

2015

职业课程目录



澳悠教育服务中心

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商业管理类



商业文凭课程

The **Diploma of Business** will provide you with a broad understanding of contemporary business practices.

The course will equip you with a range of skills and knowledge that give your educational, employability and business opportunities the boost you have been looking for.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Business Administrator
- + Business Development Officer
- + Human Resources Officer
- + Marketing Assistant
- + Recruiter
- + Project Coordinator
- + Start your own business

课程代码：BSB50207

课程时长：6 个月



管理文凭课程

The Diploma of Management is designed to make you a better leader by giving you the core skills required to manage others and add value to your organisation.

This program focuses on developing the practical skills required to manage real-life work situations and gives you the confidence to take a business to the next level.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Business Administrator
- + Business Development Officer
- + Human Resources Officer
- + Manager
- + Recruiter
- + Project Coordinator
- + Start your own business

课程代码：BSB51107

课程时长：6 个月



商业及管理双文凭课程

This Double Diploma of Business and Management will provide you with a broad understanding of contemporary and established business and management practices.

The course will equip you with a range of powerful skills and knowledge to help you take your career or your organisation to the next level.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Business Administrator
- + Business Development Officer
- + Human Resources Officer
- + Manager
- + Marketing Assistant
- + Recruiter
- + Project Coordinator
- + Start your own business

课程代码：BSB50207 / BSB51107

课程时长：1 年



项目管理文凭课程

The Diploma of Project Management will provide you with the skills and knowledge to plan and manage projects effectively. You will gain a solid understanding of the methods, techniques and tools which are available to help you manage your projects more effectively including planning, management, administration, payroll, maintaining a workgroup network, document design and development, marketing and finance.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Project Manager

课程代码：BSB51407

课程时长：1 年



会计四级证书课程

The **Certificate IV in Accounting** can provide a pathway to a rewarding and stimulating career in financial services within any organisation. You will learn practical skills that are readily transferable to any work environment including, completing business activity statements (BAS), operational reporting, producing management reports, compiling budget information and adhering to legal requirements.

入学要求

- + 雅思总分 5.5 (学术类)
- + 18 岁以上
- + 高中毕业

职业发展

- + Registered BAS Agent
- + Book Keeper
- + Accounts Receivable Officer
- + Accounts Payable Officer
- + Payroll Officer

课程代码: FNS40611

课程时长: 1 年



会计文凭课程

The Diploma of Accounting will introduce you to the basic theory and practice of accounting and equip you with all the necessary skills to be able to maintain internal accounting systems, prepare financial statements and tax returns, report on financial health and business performance, manage small teams, develop business plans, and preparing accounting reports for management.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Financial Officer
- + Accounts Clerk
- + Book Keeper
- + Office Manager
- + Procurement Officer

课程代码：FNS50210

课程时长：1 年

社区服务类



老年看护四级证书课程

The **Certificate IV in Aged Care** will equip you with the skills and knowledge to gain employment within the Aged Care environment, such as residential facilities or community services where you will work under the supervision of nurses or other health professionals.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Personal Care Assistant
- + Assistant in Nursing
- + Personal Care Worker
- + Home care Assistant

课程代码：CHC40108

课程时长：1 年



特殊人士看护

四级证书课程

Certificate IV in Disability addresses work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Disability officer
- + Residential care officer
- + Disability support officer / worker
- + Senior personal care assistant

课程代码：CHC40312

课程时长：1 年



儿童早教及看护

三级证书课程

Certificate III in Early Childhood Education and Care reflects the role of workers in a range of early childhood education settings who work within the requirements the Education and Care services. National Regulation and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Early childhood educator
- + Playground supervisor
- + Nanny
- + Childhood Educator Assistant

课程代码：CHC30113

课程时长：1 年



儿童早教及看护

三级证书课程

Diploma of Early Childhood Education and Care reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Authorised supervisor
- + Children's services coordinator
- + Childhood educator

课程代码：CHC50113

课程时长：2 年

医疗服务类



护理文凭课程

The Diploma of Nursing (Enrolled/ Division 2 nursing) will prepare you to become an Enrolled Nurse. Our inner city campus features a fully equipped hospital teaching ward, where our experienced nurse educators will empower you with practical knowledge and real world.

入学要求

- + 雅思总分 6.0 (学术类)
- + 18 岁以上
- + 高中毕业

职业发展

- + Enrolled Nurse

课程代码: HLT51612

课程时长: 1.5 年



牙科实验室助理

三级证书课程

Certificate III in Dental Laboratory Assisting provides the knowledge and skills required to assist in a dental laboratory in accordance with state/territory legislation. It covers workers who will be pouring impressions, producing custom-made trays, manufacturing occlusal registration rims, transferring oral records and articulating models for a range of prostheses as well as constructing mouthguards.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Dental Laboratory Assistant

课程代码： HLT32712

课程时长： 12 周



牙科助理三级证书课程

Certificate III in Dental Assisting provides the knowledge and skills needed to assist a dentist, dental hygienist or dental therapist during all health care procedures, to help maintain high standards of infection control and to assist with practice administration.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Dental Assistant

课程代码： HLT31812

课程时长： 6 个月



牙科助理四级证书课程

Certificate IV in Dental Assisting provides the knowledge and skills necessary to provide an advanced level of chairside assistance to the operator, including contributing to the quality of dental care provided through well-developed communication skills; providing an oral health education program that promotes good oral health as part of general good health; as well as implementing and monitoring infection control policy and procedures.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Dental Assistant

课程代码： HLT43012

课程时长： 16 周



牙科技术文凭课程

Diploma of Dental Technology provides the knowledge and skills needed to work as a Dental Technician. It covers the construction of dentures, bridges, crowns and other dental appliances and the repair and modification of these appliances.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Dental Technician

课程代码： HLT50512

课程时长： 2 年

餐饮类



西厨三级证书课程

The Certificate III in Commercial Cookery will equip you with the skills to become a qualified cook and allow you to enter the dynamic world of the Hospitality Industry which spans the globe.

With this qualification you would be able to work in a variety of venues where food is prepared and served including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. There is no limit to you developing your creative flair in this global occupation.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Cook
- + Chef de Partie
- + Stores person Purchasing officer

课程代码：SIT30813

课程时长：1 年



西厨四级证书课程

The Certificate IV in Commercial Cookery reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Cook
- + Chef de Partie
- + Stores person Purchasing officer

课程代码：SIT40413

课程时长：1.5 年



西点三级证书课程

The Certificate III in Patisserie reflects the role of pastry chefs who use a wide range of patisserie skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Chef de Partie
- + Chef patissier

课程代码：SIT31113

课程时长：1 年



西点四级证书课程

The Certificate IV in Patisserie reflects the role of pastry chefs who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Chef de Partie
- + Chef patissier

课程代码：SIT40713

课程时长：1.5 年



酒店管理文凭课程

The Diploma of Hospitality reflects the role of individuals who use sound knowledge of industry operations and a broad range of managerial skills to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

入学要求

- + 雅思总分 5.5 (学术类)
- + 18 岁以上
- + 高中毕业

职业发展

- + Chef de cuisine
- + Kitchen manager
- + Motel manager
- + Restaurant manager

课程代码: SIT50313

课程时长: 2 年



酒店管理高级文凭课程

The Advanced Diploma of Hospitality reflects the role of individuals operating at a senior level who use substantial industry knowledge and wide-ranging, specialised managerial skills. They operate independently, take responsibility for others and make a range of strategic business decisions.

入学要求

- + 雅思总分 5.5 (学术类)
- + 18 岁以上
- + 高中毕业

职业发展

- + Operations manager
- + Cafe owner or manager
- + Head chef
- + Motel owner or manager

课程代码: SIT60313

课程时长: 2.5 年

工程技术类



汽车电子技术

三级证书课程

Certificate III in Automotive Electrical Technology covers the skills and knowledge required to service, diagnose and repair electrical systems and components in vehicles in the automotive electrical service and repair industry.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Automotive electrician
- + Automotive electrical technician
- + Automotive electrical diagnostic technician

课程代码：AUR30312

课程时长：1 年



轻型汽车机械技术

三级证书课程

Certificate III in Light Vehicle Mechanical Technology covers the skills and knowledge required to perform a broad range of tasks on a variety of light vehicles in the automotive service and repair industry.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Light vehicle mechanical technician

课程代码：AUR30612

课程时长：1 年



汽车机械故障分析

四级证书课程

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.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Automotive technical adviser
- + Automotive lead or master technician

课程代码：AUR40212

课程时长：17 周



汽车技术文凭课程

Diploma of Automotive Technology covers the skills and knowledge required to diagnose, analyse, evaluate, design and modify automotive electrical and mechanical systems. It is suitable for those working in the automotive service and repair industry at the forefront of the implementation of new technologies.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Advanced diagnostic technician
- + Automotive system designer

课程代码：AUR50212

课程时长：9 个月



电焊三级证书课程

Certificate III in Engineering – Fabrication Trade covers the skills and knowledge required for employment as an Engineering Tradesperson – Fabrication within the metal, engineering, manufacturing and associated industries or other industries where Engineering Tradespersons – Fabrication work.

It specifies the competencies required for employment as a qualified welder and fabricator. Employment outcomes related to this qualification are found in a wide variety of manufacturing and engineering related sectors.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Engineering Tradesperson
- + Welder
- + Fabricator

课程代码：MEM30305

课程时长：1 年



工程四级证书课程

Certificate IV in Engineering include the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of equipment and machinery, the fabrication of structures and assemblies, manufacture of sheet metal work, as well as use of relevant machinery, equipment and joining techniques. Employment outcomes related to this qualification are found in a wide variety of manufacturing and engineering related sectors.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Engineering Tradesperson

课程代码：MEM40105

课程时长：1.5 年

美容健康类



美容服务三级证书课程

Certificate III in Beauty Services reflects the role of individuals who are competent in interacting with customers, providing a range of beauty services which includes make-up, waxing, nail technology, lash and brow treatments, and demonstrating and selling retail skin care and other cosmetic products. Work would be undertaken in beauty therapy salons and in the wider beauty industry.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Beauty Therapist
- + Beauty Salon Manager
- + Beauty Counsellor

课程代码：SIB30110

课程时长：10 个月



美容理疗四级证书课程

Certificate IV in Beauty Therapy reflects the role of individuals who are competent in a prescribed range of beauty therapy treatments and services, including facial massage, lash and brow treatments, nail technology services, make-up, waxing, body massage, and aromatherapy; as well as providing advice on and selling retail skin care and cosmetic products. Work would be undertaken as skilled beauty therapists in the beauty therapy services stream of the beauty industry.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Beauty Therapist
- + Beauty Salon Manager
- + Beauty Counsellor

课程代码：SIB40110

课程时长：1 年 3 个月



美容理疗文凭课程

Diploma of Beauty Therapy reflects the role of individuals who are competent in a broad range of beauty therapy treatments and services which may include facial massage, body massage, hair removal, cosmetic tattooing, spa treatments, lash and brow treatments, nail technology services, make-up, aromatherapy, providing advice on beauty treatments and services, selling retail skin care and cosmetic products and coordinating a work team.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Beauty Therapist
- + Beauty Salon Manager
- + Beauty Counsellor

课程代码：SIB50110

课程时长：1 年 8 个月



按摩四级证书课程

Certificate IV in Massage Therapy Practice covers workers who work as basic level massage therapists. It provides skills in therapeutic relaxation massage including basic health assessment and treatment.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Massage Therapist
- + Massage therapy practitioner
- + Assistant massage therapist

课程代码： HLT40312

课程时长： 1 年



按摩文凭课程

Diploma of Remedial Massage provides the skills required for competence in remedial massage practice and practitioners at this level may be self-employed as independent practitioners or may work within a larger health service. It covers the provision of remedial massage treatment to clients with specific needs such as injury management, rehabilitation, palliative care, aged care, women and children. Practitioners at this level may supervise other massage therapists.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Massage Therapist
- + Massage therapy practitioner
- + Self-employed independent practitioner

课程代码： HLT50307

课程时长： 1 年



理发三级证书课程

Certificate III in Hairdressing reflects the role of individuals employed as hairdressers working as part of a team in a hairdressing environment, and who are competent in communicating in the workplace, consulting with clients, selling products and services, and designing and applying a broad range of technical hairdressing services on clients.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Hairdresser

课程代码：SIH30111

课程时长：1 年



理发四级证书课程

Certificate IV in Hairdressing reflects the role of highly skilled senior hairdressers who develop complex technical skills and knowledge working as part of or coordinating a salon team. A hairdresser at this level may provide specialist services, including haircutting, hair design, hair colouring, complex colour correction, hair extensions, chemical reformation, trichology and makeup application. The Certificate IV in Hairdressing is designed to build on the foundation skills acquired through the completion of the Certificate III in Hairdressing or equivalent.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Senior Hairdresser
- + Technical Adviser
- + Freelance session stylist

课程代码：SIH40111

课程时长：6 个月

信息技术类



信息技术四级证书课程

Certificate IV in Information Technology provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technologies and to support small to medium enterprises (SMEs) that require broader rather than more specialised ICT support. Persons working at this level apply a wide range of knowledge and skills in basic networking, IT support, database development, programming and web development support; working safely and ethically in a sustainable work environment.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Programmer
- + IT Technician
- + Networking technician

课程代码：ICA40111

课程时长：1 年



信息技术文凭课程

Diploma of Information Technology provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies. Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

入学要求

- + 雅思总分 5.5（学术类）
- + 18 岁以上
- + 高中毕业

职业发展

- + Programmer
- + IT Technician
- + Networking technician

课程代码：ICA50111

课程时长：1 年