

Business, Accounting & IT Hospitality, Cookery & Baking Hair, Barbering, Beauty & Creative

Course Guide 2025/2026



STUDENT OF THE YEAR 2023



I'm originally from China I have been in Bendigo for for ten years. My husband suggested horticulture because I spend a lot of time in the garden. It's the right choice, I never regret it.

The teachers answer all your questions. They are very encouraging.

Once you want to do something, you have a dream. Everybody will help you.

YING (SUNNY) ZHAO

**CERTIFICATE III IN HORTICULTURE
[AHC30722]**

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Open nights

Discover our facilities, learn about course options and meet our dedicated teachers and support staff.

Find out more and register here



The information in this publication is correct at the time of release (March 2025) and some courses are subject to change.

Bendigo TAFE acknowledges their campuses are located on the ancestral lands of the Djaara people of the Dja Dja Wurrung and the Yorta Yorta People. The institute respects traditional custodians, Elders and their cultural heritage.



UNLEASH YOU AT BENDIGO TAFE

Bendigo TAFE is one of the largest and most trusted education and training providers in Victoria. With more than 155 years of educational excellence backed by industry connections, our graduates learn real skills and gain the confidence to succeed in life.

With an established network of industry partners and a strong reputation with employers across Victoria, our courses are developed to respond to their employment needs. We ensure our training is relevant and will provide you with the skills and knowledge you need to match the demands.

We focus on providing you with work-ready training including practical, hands-on experience, industry projects and work placements.

LEARN FROM INDUSTRY EXPERTS

Our outstanding training educators come with extensive industry experience and connections. Our personalised approach means you get one-on-one attention in classes.

GAIN HANDS-ON PRACTICAL SKILLS

Our focus is all about getting you work-ready. With an emphasis on practical training, industry projects and work placements, you will gain real experience and the latest industry knowledge. So, when you graduate, you will have the skills that employers are looking for.

ACCESS OUR INDUSTRY PARTNER NETWORK

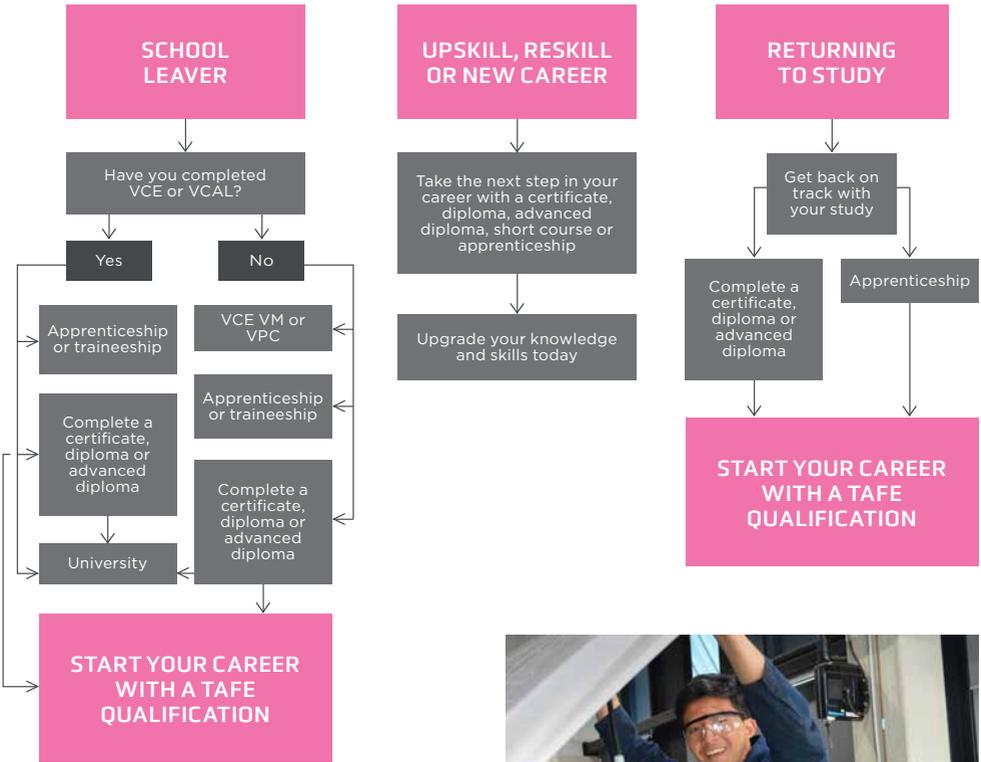
Bendigo TAFE has established a vast network of industry partners and a strong reputation with employers across regional Victoria. By developing our courses in consultation with industry partners, we make sure that you gain the most current and up-to-date skills.

Our focus is to ensure industries have access to well trained, highly skilled tradespeople and professionals. This may be through an apprenticeship or people refreshing their skills to ensure they have the most current knowledge and work practices to bring to their workplace.

WHY CHOOSE TAFE

With hands-on practical learning, high levels of student support and opportunities to work with our key industry partners, TAFE gives you the skills you need to achieve your future career goals.

Whether you have recently finished school or university, have decided to change careers or further develop your skills, TAFE can support you to achieve the skills that you require to gain employment.



FREE TAFE COURSES

Whether you're looking to commence your career, reskill or upskill, we offer a wide range of Free TAFE courses*, providing you study opportunities to fill identified in-demand industry jobs.

Free TAFE can help cover the cost of tuition for selected courses. See if you meet the eligibility criteria below.

ELIGIBILITY CRITERIA

Residential status: Any Australian citizen, Australian permanent resident or New Zealand citizen is eligible for a Free TAFE course in Victoria.

Previous qualification: You can do your first Free TAFE course no matter what qualifications you already hold. This applies to all qualifications - whether they be through TAFE or university. This is because the 'up-skilling rule' has been removed.

Students whose only Free TAFE fee waiver was under JobTrainer can also do another Free TAFE course, either in a pathway or non-pathway program.

You will be charged for any additional non-tuition fees relating to your studies, which may include material and consumable fees.

FREE TAFE PRIORITY PATHWAYS

You can do multiple Free TAFE courses in the same occupational pathway listed under 'Free TAFE Priority Pathways' below.

This is because the 'once-in-a-lifetime limit' requirement for Free TAFE has now been removed for Priority Pathways.

Note: Students who choose a Free TAFE course that is not part of a Priority Pathway can only study one Free TAFE course.

Students whose only Free TAFE fee waiver was under JobTrainer can also do another Free TAFE course, either in a pathway or non-pathway program.

Free TAFE priority pathways do not include apprenticeship pathway courses.

You will be charged for any additional non-tuition fees relating to your studies, which may include material and consumable fees.

Note: Some Priority Pathway courses are not offered at Bendigo TAFE. See the full list of Priority Pathway courses at vic.gov.au/free-tafe

You can continue to study your Priority Pathway at Bendigo TAFE even if you have started the Pathway at another TAFE.

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

**FIND OUT MORE ABOUT
FREE TAFE AND FREE TAFE
PRIORITY PATHWAYS**

**[BENDIGOTAFE.EDU.AU/COURSES/
FREE-TAFE](http://BENDIGOTAFE.EDU.AU/COURSES/FREE-TAFE)**

FREETAFE.VIC.GOV.AU

13 TAFE (8233)

WHERE DO I START?

PREREQUISITES

You may need to meet some entry requirements in order to enrol in one of our programs. These requirements vary for each course, but may include:

- A minimum age (some courses require that you are over 18 so that you can legally work in the industry).
- Satisfactory language, literacy and numeracy skills.
- A Police Check or a Working with Children Check (if you are working in an industry that has contact with children or the public).
- Evidence of immunisations. Some courses such as health care may require additional immunisations.

These prerequisites are not designed to be a blocker to entry in the course, but to ensure that you are compliant and ready to be employed in the industry once you complete your training with us.

To find out more about our prerequisites, please contact us on 13 TAFE (13 8233).

RECOGNITION OF PRIOR LEARNING (RPL) AND SKILLS RECOGNITION

If you have acquired relevant skills and knowledge in your workplace through previous training, or even via volunteer work, you may not need to complete further study to obtain a qualification.

With our skills recognition program you can save time and get an accredited qualification to improve your career prospects.

Find out more at [bendigotafe.edu.au/study-with-us/prospective-students/Skills-Recognition-and-Change-of-Preference](https://www.bendigotafe.edu.au/study-with-us/prospective-students/Skills-Recognition-and-Change-of-Preference) or contact us on 13 TAFE (13 8233).

INTERNATIONAL STUDENTS

Bendigo TAFE provides all international students with a supportive learning environment and staff committed to meeting your needs.

Your training will be practical and relevant to industry and takes place in our high quality facilities, helping you gain rewarding employment wherever you choose to work and live.

For more information about our courses available to international students please visit [bendigotafe.edu.au/international](https://www.bendigotafe.edu.au/international) or call 1300 175 176 to discuss your options.



INDIGENOUS ENGAGEMENT CENTRE

The Indigenous Engagement Centre (IEC) at Bendigo TAFE is an innovative environment that fosters and promotes Indigenous learning, while supporting Indigenous students undertaking study and training in a wide array of courses across the institute.

Honouring the traditional landowners of the area, across Bendigo and Echuca which include the Dja Dja Wurrung and the Taungurung Peoples of the Kulin Nation and Yorta Yorta Nation. The centre merges the cultural heritage and values of these landowners with contemporary Aboriginal culture and strong networks with key Aboriginal organisations to ensure that our students are supported through their time with us.

As one of the state's largest providers of training and education, Bendigo TAFE delivers a wide range of courses and programs. Our courses are designed in consultation with communities and employers which means that Aboriginal students gain skills and knowledge while improving their networks and employment options.

OUR STUDENTS

The IEC welcomes all Indigenous Australians. Our students come from many different backgrounds ranging from early school leavers to people over 50.

We support students engaged in a variety of courses across the institute and conduct a number of events through the year, celebrating Aboriginal culture and key milestones to which all the students are invited to along with their friends and family.

Most importantly, we have a dedicated Koorie Student Support Officer, Koorie Liaison Officer as well as a Koorie Counsellor Officer based at the IEC to assist students in accessing the full range of support services and assistance in dealing with government agencies and other relevant organisations.

To speak with one of our Koorie Liaison Officers please contact us on 1300 328 329.

OUR PARTNERSHIPS

The IEC has forged strong relationships with key Aboriginal organisations across Victoria. We work closely with these organisations to ensure that our students have access to all the resources they require throughout their time with us.

INDIGENOUS CULTURAL AWARENESS TRAINING (ICAT)

We are committed to supporting organisations in gaining a greater understanding of Aboriginal and Torres Strait Islander History and Culture. This program enables workforces to build successful working relationships with Aboriginal and Torres Strait Islander communities.

The ICAT program is designed to provide participants with a practical understanding required for successfully working with the Victorian Indigenous Community. It also builds awareness of Indigenous issues in every day situations and aims to eradicate apprehension or misconception about Indigenous people.

We focus on developing improvement of strategies targeted at Indigenous recruitment and employment with follow-up support and ongoing consultation.

Contact the Indigenous Engagement Centre for more information on 13 TAFE (13 8233) or visit bendigotafe.edu.au/study-with-us/indigenous-education



WE SUPPORT YOU THROUGH YOUR JOURNEY

LIBRARY

Our Library services are available to all Bendigo TAFE students. Located at our City campus, the Library has an extensive range of books, online databases, video streaming and e-books.

Open access computers are available for you to use the internet, email, Microsoft Office and more. The Library catalogue is available at libguides.mylibrary.bendigokangan.edu.au/home/bendigo

For further information students can contact 5434 1516.

RECONNECT

Reconnect is a free service that can provide wrap-around supports and course related financial assistance to disengaged, high needs learners. This service works with your strengths and your individual learning and non-learning goals to support you back into study or employment pathways.

To be eligible for the Reconnect program you must meet the eligibility requirements listed at bendigotafe.edu.au/study-with-us/reconnect

With locations in Echuca, Bendigo, Castlemaine, Maryborough, Wedderburn and Macedon Ranges contact us on 1300 327 328 to find out how we can help you or go to info.bendigotafe.edu.au/reconnectprogram

EMPLOYMENT CENTRE

Our Employment Centre is specifically dedicated to helping you develop your employability skills. Our experts can help you with job search, one-on-one coaching and access to the weekly vacancy listing and other useful resources. Over 1,000 employers advertise jobs with the centre every year and we have a strong track record in successfully placing our students.

You can contact the centre on 1300 484 335 or email employmentcentre@bendigotafe.edu.au

SKILLS AND JOBS CENTRE

Our Skills and Jobs Centres are free career service providing students and the wider community with advice on career planning, employment, education and training, and transferable skills, whilst assisting individuals to prepare for their future.

This is your first port-of-call when you are looking to enter the workforce, start training, re-skill, or for employers to meet their workforce needs.

To make an appointment or to find out more, visit bendigotafe.edu.au/study-with-us/skills-and-job-centre

Call 1300 100 606 or email skills&jobscentre@bendigotafe.edu.au

WE SUPPORT YOU THROUGH YOUR JOURNEY

COUNSELLING

Bendigo TAFE Counselling Services provides free, confidential, short-term counselling to currently enrolled students. In-person, telephone and video consultations are available at all campuses.

Our counsellors are available to talk about any issues you may have – whether they are personal issues, mental health and wellbeing issues or study-related issues. You don't need to be in crisis or dealing with a serious problem to go to counselling.

To make an appointment, call 13 TAFE (13 8233) or email studentsupportservices@bendigotafe.edu.au

WELFARE

Student Welfare Support can assist you with budgeting skills, Centrelink advice and assistance, housing advice and referrals and accessing emergency relief for students experiencing financial stress. The team can also assist with applying for scholarships available to Bendigo TAFE students.

To make an appointment, call 13 TAFE (13 8233) or email welfare@bendigotafe.edu.au

YOUTH WORK

Our Youth Workers assist young people in a variety of ways including health and wellbeing, and acknowledges the social and cultural environments within which young people live. The key difference between Youth Workers and other support is that young people are their primary focus. The Youth Workers' primary role is to ensure young people feel supported in developing the skills they need to succeed while at Bendigo TAFE.

To make an appointment, call 13 TAFE (13 8233) or email studentsupportservices@bendigotafe.edu.au

DISABILITY SUPPORT

The Disability Liaison Officer (DLO) provides essential support and accommodations to students with disabilities or conditions that affect their ability to study or participate fully in student life. We recommend you schedule a meeting with the DLO at Bendigo TAFE at your earliest convenience. The DLO will assist in implementing suitable strategies for your participation and learning needs. They can also propose and discuss reasonable adjustments to provide the necessary support for successfully completing your studies.

To make an appointment, call 13 TAFE (13 8233) or email disabilityofficer@bendigotafe.edu.au



ELIGIBILITY & FEES

How much you pay is determined by the course you enrol in, the scheduled hours you commit to undertake, your eligibility for a government subsidised place and any concession entitlements you might be eligible for.

GOVERNMENT SUBSIDIES

You may be eligible for government subsidised training if you meet the eligibility requirements.

ADDITIONAL FEES

In addition to the tuition fee you may be required to pay any applicable materials and consumables fees.

To find out more about government subsidies, concession or fees and charges refer to bendigotafe.edu.au/courses/fees or call 13 TAFE (13 8233).

FULL FEE

If you are not eligible for government subsidised training you will pay the full fee listed on the respective course page.

PATHWAYS TO UNIVERSITY

Getting started on your journey after finishing school can be tough. With so many choices, expenses and paths to follow it can be a challenge to work out what's right for you.

TAFE is the perfect transition between school and university.

Your ATAR score is no barrier to further study because you can gain a Bendigo TAFE qualification and still go to university too.

Bendigo TAFE has formalised pathways with reputable universities.

To find out more about our pathways, visit bendigotafe.edu.au/study-with-us/pathways-to-university

CONCESSION

You may be entitled to a concession on your tuition fees if you are in a government subsidised place and you meet the eligibility criteria.

If your tuition fee concession application is successful, your concession fee will be charged at 20% of the government subsidised tuition rate for your program.

Aboriginal and Torres Strait Islander students in a government subsidised place will receive a fee waiver for tuition fees under the current Skills First Program at all program levels (including diploma, advanced diploma, vocational graduate certificate and vocational graduate diploma programs).

You will still have to pay the materials and consumables fee (if studying a government subsidised course) and other non-tuition fees (if applicable) at the time of enrolment.

There are benefits to completing your studies at TAFE before you start university:

- Develop your knowledge with hands-on, industry specific learning.
- Work in your chosen field while studying.
- Start off in a supportive environment with small class sizes and one-on-one interaction with teachers.
- Gain credits towards the completion of your degree course which could reduce the duration.

PAYMENT OPTIONS

FLEXIBLE PAYMENT PLAN

Bendigo TAFE offers eligible students the option of paying their course fees over time by setting up either weekly or fortnightly instalment payments to cover their tuition, materials and consumables.

SCHOLARSHIPS AND GRANTS

At Bendigo TAFE, we believe in rewarding hard work and achievement. We offer a number of scholarships and grants to help pay for your course.

Find out more on what you can apply for at bendigotafe.edu.au/scholarships

VET STUDENT LOANS

A student loan scheme is available for eligible students and only applicable to Diploma and Advanced Diploma level courses to assist in the payment of tuition fees whilst studying at TAFE. These are called VET Student Loans and are capped according to the course you are studying. These loans are income contingent and interest free and are repaid via the Australian Taxation Office when your income reaches a certain threshold. For 2024-2025 income year, the threshold is \$54,435. The loan will continue to be a debt to the government until it is repaid.

For further information visit studyassist.gov.au

You will still have to pay the materials and consumables fee (if studying a government subsidised course) and other non-tuition fees (if applicable) at the time of enrolment.

You must meet the eligibility criteria to access a VET Student Loan. For details and more information visit bendigotafe.edu.au/study-with-us/prospective-students/vet-student-loan

APPRENTICESHIPS INCENTIVES PROGRAM

The Australian government has established the Australian Apprenticeships Incentives Program to encourage genuine opportunities for people to enter into skills based training through Australian Apprenticeships.

Apprentices may be eligible for a range of payments to assist them with the initial set up costs and completion of their apprenticeship.

For more information about the different incentives available to you, please refer to: apprenticeships.gov.au or your local Apprentice Connect Australia Provider provider.



SCHOOLS INFORMATION

Our schools team provide schools with a single point of contact when dealing with us, to help you get the best value from our services.

Our resources and support for schools ensure that you and your students are well equipped with information about career paths and further study options.

The schools team can assist your school to create career pathways for your students through:

SCHOOL VISITS

We can visit your school and talk to your students about our training programs via a tailored presentation or at a careers expo.

CAMPUS TOURS

Our campus tours provide school groups with the opportunity to get a glimpse of campus life and an overview of what vocational and higher education is all about.

CAREER ADVISORS NEWSLETTER

Our regular newsletter for career advisors and practitioners will help you stay abreast of upcoming events, new and updated courses and other relevant information about our organisation.

FUTURE OPTIONS

Our Future Options events provide secondary school students with the opportunity to visit our facilities and gain an insight into vocational education through a series of interactive workshops.

COURSE GUIDE

We've designed our course guides as helpful reference tools for you and your students. They provide an overview of the wide range of courses we offer, study pathways and possible career outcomes.

CAREER ADVISORS SEMINAR

Our annual career advisors seminar offers a professional development opportunity for career advisors to learn more about courses offered at Bendigo TAFE. This event has a strong education and employment pathway focus with our Industry partners, current students and teaching staff actively participating to reinforce the value of undertaking a VET qualification at Bendigo TAFE. Find out more at bendigotafe.edu.au/for-schools



APPRENTICESHIPS & TRAINEESHIPS

Apprenticeships and traineeships are customised training programs that are developed to meet evolving industry needs.

They are a great way to kick-start your career in a variety of industries and roles by combining your training and paid employment.

WHAT ARE APPRENTICESHIPS AND TRAINEESHIPS?

If you are interested in working in a skilled trade such as building, hairdressing, automotive or electrical then an apprenticeship is for you. If you are interested in working in a vocational role such as office administration or information technology then a traineeship will get you started. All our apprenticeship and traineeship programs incorporate learning that takes place in the workplace to help you graduate with confidence, experience and be ready for the workforce with real skills.

APPRENTICESHIP SUPPORT PROGRAM

Apprenticeship Support Officers (ASOs) are located across Victoria and offer a free and confidential support and advice service to registered apprentices and employers. They're part of a Victorian Government initiative to keep more apprentices in jobs and help more people complete their training.

This means you can get help with the kind of workplace, training or personal issues that sometimes affect apprentices.

For further information, please check the following: [bendigotafe.edu.au/courses/apprenticeships-and-traineeships/Apprenticeship-Support-Officer-Program](https://www.bendigotafe.edu.au/courses/apprenticeships-and-traineeships/Apprenticeship-Support-Officer-Program)

To contact a Bendigo TAFE ASO, email: bendigoapprenticeshipsupportprogram@bendigotafe.edu.au

For further information, please contact, 1300 311 820 or email: apprenticeship.support@edumail.vic.gov.au

WHY DO AN APPRENTICESHIP OR TRAINEESHIP?

There are many reasons to consider an apprenticeship or traineeship including:

- Start earning money while you study.
- Train on-the-job, on-campus or both.
- Develop knowledge and skills from expert teachers with extensive industry experience.
- Learn with the latest technology and tools in our well-equipped facilities.
- Graduate with a nationally recognised qualification.
- Access our Employment Centre after you graduate.

STEPS TO BECOME AN APPRENTICE

STEP 1

PREPARATION AND RESEARCH

Figure out what trade you are interested in, do research on job opportunities and write or update your resume.

You can also speak to one of our friendly Skills and Jobs representatives on: 1300 100 606 who can advise on job opportunities or vocational training. bendigotafe.edu.au/skills-and-jobs

STEP 2

JOB HUNTING

Start applying for jobs through networking with people you know, online or via Jobactive providers.

You can register with our Employment Centre to receive our weekly vacancy list and access other useful resources.

1300 484 335
bendigotafe.edu.au/employment-centre

STEP 3

SIGN UP

Once you've found an employer, you both must contact an Apprentice Connect Australia Provider (ACAP). Select Bendigo TAFE as your preferred training provider to get started. If you are eligible for a Health Care Card, make sure you apply for one prior to enrolling so you are eligible for concession fees.

FOR APPRENTICES

Group Training Organisations (GTOs)

GTOs partner with a range of businesses and offer you expert advice and assistance to find you the right apprenticeship. GTOs can place you with the right business and also monitor your progress and support you as you need it. Find out more at naen.com.au

Apprentice Connect Australia Provider (ACAP)

ACAPs are contracted by the Government to support and facilitate the apprenticeship process for employers and individuals. ACAPs can also help you with the recruitment process and provide mentoring and career advice. Visit australianapprenticeships.gov.au for more information or call them on 13 38 73.

Pre-apprenticeships

A pre-apprenticeship with Bendigo TAFE can get you in the fast lane and give you the skills and confidence to start your apprenticeship. Whether you are currently doing your VCE VM, VPC or you've left school early, a pre-apprenticeship also combines literacy and numeracy skills units to give you extra support to get employed and into an apprenticeship.

FOR EMPLOYERS

Workplace delivery

To help your business grow, we work closely with you and your apprentices to develop training plans and deliver high quality training to improve staff satisfaction and productivity in your business.

Your apprentices learn the latest and most relevant skills from industry experts with extensive experience.

Why send your apprentice to us?

We know that a successful business is built on delivering exceptional levels of service to create lasting relationships with your clients.



OUR CAMPUSES

BENDIGO CITY

154 Hargreaves Street

Study areas: Business, Hospitality, IT, Hair and Beauty, Health, Community, Foundations, Art and Design, English, Indigenous Education, VCE VM and VPC.

Bendigo TAFE's City campus has undergone a major revitalisation as a result of a \$60 million investment by the Victorian Government. With a mix of new and refurbished heritage buildings, our modern campus provides the latest equipment and audio visual, with formal and informal teaching and collaborative learning spaces throughout. Joining our state-of-the-art Health and Community Centre of Excellence, is our new hairdressing and beauty salon, which is open to the public, equipped with the latest equipment to train on clients in real-world situations; as well as our new hospitality training building that includes industrial sized commercial kitchens, retail baking equipment and barista training areas.

We are located close to public transport, including regular train access to Melbourne.



BENDIGO, CHARLESTON ROAD

62-104 Charleston Road

Study areas: Trades, Automotive, Animals, Plants and Sciences.

Bendigo TAFE's Charleston Road campus is home to our trades facilities, including carpentry, plumbing, automotive and electrical. The Food and Fibre Centre of Excellence is home to purpose built agriculture, animal studies, horticulture and farming training centres.

Nestled amongst a natural bushland setting, the campus boasts its own student amenities area and cafe. Vast parking makes this campus accessible to anyone driving, as well as being only a 20 minute walk from the Bendigo Railway station for people travelling to and from metropolitan and regional areas.





ECHUCA

Corner of Hare and Darling streets

Study areas: English Language, Indigenous and General Education, Community Services, Health, Trades and VCE VM or VPC.

Bendigo TAFE's Echuca campus is a modern facility in Hare Street and is the hub of community based industry partnerships and activities, aimed at providing a skilled workforce for the local community.

CASTLEMAINE

65 Templeton Street

Bendigo TAFE's Castlemaine campus contains modern learning facilities and services the Mount Alexander Shire and its surrounds.

Being one of Bendigo TAFE's smaller campuses, we can offer friendly and personal service to our diverse student population - whether young or mature age students or to our many industry clients.

INDUSTRY CONNECTIONS

We work with some of the best industry brands to give our students access to practical work placements, the latest industry tools and real skills.

AUTOMOTIVE CONNECTIONS



HEALTH & COMMUNITY CONNECTIONS



HAIR, BARBERING, BEAUTY & CREATIVE CONNECTIONS



BUSINESS, ACCOUNTING & IT CONNECTION



ANIMALS, PLANTS & SCIENCES CONNECTIONS



TRADES CONNECTIONS



BUSINESS, ACCOUNTING & IT

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



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

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

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

PATHWAYS TO YOUR CAREER

BUSINESS

Career opportunities:

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

Course to get you there:

- Certificate III in Business (BSB30120)

MANAGEMENT

Career opportunities:

- Supervisor
- Team Leader
- Human Resources Officer
- Courses to get you there:
- Certificate IV in Leadership and Management (BSB40520)
- Certificate IV in Human Resource Management (BSB40420)
- Career opportunity:
- Manager

Course to get you there:

- Diploma of Leadership and Management (BSB50420)

ACCOUNTING

Career opportunities:

- Bookkeeper
- Accounts Payable or Receivable Officer
- Payroll Officer
- Courses to get you there:
- Certificate IV in Accounting and Bookkeeping (FNS40222)
- Diploma of Accounting (FNS50222)

WORK HEALTH & SAFETY

Career opportunities:

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

Course to get you there:

- Certificate IV in Work Health and Safety (BSB41419)

LEGAL

Career opportunities:

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

Course to get you there:

- Certificate IV in Legal Services (BSB40620)

JUSTICE

Career opportunities:

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

Course to get you there:

- Diploma of Justice (22594VIC)

REAL ESTATE

Career opportunities:

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

Course to get you there:

- Certificate IV in Real Estate Practice (CPP41419)

BUILDING DESIGN

Career opportunities:

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

Course to get you there:

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

INFORMATION TECHNOLOGY

Career opportunities:

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

Course to get you there:

- Certificate III in Information Technology (ICT30120)

CYBER SECURITY

Career opportunities:

- Cyber Security Technician
- Cyber Analyst
- Incident Response Officer
- Information Security Analyst
- Cyber Security Administrator

Course to get you there:

- Certificate IV in Cyber Security (22334VIC)

Career opportunities:

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

Course to get you there:

- Certificate III in Information Technology (ICT30120)
- Certificate IV in Cyber Security (22603VIC)

SCAN
QR CODE
TO FIND
OUT MORE



BUSINESS MANAGEMENT ACCOUNTING



CERTIFICATE III IN BUSINESS

BSB30120

Online | Full-time: 6 months

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT BSB40420

Online | Virtual workshops: Part-time: 12 months
On campus: Full-time: 6 months

ABOUT THE COURSE

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

PREREQUISITES

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

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CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT BSB40520

Online | Part-time: 1 year

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB50420

Online | Part-time: 1 year

ABOUT THE COURSE

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

PREREQUISITES

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

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING FNS40222

Bendigo City | Full-time: 6 months

Part-time: 1 year

FREE TAFE COURSE

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

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

DIPLOMA OF ACCOUNTING FNS50222

Bendigo City | Full-time: 6 months.

Part-time: 1 year

FREE TAFE COURSE

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

ABOUT THE COURSE

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

PREREQUISITES

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

LEGAL
JUSTICE
REAL ESTATE
WORK HEALTH
& SAFETY



CERTIFICATE IV IN LEGAL SERVICES BSB40620

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

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

DIPLOMA OF JUSTICE 22594VIC

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

ABOUT THE COURSE

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

PREREQUISITES

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

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

CERTIFICATE IV IN REAL ESTATE PRACTICE CPP41419

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

ABOUT THE COURSE

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

PREREQUISITES

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

CERTIFICATE IV IN WORK HEALTH AND SAFETY BSB41419

Online | Part-time: 1 year

FREE TAFE COURSE

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

INTAKE

Direct entry | Rolling enrolments

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

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BUILDING DESIGN (ARCHITECTURAL) INFORMATION TECHNOLOGY CYBER SECURITY



ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL) 22627VIC

Charleston Road | Full-time: 18 months

ABOUT THE COURSE

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

PREREQUISITES

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

CERTIFICATE III IN INFORMATION TECHNOLOGY ICT30120

Bendigo City | Full-time: 6 months

FREE TAFE COURSE

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

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

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

CERTIFICATE IV IN CYBER SECURITY 22603VIC

Bendigo City | Full-time: 9 months

FREE TAFE COURSE

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

ABOUT THE COURSE

As a cyber security practitioner you will develop practical skills to monitor, detect and respond to cyber security incidents, engage and escalate incidents to an appropriate level and work with others to elevate cyber security awareness in an organisation.

PREREQUISITES

To be eligible for Free TAFE, you must have completed Certificate III in Information Technology (ICT30120). There are no set prerequisites for this course although it is recommended that you have satisfactory language, literacy and numeracy skills to undertake this course or are of mature age and have sufficient work experience.

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HOSPITALITY, COOKERY & BAKING



HOSPITALITY COOKERY BAKING

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

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

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

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

PATHWAYS TO YOUR CAREER

HOSPITALITY

Career opportunities:

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

- Restaurant Host
- Waiter

Course to get you there:

- Certificate III in Hospitality (SIT30622)

COOKERY

Career opportunities:

- Chef
- Assistant Chef

Course to get you there:

- Certificate III in Commercial Cookery (SIT30821)

BAKING

Career opportunities:

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

Course to get you there:

- Certificate III in Baking (FBP30521)

CERTIFICATE III IN HOSPITALITY

SIT30622

Bendigo City | Full-time: 6 months

FREE TAFE COURSE

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

ABOUT THE COURSE

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

PREREQUISITES

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

CERTIFICATE III IN COMMERCIAL COOKERY

SIT30821

Bendigo City and Echuca | Full-time: 1 year (Non-apprenticeship) | Part-time: 2 years (Non-apprenticeship) | Part-time: 3 years (Apprenticeship)

FREE TAFE COURSE

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

ABOUT THE COURSE

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

PREREQUISITES

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

CERTIFICATE III IN BAKING

FBP30521

Bendigo City | Full-time: 1 year (Non-apprenticeship)
Part-time: 2-3 years (Apprenticeship)

ABOUT THE COURSE

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

PREREQUISITES

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

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HAIR, BARBERING, BEAUTY & CREATIVE



HAIR
BARBERING
BEAUTY
DESIGN
VISUAL ARTS
PROFESSIONAL
WRITING

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

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

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

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

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

PATHWAYS TO YOUR CAREER

HAIR

Career opportunities:

- Qualified Hairdresser
- Salon manager/owner
- Salon assistant/apprentice
- Session Stylist
- Colourist

Courses to get you there:

- Certificate II in Salon Assistant (SHB20216)
- Certificate III in Hairdressing (SHB30416)

BARBERING

Career opportunity:

- Barber
- Barbershop owner

Courses to get you there:

- Certificate III in Barbering (SHB30516)
- Certificate II in Salon Assistant (SHB20216)

BEAUTY

Career opportunities:

- Salon Beauty Therapist
- Wellness Spa Therapist
- Makeup Artist
- Beauty Advisor
- Skin Technician
- Dermal Therapist
- Resort or Spa Manager

Courses to get you there:

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

DESIGN

Career opportunities:

- Freelance Designer
- Graphic Design Coordinator
- Branding and Packaging Designer
- Graphic Designer
- Web Designer
- Social Media Advertising Designer
- Illustrator
- Book Designer

Course to get you there:

- Diploma of Graphic Design (CUA50720)

VISUAL ARTS

Career opportunities:

- Multimedia Artist
- Illustrator
- Printmaker
- Freelance Artist
- Arts Assistant
- Tattoo Artist
- Community Arts Assistant
- Painter
- Gallery Attendant

Course to get you there:

- Certificate IV in Visual Arts (CUA41320)

PROFESSIONAL WRITING

Career opportunities:

- Journalism
- Technical writing
- Corporate writing
- Writing online content
- Speech writing
- Educational writing
- Copy editing
- Freelance writer
- Novelist
- Short Story Writer
- Children's Author
- Poet / Lyric Writer
- Creative Non-Fiction Writer
- Transmedia Story Writer

Courses to get you there:

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

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HAIR BARBERING BEAUTY



CERTIFICATE II IN SALON ASSISTANT SHB20216

Bendigo City | Full-time: 9 weeks

FREE TAFE COURSE

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

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

CERTIFICATE III IN HAIRDRESSING SHB30416

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

ABOUT THE COURSE

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

PREREQUISITES

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

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

CERTIFICATE III IN BEAUTY SERVICES SHB30121

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

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

CERTIFICATE III IN BARBERING

SHB30516

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

ABOUT THE COURSE

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

PREREQUISITES

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

DIPLOMA OF BEAUTY THERAPY

SHB50121

Bendigo City | Full-time: 1 year

ABOUT THE COURSE

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

PREREQUISITES

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

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DESIGN
VISUAL ARTS
PROFESSIONAL WRITING

DIPLOMA OF GRAPHIC DESIGN

CUA50720

Bendigo City | Full-time: 1 year

ABOUT THE COURSE

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

PREREQUISITES

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

CERTIFICATE IV IN VISUAL ARTS

CUA41320

Bendigo City | Full-time: 1 year

ABOUT THE COURSE

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

PREREQUISITES

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



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

CERTIFICATE IV IN PROFESSIONAL WRITING AND EDITING CUA40118

Bendigo City | Full-time: 1 year

ABOUT THE COURSE

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

PREREQUISITES

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

FURTHER STUDY

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

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Campuses

Bendigo City campus
154 Hargreaves Street

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

Echuca campus
Corner of Hare and Darling Streets

Castlemaine campuses

- 65 Templeton Street
- Castlemaine Community Health and Learning Hub: 142 Cornish Street
- The Mill: 1/9 Walker Street

Need more info?

We have services providing you the support that you need

Student Support
bendigotafe.edu.au/student-support

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

Employment Centre
bendigotafe.edu.au/employment-centre

The information in this publication is correct at the time of release (March 2025).

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

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

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

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Unleash You at Bendigo TAFE