


Apply yourself

A quick guide to Chisholm Online

Chisholm





The 5 key benefits to studying with Chisholm Online

1 Study anywhere, anytime

Study online in your own time - you set the pace.

2 A nationally accredited qualification

From the 2014 Australian Large Training Provider of the Year; a recognised and experienced leader in education

3 Engage and interact via the latest learning technology

Chisholm Online courses have been developed specifically for the online environment, backed by educational research and expertise in the course area. Enjoy interactive content, live webinars, video learning and much more.

4 Seven day a week support

Access all the support you could want. From enrolment through to graduation, Chisholm Online is with you every step of the way.

5 Start a learning journey with real pathways

Whether to a new career or your field of choice. Gain credit from prior learning too.



A word from our General Manager

Welcome to Chisholm Online, an initiative of Chisholm Institute. As General Manager for Chisholm Online it's my privilege to share with you some of the key elements that we are passionate about.

We believe that support is everything. To really ensure students have the best opportunity for learning it is crucial that our support extends beyond regular hours. This focus on support, together with our investment in creating interactive and industry-relevant learning materials, provides a really compelling option for students.

We want to provide our students with a nationally recognised qualification based on industry demand. As a prospective student we understand that you are looking to upskill, reskill or return to the workforce and you need a study solution that considers your lifestyle needs rather than your geographical location. Courses on offer have been carefully selected to meet the skill demands of the workforce across the fields of business, construction, health and education.

When we initially looked to develop Chisholm Online we wanted to offer solutions to people who were time poor and were looking for an alternative to on-campus study. Enrolments are accepted all year-round, with graduates earning a recognised Chisholm qualification.

Finally, I'd like to welcome you again on behalf of Chisholm Online and we look forward to being your educational partner of choice.

Theo Teeder
General Manager, Chisholm Online

PS: If you need any further information or would like to provide us with feedback we'd love to hear from you. Our Customer Engagement Team is available 7 days a week and can be contacted by phone on 1 300 275 265, email answers@chisholmonline.edu.au or online at www.chisholmonline.edu.au

We're social too.





Support

A vital ingredient to successful study is support – practical help and encouragement at every stage of the study journey (not just before or during enrolment). That's why we've built student support into all Chisholm Online courses, for you to use when you need.

Access e-tutors, who are subject experts

E-tutors are experts in their fields, who guide your learning and manage your assessments. They have been selected for their knowledge and experience, and also because of their passion for online learning. They will do whatever they can to help you succeed.

Interact with fellow students and teachers, when it suits you

Group projects, blogs, Facebook discussions and email keep you in touch with fellow students and your e-tutors.

Discuss anything with a student engagement officer

Student engagement officers are available 7 days a week, to ensure that your learning journey with Chisholm Online is as smooth as possible. They can help you with your course requirements, technical issues, careers or pathways advice and anything else you need.

Enjoy a whole campus of support services

As well as full online support, you have access to our extensive library database, counselling, careers advice and more via Chisholm student services.

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Business

Business is booming. Over the next five years, employment for Professionals is projected to increase by 270,800 and Managers by 131,800 to 2018.

Source: Australian Government Department of Employment Outlook to Nov 2018

Certificate IV in Business Administration

Make a decisive business decision

Whether you are currently in an administrative role or would like to pursue a career in this area as a project officer, supervisor or personal assistant, this course will give you the knowledge and skills to make that step. During this course you will learn how to solve a range of issues and problems in the workplace, and will develop the skill to administer projects, develop complex business documents, build and lead teams and prepare financial reports.

Entry requirements

No formal entry requirements

Pathways

Chisholm Online offers the Diploma of Management, Diploma of Business and Diploma of Business Administration fully online. Other online courses also include a business courses in Marketing, HR, and Accounting.

Career Outcomes

Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Certificate IV in Human Resources

Immerse yourself in the most important resource of any business

During this course you will learn about HR functions and administration; training and recruitment; performance management; and building team effectiveness. You can apply these skills to HR roles across a wide range of industries or apply them to your current role to add further value and build upon your career.

Entry requirements

There are no prerequisites for this course.

Pathways

Chisholm Online also offers the Diploma of Human Resources Management, Diploma of Business and Diploma of Business Administration fully online.

Career Outcomes

Human Resources Officer, Human Resources Assistant, Human Resources Coordinator, Human Resources Administrator, Line Manager/Clerk with human resources responsibilities

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Certificate IV in Marketing

Understand the strategies to building successful brands, products and awareness campaigns

An online Certificate IV in Marketing will help you become an expert on the matter. During this course you will develop superior marketing skills and build a broad knowledge base across a wider variety of marketing contexts, including market research, product promotion and campaign management.

Entry requirements

There are no pre-requisites for this course

Pathways

Chisholm Online also offers the Diploma of Marketing, Diploma of Business and Diploma of Business Administration fully online.

Career Outcomes

Direct Marketing Assistant, Marketing Research Assistant, Marketing Coordinator

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Certificate IV in Small Business Management

Get your small business off to a great start with the right skills and training behind you

When you complete the Certificate IV in Small Business Management, you'll understand the key principles of running a successful small business. This course is also ideal for small business owners/operators to enhance their skills and knowledge to successfully manage and grow a small business.

Entry requirements

No formal entry requirements

Pathways

Chisholm Online also offers the Diploma of Management, Diploma of Business and Diploma of Business Administration fully online. Other Online courses also include business courses in Marketing, HR, and Accounting.

Career Outcomes

Small Business Manager, Café or Restaurant Owner, Online Retail Business Owner, Farmer, Bookkeeper.

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Graduate Certificate of Management

Take the next step on the business ladder

Study a course that enables you to apply high-level management skills to achieve outstanding results in any organisation. The course may lead to employment as a senior manager, department manager, human resources manager or team leader.

During the course, you'll learn to extend your skills in key areas such as strategic business planning, creative thinking, innovation leadership, risk management, project management and human resources.

Entry requirements

As an applicant for the Graduate Certificate in Management, you must have:

- A Diploma or Advanced Diploma qualification in a related field of study and 3 years' work experience at a management level, OR
- A Bachelor degree in a related field of study and 1 year's work experience at a management level, OR
- 5 years' work experience at a management level .

Pathways

Once you have completed this qualification, you can develop your skills and career further by enrolling in the Master of Business Administration

Career outcomes

Senior manager, Department manager, Human resources manager, Team leader.

Duration

You set the pace. The number of modules you choose per semester will determine the length of your course.

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Diploma of Accounting

A future you can count on

When you complete the Diploma of Accounting, you will have developed advanced skills in accounting and financial systems and build on existing skills. It is also a pathway to registration as a BAS Agent.

During the course, you'll learn key skills in business performance, management accounting, company accounting, financial organisational leadership, taxation and financial systems – presented in a way that mirrors accounting practice in the workplace.

Entry requirements

Completion of all core units in the Certificate IV in Accounting.

Pathways

Once you have completed this qualification, you can develop your skills and career further by enrolling in the Advanced Diploma of Accounting, as well as gain guaranteed credit toward's Chisholm's Bachelor of Accounting (in partnership with La Trobe University).

Career outcomes

Assistant Accountant, Finance Manager, Bookkeeper.

Duration

You set the pace. The number of modules you choose per semester will determine the length of your course.

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Diploma of Business Administration

Take your career to the next level

Whether you are looking to move into a more senior role in your current workplace or position yourself perfectly for the career you really want, a Diploma of Business Administration will teach you all you need to know to make that step.

The Diploma of Business Administration will prepare you for a range of administrative careers in senior roles like office manager, senior executive assistant, personal assistant or administrator.

Entry requirements

There are no pre-requisites for this course

Pathways

Successful completion of Chisholm Online's Diploma of Business Administration course guarantees entry with credit to a range of Swinburne Online Bachelor degrees that include Bachelor of Business (Management), Bachelor of Accounting (La Trobe) and Monash University - Bachelor of Business pathways are also available.

Career Outcomes

Administration Officer, Accounts Supervisor, Personal Assistant/ Executive Assistant, Office Administrator, Project Assistant

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Diploma of Business

Take your business career further

Advance your career in business, management or consultancy with this online Diploma of Business. During this course you will broaden your existing vocational or educational experience and learn about market research; professional development; workforce planning; information management; marketing and risk and crisis management.

This course will give you the skills and knowledge to explore roles such as project consultant, executive officer and more as you learn the fundamentals of good business.

Entry requirements

There are no pre-requisites for this course

Pathways

Advanced Diploma of Management (Fast track) delivered through Chisholm Institute. Alternatively, successfully complete Chisholm Online's Diploma of Business and gain entry into Deakin University's Bachelor of Commerce

Career Outcomes

Executive Officer, Program Co-ordinator, HR Manager, Program Consultant, General Manager

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Diploma of Human Resources

Become a critical player in your organisation today

Showcase your HR management expertise with a Diploma of Human Resources - recognised by industry as the preferred qualification for human resource managers, senior human resources consultants or human resources and change managers. This course can turn your management experience into a formal qualification, or it can up-skill you to get further ahead in your career.

Entry requirements

There are no pre-requisites for this course

Pathways

Advanced Diploma of Management (Human Resources) 'Fast Track' is available on-campus through Chisholm Institute. Chisholm Online also offer the Diploma of Business and Diploma of Business Administration fully online. You may also consider enrolling with one of Chisholm's University partners, such as Deakin, LaTrobe and Swinburne Online that offer credit into a range of Business degrees both on campus and online.

Career Outcomes

Human Resource Manager, Senior Human Resources Officer, Human Resources Consultant or Human Resource and Change manager.

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Diploma of Management

Become an effective manager and advance your business career.

When you complete the Diploma of Management, you will have the confidence and competence to provide effective leadership within your organisation. Additionally you will have the skills and knowledge to get ahead in the business world giving you an edge in the workplace. During this course you will learn to refine your skills in areas such as organisational leadership; business planning; innovation; finance; change management; risk management; diversity; and marketing.

Entry requirements

There are no pre-requisites for this course

Pathways

Successful completion of the Diploma of Management can lead to an Advanced Diploma of Management and Diploma of Management (Fast track) delivered through Chisholm Institute or a Graduate Certificate in Management with Chisholm Online. Alternatively Bachelor of Accounting (La Trobe University Partnership).

Career Outcomes

Business Manager, Business Owner/Operator, Frontline Manager, Small Business Manager

Duration

12 months in duration (part time) and 6 months duration (full time).

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Diploma of Work Health And Safety

Make a career move of real importance

When you complete the Diploma of Work Health and Safety, you'll have a nationally recognised qualification that is highly regarded by industry. The Diploma will provide you with the knowledge and skills to advance your career in WHS and to manage a WHS program across a broad range of industries.

During the course, you'll extend your understanding of WHS information and data systems; emergency procedures; hazard and risk management; incident investigation; project management; and research analysis.

Entry Requirements

As an applicant for the Diploma of Work Health and Safety, you are expected to have completed all core units in Certificate IV in Work Health safety or equivalent competencies:

- Assist with compliance with WHS laws
- Contribute to implementing and maintaining WHS consultation and participation processes
- Contribute to WHS hazard identification, risk assessment and risk control
- Contribute to implementing and maintaining WHS management systems
- Assist with responding to incidents

Pathways

Once you have completed this qualification, you can develop your skills and career further by enrolling in the Advanced Diploma of Work Health and Safety.

Career outcomes

Manage a WHS program across a broad range of industries, WHS Officer, WHS manager.

Duration

You set the pace. The number of modules you choose per semester will determine the length of your course.

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**



Construction

Construction has experienced strong growth over the past decade. This growth is expected to continue with employment projected to grow by 13% over the next five years.

Source: LMIP - Australian Government Department of Employment

Certificate IV in Building & Construction (Building)

Now is the time to build something better

During the course, you'll learn how to plan building and construction work; apply building codes and standards to the construction process; apply structural principles; work within legal frameworks; conduct on site supervision; produce labour and material schedules; and manage workplace safety procedures.

The Certificate IV in Building and Construction (Building) will prepare you for work on residential and commercial low rise buildings, and assists in meeting the minimum educational requirements for registration as a domestic builder.

Entry requirements

There are no pre-requisites for this qualification.

Pathways

Once you have completed this qualification, you can develop your skills and career further by enrolling in the Diploma of Building and Construction (Building).

Career outcomes

Builder, Construction manager.

Duration

You set the pace. The number of modules you choose per semester will determine the length of your course.

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Health

The Health Care and Social Assistance sector is projected to be the Number 1 growth industry over the next five years. Employment is projected to increase by 16.3% over this time frame.

Source: LMIP - Australian Government Department of Employment



Certificate IV in Disability

Make a real difference in your career.

When you complete the Certificate IV in Disability, you'll have a nationally recognised qualification that is highly regarded by the sector. During this course you'll learn to work with people with a disability; augmentative and alternative communication strategies; legal and ethical frameworks; individualised plans; inclusion and community participation; empowerment; workplace safety; behaviours of concern; and skills development.

Please note this course contains a component of mandatory work placement.

Entry requirements

There are no pre-requisites for this qualification.

Pathways

Once you have completed this qualification, you can develop your skills and career further by enrolling in the Diploma of Disability.

Career outcomes

Direct care worker, Direct care supervisor, Disability support worker, Residential support worker, Supervisor, Integration aid, Respite worker, Recreation support worker, Behavioural support officer.

Duration

You set the pace. The number of modules you choose per semester will determine the length of your course.

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**

Diploma of Community Services Alcohol, other drugs & mental health

Make a difference in the community

This Diploma will help you to gain an in-depth understanding of alcohol, drug and mental health issues, and learn how to work effectively in the field to improve people's lives. You'll learn about a range of services available to people with mental health issues; client advocacy; prevention and intervention strategies; education and health promotion; legal and ethical frameworks; behaviour response plans; case management; recovery processes; mental health first aid; applied suicide intervention skills training (ASSIST); effective communication and relationship building skills; and workplace safety.

Please note this course contains a component of mandatory work placement.

Entry requirements

As an applicant for the Diploma of Community Services (Alcohol, other drugs and mental health), you must:

- Be currently working in a community support mental health and/or alcohol and other drugs work role and have a relevant qualification at Certificate IV or above, OR
- Have successfully completed the core units of competency from the Certificate IV in Mental Health, or the Certificate IV in Alcohol and Other Drugs, OR
- Have sufficient work experience in a community support mental health and/or alcohol and other drugs in a job role involving a range of technical and other skills, a wide variety of tasks and roles in diverse contexts.

Pathways

After completing this qualification, you can extend your skills by enrolling in the Bachelor of Community Mental Health, Alcohol and Other Drugs. You will gain credit for your studies, which means you'll complete your degree sooner.

Career outcomes

Mental health worker, Case manager, Drug and alcohol counsellor or advisor.

Duration

You set the pace. The number of modules you choose per semester will determine the length of your course.

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**



Fee Assistance

Are you eligible for government funding or VET fee-Help?

As a Chisholm Online student, you may be eligible for one of the following types of government financial assistance:

- **The Victorian Training Guarantee (VTG)** - a subsidised training place to reduce the cost of your course, or
- **VET FEE-HELP** - where you study now and pay later via income tax, once you reach the earning threshold.

Visit the Victorian Department of Education website for full VTG eligibility details at www.education.vic.gov.au

Visit the Federal Governments Study Assists website for full VET FEE-HELP eligibility details at <http://studyassist.gov.au>

Or simply phone a friendly course advisor on **1300 275 265**, chat online or email answers@chisholmonline.edu.au



Education

The Education and Training industry is projected to account for 13.3% of Australia's total employment growth over the next five years to 2018. Child carers are ranked Number 5 in the top 20 projected growth occupations over this time.

Source: LMIP - Australian Government Department of Employment

Diploma of Early Childhood Education and Care

A future guiding other futures

When you complete the Diploma of Early Childhood Education and Care, you'll be able to work in a variety of children's services, including designing and developing curriculum and supervision of staff.

Throughout the course you'll learn more about best practice and quality assurance; planning for children with additional needs; networking; effective communication; family partnerships; childhood development (aesthetic, creative, physical); music program; and health and safety. This course is based on the National Quality Framework and Early Years Framework and has an emphasis on play-based learning. This course requires mandatory work placement. And you will also need to complete a first aid course to gain this qualification.

Entry requirements

There are no pre-requisites for this qualification.

Pathways

Once complete, this qualification can provide a pathway to relevant Bachelor degree courses. You will be able to gain credit for your studies, which means you'll complete your degree sooner. If you choose to study the Bachelor of Early Childhood Education at Deakin University, you will have guaranteed entry into the course.

Career outcomes

Early childhood centre director, Early childhood centre educator, Kindergarten educator, Family day care carer, Nanny.

Duration

You set the pace. The number of modules you choose per semester will determine the length of your course.

How to apply

Apply online at chisholmonline.edu.au or contact a course advisor on **1300 275 265**



Testimonials

"I enjoy being able to study in my own time and having the flexibility to pick up my children when I need ...I am finding the course very stimulating with the videos and the PowerPoint presentation making it very engaging."

Tarsha Diploma of Early Childhood Education and Care Student

"I am enjoying the forums and chatting to the other students. It has opened another social network for me and I am able to ask questions at any time, it's great."

Andrew Diploma of Early Childhood Education and Care Student

"I hadn't studied for many years and I was hesitant at first, but with so much help from my teacher and the engagement team my confidence has been built up."

Chrissie Certificate IV in Disability

"Chisholm Online gives me the freedom to study at my own pace and in my own time. The course teacher has been extremely informative and useful, providing extra resources and updates on recent world events that coincide with current course materials."

Amy Diploma of Community Services (Alcohol, Other Drugs & Mental Health)

"The course is set up so I can complete one topic a week so its structure keeps me on track to finish and complete all my work- I'm really loving it."

Manjot Diploma of Early Childhood Education and Care Student



Press start
on a new career



chisholmonline.edu.au

Apply now

Chisholm



Chisholm Online has made every reasonable effort to ensure the most current information is available in this publication.

For updated information see our website chisholmonline.edu.au or call 1300 275 265

Training is delivered with Victorian and Commonwealth Government funding.

Employability Skills Summaries for training package qualifications can be downloaded from <http://employabilityskills.training.com.au>.

Chisholm Online reserves the right to alter this information and/or withdraw courses listed herein.

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