



BOX HILL  
INSTITUTE

# TRADES

/ AUTOMOTIVE  
/ BUILDING  
/ ELECTRICAL AND ELECTRONICS  
/ FURNITURE AND CABINET MAKING  
/ PLUMBING  
/ REFRIGERATION



## POSSIBLE CAREERS

- / Plumber
- / Electrician
- / Diesel Mechanic
- / Repair Specialist
- / Mobile Plant Mechanic
- / Automotive Air-conditioning Technician
- / Building Designer
- / Draftsperson
- / Builder
- / Carpenter
- / Joiner
- / Security Installer
- / Cabinet Maker
- / Furniture Maker
- / Refrigeration Mechanic

## STUDY MODE KEY

- Ap** Apprenticeship
- Tr** Traineeship
- Vc** VCAL
- Ft** Full time
- Pt** Part time
- Oc** Off campus

Selected courses are provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments.

For details visit [boxhill.edu.au](http://boxhill.edu.au)

The information contained in this publication is correct at time of print (August 2017). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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## AUTOMOTIVE

The automotive industry comprises some of the most technology driven and diverse careers available and those who work in this field are highly regarded and sought after. If you enjoy working on vehicles and want to make a career of it, our automotive course can get you there.

### CERTIFICATE II IN AUTOMOTIVE TYRE SERVICING TECHNOLOGY (AUR21913)\*

The Certificate II in Automotive Tyre Servicing Technology will teach you how to remove, inspect, repair and fit tyres and tubes, inspect and service batteries, steering and suspension systems, balance wheels and tyres, carry out wheel alignment operations, identify basic automotive faults, select tyres and rims and use and maintain workplace tools and equipment.

You will also learn how to apply environmental sustainability and safe working best practice in an automotive workplace, safe manual handling methods and establishing relations with customers.

#### ENTRY REQUIREMENTS

You must have a training contract with an employer.

#### CAREER OUTCOMES

After successful completion of this course, you may look for employment as an Automotive Tyre Technician or Fitter. This course is currently offered to those who already work in the Automotive Tyre Servicing Industry.

#### STUDY PATHWAYS

This course may lead to further study in the Certificate III in Automotive Mechanical Technology or the Certificate III in Mobile Plant Technology.

#### START DATE

You can enrol throughout the year

#### HOW TO APPLY

Direct entry

#### LOCATION

OC

#### DURATION

**P+** 12 months

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### CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (AUR20716)

Do you like working with cars? This course will kick-start your career in the automotive industry.

Gain knowledge and experience in an industry that is always developing and changing in the way vehicles are adapting to our environment.

#### ENTRY REQUIREMENTS

This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enrol in the course.

#### STUDY PATHWAYS

After successful completion, you may wish to continue your studies in:

- › A Certificate II in Automotive Mechanical Light Vehicle
- › An apprenticeship in Certificate III in Automotive
- › A Certificate II in Automotive Air Conditioning

#### START DATE

February

#### HOW TO APPLY

VTAC and Direct entry

#### LOCATION

Box Hill

#### DURATION

**P+** 2 years

## CERTIFICATE II IN AUTOMOTIVE SERVICING TECHNOLOGY (AUR20516)

Gain the skills needed for an automotive apprenticeship. You will learn how to apply safe work, environmental and sustainability practices in an automotive workplace.

This course covers the use of workplace tools and equipment, servicing and inspection of engines, transmissions, cooling, fuel, steering, suspension and braking systems, identifying automotive faults, effective workplace communication and customer relations skills.

### ENTRY REQUIREMENTS

Completion of Year 10 or equivalent is recommended.

### CAREER OUTCOMES

Automotive Apprentice Technician.

### STUDY PATHWAYS

If you secure a relevant automotive apprenticeship, you may enrol in the Certificate III in Light Vehicle Mechanical Technology.

### START DATE

February, April, July and September

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 10 weeks

## CERTIFICATE II IN AUTOMOTIVE SERVICING TECHNOLOGY (PRE-APPRENTICESHIP) (AUR20512)\*

The Certificate II in Automotive Servicing Technology will teach you how to apply safe work, environmental and sustainability practices in an automotive workplace. This course covers the use of workplace tools and equipment, servicing and inspection of engines, transmissions, cooling, fuel, steering, suspension and braking systems. You will also learn how to identify automotive faults.

During your studies, you will learn and apply effective workplace communication and customer relations skills.

### ENTRY REQUIREMENTS

You must be at least 15 years of age. Mature age students are welcome to apply.

### CAREER OUTCOMES

This course may provide you with employment opportunities as an Apprentice Automotive Service Person.

### STUDY PATHWAYS

If you secure a relevant automotive apprenticeship, you may enrol in the Certificate III in Light Vehicle Mechanical Technology.

### START DATE

February, July and September

You may be eligible to enrol and join a class at any certain points throughout the year.

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 10 weeks

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## CERTIFICATE II IN AUTOMOTIVE AIR CONDITIONING TECHNOLOGY (AUR20216)

Do you love working with cars? Use this course to gain the skills and knowledge required to perform a range of tasks related to servicing and repairing air conditioning components and systems. Learn to repair cars and heavy vehicles within an automotive service and repair business.

### ENTRY REQUIREMENTS

#### Short course:

- › Completion of a Certificate III in Automotive Mechanical Light Vehicle or Certificate III in Automotive Electrical Technology
- › Evidence of years of automotive industry experience.

#### Full course:

- › No experience required.

### STUDY PATHWAYS

After successful completion of this course, you may wish to move into the Certificate III in Automotive Technology.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Ft** 4 days (M-Th)

**Ft** 6-12 months (self paced)

**Oc** Flexible

## CERTIFICATE II IN AUTOMOTIVE AIR CONDITIONING TECHNOLOGY (AUR20212)\*

Do you want to get into automotive air conditioning? Do you love working with cars?

Use this course to gain the skills and knowledge required to perform a range of tasks related to servicing and repairing air conditioning components and systems of cars and heavy vehicles within an automotive service and repair business.

### ENTRY REQUIREMENTS

There are no prerequisites for this course.

### CAREER OUTCOMES

This course is designed to get you ready for further training. Further training may prepare you for employment opportunities such as an Automotive Specialist – Air Conditioning.

### STUDY PATHWAYS

After successful completion of this course, you may wish to move into the Certificate III in Automotive Technology.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

 12 months

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## CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY (AUR30612)\*

This course is designed to teach you how to apply safe work practices, test and service batteries and carry out repairs to single electrical circuits. This course will help you develop your skills in servicing and repairing engine management systems, steering, suspension, transmission and braking systems, and teach you about inspecting and servicing engine cooling systems.

This course also covers inspecting, diagnosing, servicing and repair of manual and automatic transmissions, how to repair steering and suspension systems, the detailed servicing of hydraulic brake systems, engines and fuel systems as well as engine and driveline management systems.

### ENTRY REQUIREMENTS

It is expected that you will:

- › have the necessary literacy and numeracy skills to undertake the program
- › provide and wear steel-capped safety boots or shoes
- › provide and wear combination type overalls.

### CAREER OUTCOMES

This course may provide you with employment opportunities in the automotive industry.

### STUDY PATHWAYS

You may be eligible to progress into the Certificate IV in Automotive Mechanical Diagnosis and the Diploma of Automotive Technology.

### START DATE

January and July


### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

 12 months

## CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY (AUR30616)

Ap

This course is designed to train you as a light vehicle automotive apprentice to develop your skills to perform at industry standards.

You will learn how to apply safe work practices, test and service batteries and carry out repairs to single electrical circuits. This course will help you develop your skills in servicing and repairing engine management systems, steering, suspension, transmission and braking systems, and teach you about inspecting and servicing engine cooling systems.

This course will help you develop your skills in servicing and repairing engine management systems, steering, suspension, transmission and braking systems, and teach you about inspecting and servicing engine cooling systems.

### ENTRY REQUIREMENTS

You must be registered with an Australian Apprenticeship Centre and have a training contract with an employer.

### CAREER OUTCOMES

After successful completion, you will have the skills and knowledge to gain employment within the automotive repair and service sector.

Career outcomes may include mechanical assistant, diesel mechanic, automotive technical advisor, master technician, repair specialist, team leader or workshop manager.

### STUDY PATHWAYS

You can further your studies and apply for entry into Certificate II in Automotive Air Conditioning and Certificate IV in Business.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 3 years

- > 1 week of block training 6 times per year, combined with workplace delivery, or
- > 1 day per week, 37 weeks per year, combined with workplace delivery, or
- > Workplace delivery and assessment of all units of competencies.

## CERTIFICATE IV IN AUTOMOTIVE MECHANICAL DIAGNOSIS (AUR40212)\*

This Certificate IV in Automotive Mechanical Diagnosis covers the skills and knowledge required to perform advanced diagnostic operations in the automotive retail, service and repair environment. You will learn how to diagnose complex faults in light vehicle petrol engines, electronic spark ignition engine management systems and braking systems as well as learning how to depower battery electric vehicles and test engines using a dynamometer.

### ENTRY REQUIREMENTS

You must have successfully completed a Certificate III Automotive qualification.

### CAREER OUTCOMES

Completing a Certificate IV in Automotive Mechanical Diagnosis will give you the skills and knowledge to gain employment within the automotive repair and service sector. After successful completion, you may wish to apply for employment opportunities including mechanical assistant, diesel mechanic, automotive technical advisor, master technician or repair specialist.

### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Diploma of Automotive Management, the Diploma in Automotive Technology or other relevant qualifications.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 6 months

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## BUILDING

The ongoing growth in building and construction is driving the demand for skilled tradespeople. A shortage of skilled workers in the industry provides you with considerable career potential.

### CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY) PRE-APPRENTICESHIP (22216VIC)\*

This course will provide you with the basic knowledge and skills to prepare you for work or further study within the building and construction industry. You will receive an introduction to the industry and workplace safety, as well as how to perform industry calculations and use carpentry hand and power tools.

You will cover topics such as sub-floor construction, wall and roof framing, installing window frames and doorframes, and formwork for concreting. You will also develop your communication skills and learn about workplace documents and plans.

#### ENTRY REQUIREMENTS

You must have successfully completed Year 10 of education, or equivalent.

#### CAREER OUTCOMES

This course may prepare you for employment opportunities as an apprentice carpenter.

#### STUDY PATHWAYS

You may wish to progress to an apprenticeship (Certificate III in General Construction), Certificate IV in Building and Construction (Building) or Diploma of Building and Construction.

#### START DATE

You can enrol throughout the year  
March (Box Hill), August (Lilydale)

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill, Lilydale

#### DURATION

 11 weeks

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## CERTIFICATE III IN CARPENTRY (CPC30211)

Are you interested in working as a carpenter? This building course will provide you with the skills and knowledge to work in both the housing and industrial areas of the carpentry trade. You will learn how to safely use a wide range of tools and equipment such as power tools, automatic and laser levels, nail guns, compressors, generators and scaffolding.

You will gain the skills needed to construct and manufacture components for stairs, windows, doors and furnishings. You will be able to construct, erect and repair buildings and other structures made of wood, wood substitutes, steel and other materials. Your work will vary according to the type of job you do and may include residential, commercial, industrial and other construction or maintenance.

You will learn how to read plans and calculate measurements, construct floor, wall, ceiling and roof frames as well as the installation of roof trusses, eaves, claddings and linings.

Your studies will cover building from the point of demolition through to setting out and levelling construction sites and even working with formwork and concrete.

### ENTRY REQUIREMENTS

You must:

- › be registered with an Australian Apprenticeship Centre
- › have a current training contract with an employer.

### CAREER OUTCOMES

After successful completion, you may wish to apply for employment opportunities as a carpenter in the building and construction industry.

### STUDY PATHWAYS

After successful completion, you may wish to apply to study the Certificate IV or Diploma in Building and Construction.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry - via your employer and an Australian Apprenticeship Centre

### LOCATION

Box Hill

### DURATION

**Pt** 3 years

## CERTIFICATE III IN AIR-CONDITIONING AND REFRIGERATION (UEE32211)

This hands-on course will give you a broad understanding of the refrigeration and air-conditioning industries. You will learn how to use tools, electrical wiring and equipment of the trade as well as identify and handle various refrigerants. You will also learn how to service and repair cooling systems, and during this course, you will install and maintain refrigeration and air-conditioning piping and tubing, electrical apparatus and circuits.

### ENTRY REQUIREMENTS

You must be at least 15 years of age, be registered with an Australian Apprenticeship Centre and have a training contract with an employer.

Industry gives preference to students who have completed Year 11 and show an ability to cope with mathematics and science.

### CAREER OUTCOMES

On successful completion of this apprenticeship, you can to apply for employment opportunities in the refrigeration and air-conditioning industries as a licensed refrigeration mechanic.

### STUDY PATHWAYS

After completion, you may like to apply into the Diploma of Refrigeration and Air-Conditioning.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 3 years + 12 months  
workplace training



Are you in the building and construction industry and wanting to step up into supervisory roles? Or are you a tradesperson seeking to become a subcontractor? Then this course will give you the skills to achieve your career aspirations!

Through the completion of this course, you will gain the skills and knowledge to coordinate the construction of low rise buildings including, selecting and preparing major domestic construction contracts, planning and preparing project estimates and schedules, managing occupational health and safety, applying the National Construction Codes and Australian Standards to building systems and managing small business finances.

### ENTRY REQUIREMENTS

#### 6 month (fast track) option:

Applicants must have:

- > completed a building trade, preferably in carpentry but other trades will be accepted. Only fourth year apprentices will be accepted into this course
- > access to a building site to assist in completing assessment tasks
- > basic computer skills - must be able to navigate the internet and use basic functions of Microsoft Word.

#### 12 month option:

Applicants who do not have a trade background may enrol in the current 12 month course. This course runs at a slower pace, which allows learners more time to learn the fundamentals of building in Australia. It also provides learners with more time to complete assessment tasks.

### CAREER OUTCOMES

On successful completion of this qualification, you may be considered for positions within a construction company such as site supervisor, foreman or you may operate as a sub-contractor.

With relevant industry experience, a graduate may apply to the Building Practitioners Board (BPB) to become a registered building practitioner under the domestic builder category.

### STUDY PATHWAYS

Students who wish to do further studies may progress to the CPC50210 Diploma of Building and Construction (Building).

### START DATE

February, April and July

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Ft** 6 months

**Pt** 12 months

## ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL) (22268VIC)

Prepare for a career as an architectural building designer or draftsperson. You will learn about architectural design and the construction of buildings, both residential and commercial, with a focus on sustainable design.

You will gain the skills employers are looking for – from the design and technical drawing stage to project management and selection of materials. You will also get the chance to meet future employers and present your project drawings at our industry presentation functions.

At our million-dollar technology hub, you get access to fast computers with all the latest architectural software and training, including AutoCAD, Revit, Sketch-up Pro, Photoshop and 3DS Max animation software.

### ENTRY REQUIREMENTS

You must have completed Year 12 or be a mature age applicant with a minimum of one year in the workforce.

### CAREER OUTCOMES

Career opportunities for graduates include working as an architectural technician/draftsperson for architects, building contractors, and building designers or in the building management department of commercial enterprises or government departments. With one year of practical experience, graduates may work as a building designer in their own right.

### STUDY PATHWAYS

You may be eligible for entry into related advanced courses at institutes or universities, including architectural degrees. There is an approved pathway with Deakin University.

### START DATE

February and July

### HOW TO APPLY

VTAC and Direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

**F+** 2 years

**P+** 3 years

## ELECTRICAL & ELECTRONICS

If you're technically minded and have a good eye for detail, then the rapidly evolving high-tech electrical and electronics industries provide a range of challenging and rewarding career opportunities.

### CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL) (SPECIALISING IN ELECTRICAL) (22261VIC)

Learn the basics of electrical theory and maths, and gain practical skills to help you find work in the electrical, security systems or refrigeration and air conditioning trades.

You will be trained on how to interpret electrical drawings, operate safely in an electrical workshop and gain skills in identifying, selecting and using equipment in an electrotechnology environment. You will also learn how to interact with clients and deliver a quality service.

#### ENTRY REQUIREMENTS

You must have a strong desire to work as an apprentice within the electrical, refrigeration/air-conditioning and data communications/security systems industries. Year 11 literacy and numeracy level is preferred.

#### CAREER OUTCOMES

This course prepares you for employment as an apprentice in the electrical, refrigeration and air conditioning and security systems industries.

#### STUDY PATHWAYS

On successful completion, you may be eligible to apply for entry into one of the Certificate III in Electrotechnology courses.

#### START DATE

You can enrol throughout the year  
September (Box Hill)

August and October (Lilydale)

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill, Lilydale

#### DURATION

**Ft** 8-10 weeks

Box Hill - 8 weeks (M-F)

Lilydale - 10 weeks (M,T,Th,F)

### CERTIFICATE III IN SECURITY EQUIPMENT (UEE31411)

**Ap**

This practical hands-on apprenticeship provides comprehensive training in the installation and pre-commissioning set up of wired and wireless security systems in multiple, commercial industrial premises.

You will gain a thorough understanding of how security systems work and learn how to use hand and power tools essential to the trade along with how to correctly install and maintain security systems equipment including CCTV.

You will also learn how to install, maintain and repair electronic apparatus and circuits, and diagnose and rectify faults.

#### ENTRY REQUIREMENTS

You must be currently employed in industry.

#### CAREER OUTCOMES

You may find employment as an alarm installer for a company that specialises in security equipment. As this course is nationally recognised, interstate employment opportunities are also available to you.

#### STUDY PATHWAYS

After completing this course, you may want to broaden your skills in a Certificate IV or Diploma in Electrotechnology.

#### START DATE

You can enrol throughout the year

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Ft** 3 years

## CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN (UEE30811)



Learn the fundamentals of all things electrical and gain the electrotechnology skills and knowledge for the trade with this apprenticeship.

You will learn how to use hand and power tools, install and terminate wiring systems for network communications, and maintain and repair apparatus and associated electrical circuits. Some other areas include how to fabricate, assemble and dismantle utility components, solve problems in DC circuits, solve problems in low voltage AC circuits, test rail signalling cables and fix various electro-tech equipment.

This course will also show you how to diagnose and rectify faults, and commission procedures of apparatus and associated circuits.

### ENTRY REQUIREMENTS

You must have:

- › previously registered with an Australian Apprenticeship Centre
- › a training contract with an employer.

Industry gives preference to those students who have completed Year 11 and show an ability to cope with mathematics and science.

### CAREER OUTCOMES

You may gain employment with sole registered electrical contractors or large electrical contracting organisations as a licensed electrical mechanic (electrician).

### STUDY PATHWAYS

You may wish to further your studies at Certificate IV level.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Ft** 4 years

## CERTIFICATE IV IN INTEGRATED TECHNOLOGIES (SPECIALISING IN MOTOR CONTROL AND PROGRAMMABLE LOGIC CONTROLLERS) (22263VIC)

You will learn about the industrial electrical trade with a focus on design and development of motor control circuits, pneumatics control and automation, PLC programs and SCADA.

### ENTRY REQUIREMENTS

This course is targeted at qualified electricians or apprentices currently undertaking the Certificate III in Electrotechnology Electrician.

Credits may be available for units previously completed in other courses.

### CAREER OUTCOMES

There are wide employment opportunities for graduates from this course.

The skills you develop will prepare you to undertake work across a wide range of activities in emerging technology. Typical job roles include:

- › leading tradesperson
- › service technician
- › systems manager
- › facilities manager
- › small team leader.

A diverse range of industries employ graduates from this course, such as small and large enterprises involved with manufacturing, medical equipment servicing, mining, building automation, computer networking, process control or blends of these technologies.

### STUDY PATHWAYS

After successful completion, you may be able to gain credits into the following courses:

- › Diploma of Engineering Technology
- › Advanced Diploma of Engineering Technology

### START DATE

February

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 1-2 years



## FURNITURE & CABINET MAKING

No matter where you go, the skills of furniture and cabinetmakers are on display. Their work is in homes, shops and offices. If you enjoy working with your hands and making things, you could find your dream career in cabinetmaking.

### CERTIFICATE II IN FURNITURE MAKING (PRE-APPRENTICESHIP) (MSF20313)

Learn as you build a range of high quality furniture pieces that you can take home with you. You will create furniture using hand tools, power tools and wood working machinery. Learn to make joints by hand, leg and rail construction methods, furniture and cabinet assembly, timber preparation, and spray finishing.

You will participate in environmentally sustainable work practices and to plan, cost and calculate before you begin a job.

#### ENTRY REQUIREMENTS

You must be at least 16 years of age.

#### CAREER OUTCOMES

After successful completion, you may wish to apply for employment opportunities in the furnishing industry as an apprentice Furniture or Cabinet Maker.

#### STUDY PATHWAYS

After successful completion of this course, you may wish to take up studies in either the Certificate III in Cabinet Making or the Certificate III in Furniture Making.

#### START DATE

You can enrol throughout the year

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**P+** 6 months

### CERTIFICATE II IN FURNITURE MAKING PATHWAYS (MSF20516)

Do you enjoy working with wood, creating furniture and constructing kitchens and cabinets? You will participate in environmentally sustainable work practices and learn to plan, cost and calculate before you begin a job. You will create high quality furniture using hand tools, power tools and woodworking machinery that you can take home with you. Learn to make joints by hand, leg, rail construction methods, furniture and cabinet assembly, timber preparation, and spray finishing.

#### ENTRY REQUIREMENTS

You must be at least 15 years of age.

#### STUDY PATHWAYS

After successful completion of this course, you may wish to continue your studies in an apprenticeship in the Certificate III in Cabinet Making, or Certificate III in Furniture Making.

#### START DATE

January, April, July and October

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**F+** 10 weeks

## CERTIFICATE III IN FURNITURE MAKING (MSF30213)

Ap

During this course, you will work with solid timber and manufactured board as you learn a broad range of furniture making skills. This course will teach you essential trades skills including occupational health and safety requirements, how to read documents, use hand and power tools, various construction methods, materials and techniques used as well as the different styles of furniture that can be created. You will begin with the basics of drawing up plans and designs in addition to calculating what a project will cost then work your way up to higher level skills.

You will use a computer numerically controlled (CNC) and other woodworking machines including drilling, sawing and edging machines. Learn as you create high quality furniture items that you can take home with you.

### ENTRY REQUIREMENTS

You must be registered with an Australian Apprenticeship Centre and have a training contact with an employer.

### CAREER OUTCOMES

After successful completion, you may wish to apply for employment opportunities in the furnishing industry as a furniture maker.

### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Certificate IV in Furniture Design and Technology.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry (application through your employer)

### LOCATION

Box Hill

### DURATION

**Ft** 3 years

## CERTIFICATE III IN CABINET MAKING (MSF31113)

Ap

This course will teach you essential trade skills including occupational health and safety requirements, how to read documents, use hand and power tools, the various construction methods, materials and techniques used as well as the different styles of furniture that can be created. You will begin with the basics of drawing up plans and designs as well as calculating what a project will cost then move on to more advanced skills.

This course has an emphasis on freestanding furniture.

### ENTRY REQUIREMENTS

You must be registered with an Australian Apprenticeship Centre and have a training contact with an employer.

### CAREER OUTCOMES

This course may provide you with employment opportunities in the furnishing industry as a cabinetmaker.

### STUDY PATHWAYS

After successful completion, you may want to apply into the Certificate IV in Furniture Design and Technology.

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry (apply through your employer and an Australian Apprenticeship Centre).

### LOCATION

Box Hill

### DURATION

**Ft** 3 years

This course is offered as an apprenticeship or as a non-apprenticeship course.

The Certificate III in Cabinet Making (specialising in Kitchens and Bathrooms) will provide you with a broad range of furniture and cabinet making skills with emphasis on skills required in kitchen and bathroom manufacture and installation. You will gain experience working with solid timber and manufactured board. You will learn about various construction methods, materials, techniques and furniture styles.

You will also gain experience in drawing, planning, design and fabrication, costing and calculation, cabinet and furniture installation, use of hardware and machinery and gain knowledge about specialised areas such as CNC machines.

### **ENTRY REQUIREMENTS**

For the apprenticeship course, you must have previously registered with an Australian Apprenticeship Centre and a training contact with an employer.

For the non-apprenticeship course, you must be at least 16 years of age.

### **CAREER OUTCOMES**

This course may provide you with employment opportunities as a cabinetmaker and installer.

### **STUDY PATHWAYS**

Further training pathways from this qualification include the Certificate IV in Furniture Design and Technology and relevant supervisory, management or competitive manufacturing qualifications.

### **START DATE**

You can enrol throughout the year

### **HOW TO APPLY**

Direct entry (apprentice are required to apply through your employer).

### **LOCATION**

Box Hill

### **DURATION**

**Ft** 3 years (Apprenticeship)

Non-apprenticeship training - ask about our flexible delivery options

## REFRIGERATION

In a hot, dry country like Australia, fridges and air conditioners are a necessity, which means well-skilled technicians are in demand.

### CERTIFICATE II IN SPLIT AIR-CONDITIONING AND HEAT PUMP SYSTEMS (UEE20111)

This five-week course will provide you as a plumber or electrician with the skills and knowledge to apply for a Refrigerant Handling Licence issued by the Australian Refrigeration Council. You will learn how to install and disconnect both split air conditioning and water heating pump systems.

#### ENTRY REQUIREMENTS

You must have a trade background in electrotechnology or an associated industry. You are required to have a basic understanding of the correct use of hand tools and safety equipment required to conduct installation and testing of air conditioning equipment.

You need to be currently associated with the trade, as a supervisor will be required for you to complete the final assessment in the workplace (install a Split Air Conditioning System).

#### Recognition of Prior Learning (RPL)

Applicants will be required to provide evidence of previous study and/or industry experience, skills and knowledge. Refer to [boxhill.edu.au](http://boxhill.edu.au) for further details.

#### CAREER OUTCOMES

After successful completion, this course may lead to employment as an ARC Licensed to install, commission and decommission split air conditioning systems up to 18kw.

#### STUDY PATHWAYS

After completion and currently employed with a trade employer you may wish to apply into the Certificate III in Refrigeration and Airconditioning.

#### START DATE

Monthly intakes

This course commences every month and runs for 5 weeks.

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill

#### DURATION

**Pt** 5 weeks + 12 months  
workplace training



## CERTIFICATE III IN ENGINEERING - MECHANICAL TRADE (SPECIALISING IN REFRIGERATION & AIR-CONDITIONING) (MEM30205)\*



This course will give you a broad understanding of the refrigeration and air-conditioning industries that allows you to work with refrigeration and various cooling devices. You will gain an understanding of the legal requirements and occupational health and safety protocols in a refrigeration and air conditioning environment. You will learn how to use the hand and power tools essential to the trade, and the electrical and gas equipment necessary to safely carry out your responsibilities.

You will progress to learning how to identify and handle various refrigerants and service and repair cooling systems.

### ENTRY REQUIREMENTS

You must:

- › be at least 15 years of age
- › have registered with an Australian Apprenticeship Centre
- › have a training contract with an employer.

Industry gives preference if you have completed Year 11 and can demonstrate an ability to cope with mathematics and science.

### CAREER OUTCOMES

After successful completion, you may apply for a range of employment opportunities in the refrigeration and air conditioning industries as a refrigeration mechanic.

### STUDY PATHWAYS

After successful completion, you may wish to add to, or expand your knowledge base into other areas of specialisation. A suitable study option could be to apply for the Diploma of Refrigeration and Air-Conditioning.

### START DATE

Visit [boxhill.edu.au](http://boxhill.edu.au) for further information

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Ft** 3 years + 12 month  
workplace training

**\*Please note:** This course is currently being reviewed. There may be some changes to the information provided here.

## CERTIFICATE III IN APPLIANCE SERVICE (UEE32111)



This qualification provides competencies to handle and use refrigerants while servicing self-contained refrigeration and air conditioning appliances following prescribed routines. You will acquire skills to problem solve and learn how to deliver a service to customers.

Finding and rectifying faults in the various control systems and motors of equipment such as refrigeration and air conditioning will form part of your studies. You will also learn how to service small electrical appliances and power tools as well as larger items like fridges, clothes washing machines, dryers to name a few.

### ENTRY REQUIREMENTS

You must have completed Year 10 of education, or equivalent and be employed as an apprentice or trainee, and must have signed a Training Contract.

School based apprenticeships may also be available.

### CAREER OUTCOMES

After successful completion, you may wish to apply for employment opportunities as an appliance service technician for a large or small service company.

### STUDY PATHWAYS

Successful completion of the apprenticeship program allows apprentices to obtain their restricted electrical licence from Energy Safe Victoria (ESV) and a refrigeration handling licence from the Australian Refrigeration Council (ARC).

### START DATE

You can enrol throughout the year

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 3 years + 12 months  
of workplace training

## PLUMBING

Plumbing is one of the most reliable and rewarding of the traditional trades. Plumbers help install pipes, unblock drains and keep society flowing smoothly.

### CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) (22304VIC)

This course will equip you with the skills and knowledge for entry into an apprenticeship (Certificate III) within the plumbing industry.

You will learn how to locate, interpret and apply relevant information, use numeracy and calculations to carry out your work, produce technical drawings and follow instructions in a designed sequence. You will find out how to select and use the correct plumbing tools, equipment and materials along with the appropriate manual handling procedures. You will learn about the principles of sustainability and methods and strategies to identify employment opportunities in the plumbing industry.

#### ENTRY REQUIREMENTS

You will need a basic level of numeracy and literacy (Year 10) and an understanding of conversational English.

#### CAREER OUTCOMES

After completion of this course, you will have the knowledge to undertake an apprenticeship in plumbing and may progress into the Certificate III in Plumbing.

#### STUDY PATHWAYS

On successful completion of this course, you may apply for entry into the Certificate III in Plumbing.

#### START DATE

October

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill, Lilydale

#### DURATION

**F+** 10 weeks

### CERTIFICATE III IN PLUMBING (CPC32413)



This apprenticeship will give you the skills and knowledge that you need to become a registered plumber. You will study five pre-determined streams:

- › Stream 1 Water
- › Stream 2 Sanitary
- › Stream 3 Drainage
- › Stream 4 Roofing
- › Stream 5 Gas services

#### ENTRY REQUIREMENTS

You must be registered with an Australian Network Provider and employed as an apprentice with a training contract.

#### CAREER OUTCOMES

After successful completion, you may wish to apply for work as a registered plumber in your specialist area of competency.

#### STUDY PATHWAYS

After successful completion, you will be eligible to undertake the Journeyman's examination for licensing with the Victorian Building Authority (VBA).

You may wish to apply for entry into Certificate IV in Plumbing units that will assist you to establish a registered plumbing business.

#### START DATE

You can enrol throughout the year

#### HOW TO APPLY

Direct entry via your employer and an Apprenticeship Network Provider

#### LOCATION

Box Hill

#### DURATION

**Pt** 3 years

## CERTIFICATE IV IN PLUMBING AND SERVICES (SPECIALISING IN OPERATIONS) (CPC40912)

This course is designed for plumbers who have completed their trade training and gained registration, or have work experience in the plumbing industry. The units that Box Hill Institute delivers in the qualification will equip you with the knowledge to manage plumbing projects and to eventually operate your own business.

Box Hill Institute offers the Operations Stream of this qualification, which covers gas-fitting, water supply, sanitation, roofing (stormwater) and drainage.

Completion of the specific units will enable you to apply to the Victorian Building Authority (VBA) for a licence to undertake specialised plumbing work.

Please contact the VBA for advice on licence requirements, including VBA exams.

### ENTRY REQUIREMENTS

You must have a relevant plumbing trade qualification or equivalent.

### CAREER OUTCOMES

Becoming a licenced plumber will increase your employment opportunities in the field.

When you complete the Certificate IV in Plumbing and Services, you'll be able to work on a broad range of plumbing jobs and seek application to become a registered plumbing business. Upon successful completion, you may apply for employment opportunities in roles such as specialist plumber, operator roles with deep technical skills, and/or operate your own business.

### START DATE

You can enrol throughout the year commencing in January.

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Pt** 2 years

FOR DETAILED  
INFORMATION ON ALL  
COURSES, INCLUDING  
ASSESSMENT  
REQUIREMENTS,  
FEES AND UNITS VISIT  
[BOXHILL.EDU.AU](http://BOXHILL.EDU.AU)

## LITERACY & NUMERACY SUPPORT PROGRAM

The Literacy and Numeracy Support (LN Support) program provides eligible students with help to complete their course by focusing on workplace reading, writing, numeracy (maths) and communication skills.

The LN Support program is flexible, and provides support in classrooms and/or in group tutorials and with online activities. Students are enrolled in LN Support program units based on their Core Skills Diagnostic Test. When students have successfully completed these units, they receive a Box Hill Institute Statement of Attainment.

The LN Support Program is nationally accredited course and students use their second government subsidised place for that year. This training is provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments.



CONNECT WITH US



VISIT

*boxhill.edu.au*

OR CALL

*1300 BOX HILL*

#### BOX HILL INSTITUTE GROUP

465 Elgar Road, Box Hill, Victoria

#### BOX HILL CAMPUSES

##### Elgar Campus

465 Elgar Road, Box Hill

##### Nelson Campus

853 Whitehorse Road, Box Hill

##### Whitehorse Campus

1000 Whitehorse Road, Box Hill

#### CITY CAMPUS

##### Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne

#### LILYDALE CAMPUS

##### Lilydale Lakeside Campus

Jarlo Drive, Lilydale