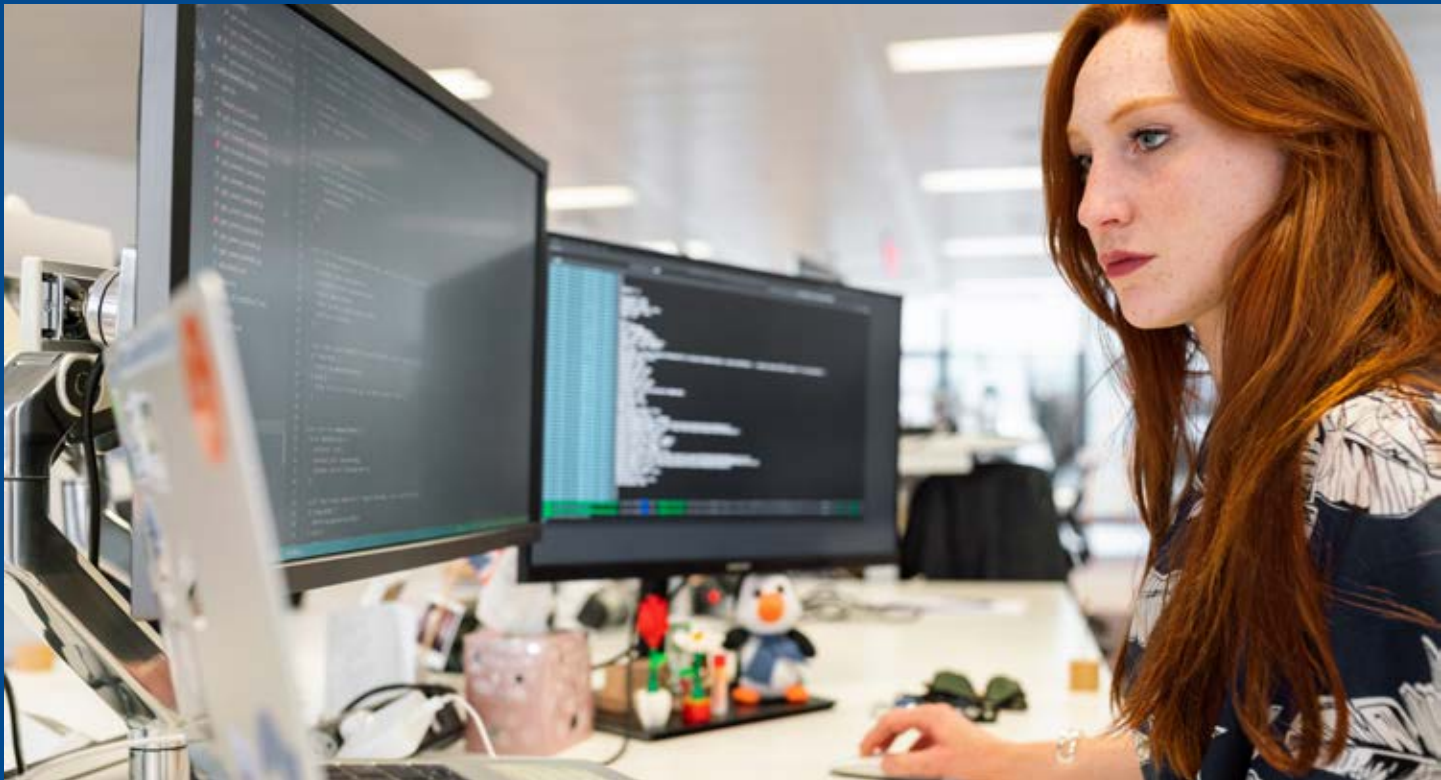


BUSINESS, ACCOUNTING & IT



**BUSINESS
MANAGEMENT
ACCOUNTING
REAL ESTATE
LEGAL
JUSTICE
INFORMATION
TECHNOLOGY
WORK HEALTH
& SAFETY
BUILDING DESIGN
(ARCHITECTURAL)**

Getting a qualification in business, accounting and IT can be one of the best ways to expand your career options. It could be the ticket to your dream job, management role or pathway into a university degree both nationally and internationally.

Our unique mix of classroom learning, work placement and industry networking opportunities mean that you'll graduate with practical work-ready skills and connections, placing you well ahead of the pack.

FIND OUT MORE AND APPLY: 13 TAFE | BENDIGOTAFE.EDU.AU

PATHWAYS TO YOUR CAREER

BUSINESS

Career opportunities:

- Administrative Officer
- Receptionist
- Data Entry Operator
- Office Manager or Supervisor
- Personal or Executive Assistant

Course to get you there:

- Certificate III in Business (BSB30120)

MANAGEMENT

Career opportunities:

- Supervisor
- Team Leader
- Human Resources Officer

Courses to get you there:

- Certificate IV in Leadership and Management (BSB40520)
- Certificate IV in Human Resource Management (BSB40420)

Career opportunity:

- Manager

Course to get you there:

- Diploma of Leadership and Management (BSB50420)

ACCOUNTING

Career opportunities:

- Bookkeeper
- Accounts Payable or Receivable Officer
- Payroll Officer

Courses to get you there:

- Certificate IV in Accounting and Bookkeeping (FNS40222)
- Diploma of Accounting (FNS50222)

REAL ESTATE

Career opportunities:

- Property Manager
- Body Corporate Manager
- Real Estate Agent
- Real Estate Representative
- Real Estate
- Real Estate Salesperson
- Real Estate Sub-agent
- Property Portfolio Officer
- Buyer's Agent

Course to get you there:

- Certificate IV in Real Estate Practice (CPP41419)

LEGAL

Career opportunities:

- Legal Assistant
- Assistant Paralegal
- Legal Secretary
- Legal Receptionist
- Legal Support Officer
- Senior Law Clerk

Course to get you there:

- Certificate IV in Legal Services (BSB40620)

JUSTICE

Career opportunities:

- Court Registrar
- Australian Customs or Prison Officer
- Police and Law Enforcement Agency Worker
- Legal Assistant
- Investigator
- Loss Prevention Worker

Course to get you there:

- Diploma of Justice (22594VIC)

INFORMATION TECHNOLOGY

Career opportunities:

- Help Desk Officer
- ICT Operations Support
- Technical Support
- Software Support

Course to get you there:

- Certificate III in Information Technology (ICT30120)

Career opportunities:

- Network Support Administrator
- Network Support Technician
- Level 1 Help Desk Support
- Desktop Deployment Technician

Course to get you there:

- Certificate IV in Information Technology (ICT40120)

WORK HEALTH & SAFETY

Career opportunities:

- Site Supervisor
- Health and Safety Practitioner
- Health and Safety Supervisor
- Health and Safety Field Officer
- Work Health and Safety Coordinator

Course to get you there:

- Certificate IV in Work Health and Safety (BSB41419)

BUILDING DESIGN

Career opportunities:

- Building Designer
- Business Owner
- Employment in the building industry
- Draftsperson
- Successfully completing this course will enhance current professional skills

Course to get you there:

- Advanced Diploma of Building Design (Architectural) (22627VIC)

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TO FIND
OUT MORE



BUSINESS MANAGEMENT ACCOUNTING REAL ESTATE



CERTIFICATE III IN BUSINESS BSB30120

Online | Full-time: 6 months

INTAKE

Direct entry | February and July

ABOUT THE COURSE

If you have a flair for organisation and are a great communicator, a career in administration could be perfect for you. This qualification will help you to develop the skills required to work in an office environment, along with the additional skill set required to manage some aspects of accounting and bookkeeping within a business.

PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

FURTHER STUDY

Graduates can apply to study the: Certificate IV in Human Resource Management (BSB40420), Certificate IV in Leadership and Management (BSB40520), Certificate IV in Work Health and Safety (BSB41419), Certificate IV in Real Estate Practice (CPP41419), Certificate IV in Legal Services (BSB40620)

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT BSB40420

Online | Virtual workshops: Part-time: 12 months

On campus: Full-time: 6 months

INTAKE

Direct entry | VTAC | Rolling enrolments

ABOUT THE COURSE

Take your first step towards a rewarding career in human resources. This unique course will equip you with a wide range of cognitive, technical, functional and communication skills preparing you for entry into the human resources sector.

PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT BSB40520

Online | Part-time: 1 year

INTAKE

Direct entry | Rolling enrolments

ABOUT THE COURSE

If you consider yourself to be a born leader and are currently working in or towards a management role, then this course is the perfect way to formalise your skills. Providing you with the in demand skills for front-line managers and team leaders across communication, collaboration, emotional intelligence and digital skills, you will be job-ready.

PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

FURTHER STUDY

Graduates can apply to study the Diploma of Leadership and Management (BSB50420).

FIND OUT MORE AND APPLY: 13 TAFE | BENDIGOTAFE.EDU.AU

DIPLOMA OF LEADERSHIP AND MANAGEMENT B5B50420

Online | Part-time: 1 year

INTAKE

Direct entry | Rolling enrolments

ABOUT THE COURSE

Advance your career and play a significant role in the workplace by gaining skills to create a high performance environment and make a positive impact on the bottom line with the Diploma of Leadership and Management.

PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have work experience. You also need to have a high level of language, literacy and numeracy skills.

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING FNS40222

Bendigo City | Full-time: 6 months | Part-time: 1 year

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | Rolling enrolments

ABOUT THE COURSE

If you have a head for numbers, great organisational skills and are a good communicator, an accounting or bookkeeping career could be just what you're looking for. The course is nationally accredited and meets the qualification requirements needed to become a registered Business Activity Statements (BAS) Agent.

PREREQUISITES

There are no prerequisites for this course. Applications from mature-aged students with work experience in a related field are encouraged.

FURTHER STUDY

Graduates can apply to study the Diploma of Accounting (FNS50222).

DIPLOMA OF ACCOUNTING FNS50222

Bendigo City | Full-time: 6 months | Part-time: 1 year

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | February and July

ABOUT THE COURSE

If you have an analytical mind and enjoy problem solving, a career in accounting could be perfect for you! The Diploma of Accounting is designed to give you the training and knowledge for a range of career pathways in the accounting, business and finance sectors. The course is nationally accredited and will give you some of the educational units required to become a registered Tax Agent.

PREREQUISITES

To apply for this course you will need a high level of numeracy and literacy skills and to have successfully completed the Certificate IV in Accounting and Bookkeeping (FNS40222) or the Accounting Principles Skill Set (FNSS00014) or an equivalent course.

CERTIFICATE IV IN REAL ESTATE PRACTICE

CPP41419

Bendigo City | Full-time: 6 months | Part-time: 9 months

INTAKE

Direct entry | Rolling Enrolments

ABOUT THE COURSE

If you enjoy selling, communicate well and have a passion for providing excellent customer service, a career in the exciting field of real estate could be right for you. This qualification reflects the role of real estate professionals who apply knowledge of real estate practice, legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions. Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

PREREQUISITES

There are no set prerequisites for this course. However, it is recommended that you have satisfactory numeracy and literacy skills to undertake this course. You must be 18 in order to register with the Business Licensing Authority.

LEGAL JUSTICE INFORMATION TECHNOLOGY WORK HEALTH & SAFETY BUILDING DESIGN (ARCHITECTURAL)



CERTIFICATE IV IN LEGAL SERVICES BSB40620

Bendigo City | Full-time: 6 months | Part-time: 1 year

INTAKE

Direct entry | VTAC | February, April, July and October

ABOUT THE COURSE

This course is designed to provide you with the skills necessary to work in a range of legal service settings. You will learn how to use well developed skills and a broad knowledge base to provide support in a range of legal services. Your education and training will also enable you to apply solutions to a range of unpredictable problems while analysing and evaluating information from a variety of environmental and legal sources.

PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

FURTHER STUDY

Graduates can apply for further studies in the: Diploma of Leadership and Management (BSB50420), Diploma of Justice (22594VIC).

DIPLOMA OF JUSTICE 22594VIC

Bendigo City | Full-time: 1 year | Part-time: 1.5 years

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | February and July

ABOUT THE COURSE

This course will train you for work within the justice industry. This includes justice careers in the state or federal police forces, customs service, sheriff's department, local government, correctional services, courts, youth justice, community corrections and various non-government organisations. Upon completion, you will be equipped to join a range of entry-level careers or move into further qualifications.

PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have sufficient work experience. You also need to have a high level of language, literacy and numeracy skills following completion of an LLN assessment.

FIND OUT MORE AND APPLY: 13 TAFE | BENDIGOTAFE.EDU.AU

CERTIFICATE III IN INFORMATION TECHNOLOGY ICT30120

Bendigo City | Full-time: 6 months

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | February and July

ABOUT THE COURSE

Developing and building on basic computer skills and literacy, this course provides you with the skills and knowledge to perform and undertake a series of IT support tasks within an organisation. You will develop competencies in a wide range of ICT technical functions and achieve a degree of self-sufficiency as a developing ICT professional.

PREREQUISITES

It is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

FURTHER STUDY

On successful completion you can further your studies by undertaking the Certificate IV in Information Technology (ICT40120).

CERTIFICATE IV IN INFORMATION TECHNOLOGY ICT40120

Bendigo City | Full-time: 6 months

INTAKE

Direct entry | February and July

ABOUT THE COURSE

Further your IT skills and career with this course that will provide you with the knowledge to install and administer simple networks and client desktop deployments either as an independent information and communications technology (ICT) specialist or as part of a team within an organisation.

PREREQUISITES

You need to have satisfactory language, literacy and numeracy skills to undertake this course. It is recommended that you have previous studies in ICT or are mature age with sufficient work experience.

FURTHER STUDY

On successful completion you can further your studies by undertaking the Diploma of Information Technology (ICT50220).

CERTIFICATE IV IN WORK HEALTH AND SAFETY BSB41419

Online | Part-time: 1 year

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | Rolling enrolments

ABOUT THE COURSE

This program is the new entry level qualification for Occupational Health and Safety (OHS) Coordinators or Supervisors with a major workload in OHS and people working in a Work Health and Safety (WHS) role.

PREREQUISITES

There are no set prerequisites for this course however it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course.

FURTHER STUDY

This course may lead to studies in the Diploma of Leadership and Management (BSB50420).

ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL) 22627VIC

Charleston Road | Full-time: 18 months

INTAKE

February

ABOUT THE COURSE

This course is designed to equip you with the skills & knowledge to design and document residential & commercial buildings. Using industry specific software you will learn to present, document and deliver innovative design solutions on a diverse range of projects. The course covers manual and CAD drafting, subjects such as sustainable building design principles, conduct and apply bushfire attack level (BAL) assessments, comply with building regulations and legislative requirements, architectural project administration and small business planning.

PREREQUISITES

You need to have satisfactory literacy and numeracy skills, attend an interview and be at least 16 years old when you apply.

HOSPITALITY, COOKERY & BAKING



HOSPITALITY COOKERY BAKING

Our teachers have extensive industry experience and can help you prepare for work in the dynamic hospitality industry.

Learn in our brand new facilities with state-of-the-art kitchens, training restaurant, a commercial cafe and barista training zone. As a hospitality, cookery or bakery student, you will learn the latest techniques in this in-demand industry and will be able to showcase your skills on real customers.

Our nationally accredited courses are designed to help you gain the practical skills and knowledge needed to secure employment in this exciting field both nationally and internationally.

FIND OUT MORE AND APPLY: 13 TAFE | [BENDIGOTAFE.EDU.AU](https://www.bendigotafe.edu.au)

PATHWAYS TO YOUR CAREER

HOSPITALITY

Career opportunities:

- Espresso Coffee Machine Operator
- Food and Beverage Attendant
- Front Desk Receptionist
- Front Office Assistant
- Function Host
- Senior Bar or Gaming Attendant
- Guest Services Agent
- Housekeeper
- Restaurant Host
- Waiter

Course to get you there:

- Certificate III in Hospitality (SIT30622)

COOKERY

Career opportunities:

- Chef
- Assistant Chef

Course to get you there:

- Certificate III in Commercial Cookery (SIT30821)

BAKING

Career opportunities:

- Bakery Shift Leader
- Baker
- Pastry Chef
- Pastry Cook
- Pie Maker
- Cake Decorator

Course to get you there:

- Certificate III in Baking (FBP30521)

CERTIFICATE III IN HOSPITALITY SIT30622

Bendigo City | Full-time: 6 months

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | February and July

ABOUT THE COURSE

If working with people in a fast-paced environment appeals to you, a career in the thriving hospitality industry could be just what you're looking for. With the tourism sector's continued growth, there are many job openings in Australia and overseas. There's lots of variety too with employment opportunities in restaurants, resorts, five-star hotels and on cruise ships. This course has been designed to help you develop the practical skills needed to secure an entry-level position in this exciting field.

PREREQUISITES

There are no set prerequisites for this course however you will need to have satisfactory literacy and numeracy skills and be at least 15 years of age when you apply.

CERTIFICATE III IN BAKING FBP30521

Bendigo City | Full-time: 1 year (Non-apprenticeship)

Part-time: 2-3 years (Apprenticeship)

INTAKE

Direct entry | Australian Apprenticeship Support Network (AASN) | February and July intakes for on-campus students and Rolling enrolments for apprentices

ABOUT THE COURSE

Life is what you bake it. If you're passionate about creating great food and thrive in a fast paced environment, studying commercial baking could offer you a fulfilling career. Designed to help you gain the skills and knowledge required to work as a baker producing breads, cakes, pastries and biscuits in a commercial baking environment.

PREREQUISITES

You must be at least 15 years of age. For apprentices, you must be employed in the industry.

CERTIFICATE III IN COMMERCIAL COOKERY

SIT30821

Bendigo City and Echuca | Full-time: 1 year (Non-apprenticeship)

Part-time: 2 years (Non-apprenticeship)

Part-time: 3 years (Apprenticeship)

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | Australian Apprenticeship Support Network (AASN) | February and July intakes for on-campus students and Rolling enrolments for apprentices

ABOUT THE COURSE

If you've got a passion for cooking, this course will get you industry ready with the skills, knowledge and experience you need to start working in a commercial kitchen environment. Our expert teachers will help you transition from the classroom into real jobs with confidence and flair. You'll also gain real skills and an industry edge whilst training in our on-campus and fully licensed restaurant.

PREREQUISITES

You must be at least 15 years of age. For apprentices, you must be employed in the industry.

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HAIR, BARBERING, BEAUTY & CREATIVE



HAIR
BARBERING
BEAUTY
DESIGN
VISUAL ARTS
PROFESSIONAL WRITING

At Bendigo TAFE, we bring together the latest in industry education and trends with some of the world's finest professional brands to give you a complete learning experience in our range of creative courses.

Our world-class faculty with extensive industry experience and connections cater to the needs of the ever-changing and highly competitive creative industry, delivering training programs in hair, barbering, beauty, design, visual arts and professional writing.

You will have access to the latest technology, equipment and facilities in our purpose-built campuses providing a holistic approach to training in a supportive learning environment.

What sets our graduates apart are the well-rounded skills they learn to give them the competitive edge to stand out from the crowd.

FIND OUT MORE AND APPLY: 13 TAFE | BENDIGOTAFE.EDU.AU

PATHWAYS TO YOUR CAREER

HAIR

Career opportunities:

- Hair Salon Assistant
- Qualified Hairdresser
- Hair Stylist

Courses to get you there:

- Certificate II in Salon Assistant (SBH20216)
- Certificate III in Hairdressing (SHB30416)

BARBERING

Career opportunity:

- Barber

Courses to get you there:

- Certificate III in Barbering (SHB30516)
- Certificate II in Salon Assistant (SBH20216)

BEAUTY

Career opportunities:

- Salon Manager or Owner
- Beauty Advisor
- Waxing Technician
- Beauty Therapist
- Resort or Spa Manager
- Spa Therapist
- Freelance Therapist
- Beauty Sales Representative

Courses to get you there:

- Certificate III in Beauty Services (SHB30121)
- Diploma of Beauty Therapy (SHB50115)

DESIGN

Career opportunities:

- Junior Design Assistant
- Freelance Designer
- Graphic Design Coordinator
- Branding and Packaging Designer

Course to get you there:

- Diploma of Graphic Design (CUA50720)

VISUAL ARTS

Career opportunities:

- Multimedia Artist
- Illustrator
- Printmaker
- Freelance Artist

Course to get you there:

- Certificate IV in Visual Arts (CUA41320)

PROFESSIONAL WRITING

Career opportunities:

- Journalism
- Technical writing
- Corporate writing
- Writing online content
- Speech writing
- Educational writing
- Copy editing
- Freelance writer

Courses to get you there:

- Certificate IV in Professional Writing and Editing (CUA40118)
- Diploma of Professional Writing and Editing (CUA50118)



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HAIR BARBERING BEAUTY DESIGN VISUAL ARTS PROFESSIONAL WRITING



CERTIFICATE II IN SALON ASSISTANT SBH20216

Bendigo City | Full-time: 9 weeks

FREE TAFE COURSE

Tuition is free. Other fees and charges and eligibility criteria may apply. Find out more on page 6.

INTAKE

Direct entry | February

ABOUT THE COURSE

If your goal is to work as a hairdresser, this course can give you a head start. This nationally recognised qualification will give you the basic knowledge and skills required to commence work in a hairdressing salon as a salon assistant. You will gain genuine hands-on experience working with real clients in our on-campus training salon.

PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 15 years of age when you apply.

FURTHER STUDY

Graduates of this course can go onto study the Certificate III in Hairdressing (SHB30416) or the Certificate III in Barbering (SHB30516).

CERTIFICATE III IN HAIRDRESSING SHB30416

Bendigo City | Apprenticeship: Varies from 2-3 years based on your competency | Non-apprentice: Flexible: 1 year

INTAKE

Direct entry | Australian Apprenticeship Support Network (AASN) | February and July intakes for non-apprentice students and Rolling enrolments for apprentices

ABOUT THE COURSE

This course will get you started in your dream career in hairdressing. You will learn industry current techniques to confidently work in a dynamic salon environment as well as sales, consultation and technical skills to provide a broad range of hairdressing services to clients.

PREREQUISITES

To apply for the apprenticeship stream you must be currently employed as an apprentice in a hairdressing salon. New apprentices will first need to be employed and signed up to a contract of training by an Australian Apprenticeship Support Network (AASN).

CERTIFICATE III IN BARBERING SHB30516

Bendigo City | Apprenticeship: Full-time: 2-3 years
On campus (non-apprenticeship): Full-time: 10 months

INTAKE

Direct entry | Australian Apprenticeship Support Network (AASN) | February and July intakes for on campus students and Rolling enrolments for apprentices

ABOUT THE COURSE

The men's grooming industry is thriving creating a high demand for skilled barbers. This course is designed to give you the knowledge and expertise to get started in this creative and dynamic field. The qualification focuses on the craft of barbering and teaches the traditions of 'old school' barbering and specialist urban barbering techniques. You'll learn from industry experts and hone your skills working on real clients in our modern training facilities.

PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 15 years of age when you apply.

FIND OUT MORE AND APPLY: 13 TAFE | BENDIGOTAFE.EDU.AU

CERTIFICATE III IN BEAUTY SERVICES SHB30121

Bendigo City | Traineeship: 1-3 years (self paced)
On campus (non-traineeship): Full-time: 6 months

INTAKE

Direct entry | February and July intakes for on campus students and Rolling enrolments for trainees

ABOUT THE COURSE

This qualification will give you the confidence to interact with customers, and provide a range of beauty services including waxing, makeup, nail technology, lash and brow treatments, cosmetic tanning as well as selling retail skin care and other cosmetic products. This course will get you ready for employment in beauty salons and the wider beauty industry.

PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 15 years of age when you apply. If undertaking a traineeship, you must be employed in the relevant industry before commencing this course.

FURTHER STUDY

This course leads into the Diploma of Beauty Therapy (SHB50121).

DIPLOMA OF BEAUTY THERAPY SHB50121

Bendigo City | Full-time: 1 year

INTAKE

Direct entry | February and July

ABOUT THE COURSE

The Diploma of Beauty Therapy is the highest and most sought-after qualification in the industry. This course will provide you with the knowledge, experience and advanced skills you need to start your career as a qualified Beauty Therapist. Students will learn to perform facial treatments, massage and body treatments (including aromatherapy, hot stone therapy and Indian head massage), waxing, manicure and pedicure treatments, while working with the best salon brands like Thalgo, CND and Dermalogica in our onsite salon.

PREREQUISITES

You need to have satisfactory literacy and numeracy skills and be at least 15 years of age when you apply.

DIPLOMA OF GRAPHIC DESIGN CUA50720

Bendigo City | Full-time: 1 year

INTAKE

Direct entry | February

ABOUT THE COURSE

This qualification reflects the role of Graphic Designers at the beginning of their professional careers. They combine technical, creative and conceptual skills to create designs that meet client requirements and solve a range of visual communication challenges. Whilst undertaking this course, you will develop a portfolio of your original work to assist with employment opportunities.

PREREQUISITES

You need to have completed VCE (or equivalent) or be of mature age and have sufficient work experience. You also need to have a high level of literacy and numeracy skills following completion of an LLN assessment. Some art and design skills are necessary.

CERTIFICATE IV IN VISUAL ARTS CUA41320

Bendigo City | Full-time: 1 year

INTAKE

Direct entry | February

ABOUT THE COURSE

A practical studio-based course designed for students beginning to develop their own artistic voice and command of techniques in a range of art forms. You will learn the fundamentals of the industry: art theory, drawing, creative thinking, digital photography, painting, printmaking and sculpture, whilst developing a portfolio of your original work.

PREREQUISITES

You need to have satisfactory literacy and numeracy skills to undertake this course and be at least 15 years of age. Some art and design skills are necessary.

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING CUA40118

Bendigo City | Full-time: 1 year

INTAKE

Direct entry | February

ABOUT THE COURSE

This industry standard course has been designed to introduce participants to the skills required in the contemporary writing and editing industry and will suit the needs of a range of writing industry professionals.

PREREQUISITES

Basic computer skills and satisfactory literacy and numeracy skills. A portfolio of three pieces of work as well as a summary of career goals in the writing and editing industry.

FURTHER STUDY

Students completing this course can study further with the Diploma of Professional Writing and Editing (CUA50118).

DIPLOMA OF PROFESSIONAL WRITING AND EDITING CUA50118

Bendigo City | Full-time: 1 year

INTAKE

Direct entry | February

ABOUT THE COURSE

This course is designed to help you build the skills and knowledge required to work as a professional writer and editor. You will develop a portfolio of your original written work and have an opportunity to be published in our annual, professionally produced anthology of student writing.

PREREQUISITES

Applicants need to provide evidence of their technical skills in writing and editing and ability to: Write short works (1,000 words) suitable for publication in any media; Edit other people's written work for grammar, punctuation and appropriate use of language; Provide an objective critique of other people's written work in a positive manner to assist re-writing.

Skills may have been acquired through personal or work experience, or through formal study.



Campuses

Bendigo City campus
154 Hargreaves Street

**Bendigo, Charleston
Road campus**
62-104 Charleston Road

Echuca campus
Corner of Hare and Darling Streets

Castlemaine campus
65 Templeton Street

Need more info?

We have services providing
you the support that you need

Student Support
bendigotafe.edu.au/student-support

Skills & Jobs Centre
bendigotafe.edu.au/skills-and-jobs

Employment Centre
bendigotafe.edu.au/employment-centre

The information in this publication is correct at the time of release (April 2024).

Every effort has been made to ensure details are correct and accurate, however Bendigo TAFE reserves the right to change information with respect to course costs, timing and selection criteria without notice. Conduct of courses and service offerings are dependent on student numbers and sufficient funding.

Some or all of this training is delivered with Victorian and Commonwealth Government funding.

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*Free TAFE on selected courses only. Eligibility criteria apply.
Tuition is free, other fees and charges may apply. Visit freetafe.vic.gov.au

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Unleash You at Bendigo TAFE

TAFE VICTORIA