori Education, Training and Employment, students must successfully complete the:

Core Modules, plus at least one of the **Koori Studies Modules**, plus either the full **Vocational Stream** or the full **General Education Stream**, and sufficient additional elective modules or units of competence to total 644 nominal hours.

Course Content

Unit Code Core Modules

VBH722 Career Planning
FE130 Preparing for Study and Training,

Unit Code Koori Studies

VBK425 Koori Cultural Identity
VBA575 Aboriginal Studies

Unit Code Vocational Stream

NCS003 Job Seeking Skills
VBH723 Industry Familiarisation
VBH724 Workplace Skills
NOS119 Work Environment
VBA576 Work Essentials
VBA577 Work Placement
VBA578 Personal Management Skills

Unit Code General Education Stream

VBD745 Study Skills
VBA572 Talking and Listening
VBA573 Effective Reading
VBA574 Effective Writing
VBA579 Everyday Numeracy

Unit Code Possible Electives

VBK424 Pre-Invasion History
VBK426 Koori Health
VBK427 Community Development
VBK428 Government Aboriginal Affairs Policy
VBK429 Post-Invasion History
VBK430 Art and Culture
VBK431 Child Care and Adoption
VBK432 Police and the Law

ICPMM63BA Access the Internet
ICAITU006B Operate Computing Packages
BSATEC202A Operate a computer to gain access to and retrieve data

BSATEC203B Operate a computer to produce simple documents

Assessment

Assessment activities are designed to demonstrate achievement of learning outcomes and may include:

- oral presentation
- written assignment
- group activity
- teacher observation

Fees

Enrolment fees are payable at the time of enrolment. For further information contact the Aboriginal Liaison Officer.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the numbers listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under Course Enquiries to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Mandy Kirsopp
School of Further Education
Telephone (03) 5362 2676

Diploma of

Library & Information Services

National Course Code: **CUL50199**

General Information

This course prepares students for employment as a Library Technician. Library Technicians are paraprofessionals who act as support staff in libraries and other information agencies. The course is recognised by the Australian Library and Information Association (ALIA).

Career Opportunities

Library Technicians work in a range of information agencies including school, college, university, public, state, national and special libraries. The library technician plays a vital support role, generally as a member of a team in assisting librarians and other staff with the location and delivery of information in a variety of formats. The changes in technology and the consequent expansion of information have enhanced the employment prospects of a graduate in the information sector.

Graduates are eligible for advanced standing in University degree courses.

Mode of Study and Location

This course is provided on a part-time/Flexible Delivery mode at Ballarat. The course normally takes 2 ½ -4 years to complete via part-time study.

Entry Requirements

Year 12 students or mature age entry.

All other applicants will be considered for eligibility on the basis of previous life experience, work history, educational background and appropriate standard of literacy.

All applicants must be able to demonstrate basic keyboarding skills, word processing, spreadsheet and communication skills. Where a student lacks any of these skills they are required to undertake the necessary study.

For more information contact the Course Administration Personnel on (03) 5327 8450.

Course Structure

The Diploma of Library and Information Services involve 1185 hours of study, 23 units in total, 15 core subjects and 8 electives.

Course Content

Unit Code	Core Competencies
LB307A	Use Multimedia Equipment
LB401A	Contribute to client access to information
LB402A	Contribute to effective working relationships
LB403A	Develop and apply own information literacy skills when working with clients
LB405A	Manage Own Work and Learning
LB406A	Organise and Coordinate Work Activities
LB407A	Use networked services effectively to provide access to information
B401A	Plan Assessment
B402A	Conduct Assessment
B403A	Review Assessment
B404A	Train Small Groups
LB501A	Contribute to the organisation & coordination of the work of others
LB502A	Deliver information literacy programs for clients
LB503A	Organise information for client access
LB504A	Provide clients with access to information
Unit Code	Elective Competencies
LB505A	Analyse and describe material
LB506A	Catalogue and classify material
LB507A	Contribute to collection development
LB508A	Develop and improve systems and processes to increase access
LB509A	Coordinate selection and acquisition of information
LB510A	Establish and maintain consultation and promotion to client
LB511A	Lead a team
LB512A	Maintain and modify technological applications in the library
LB513A	Maintain maintenance of physical resources and environment
LB514A	Provide assistance for research and projects
MS501A	Apply basic presentation techniques
MS506A	Plan, develop and deliver activities, events and programs.

Assessment

Students are assessed using a variety of methods which may include:

- written assignments
- practical tests
- seminar/tutorial papers
- oral presentations
- research project
- observation

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Peter Kerwan

School of Human Services – Humanities

Telephone (03) 5327 8087

Email p.kerwan@ballarat.edu.au

Diploma of

Training and Assessment Systems

National Course Code: **BSZ50198**

General Information

The Diploma is for people who are:

- responsible for designing, implementing, managing and evaluating assessment and training systems.
- conducting competency needs analysis, establishing training systems and/or developing assessment tools and procedures.

The units of competency in this course emphasise management and operation of an assessment and training system.

Career Opportunities

Graduates can expect to work as managers of training and assessment systems in enterprises and training officers within enterprises.

Mode of Study and Location

In 2002 the course will be offered through weekend workshops at the SMB Campus in Ballarat.

Entry Requirements

The Certificate IV in Assessment and Workplace Training or equivalent.

Course Structure

The Diploma is a qualification within the Training Package for Assessment and Workplace training endorsed in November 1998.

To qualify for the Diploma you must be deemed competent in:

Four units from the Diploma **PLUS**

Six units from the Certificate IV in Assessment and Workplace Training **PLUS three units** from another training package relevant to the implementation and management of assessment and workplace training.

NOTE: The University of Ballarat recommends the competencies from the Frontline Management Initiative (FMI) Training Package at AQF Level 5.

Course Content

Unit Code B501A Analyse Competency

Requirements

This unit applies to persons required to research and document competency requirements. It covers identification and review of relevant sources of information, and the development of an implementation plan

Unit Code - Module

B502A Design & Establish the Training System

This unit covers requirements for a person to design and establish a training system.

Unit Code - Module

B503A Design & Establish the Assessment System

This unit covers the requirements for a person to design and establish an assessment system.

Unit Code - Module

B504A Manage the Training & Assessment System

This unit covers the requirements for persons responsible for managing a training and assessment system. The unit applies equally to those operating in assessment only or training and assessment contexts.

Unit Code - Module

B505A Evaluate the Training & Assessment System

This unit covers the requirements for a person to evaluate an external or internal training and assessment system.

Unit Code - Module

B506A Develop Assessment Procedures

This unit covers the requirements for developing an assessment procedure for a target group, including determining evidence requirements and selecting appropriate assessment methods to be used by assessors.

Unit Code - Module

B507A Develop Assessment Tools

This unit covers the requirements for selecting, developing, validating and documenting new assessment tools to be used by assessors.

Unit Code - Module

B508A Design Training Courses

This unit covers the requirements and responsibilities for designing training courses as part of a training system to meet client identified outcomes and where appropriate, receive formal recognition.

Total Nominal Hours

1055

See Certificate IV in Assessment and Workplace Training entry for additional unit descriptions.

Assessment

Assessment is competency based and includes the provision of a portfolio submission.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Peter Kerwan

School of Human Services - Humanities

Telephone (03) 5327 8087

Email p.kerwan@ballarat.edu.au

Diploma of

Vocational Education and Training

National Course Code: **15560VIC**

General Information

The Diploma of VET applies to people who are already working within a structured training and assessment system who require a formal teaching and training qualification. The Diploma is also an appropriate teaching/training qualification for people changing career paths and/or seeking employment in the TAFE sector.

Career Opportunities

This course is recognised as a qualification in TAFE and Registered Training Organisations for those training, assessing and delivering programs using competency based Training Packages.

Mode of Study and Location

In 2003 evening classes and weekend workshops will be offered at both the SMB and Horsham Campuses.

Entry Requirements

Participants must have a relevant qualification and expertise in a Vocational or Further Education field prior to entry into this program. Mature aged participants entering this course are expected to have sufficient relevant work experience and qualification above Certificate III (trade) level to successfully undertake the course.

Course Structure

The Diploma is a recently introduced qualification (offered by the University of Ballarat in 2001). VBH Units have a teaching methodology and practise focus, whereas the BSZ with prefix '4' are from Certificate IV in Assessment and Workplace Training. BSZ units with a prefix '5' are from the Diploma of Training and Assessment Systems. BSZ401A, 402A and 403A units fulfil the requirements of 'Workplace Assessor'.

Course Content

Unit Code	Certificate IV - Core Competencies
VBH777	Assess Learning Needs of Individuals & Groups
VBH778	Plan for Teaching and Learning
VBH779	Facilitate Individual and Group Learning.
VBH780	Maintain Professional Competence

VBH781	Work in a Team
VBH782	Critically Examine Teaching & Learning Practice
B401A	Plan Assessment
B402A	Conduct Assessment
VBH783	Develop Basic Assessment Tools
B403A	Review Assessment
B408A	Review Training

Unit Code Certificate IV - Electives (elect 4)

VBH784	Develop and Customise Learning Resources
VBH785	Assess Client Needs for Programs & Services
VBH786	Manage Flexible Teaching & Learning Programs
VBH787	Integrate Technology in Teaching and Learning
VBH788	Contribute to quality Improvements in Client Service

Unit Code Diploma - Core Competencies

VBH789	Design and Customise Learning Programs
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Unit Code Diploma - Electives (elect 4)

VBH790	Develop Learning Plans for Individuals with Special Learning Needs
VBH791	Evaluate Learning Programs and Resources
VBH793	Consult on Organisational Training & Development Strategies
VBH794	Provide Programs and Services within an International Context
VBH795	Coordinate Program and Service Delivery
VBH796	Undertake Research in Vocational Education & Training
VBH797	Manage Projects
B506A	Develop Assessment Procedures
B507A	Develop Assessment Tools

Total Nominal Hours **530 – 570**
(depending on elective selection)

Assessment

A range of competency based assessment methods including portfolio submission, assignments, peer review, critical friend review and oral presentations will be used throughout the course.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Administration Officer
School of Human Services - Humanities
Telephone: (03) 5362 2676
Email: s.pierce@ballarat.edu.au

SMB Campus - Ballarat

Derith Morland
School of Human Services - Humanities
Telephone (03) 5327 8427
Email d.morland@ballarat.edu.au