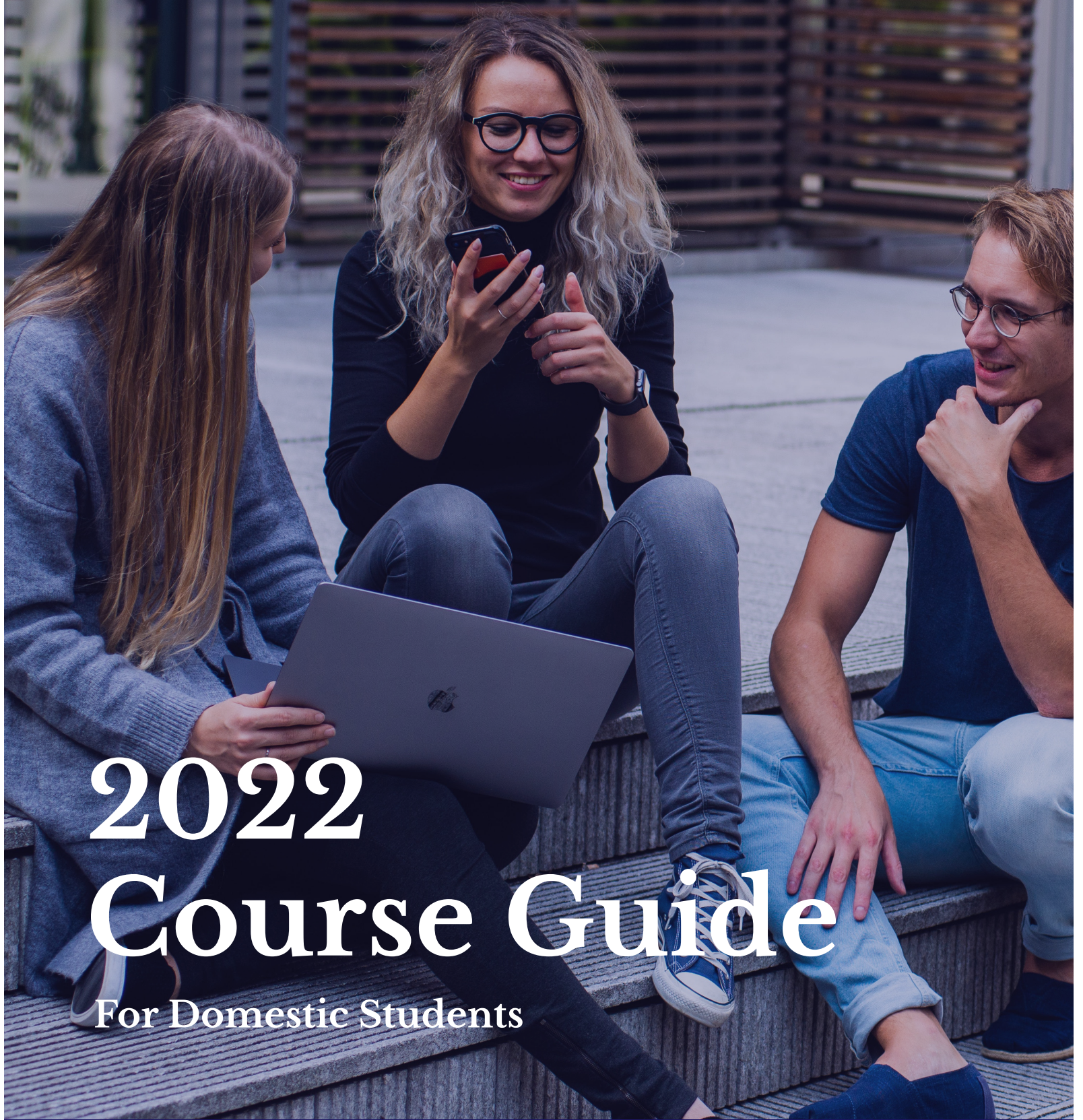




Southern Cross  
Education Institute



# 2022 Course Guide

For Domestic Students

*Find out more at [scei.edu.au](https://scei.edu.au)*

RTO Provider Number: 121952  
ABN: 56 121 182 027

# Our Mission

To deliver education by using innovative approaches in a supportive environment, to equip our students with knowledge and practical skills, enabling them to be an active member of the wider community and future leaders in their chosen field.



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# Welcome



**Maja Young,**  
Chief Executive Officer  
Southern Cross Education Institute

“ It is my pleasure to extend some words of encouragement to all prospective students of Southern Cross Education Institute; selecting a career pathway is no easy task, but getting started is key! ”

**Southern Cross Education Institute (SCEI) has been proudly providing quality education services and a fantastic study experience to both local and international students since 2007.**

Our international students not only take home an Australian qualification, but also have the chance to explore this elaborate country.

With campuses in both Victoria and South Australia, we offer a range of vocational programs, specifically in industries experiencing skills shortages.

Whether you plan to study a Certificate or an Advanced Diploma course, you'll be ripe for employment upon completion.

Australia boasts a grand array of job placement opportunities, which you can opt to pursue upon completion of your studies.

In a broader context, SCEI is highly regarded in the industry for many things, but primarily our:

- Strong community links and engagement;
- Diverse student cohorts, and;
- Industry currency of all programs under our scope.

These fundamentals are our guiding principles which have ultimately afforded SCEI a longstanding presence in the Australian vocational education industry. Should you elect to study with us, our devoted staff will work with you to achieve academic progress and reach your full potential.

Diverse people, diverse learning methodologies and diverse placement opportunities will ensure your success.

**Maja Young,**  
Chief Executive Officer



## Melbourne Campus

SCEI currently has three campuses in Melbourne.

The main campus is conveniently located at 155-161 Boundary Road, North Melbourne. The campus has 15 large class rooms (60-80 square metres) and is located centrally within the suburb, providing students with a range of public transport options including bus, tram and train.

Students may drive their own car as there is plenty of free street parking available in the area. SCEI encourages students and staff to use bicycles to and from the Institute. Onsite bike securement is available.

All classrooms are fitted with tables and chairs, whiteboard, data projector and WiFi to aid student learning. Students are supplied with training materials that will vary from ebooks to print books or printed handouts in class. Reception is on level one of the building where students can obtain information.

There are four computer rooms specifically designed to facilitate independent study and research. Students are invited to relax between classes in either of the two recreational areas, where they have access to a kitchenette. A student library is available to students and staff which is administered by reception.

Melbourne's second multi level campus at 41 Boundary Road, North Melbourne is a five minute walk from the main campus. Free onsite and street parking is available. It comprises ten large classrooms, one computer room, student kitchen and meals area.

Our third Melbourne campus was opened in June 2017. The building is located within 9 minute walk from Flagstaff station, and 2 minute walk from tram stop Route 57. It is located in 52-58 Chetwynd St, West Melbourne, VIC 3003

## Adelaide Campus

SCEI Adelaide campus is conveniently located at 14 - 16 Grote Street (entrance off Morialta Street) with access to public transport (bus and tram). The Adelaide campus occupies a 5 level building. Each level is dedicated to specific sector with 3 plus classrooms as well a computer lab for students use.

Students are supplied with training materials that will vary from ebooks to textbooks printed handouts in class. Reception is on level two where students can obtain information. On level 5 you will find the student common room where you can relax, converse with other students and have meal breaks. The Welfare Office is situated on level 4.



# Community Services

CHC30121	Certificate III in Early Childhood Education and Care
CHC33015	Certificate III in Individual Support
CHC43015	Certificate IV in Ageing Support
CHC43115	Certificate IV in Disability
CHC52015	Diploma of Community Services
CHC50121	Diploma of Early Childhood Education and Care
CHC62015	Advanced Diploma of Community Sector Management

CHC30121

# Certificate III *in* Early Childhood Education and Care

**DURATION**

Full time - 50 weeks

**WORK PLACEMENT**

160 Hours

**MODE OF STUDY**

On Campus

**CAMPUS AVAILABLE**

Melbourne, Adelaide

## Overview

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site. Early childhood educators work in long day care centres, family day care, pre-schools or kindergarten.

## Further Study Pathways

After achieving this Certificate III qualification, individuals may continue their studies in CHC50121 Diploma of Early Childhood Education and Care.

## Employment Opportunities

This course may provide employment opportunities in centre-based care, occasional care, out of school hours care and family day care.

Job roles include:

- ◆ Early childhood educator
- ◆ Playgroup supervisor
- ◆ Family day care worker
- ◆ Nanny
- ◆ Childhood education assistant

## Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, case scenarios, research, observation in the workplace.

### Units of Competency

CHCECE030 Support inclusion and diversity

CHCECE031 Support children's health, safety and wellbeing

CHCECE032 Nurture babies and toddlers

CHCECE033 Develop positive and respectful relationships with children

CHCECE034 Use an approved learning framework to guide practice

CHCECE035 Support the holistic learning and development of children

CHCECE036 Provide experiences to support children's play and learning

CHCECE037 Support children to connect with the natural environment

CHCECE038 Observe children to inform practice

CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

CHCECE055 Meet legal and ethical obligations in children's education and care

CHCECE056 Work effectively in children's education and care

CHCPRT001 Identify and respond to children and young people at risk

HLTAID012 Provide First Aid in an education and care setting

CHCDIV001 Work with diverse people

HLTINF001 Comply with infection prevention and control policies and procedures

HLTWHS001 Participate in workplace health and safety

## Course Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at a certificate III level, this can be demonstrated via the following:

- ◆ Aged 18 years or above, and
- ◆ Must have completed Year 11 or equivalent
- ◆ Must complete an LLN Assessment – diagnostic process to identify if prospective student requires LLN Support
- ◆ Moderate level of computer literacy required
- ◆ Evidence of full COVID-19 immunisation with the TGA approved vaccine

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance.
- ◆ Working with Children Check

CHC33015

# Certificate III *in* Individual Support

## DURATION

Full time - 44 weeks

## WORK PLACEMENT

160 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

## Further Study Pathways

Completion of CHC33015 Certificate III in Individual Support, students may continue their studies by enrolling in the following course at a:

- ◆ CHC43015 Certificate IV in Ageing Support
- ◆ CHC43115 Certificate IV in Disability
- ◆ HLT54121 Diploma of Nursing

## Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- ◆ Aged care worker

## Assessment

Assessment is both formative and summative and may include a combination of questioning, projects, case scenarios, research, observation in the workplace.

### Units of Competency

CHCCCS015 Provide individualised support

CHCCCS023 Support Independence and well being

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

CHCLEG001 Work legally and ethically

HLTAAP001 Recognise healthy body systems

HLTWHS002 Follow safe work practices for direct client care

CHCAGE002 Implement falls prevention strategies

HLTINF001 Comply with infection prevention and control policies and procedures

CHCAGE001 Facilitate the empowerment of older people

CHCAGE005 Provide support to people living with dementia

CHCCCS011 Meet personal support needs

CHCCCS025 Support relationships with carers and families

## Course Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate III level, this can be demonstrated via the following:

- ◆ Candidates must be aged 18 or above
- ◆ Successful completion of Year 10 or the equivalent level of study or mature aged entry
- ◆ Successful completion of SCEI's Language, Literacy and Numeracy Indicator (LLN) Indicator Test

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance
- ◆ Aged care sector screening clearance
- ◆ Moderate level of computer literacy required



CHC43015

# Certificate IV *in* Ageing Support

## DURATION

Full time - 60 weeks

## WORK PLACEMENT

160 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments.

Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

## Further Study Pathways

After achieving CHC43015 Certificate IV in Ageing Support, students may continue their studies by enrolling in the following courses:

- ◆ HLT54121 Diploma of Nursing
- ◆ CHC52015 Diploma of Community Services

## Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- ◆ Aged Care Activity Worker
- ◆ Care Service Team Leader
- ◆ Care Supervisor (Aged Care)

## Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Project and Research.

### Units of Competency

CHCADV001 Facilitate the interests and rights of clients
CHCAGE001 Facilitate the empowerment of older people
CHCAGE003 Coordinate services for older people
CHCAGE004 Implement interventions with older people at risk

CHCAGE005 Provide support to people living with dementia
CHCCCS006 Facilitate individual service planning and delivery
CHCCCS011 Meet personal support needs
CHCCCS023 Support independence and wellbeing
CHCCCS025 Support relationships with carers and families
CHCDIV001 Work with diverse people
CHCLEG003 Manage legal and ethical compliance
CHCPAL001 Deliver care services using a palliative approach
CHCPRP001 Develop and maintain networks and collaborative partnerships
HLTAAP001 Recognise healthy body systems
HLTWHS002 Follow safe work practices for direct client care
HLTAID011 Provide First Aid
CHCAGE002 Implement falls prevention strategies
CHCCOM005 Communicate and work in health or community services

## Course Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- ◆ Candidates must be aged 18 or above
- ◆ Successful completion of Year 11 or the equivalent level of study or mature aged entry
- ◆ Successful completion of SCEI's Language, Literacy and Numeracy Indicator (LLN) Indicator Test

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance.
- ◆ Aged care sector screening clearance
- ◆ Moderate level of computer literacy required

CHC43115

# Certificate IV *in* Disability

## DURATION

Full time - 56 weeks

## WORK PLACEMENT

160 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, selfreliance, community participation and wellbeing.

Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

## Further Study Pathways

After achieving CHC43115 Certificate IV In Disability, students may continue their studies by enrolling in the following course:

- ✦ HLT54121 Diploma of Nursing
- ✦ CHC52015 Diploma of Community Services

## Employment Opportunities

This course may provide you with employment opportunities in residential or community settings with people with disabilities in a direct care role. Job roles may include:

- ✦ Disability officer - day support
- ✦ Disability support officer / worker
- ✦ Senior personal care assistant

## Assessment

Assessment is both formative and summative and may include a combination of questioning, case scenarios, projects, skills assessment and observation in the workplace.

### Units of Competency

CHCCCS015 Provide individualised support

CHCDIS002 Follow established person-centred behaviour supports

CHCDIS005 Develop and provide person-centred service responses

CHCDIS007 Facilitate the empowerment of people with disability

CHCDIS008 Facilitate community participation and social inclusion

CHCDIS009 Facilitate ongoing skills development using a person-centred approach

CHCDIS010 Provide person-centred services to people with disability with complex needs

CHCDIV001 Work with diverse people

CHCLEG003 Manage legal and ethical compliance

HLTAAP001 Recognise healthy body systems

HLTWHS002 Follow safe work practices for direct client care

HLTAID011 Provide first aid

CHCCCS006 Facilitate individual service planning and delivery

CHCDIS004 Communicate using augmentative and alternative communication strategies

## Course Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- ✦ Candidates must be aged 18 or above
- ✦ Successful completion of Year 11 or the equivalent level of study or mature aged entry.
- ✦ Successful completion of SCEI's Language, Literacy and Numeracy Indicator (LLN) Indicator Test

## Additional Requirements

- ✦ National Police Record Check and/or Police clearance
- ✦ Disability services / vulnerably people related screening
- ✦ Moderate level of computer literacy required

CHC52015

# Diploma *of* Community Services

## DURATION

Full time - 104 weeks

## WORK PLACEMENT

400 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities

## Further Study Pathways

After achieving this Diploma course, students may continue their studies by enrolling in:

- ◆ Advanced Diploma of Community Sector Management
- ◆ Bachelor of Human and Community Services

## Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- ◆ Welfare support worker
- ◆ Community service case worker
- ◆ Community service case manager

## Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Role Play, Project, Research and Report.

### Units of Competency

CHCCS007 Develop and implement services programs

CHCCOM003 Develop workplace communication strategies

CHCDEV002 Analyse impacts of sociological factors on clients in community work and services

CHCDIV003 Manage and promote diversity

CHCLEG003 Manage legal and ethical compliance

CHCMGT005 Facilitate workplace debriefing and support processes

CHCPRP003 Reflect on and improve own professional practice

HLTWHS004 Manage work health and safety

CHCDEV001 Confirm client developmental status

CHCCSM005 Develop, facilitate and review all aspects of case management

CHCCCS004 Assess co-existing needs

CHCCDE011 Implement community development strategies

CHCCSL001 Establish and confirm the counselling relationship

CHCCDE007 Develop and provide community projects

CHCADV002 Provide advocacy and representation services

CHCCCS019 Recognise and respond to crisis situations

## Course Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:

- ◆ Candidates must be aged 18 or above
- ◆ Successful completion of Year 12 or the equivalent level of study or mature aged entry
- ◆ Successful completion of SCEI's Language, Literacy and Numeracy indicator



CHC50121

# Diploma of Early Childhood Education and Care

## DURATION

Full time - 57 weeks

## WORK PLACEMENT

280 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

## Further Study Pathways

After achieving this Diploma qualification, individuals may continue their studies in:

- ◆ CHC62015 Advanced Diploma of Community Sector Management
- ◆ Bachelor of Early Childhood Education

## Employment Opportunities

This course may provide employment opportunities in long day care, occasional care, family day care, pre-schools and kindergartens. Job roles include:

- ◆ Children's services coordinator
- ◆ Centre manager (children's services)
- ◆ Childhood educator
- ◆ Group/team coordinator/leader (children's services)
- ◆ Children's advisor
- ◆ Program leader (children's services)

## Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Case Study, Project and Research.

## Units of Competency

CHCECE041 Maintain a safe and healthy environment for children
CHCECE046 Implement strategies for the inclusion of all children
CHCECE045 Foster positive and respectful interactions and behaviour in children
CHCPRP003 Reflect on and improve own professional practice
BSBTWK502 Manage team effectiveness
CHCECE042 Foster holistic early childhood learning, development and wellbeing
CHCECE047 Analyse information to inform children's learning
CHCECE043 Nurture creativity in children
CHCECE048 Plan and implement children's education and care curriculum
CHCPOL003 Research and apply evidence to practice
CHCECE049 Embed environmental responsibility in service operations
CHCECE052 Plan service and supports for children and families
CHCECE050 Work in partnership with children's families
CHCECE044 Facilitate compliance in an education and care services
CHCPOL002 Develop and implement policy

## Course Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at a certificate III level, this can be demonstrated via the following:

- ◆ Successful completion of CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care, and
- ◆ Aged 18 years or above, and
- ◆ Must complete an LLN Assessment – diagnostic process to identify if prospective student requires LLN Support.
- ◆ Moderate level of computer literacy required
- ◆ Evidence of full COVID-19 immunisation with the TGA approved vaccine

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance.
- ◆ Working with Children Check

CHC62015

# Advanced Diploma of Community Sector Management

## DURATION

Full time - 66 weeks

## WORK PLACEMENT

200 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions.

At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

## Further Study Pathways

Completion of this course provides a pathway for further study into a relevant Bachelor Degree. Examples of relevant Bachelor Degrees:

- ◆ Bachelor of Human and Community Services
- ◆ Bachelor of Community Welfare
- ◆ Bachelor of Social Science

## Employment Opportunities

Graduates of this course will have employment opportunities in a range of community sector organisations e.g. aged care, early childhood services, disability services. Roles may include:

- ◆ Centre manager
- ◆ Community care manager
- ◆ Community services manager
- ◆ Program area manager
- ◆ Manager
- ◆ Coordinator

## Assessment

Assessment is both formative and summative and may include a combination of Questioning, Project, Third Party Report, Scenario, Work Placement Activities, Portfolio and Report.

## Units of Competency

CHCDIV003 Manage and promote diversity
CHCLEG003 Manage legal and ethical compliance
CHCMGT001 Develop, implement and review quality framework
CHCMGT003 Lead the work team
BSBFIM601 Manage finances
BSBINN601 Lead and manage organisational change
BSBMGT608 Manage innovation and continuous improvement
BSBRISK501 Manage risk
CHCPOL003 Research and apply evidence to practice
CHCPRP003 Reflect on and improve own professional practice
CHCMGT005 Facilitate workplace debriefing and support processes
CHCPOL002 Develop and implement policy
CHCPRP004 Promote and present the service

## Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following:

- ◆ Applicants must be aged 18 or above
- ◆ Applicants must show adequate evidence of competency in communication skills in their pre-enrolment LLN testing.
- ◆ Completion of Diploma of Nursing, Diploma of Community Services, Diploma of Counselling, Diploma of Early Childhood, Diploma of Project Management or Diploma of Mental Health before commencing this Advanced Diploma program, OR
- ◆ Current work experience in a related industry supported by evidence of employment and position description

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance.
- ◆ Child - related and/or disability services and/or aged care services and /or vulnerably person related screening
- ◆ Moderate level of computer literacy required



# Health Services

HLT37215 Certificate II in Pathology Collection  
HLT52015 Diploma of Remedial Massage  
HLT54121 Diploma of Nursing

HLT37215

# Certificate III *in* Pathology Collection

## DURATION

Full time - 32 weeks

## WORK PLACEMENT

35 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of pathology collectors. Workers in this role follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

## Further Study Pathways

Completion of HLT37215 Certificate III in Pathology Collection, students may continue their studies by enrolling in the following course:

- ◆ HLT54121 Diploma of Nursing

## Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- ◆ Pathology collector

## Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work

Placement, Scenario, Report, Project and Role Play.

### Units of Competency

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

HLTINF001 Comply with infection prevention and control policies and procedures

HLTPAT001 Identify and respond to clinical risks in pathology collection

HLTPAT002 Perform venous blood collections

HLTPAT004 Collect pathology specimens other than blood

HLTWH001 Participate in work health and safety

BSBCUS201 Deliver a service to customers

BSBMED301 Interpret and apply medical terminology appropriately

HLTPAT003 Perform capillary collection

HLTAID011 Provide first aid

HLTCAR001 Perform electrocardiology (ECG)

HLTPAT006 Receive, prepare and dispatch pathology specimens

HLTAAP001 Recognise healthy body systems

## Entry Requirements

To ensure this course is an appropriate learning opportunity, individuals would need to demonstrate a capacity to undertake study at the Certificate III level, this can be demonstrated via the following:

- ◆ Candidates must be aged 18 or above
- ◆ Successful completion of Year 10 or the equivalent level of study or mature aged entry
- ◆ Successful completion of SCEI's Language, Literacy and Numeracy Indicator Test

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance.
- ◆ Working with Children Check
- ◆ Immunisation records
- ◆ Moderate level of computer literacy required
- ◆ Record of vaccinations (from home country)



HLT52015

# Diploma of Remedial Massage

## DURATION

Full time - 77 weeks

## CLINICAL PRACTICE

200 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne

## Overview

This qualification reflects the role of remedial massage therapists who work with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.

## Further Study Pathways

After achieving HLT52015 Diploma of Remedial Massage, students may continue their studies by enrolling in the following course:

- ◆ Bachelor of Health Science (Clinical Myotherapy)

## Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- ◆ Remedial Massage Therapist

## Assessment

Assessment is both formative and summative and may include a combination of Questioning, Skills Assessment, Industry Work Placement, Scenario, Role Play, Project and Report.

### Units of Competency

CHCCOM006 Establish and manage client relationships
CHCDIV001 Work with diverse people
CHCLEG003 Manage legal and ethical compliance
CHCPRP003 Reflect on and improve own professional practice
CHCPRP005 Engage with health professionals and the health system
HLTAAP003 Analyse and respond to client health information
HLTAID003 Provide first aid
HLTINF004 Manage the prevention and control of infection
HLTMSG001 Develop massage practice
HLTMSG002 Assess client massage needs
HLTMSG003 Perform remedial massage musculoskeletal assessments
HLTMSG004 Provide massage treatments
HLTMSG005 Provide remedial massage treatments

HLTMSG006 Adapt remedial massage practice to meet specific
HLTMSG008 Monitor and evaluate remedial massage treatments
HLTWH004 Manage work health and safety
BSBSMB404 Undertake small business planning
HLTAAP002 Confirm physical health status
CHCCCS001 Address the needs of people with chronic disease
HLTMSG007 Adapt remedial massage practice for athletes
HLTHPS010 Interpret and use information about nutrition and diet

## Entry Requirements

To ensure this course is an appropriate learning opportunity, individuals would need to demonstrate a capacity to undertake study at the Diploma level, this can be demonstrated via the following:

- ◆ Candidates must be aged 18 or above
- ◆ Successful completion of Year 12 or the equivalent level of study or mature aged entry
- ◆ Successful completion of SCEI's Language, Literacy and Numeracy Indicator Test

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance.
- ◆ Working with Children Check
- ◆ Moderate level of computer literacy required



HLT54121

# Diploma of Nursing

## DURATION

Full time - 85 weeks

## WORK PLACEMENT

400 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of an enrolled nurse working under the direct or indirect supervision of a registered nurse. Enrolled nurses provide nursing care for people across the health care continuum and at all stages of life. To be eligible to apply for registration as an enrolled nurse and to practice in Australia, individuals must complete a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as 'an approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards. To confirm the education provider holds the necessary accreditation check the Australian Health Practitioner Regulation Agency (AHPRA) at [www.ahpra.gov.au](http://www.ahpra.gov.au). The scope of practice for enrolled nurses is determined by legislative requirements and the policies and procedures of the employing organisation. This qualification may contribute to the Nursing and Midwifery

## Further Study Pathways

After achieving HLT54121 Diploma of Nursing, students may continue their studies by enrolling in the following courses:

- ◆ HLT64121 Advanced Diploma of Nursing
- ◆ Bachelor of Nursing (at a higher education provider or University)

## Employment Opportunities

The following employment opportunities are available to students who complete this qualification:

- ◆ Registered Enrolled Nurse

## Assessment

Assessment is both formative and summative may include a combination of: Questioning, Scenarios, Role Exams, Case studies, Projects, Practical Skills Classes and Workshops and Observation in the workplace.

## Units of Competency

HLTENN035 Practise nursing within the Australian health care system
HLTENN041 Apply legal and ethical parameters to nursing practice
HLTINF001 Comply with infection prevention and control policies and procedures
HLTWH002 Follow safe work practices for direct client care
HLTENN036 Apply communication skills in nursing practice
HLTAAP002 Confirm physical health status
HLTAID011 Provide first aid
BSBPEF402 Develop work Priorities
HLTAAP003 Analyse and respond to client health information
HLTENN037 Perform clinical assessment and contribute to planning nursing care
HLTENN038 Implement, monitor and evaluate nursing care
HLTENN045 Implement and monitor care of the older person
HLTOHC009 Apply and use basic oral health products
CHCPRP003 Reflect on and improve own professional practice
CHCDIV001 Work with diverse people
HLTENN040 Administer and monitor medicines and intravenous therapy
HLTENN057 Contribute to nursing care of a person with diabetes
HLTENN042 Implement and monitor care for a person with mental health conditions
HLTENN044 Implement and monitor care for a person with chronic health conditions
HLTENN047 Apply nursing practice in the primary health care setting
HLTENN043 Implement and monitor care for a person with acute health conditions
HLTENN068 Provide end of life care and a palliative approach in nursing practice
HLTENN039 Apply principles of wound management
CHCPOL003 Research and apply evidence to practice
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

HLT54121

# Diploma of Nursing

## DURATION

Full time - 85 weeks

## WORK PLACEMENT

400 Hours

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at a Diploma level, this can be demonstrated via the following:

- ◆ Aged 18 years or above
- ◆ Must have completed Year 12 or equivalent, or
- ◆ Completion of a relevant Australian Certificate III or IV qualification e.g. Aged Care, Health Services Assistance
- ◆ Undertake SCEI approved Numeracy Test to Identify level of support (prior to commencing semester 2)
- ◆ Moderate level of computer literacy required
- ◆ Evidence of full COVID-19 immunisation with the TGA approved vaccine
- ◆ Meet the entry criteria set by the Australian Nursing and Midwifery Accreditation Council which states that all "All students entering this course must demonstrate they have achieved the Nursing and Midwifery Board of Australia (NMBA) a specified level of English language skills, prior to commencing the course. For more information, please refer to: <https://www.nursingmidwiferyboard.gov.au/registration-standards/englishlanguageskills.aspx>

### ◆ English Language Requirements

- **English is the student's primary language:** supported by evidence of completion of at least six (6) years of primary and secondary education taught and assessed in English in one of the recognised countries\*, OR
- **English is NOT the student's primary language:** The student has achieved the required minimum scores in one of the following English language tests:
  - IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking), OR
  - Evidence of OET with a minimum score of B in each of the four components (listening, reading, writing and speaking), OR

- Evidence of PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking), OR
- TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test: 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

*\*Recognised country means one of the following: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, United States of America*

## Additional Requirements

- ◆ National Police Record Check and/or Police clearance.
- ◆ Working with Children Check



# Project Management

A man in a light-colored shirt is standing at the front of a classroom, presenting to a group of students. The students are seated at desks with laptops open. A large screen behind the presenter displays a slide with the text 'Development and Design' and 'Implementation'. The room has a chalkboard in the background and a window with blinds on the left.

BSB50820

Diploma of Project Management

BSB60720

Advanced Diploma of Program Management

BSB50820

# Diploma of Project Management

## DURATION

Full time - 52 weeks

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

## Further Study Pathways

Completion of BSB50820 Diploma of Project Management provides a pathway for further study into a relevant Advanced Diploma or Bachelor Degree. Examples of relevant Advanced Diploma's or Bachelor Degree's include:

- ◆ BSB60720 Advanced Diploma of Program Management
- ◆ Bachelor of Applied Science Project Management (Honours)
- ◆ Bachelor of Management

## Employment Opportunities

Graduates of this course will have employment opportunities in across a number of industry sectors. Roles may include:

- ◆ Project leadership
- ◆ Project manager
- ◆ Project coordinator

## Assessment

Assessment is both formative and summative and may include a combination of projects, assignments, written assessments, role plays, case studies and activities.

## Units of Competency

BSBPMG530 Manage project scope
BSBPMG531 Manage project time
BSBPMG532 Manage project quality
BSBPMG533 Manage project cost
BSBPMG534 Manage project human resources
BSBPMG535 Manage project information and communication
BSBPMG536 Manage project risk
BSBPMG540 Manage project integration
BSBTWK502 Manage team effectiveness
BSBSTR502 Facilitate continuous improvement
BSBHRM524 Coordinate workforce plan implementation
BSBLDR601 Lead and manage organisational change

## Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at a Diploma level, this can be demonstrated via the following:

- ◆ Aged 18 years or above, and
- ◆ Must have completed Year 12 or equivalent
- ◆ Successful completion of Certificate IV in Business or Equivalent
- ◆ Must complete an LLN Assessment – diagnostic process to identify if prospective student requires LLN Support.
- ◆ Moderate level of computer literacy required
- ◆ Evidence of full COVID-19 immunisation with the TGA approved vaccine

## Additional Requirements

- ◆ Moderate level of computer literacy required

BSB60720

# Advanced Diploma of Program Management

## DURATION

Full time - 52 weeks

## MODE OF STUDY

On Campus

## CAMPUS AVAILABLE

Melbourne, Adelaide

## Overview

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

## Further Study Pathways

Completion of BSB60720 Advanced Diploma of Program Management provides a pathway for further study into a relevant Bachelor Degree. Examples of relevant Advanced Diploma's or Bachelor Degree's include:

- ◆ Bachelor of applied science Project Management (Honours)
- ◆ Bachelor of Management

## Employment Opportunities

Graduates of this course will have employment opportunities in across a number of industry sectors. Roles may include:

- ◆ Project leadership
- ◆ Project manager
- ◆ Project coordinator

## Assessment

Assessment is both formative and summative and may include a combination of projects, assignments, written assessments, role plays, case studies and activities.

## Units of Competency

BSBPMG630 Enable program execution
BSBPMG634 Facilitate stakeholder engagement
BSBPMG635 Implement program governance
BSBPMG636 Manage benefits
BSBPMG633 Provide leadership for the program
BSBSTR601 Manage innovation and continuous improvement
BSBFIN601 Manage organisational finances
BSBPMG632 Manage program risk
BSBPMG631 Manage program delivery
BSBLDR601 Lead and manage organisational change
BSBTWK502 Manage team effectiveness
BSBHRM614 Contribute to strategic workforce planning

## Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at a Diploma level, this can be demonstrated via the following:

- ◆ Aged 18 years or above, and
- ◆ Must have completed Year 12 or equivalent
- ◆ Successful completion of Diploma of Project Management qualification, or
- ◆ Have completed two years' equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.
- ◆ Must complete an LLN Assessment – diagnostic process to identify if prospective student requires LLN Support.
- ◆ Moderate level of computer literacy required
- ◆ Evidence of full COVID-19 immunisation with the TGA approved vaccine

## Additional Requirements

- ◆ Moderate level of computer literacy required



**SCEI**

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