

Digital Jobs

FOR MANUFACTURING

Boosting digital skills for our
manufacturing future



To enrol your organisation's nominated employee(s) in their approved training course(s), please follow the steps outlined by the training providers below. If you need any assistance with this process, please contact digitaljobsprogram@ecodev.vic.gov.au.

Contact details of Digital Jobs for Manufacturing training providers

Training provider	Contact details and instructions for enrolments
Academy Xi <ul style="list-style-type: none"> Product Management 	<ol style="list-style-type: none"> Employee to email amanda.s@academyxi.com and- <ol style="list-style-type: none"> State they are part of Digital Jobs for Manufacturing Attach a copy of the approved grant email. Academy Xi to process enrolment.
Bendigo Kangan Institute <ul style="list-style-type: none"> Cisco Certified Network Associate 	<ol style="list-style-type: none"> Business representative to email dwebb@kangan.edu.au and- <ol style="list-style-type: none"> State they are part of Digital Jobs for Manufacturing Include a participant list with the following information <ol style="list-style-type: none"> Employee first name Employee surname Employee email address Attach a copy of the approved grant email. Bendigo Kangan Institute to provide employee(s) with all necessary documentation. Employee to complete documentation. Bendigo Kangan Institute to process enrolment.
Federation University <ul style="list-style-type: none"> CAD-CAM for Advanced Manufacturing Salesforce Administration as a CRM tool 	<ol style="list-style-type: none"> Business representative to email iiss.programsupport@federation.edu.au and- <ol style="list-style-type: none"> State they are part of Digital Jobs for Manufacturing Include a participant list with the following information <ol style="list-style-type: none"> Employee first name Employee surname Employee email address Attach a copy of the approved grant email. Federation University to email application form to employee(s) (to be filled in electronically). Employee to email completed application form to iiss.programsupport@federation.edu.au. Federation University to process enrolment and contact employee with log in details.



Training provider	Contact details and instructions for enrolments
<ul style="list-style-type: none"> • Training course(s) <p>General Assembly</p> <ul style="list-style-type: none"> • Front-End Web Development • JavaScript Development • Python Programming • React Development 	<ol style="list-style-type: none"> 1. Employee to email ausnz_admissions@generalassembly.ly and- <ol style="list-style-type: none"> a. State they are part of Digital Jobs for Manufacturing b. State the course they have been approved to study c. Attach a copy of the approved grant email. 2. General Assembly admissions team to hold a short consultation with employee, prior to processing enrolment.
<p>La Trobe University</p> <ul style="list-style-type: none"> • Business Analysis and Robotic Process Automation using UiPath • Programming and Software Development - Python Institute accredited 	<ol style="list-style-type: none"> 1. Employee to email executive_professional_education@latrobe.edu.au and- <ol style="list-style-type: none"> a. State they are part of Digital Jobs for Manufacturing b. Attach a copy of the approved grant email c. Provide the following information for invoicing <ol style="list-style-type: none"> i. Company name ii. ABN iii. Company address iv. Company phone number v. Company email vi. Finance contact person (for invoice) vii. Finance contact email (invoice will be issued to this email address) 2. La Trobe University to process enrolment.
<p>Lumify</p> <ul style="list-style-type: none"> • Certified Project Management Professional • Cloud Computing Certified Professional • Growth Marketing Professional • IT Service Management Professional 	<ol style="list-style-type: none"> 1. Business representative to complete this form and attach a copy of the approved grant email to it. Contact digitaljobs@aiict.edu.au if you have any issues with access. 2. Lumify to email employee(s) enrolment form, welcome letter (1 business day after enrolment form completed), and induction pack (1-2 business days after enrolment form completed). 3. Lumify to contact the employee(s) to book the induction session, which will take place a week before course commencement.
<p>Monash College</p> <ul style="list-style-type: none"> • Change and Digital Manufacturing: how to lead your business through the digitisation journey • Cyber Governance, Risk and Compliance for Leaders • Fundamentals of Data Analytics with Python • Introduction to Machine Learning 	<ol style="list-style-type: none"> 1. Business representative to email digitalskills@monashcollege.edu.au and- <ol style="list-style-type: none"> a. State they are part of Digital Jobs for Manufacturing b. State the number of employees and in which courses they are seeking to enrol. 2. Monash College Student Administration team to request- <ol style="list-style-type: none"> a. Additional company details b. Purchase order c. Copy of the approved grant. 3. Business representative to provide additional information. 4. Monash College to generate invoice and request employee details. 5. Business representative to provide employee details. 6. Monash College to process enrolment and contact employee(s) with log in details.



RMIT Online

- Agile Project Management
- Brand Experience and Content Marketing
- Business Analytics
- Customer Experience and Advanced Product Management
- Digital Marketing Campaigns and Analytics
- UX / UI Design

1. **Business representative** to email businessolutions@rmitonline.edu.au and-
 - a. Use the email title: *DJfM Grant – Application for Enrolment – [insert organisation name]*
 - b. Include a participant list with the following information
 - i. Employee first name
 - ii. Employee surname
 - iii. Employee (personal) email address
 - iv. Selected course
 - c. Attach a copy of the approved grant email.
 2. RMIT Online to process enrolment and send instruction guide to employee(s).
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Swinburne University of Technology

- SolidWorks CAD: 3D Modelling
- De-mystifying Industry 4.0
- Industry 4.0 Awareness and Experience Workshop

Solidworks CAD 3D Modelling only

1. **Business representative / employee** to email DeanOfDesign@swin.edu.au and-
 - a. State they are part of Digital Jobs for Manufacturing
 - b. Attach a copy of the approved grant email
 - c. Provide the following information for invoicing
 - i. Company name
 - ii. ABN
 - iii. Company address
 - iv. Company phone number
 - v. Company email
 - vi. Finance contact person (for invoice)
 - vii. Finance contact email (invoice will be issued to this email address)
2. Swinburne University to process enrolment.

De-mystifying Industry 4.0 only

1. **Business representative/employee** to email edge@swin.edu.au and-
 - a. State they are part of Digital Jobs for Manufacturing
 - b. Attach a copy of the approved grant email
 - c. Provide the following information for invoicing
 - i. Company name
 - ii. ABN
 - iii. Company address
 - iv. Company phone number
 - v. Company email
 - vi. Finance contact person (for invoice)
 - vii. Finance contact email (invoice will be issued to this email address)
2. Swinburne University to process enrolment.

Industry 4.0 Awareness and Experience one-day workshop only

The business representative will be sent an Eventbrite link to register attendance.



University of Melbourne

- Data Analytics with Python
- Industrial Engineering Fundamentals: From Digital Design to Modern Product Manufacturing

1. **Business representative** to email digital-jobs@unimelb.edu.au and-
 - a. State they are part of Digital Jobs for Manufacturing
 - b. Include a participant list with the following information
 - i. Employee first name
 - ii. Employee surname
 - iii. Employee (personal) email address
 - iv. Manufacturing business name
 - c. Attach a copy of the approved grant email.
2. The University of Melbourne to process enrolment and send a 'Welcome Email'.

Victoria University Polytechnic

- Cyber Security Foundations
- IT Support – Level One

1. **Business representative** to email digitalskills@vu.edu.au and-
 - a. State they are part of Digital Jobs for Manufacturing
 - b. Include a participant list with the following information
 - i. Employee first name
 - ii. Employee surname
 - iii. Employee (personal) email address
 - iv. Selected course
 - c. Attach a copy of the approved grant email.
 2. Victoria University Polytechnic to send welcome email to employee(s), with instructions and application form.
 3. **Employee** to send completed application form to digitalskills@vu.edu.au and book pre-training interview (via link in welcome email).
Employee to attend online orientation session prior to course commencement (details to be provided by Victoria University Polytechnic).
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