Digital Jobs Program Handbook

Building Victoria's digital workforce

Find cutting-edge digital training for your team at **business.vic.gov.au/djp**

VICTORIA State Government

TABLE OF CONTENTS

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VICTORIA
State Government

Digital Jobs

About the program

The Digital Jobs program is providing Victorian construction and advanced manufacturing businesses with free, industry-endorsed training to upskill their workforce.

This $4.2 million Economic Growth Statement initiative offers access to cutting edge training opportunities for in-demand digital skills that are critical for innovation and technology adoption in the construction and advanced manufacturing sectors.

The program issues vouchers that allow eligible businesses to enrol their leaders and workers in specialist digital skills courses, leadership workshops and training for trades on the tools at no cost to the business. The program will run over 4 rounds until June 2027. A business may access up to 5 vouchers per round, subject to availability.

The program supports Victorian construction and advanced manufacturing businesses to grow and maintain their competitive advantage by providing training opportunities in critical digital skills for leaders and workers in these sectors.

Courses are typically delivered part time and online over 6 weeks and workshops are typically delivered in-person over one day.

About this program handbook

This program handbook provides an overview of the free training available through Digital Jobs.

In Round 1 of the program, commencing August 2025, training will be available in the following areas:

- Artificial Intelligence (AI) / machine learning
- Building Information Modelling (BIM)
- Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
- Cybersecurity
- Data analytics
- Digital marketing
- Digital tools for small business management
- Emerging technologies
- Project management (agile)

Training available by course type

Leadership Workshops – 1 day

Melbourne Business School	**1. Data Driven Decision Making: From Dashboards to Business Impact**
Feb 2026 – date to be confirmed **Where**: Parkville campus *One day in person workshop*	Learn the art and science of turning data into business results, traverse the analytics journey (descriptive, diagnostic, predictive, prescriptive) and use AI to unlock the power of advanced analytics. Ideal for leaders keen to make faster, safer, margin-positive decisions.
Swinburne University of Technology	**2. Building Information Modelling (BIM) for Leaders**
Feb 2026 – date to be confirmed **Where**: Hawthorn campus *One day in person workshop*	Understand core BIM concepts, digital engineering terminology, and best practice frameworks across design, construction, and operation in relation to small and medium sized projects. Explore emerging technologies such as smart buildings and lifecycle management. Ideal for senior leaders wanting to understand and apply BIM in their construction business.
Swinburne University of Technology	**3. De-mystifying AI in Manufacturing for Leaders**
Feb 2026 – date to be confirmed **Where**: Hawthorn campus *One day in person workshop*	Explore applications such as predictive maintenance, machine vision for defect detection, activity recognition for safety, process mistake-proofing, automated asset inspection, prompt engineering, and generative AI. Ideal for manufacturing leaders keen to understand AI's potential, practical steps for adoption, and to learn from real-world success stories.
Swinburne University of Technology	**4. Digital Manufacturing: Industry 4.0 Awareness and Experience for Leaders**
Feb 2026 – date to be confirmed **Where**: Dandenong *One day in person workshop*	Understand the core concepts of Industry 4.0, engage with vision systems, IIoT, data analytics, machine learning, AR / VR, real-time location systems, wearables, and predictive maintenance. Ideal for manufacturing leaders looking to deepen their understanding about Industry 4.0 and its implementation.
RMIT University	**5. Cybersecurity: Securely Managing Your Organisation**
When: Tues 18 November **Where**: Melbourne City Campus *One day in person workshop*	Gain strategic literacy in cybersecurity, data protection, cloud governance, and incident response without requiring a technical background. Ideal for executives in operational and leadership roles wanting to confidently lead digital transformation.
Holmesglen Institute	**6. Cyber for Small Businesses**
Apr 2026 – date to be confirmed **Where**: Chadstone campus *Half day in person workshop*	Learn about common risks such as ransomware, the exploitation of out-of-office emails, and the importance of upgrading passwords. The course provides actionable strategies to secure systems, reduce vulnerability to cyber-attacks, and protect business-critical data. Ideal for small business owners looking to understand and mitigate cybersecurity threats.
Holmesglen Institute	**7. Digital Tools for Business Management**
When: Thurs 4 December **Where**: Chadstone campus *One day in person workshop*	Examine industry-standard platforms for e-commerce, customer engagement (CRM), data analytics, and AI integration, while also considering governance, ethical leadership, and responsible innovation. Ideal for leaders wanting to understand different digital business management platforms and vendor technologies.
Holmesglen Institute	**8. Project Management for Leaders**
Feb 2026 – date to be confirmed **Where**: Chadstone campus *One day in person workshop*	Explore agile and hybrid project management methodologies and how to strategically select and apply digital tools that enhance project planning, execution and oversight. Ideal for leaders, whether managing small teams or enterprise-wide initiatives.

Specialist digital skills courses – 6 weeks

Swinburne University of Technology	**9. AI and Machine Learning: Foundational Skills for Engineering Applications**
Feb 2026 – date to be confirmed **Where**: online *9.30am -12.30pm each week*	Explore ML and Deep Learning (DL) fundamentals, use data from real-world use cases, AI algorithm design, and the responsible use of AI in engineering contexts. Ideal for engineering professionals looking to confidently design, evaluate, and apply AI/ML techniques to engineering problems while understanding their ethical and practical implications.
Swinburne University of Technology	**10. Computer Aided Design and Manufacturing (CAD/CAM)**
Feb 2026 – date to be confirmed **Where**: Hawthorn campus *5.30-8.30pm Monday* *5.30-8.30pm Thursday*	Build practical skills in 2D and 3D CAD aligned with AS1100 standards using SolidWorks and Creo P, and gain experience in CAM processes including 3D printing, 3D scanning with reverse engineering and metrology, laser cutting, and CNC machining. Explore emerging technologies such as augmented reality, AI-driven generative design, topology optimization, and 3D concrete printing. Ideal for manufacturing workers looking to upskill in CAD.
Swinburne University of Technology	**11. De-mystifying Digital Manufacturing and Industry 4.0 for Senior Leaders**
Feb 2026 – date to be confirmed **Where**: online *Wk 1-5 online 9am-12:00pm* *Wk 6 in-person Hawthorn campus*	Explore key technologies – IIoT, Digital Twins, Machine Learning (ML), robotics, additive manufacturing, energy monitoring, and AR/VR through case studies, simulations, and demonstrations. Ideal for senior leaders looking to become digital technology champions, drive strategy, promote adoption, and lead transformation projects.
RMIT University	**12. Agile for Project Management**
Commencing: Mon 9 February **Where**: online *1 hr/week + 10 hr self-learning*	Learn the key concepts, tools, and mindset of Agile to effectively plan, deliver, and measure successful projects for your team or organisation. Ideal for professionals looking to effectively implement Agile methodologies as a project management tool in their team or workplace.
RMIT University	**13. Business Analytics and Visualisation**
Commencing: Mon 9 February **Where**: online *1 hr/week + 10 hr self-learning*	Learn the foundations of business analytics with Excel and how to tell compelling stories through data visualisation with Tableau. Ideal for professionals looking to utilise data to draw insights and inform business decisions with improved accuracy and efficiency.
RMIT University	**14. Digital Marketing Strategy**
Commencing: Mon 9 February **Where**: online *1 hr/week + 10 hr self-learning*	Gain the knowledge and tools required to plan and execute a successful digital marketing strategy. From understanding the marketing mix to campaign objectives, learn how to generate awareness, increase acquisition, and drive engagement. Ideal for professionals interested in identifying personas and product unique selling propositions (USPs), mapping the customer journey, developing campaign objectives, and creating a channel plan.
RMIT University	**15. Project Management for Professionals**
Commencing: Mon 9 February **Where**: online *1 hr/week + 10 hr self-learning*	Manage complex projects and evolving systems of work by developing essential project management and human skills to confidently motivate, communicate, and deliver business outcomes. Ideal for professionals looking to further develop people skills alongside technical project management capability.
Holmesglen Institute	**16. Building Information Modelling (BIM) for Tradespeople**
Apr 2026 – date to be confirmed **Where**: online *6pm-10pm each week*	Learn to interpret and interact with digital blueprints to improve accuracy, efficiency, and collaboration on construction projects. Ideal for beginners, it covers BIM fundamentals, navigating models, clash detection, data input, and scheduling/cost estimation using tools like Revit and Navisworks. Ideal for tradespeople looking to collaborate effectively on BIM-enabled construction projects.

Training for trades on the tools – half day

Swinburne University of Technology	**17. Introduction to Building Information Modelling (BIM)**
Feb 2026 – date to be confirmed **Where**: Hawthorn Campus *Half day in person workshop*	Gain hands-on experience through virtual reality project tours and interactive 3D model viewing of framing, mechanical, electrical and plumbing layouts, and architectural assemblies. An ideal introduction for construction trades to practical applications of BIM, helping workers adopt digital tools that enhance efficiency and collaboration on-site.
Melbourne Polytechnic	**18. Introduction to Computer Aided Design (CAD)**
Feb 2026 – date to be confirmed **Where**: Preston Campus *Note this workshop is held in person over two half days*	Learn how digital applications are used to create and manage architectural drawings and project data. Understand simple digital workflows, select the right tools for specific tasks, and apply standard architectural conventions to support project communication and documentation. Ideal for trade workers and beginners with little or no experience in AutoCAD.
Holmesglen Institute	**19. AI for Small Trade Businesses**
When: Thurs 27 November **Where**: Chadstone Campus *Half day in person workshop*	Learn AI fundamentals and engage with beginner-friendly AI tools to streamline operations, enhance customer engagement, improve job quoting, and optimise business management. Ideal for small business owners and employees in trade-related industries who are new to AI.

1 Data Driven Decision Making: From Dashboards to Business Impact

Leadership workshop

Make better decisions, faster; learn the art and science of turning data into business results. In a world awash with dashboards, this course shows you how to move from information to action; traversing the analytics journey (descriptive, diagnostic, predictive, prescriptive) and using AI as the key enabler to unlock the power of advanced analytics. You will demystify data, analytics, and AI, cut through hype, and learn how to make faster, safer, margin-positive decisions.

This course is relevant for Project Managers, Team Managers, Business Analysts, and Consultants, as well as leaders from non-technical areas—Operations Managers, Commercial Managers, Finance Leaders, Heads of Supply Chain, and General Managers—who need confident, repeatable, and accountable decisions.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Learning Modules:

1) **Data-Driven Decision-Making in Practice: Truths vs. Myths**

   Build the muscle to balance expertise with evidence. Address cognitive biases, set decision rights and cadences, and learn when to trust models versus judgment—so analytics informs decisions rather than replaces them.

2) **Analytics Maturity: How Organisations Create Value from Data**

   Locate your organisation on the maturity curve. Identify the drivers—strategy, leadership, culture, governance, data ecosystem, talent—and select an operating model that fits your reality. Avoid patterns that stall value.

3) **Descriptive Analytics: The Story So Far**

   Master the fundamentals: dashboards, visual analytics, leading vs. lagging indicators, and signal vs. noise. Know where descriptive analytics helps—and where it misleads—so correlation isn't mistaken for causation.

4) **Diagnostic Analytics: From Correlation to Causality**

   Move from "what happened" to "why." Apply causal thinking, root-cause techniques, and structured causal models to real scenarios (e.g., rework spikes, supplier slippage, safety incidents).

5) **Predictive Analytics: Seeing Around Corners**

Use statistical and machine-learning methods to forecast risks and outcomes (schedule slippage, quality defects, downtime). Interpret uncertainty responsibly, stress-test scenarios, and link predictions to actionable decisions.

6) **Prescriptive Analytics: Choosing the Best Path**

Turn insight into action. Use optimisation, simulation, and decision rules to balance cost, schedule, quality, and safety under real-world constraints. Design human-in-the-loop decision routines that endure.

7) **AI as the Advanced Analytics Accelerator:**

Learn the core AI concepts and clearly distinguish AI from non-AI approaches, crucial in an age of "AI washing." Understand AI's role as the engine behind advanced analytics. Understand how to balance business value with AI risk, assessing business value vs. model and data risks (bias, privacy, safety, governance) to enable safe, responsible adoption.

Class schedule

1 day in person workshop (6 hours) + Podcasts and readings (1 hour preparation)
Wednesday 29 October, Parkville Campus

What skills will I develop?

Learners who successfully complete this course will be able to:

- Assess analytics maturity and select a fit-for-purpose operating model for their organisation.
- Apply the full analytics stack—descriptive, diagnostic, predictive, prescriptive—to real business problems.
- Ask the right questions to extract and structure insights from organisational data.
- Build conceptual frameworks for diagnostic analyses to move from correlations to causation.
- Make stronger decisions by blending analytical evidence with domain expertise.
- Recognise and mitigate cognitive biases in business decision contexts.
- Embed analytics and AI into organisational culture through strategic, practical adoption.
- Communicate insights, uncertainty, and trade-offs clearly to executives and frontline leaders.

Who will teach me?

Facilitator: Professor Yalçın Akçay

Yalçın Akçay is a Professor of Operations Management at Melbourne Business School and a leading voice in executive education on data-driven decision making, data and AI literacy, and digital transformation. As the former Director of the Centre for Business Analytics at MBS, he has led numerous programs across Australia and globally, equipping senior leaders with the skills to navigate the strategic use of data, analytics, and AI—while balancing risk, ethics, and innovation. He is also the co-author of Data Governance Foundations for Boards, a flagship AICD publication that supports directors in effectively governing and leveraging data as a critical driver of strategic success and organisational resilience.

Link:	Mbs.edu
Contact detail	custom@mbs.edu

2 Building Information Modelling (BIM) for Leaders

Leadership workshop

The Building Information Modelling (BIM) Leadership Workshop equips industry leaders with the knowledge and practical insight to understand, communicate, and apply BIM in their workplace.

Grounded in the Australian construction industry and tailored to small and medium-sized projects, the workshop covers core BIM concepts, digital engineering terminology, and best practice frameworks across design, construction, and operation.

Participants will gain hands-on experience with BIM tools, explore emerging technologies such as smart buildings and lifecycle management, and reflect on how to apply these lessons to their own organisations. Leaders will be prepared to identify opportunities, address constraints, and confidently drive digital transformation in their projects.

This workshop is suited to Industry professionals in leadership roles who have limited exposure to BIM or digital engineering tools, or those who have not yet engaged with BIM platforms or digital construction workflows. It is recommended for those seeking to understand the strategic value of BIM without needing deep technical expertise

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- BIM/Digital Engineering terminology.
- Best practice BIM framework implementation
- BIM tools demonstration

Total Course Load

Total of 6 contact hours and students will have prior reading before the class which will be 1 hour.

Course delivery mode

Face to face workshop with a hybrid option available at Swinburne University of Technology, Hawthorn Campus.

Class schedule

1 full day in person workshop held on:

- February 2026 – date to be confirmed.

What skills will I develop?

Learners who successfully complete this course will understand the fundamentals of:

- BIM and Digital & data transformation, change and governance
- Portfolio, programme and project support
- Emerging technology monitoring
- Digital technology enablers:
- Data governance for BIM
- Data management for BIM.

What current and emerging software and technology will be used in the delivery of this course or workshop?

This workshop will discuss technologies such as Autodesk Revit and Navisworks and include demonstrations.

Who will teach me?

TEACHER/TRAINER

Will Joske

- Bachelor of Architecture
- Registered Architect with Architects Registration Board of Victoria (non-practicing)
- Cert IV Training and Education

Link:	https://www.swinburne.edu.au/
Contact detail	digitalskillsprogram@swin.edu.au

Further study options include:

The Diploma of Applied Technologies (Cloud Technologies) will equip you with the knowledge and skills to build and design cloud-based infrastructure and services.

3 De-mystifying AI in Manufacturing for Leaders

Leadership workshop

An immersive, unique, hands-on workshop where you experience the real impact of AI in manufacturing. AI is no longer a buzzword – it's already boosting safety, productivity, and efficiency on factory floors. This one-day workshop makes AI accessible and practical, blending case studies, an AI readiness self-assessment, and live demonstrations of AI technologies.

You'll explore applications such as predictive maintenance, machine vision for defect detection, activity recognition for safety, process mistake-proofing, automated asset inspection, prompt engineering, and generative AI. You'll leave with a clear understanding of AI's potential, practical steps for adoption, and inspiration from real-world success stories. It takes a holistic approach to lay the foundations for understanding AI in manufacturing, helping leaders gain the confidence to explore and adopt AI.

RECOMMENDED DIGITAL SKILL LEVEL:

No pre-requisites or prior learning – just an interest in what's possible and a basic level of digital literacy. Participants must bring own device with wi-fi or internet connectivity (laptop or tablet) for the self-assessment.

What will I study?

Subjects/Modules:

- **Simple Explanations:** Understand the core concepts of AI in easy-to-follow terms
- **Real-World Applications:** showing how AI can enhance manufacturing outcomes
- **AI Readiness self-assessment:** Gain a clear view of your organisation's AI maturity across key capabilities to accelerate adoption
- **Hands-On interactive Experiences:** Explore AI through guided demonstrations that reinforce your understanding
- **Expert Guidance:** Industry professionals, leaders and experts share their knowledge, experiences, and insights on how to get started on your AI journey
- **Manufacturing Insights: of** AI and its applications from multiple manufacturing examples and use cases.

Total Course Load: One-day workshop is an 8-hour event.
Course delivery mode: In-person workshop event.

Ideally suited to*:* Industry professionals in senior, middle management, and front-line leadership roles. Business owners/MD's, GM's, Ops Managers, Production & Maintenance Managers, Innovation/CI/Digital Transformation Managers, Production/Quality supervisors, and team leaders from various manufacturing and processing industries, including Food & Beverage, Agribusiness, Defence, FMCG, etc.

Assessments

Participants complete an AI readiness self-assessment and receive a personalised report.

Class schedule

Friday 19th September 2025. Location: Swinburne's Factory of the Future, Hawthorn campus.
Doors open 8am. Hours: 8.30am - 4.30pm. (Includes morning/afternoon tea, lunch. Free on-site parking available).

What skills will I develop?

Workshop participants have:

- Increased confidence: Gaining a foundation or enhanced existing knowledge of AI and its applications
- Increased familiarity & understanding: of AI Concepts (core principles, terminology, benefits)
- Seen Real Benefits: Discovered how AI technologies can enhance manufacturing operations
- Access to experts: Discuss current challenges for a business case or technology implementation
- Network with Peers: Connect with other manufacturers and industry professionals and share experiences
- Take the next Step: Leave with actionable insights to continue their AI journey in your business

Soft Skills: Digital Literacy, Strategic & Critical Thinking, Problem Solving, Confidence Building, Self-Awareness & Reflection, Collaboration & Networking

What current and emerging software and technology will be used in the delivery of this course or workshop?

Participants have the opportunity to engage with AI demonstrators including sensors and Predictive Maintenance, Machine vision, Wearables, Energy monitoring, Analytical and Generative AI.

Who will teach me?

Delivered by a mix of seasoned manufacturing industry professionals, academics, and industry/technology partners. Each has extensive working experience in advanced manufacturing and/or implementing AI technologies in the manufacturing sector and typically hold a Masters or higher qualification in an engineering discipline. Industry partners may be invited to deliver practical hands-on sessions of the workshop.

Link:	https://www.swinburne.edu.au/research/platforms-initiatives/factory-of-the-future/
Contact detail	Vikram Sachdeva, Swinburne's Factory of the Future, T: +61 407 423 538 E: industry4hub@swin.edu.au

Further study options include:

Enrol into our 6-week training course: AI/ ML foundational skills for Engineering Applications

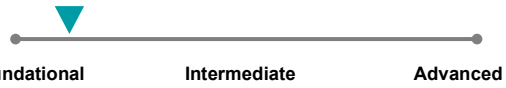
4 Digital Manufacturing: Industry 4.0 Awareness and Experience for Leaders

Leadership workshop

An awareness and hands-on workshop for manufacturers. Are you curious or looking to deepen your understanding about Industry 4.0 and its implementation? In this immersive interactive workshop, you will discover and experience the transformative potential of the latest advancements of Industry 4.0 digital technologies. Co-designed with industry, this workshop will help to demystify Industry 4.0 for manufacturing and process related industries.

Using engaging presentations and demonstrations, this workshop takes a holistic approach to lay the foundations for understanding Industry 4.0. Participants will learn about the benefits, applications, and approaches to adopting digital technologies.

RECOMMENDED DIGITAL SKILL LEVEL:



No pre-requisites or prior learning required – just bring your curiosity and have a basic level of digital literacy.

What will I study?

Subjects/Modules:

- **Simple Explanations:** Understand the core concepts of Industry 4.0 in easy-to-follow terms
- **Real-World Applications:** showing how Industry 4.0 technologies can enhance manufacturing outcomes
- **Hands-On interactive Experiences:** Explore Industry 4.0 through guided demonstrations that reinforce your understanding
- **Expert Guidance: I**ndustry professionals, leaders and experts who will share their knowledge, experiences and insights
- **Industry Insights:** of Industry 4.0 and its applications through demos, multiple examples and use cases

Total Course Load: Full day in person workshop

Ideally suited to*:* Industry professionals in senior, middle management, and front-line leadership roles. Business owners/MD's, GM's, Ops Managers, Production & Maintenance Managers, Innovation/CI/Digital Transformation Managers, Production/Quality supervisors, and team leaders from various manufacturing and processing industries, including Food & Beverage, Agribusiness, Defence, FMCG, etc.

Class schedule

February 2026, date to be confirmed. Location: Dandenong area (exact location to be advised).
Doors open 8am. Hours: 8.30am - 4.30pm. (Includes morning/afternoon tea, and lunch).

What skills will I develop?

Workshop participants have:

- Increased confidence: Gaining a foundation or enhanced knowledge of Industry 4.0 and its applications
- Increased familiarity & understanding: of Industry 4.0 Concepts (core principles, terminology, benefits)
- Seen Real Benefits: Discovered how AI technologies can enhance manufacturing operations
- Have access to experts: Discuss current challenges for a business case or technology implementation
  Network with Peers: Connect with other manufacturers and industry professionals and share experiences
- Take the next Step: Leave with actionable insights to start integrating digital technologies into your business

Soft Skills: Digital Literacy, Strategic & Critical Thinking, Problem Solving, Confidence Building, Self-Awareness & Reflection, Collaboration & Networking

What current and emerging software and technology will be used in the delivery of this course or workshop?

Participants have the opportunity to engage with various Industry 4.0 demonstrators including vision systems, IIoT, Data Analytics, Machine Learning, AR / VR, real-time location systems, wearables, and predictive maintenance.

Who will teach me?

Delivered by a mix of seasoned manufacturing industry professionals, academics, and industry/technology partners. Each has extensive working experience in advanced manufacturing and/or implementing Industry 4.0 technologies in the manufacturing sector and typically hold a Masters or higher qualification in an engineering discipline. Industry partners may be invited to deliver practical hands-on sessions of the workshop.

Link:	https://www.swinburne.edu.au/research/platforms-initiatives/factory-of-the-future/
Contact detail	Vikram Sachdeva, Swinburne's Factory of the Future, T: +61 407 423 538 E: industry4hub@swin.edu.au

Further study options include:

Explore Industry 4.0 and digital technologies via our 6-week training course: De-mystifying Industry 4.0 / Digital Manufacturing.

5 Cybersecurity: Securely Managing Your Organisation

Leadership workshop

As manufacturing and construction industries adopt AI, cloud platforms, and IoT technologies, leaders must be prepared to handle a new generation of cyber threats. This one-day workshop equips senior managers and frontline leaders with the knowledge to lead confidently in a digitally connected and risk-exposed world.

Participants will gain strategic literacy in cybersecurity, data protection, cloud governance, and incident response, tailored to their operational and leadership roles — without requiring a technical background. The program blends foundational knowledge, real-world examples, and expert insights from academia and industry to help executives lead confidently in digital transformation.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Sessions:

- Session 1: Cyber Risk Fundamentals for Industry Leaders
- Session 2: Data Privacy, Cloud Security, and Trust in AI & Operations
- Session 3: Business Resilience & Incident Response in a Digitally Connected World
- Session 4: Panel Discussion – Cyber-Enabled Leadership: Lessons from the Field
- Session 5: Facilitated discussion

Total Course Load

- 8 hours (1 day workshop)

Course delivery mode

This is a 1-day in-person workshop, delivered over 8 hours (multi-day online options can be made available)

Class schedule

Tuesday 18 November, starting at 8.45am
This is a 1-day in-person workshop, delivered over 8 hours at RMIT Melbourne City Campus

What skills will I develop?

Learners who successfully complete this course will be able to:

1. Demonstrate strategic awareness of cybersecurity risks in digitally connected manufacturing and construction environments
2. Understand key principles of data protection and cloud governance relevant to leadership roles
3. Identify and assess potential cyber threats and organisational vulnerabilities
4. Recognise the steps involved in effective incident response and recovery
5. Apply foundational knowledge to support decision-making during digital transformation initiatives
6. Lead with confidence in conversations about cybersecurity and digital risk, without requiring a technical background

Who will teach me?

All content is delivered by employees at RMIT University. Trainers have extensive experience engaging with or working in industry to solve industry problems. The RMIT School of Computing Technologies also has an Industry Advisory Board that provides input into the structure and content of our educational programs.

Link:	https://online.rmit.edu.au/
Contact detail	Learner Success Team studentexperience@rmitonline.edu.au

Further study options include:

When taken in combination with other specific Future Skills short courses, this course is eligible for credit into certain RMIT degree programs, subject to entry requirements.

6 Cyber for Small Businesses

Leadership workshop

The Cyber for Small Businesses 4-hour intensive training course is designed to help small business owners and employees understand and mitigate the primary cybersecurity threats facing small businesses today.

You will learn about common risks such as ransomware, the exploitation of out-of-office emails, and the importance of upgrading passwords. The course provides actionable strategies to secure their systems, reduce vulnerability to cyber-attacks, and protect business-critical data.

RECOMMENDED DIGITAL SKILL LEVEL:

Foundational **Intermediate** **Advanced**

What will I study?

Subjects/Modules:

- Introduction to Cybersecurity for Small Businesses
- Top Threats Facing Small Businesses
- How Out-of-Office Emails Can Be Exploited
- Upgrading Passwords to Passphrases & Why
- Ransomware: What It Is and How to Defend Against It
- Securing Your Business from the Inside
- Building a Culture of Security Awareness
- Hands-On: Building a Cybersecurity Plan for Your Business

Total Course Load

- 4 hours

Course delivery mode

- Mixed/blended face-to-face delivery at Holmesglen's Chadstone campus - Training Cybersecurity Operations Centre (TSOC) or remote facilitated learning.

Class schedule

Schedule: 4 hours (Half-day intensive short course). In person at Holmesglen's Chadstone campus Training Cybersecurity Operations Centre (TSOC).
April 2026, date to be confirmed

What skills will I develop?

By the end of the course, participants will:

- Be equipped with the knowledge to identify and defend against the top cyber threats facing small businesses.
- Understand how to secure their networks, protect sensitive data, and implement best practices to mitigate cyber risks.

- Be prepared to develop a basic cybersecurity policy for their business and respond to incidents like ransomware attacks effectively.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Brightspace LMS: A cloud-based learning management system used to host all course materials, assessments, and learning resources. It facilitates flexible access to asynchronous content, supports discussion forums, and provides real-time progress tracking.

Webex: to enable guest speaker integration and collaborative activities.

Program-Specific Tool Integration: The courses expose learners to a range of industry-standard platforms and vendor technologies

Who will teach me?

At Holmesglen we have dedicated cyber security industry trainers who work across enterprises in Technology, Consulting and Cyber Security, with a unique blend of highly technical and business skills.

Link:	Holmesglen Institute https://www.holmesglen.edu.au/explore-courses/computing-and-it
Contact detail	Computing and Information Technology (CAIT) E: IT@holmesglen.edu.au P: (03) 9564 1603

Further study options include:

Holmesglen has a number of Information technology qualifications and industry skills set and certifications.

https://www.holmesglen.edu.au/explore-courses/computing-and-it

7 Digital Tools for Business Management

Leadership workshop

Digital tools are reshaping how businesses operate, compete, and deliver value in today's fast-paced environment. This one-day master class is designed to help professionals build essential capabilities in identifying, selecting, and applying digital technologies to drive business success. Through a mix of strategic insight and practical exploration, participants will examine platforms for customer engagement, data analytics, and AI integration, while also considering governance, ethical leadership, and responsible innovation.

The course is ideal for those looking to strengthen their digital confidence – no extensive prior experience is required, just basic digital literacy and a readiness to lead in a tech-enabled world.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- Strategic Foundations & Customer-Centric Tools
- Setting the Digital Context
- Digital Transformation Essentials
- Customer experience platforms
- Platforms for sales, marketing, and digital service delivery
- Growth, Risk & Responsible Innovation
- Big Data, AI & Analytics
- Digital Risk & Resilience
- Digital governance, ethics, and responsible use of generative AI tools
- Strategic Planning

Total Course Load

- 1 Day (6 hours)

Course delivery mode

Face-to-face delivery at Holmesglen's Chadstone campus.

Class schedule

Schedule: 1 Day (7-hour intensive short course) in person at Holmesglen's Chadstone campus.
Thursday 4 December, 2025.

To support participants outside scheduled sessions, Holmesglen provides support and query management through the Brightspace Learning Management System (LMS), email, and Webex, ensuring flexible and timely access to teaching staff and learning resources.

What skills will I develop?

By the end of the session, participants will:

1. Understand the strategic drivers of digital transformation in business environments.
2. Evaluate and select appropriate digital tools to enhance business models and processes.
3. Explore tools for e-commerce, CRM, data analytics, and AI integration.
4. Assess digital customer experience platforms for engagement and retention.
5. Discuss ethical and governance considerations in implementing digital tools.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Brightspace LMS: A cloud-based learning management system used to host all course materials, assessments, and learning resources. It facilitates flexible access to asynchronous content, supports discussion forums, and provides real-time progress tracking.

Webex: to enable guest speaker integration and collaborative activities.

Program-Specific Tool Integration
The courses expose learners to a range of industry-standard platforms and vendor technologies

Who will teach me?

This master class is led by experienced trainers, with extensive industry experience, who work across technology, consulting, and digital transformation, combining strategic insight with hands-on expertise in digital tools for business.

Link:	Holmesglen.edu.au
Contact detail	Faculty of Higher Education and Applied Research E: Higher.Education@holmesglen.edu.au P: (03) 9564 1741

Further study options include:

Holmesglen offers a range of business management qualifications with a strong emphasis on digital skills and tools to support modern workplace needs.

https://www.holmesglen.edu.au/

8 Project Management for Leaders

Leadership workshop

This one-day workshop is designed for professionals seeking to elevate their digital project management capabilities. With a focus on Agile and hybrid methodologies, participants will explore how to strategically select and apply digital tools that enhance project planning, execution, and oversight.

The course blends practical demonstrations with strategic insight, helping participants navigate real-time tracking, team collaboration, and ethical leadership in tech-enabled environments.

Whether you're managing small teams or enterprise-wide initiatives, this workshop will equip you with the tools and frameworks to lead confidently in the digital age.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- Strategic Alignment and Tool Selection
- Industry Context: Why digital tools matter in modern project leadership
- Digital Project Management Essentials
- Strategic Tool Selection
- Oversight, Communication & Leadership in Digital Projects
- Monitoring and Control
- Hybrid Communication Planning
- Keeping teams engaged, informed & aligned
- Risk, Ethics & AI Tools
- Peer exchange on leadership in digital project environments

Total Course Load

- 1 Day (6 hours)

Course delivery mode

Face-to-face delivery at Holmesglen's Chadstone campus.

Assessments

Quizzes or question and answer activities may be included throughout the session to ensure understanding of content and achievement of key learning outcomes.

Class schedule

Schedule: 1 Day (6-hour) in person at Holmesglen's Chadstone campus.
February 2026, date to be confirmed.

What skills will I develop?

By the end of the session, participants will:

1. Understand key digital project management methodologies, with a focus on Agile and hybrid approaches.
2. Explore and evaluate leading digital project management tools.
3. Learn how to monitor, track, and report on project progress in real time.
4. Develop insight into communication and collaboration strategies across digital platforms.
5. Discuss governance, ethical leadership, and responsible AI use in digital project environments.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Brightspace LMS: A cloud-based learning management system used to host all course materials, assessments, and learning resources. It facilitates flexible access to asynchronous content, supports discussion forums, and provides real-time progress tracking.

Webex: to enable guest speaker integration and collaborative activities.

Program-Specific Tool Integration
The courses expose learners to a range of industry-standard platforms and vendor technologies

Who will teach me?

This master class is led by experienced trainers, with extensive industry experience, who work across technology, consulting, and digital transformation, combining strategic insight with hands-on expertise in digital tools for project management.

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Further study options include:

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https://www.holmesglen.edu.au/

9 AI and Machine Learning: Foundational Skills for Engineering Applications

Specialist Digital Skills - 6-week course

Co-created with industry, this course provides engineering professionals with the foundational knowledge and practical skills needed to design, develop and implement Artificial Intelligence (AI) and Machine Learning (ML) techniques to solve complex engineering problems. Delivered on-line over six weeks, the course combines interactive sessions, guided assignments, and hands-on practice using Python-based tools. Participants will explore ML and Deep Learning (DL) fundamentals, use data from real-world use cases (manufacturing, agrifood, transportation, etc), AI algorithm design, and the responsible use of AI in engineering contexts. By the end of the course, participants will be able to confidently design, evaluate, and apply AI/ML techniques to engineering problems while understanding their ethical and practical implications.

RECOMMENDED DIGITAL SKILL LEVEL:

Recommended to have basic Python programming knowledge. Participants are expected to use their own computer/workstation with good/stable internet connectivity.

What will I study?

Subjects/Modules:

- **Simple Explanations:** Understand AI, ML, and DL fundamentals with practical engineering examples.
- **Real-World Applications:** Apply AI/ML methods to solve multidisciplinary engineering problems
- **Hands-On Experiences:** Object detection and ML model development using Python libraries
- **Algorithm Design:** Learn how to prepare data, train AI models, and evaluate their performance.
- **Future Perspectives:** Explore emerging trends in AI for intelligent engineering systems.
- **Responsible AI:** Gain awareness of ethics, transparency, bias, and safety for AI-enabled solutions.
- **Expert Guidance:** from staff and practitioners with extensive experience in AI/ML applications.

Total Course Load: 6 weeks, 1 x 3 hours session per week + 2 hours per week of preparation/assignments
Total hours: 18 contact hours (plus 12 hours non-contact)
Course delivery mode: On-line virtual sessions (Via Zoom or similar).

Ideally suited to: Engineering professionals and technical specialists in manufacturing and processing industries who want to learn AI/ML foundations, develop and apply AI/ML techniques for engineering applications , and stay competitive in the future of intelligent engineering systems.

Assessments

Participants must complete one technical assignment in machine learning or deep learning, covering data preparation, training, and evaluation. A rubric will guide the requirements, and a 'Complete' grade is awarded when all criteria are met. A certificate of completion will be issued based on participants meeting satisfactory requirements for attendance and assignment work.

Class schedule

February 2026 – dates to be confirmed. 6 weekly online sessions of 3 hours each.

What skills will I develop?

Workshop participants will:

- Gain confidence: Build strong AI/ML foundations with practical engineering focus.
- Be future-ready: Understand emerging AI applications and responsible innovation in engineering.
- Design and implement: ML algorithms to address engineering problems.
- Demonstrate knowledge: working of core AI/ML/DL methods and tools.
- Evaluate and justify: the use of AI/ML approaches in engineering applications.
- See real benefits: Apply ML/DL methods to real-world engineering datasets.
- Access expertise: Learn from PhD-qualified academics, researchers, and industry speakers.

Soft Skills: Communication & collaboration, Digital literacy, Problem-solving & critical thinking, Tackling unfamiliar problems, Adaptability & continuous learning

What current and emerging software and technology will be used in the delivery of this course or workshop?

Participants will use Google Colab or JupyterHub to run Python code without local installation, and use Python libraries such as Scikit-learn, PyTorch, and YOLO for object detection and ML model development.

Who will teach me?

Developed & delivered by a team of academics (PhD-qualified), research assistants (Master's/PhD candidates), and invited industry practitioners with hands-on experience in implementing AI/ML across engineering sectors.

Link:	https://www.swinburne.edu.au/research/platforms-initiatives/factory-of-the-future/
Contact detail	Vikram Sachdeva, Swinburne's Factory of the Future, T: +61 407 423 538 E: industry4hub@swin.edu.au

Further study options include:

Learn more about how AI/ML can help the design and development of Digital Twins in our De-mystifying Digital Twins in Manufacturing course.

10 Computer Aided Design and Manufacturing (CAD/CAM)

Specialist Digital Skills – 6 week course

In this course you will build practical skills in 2D and 3D CAD (aligned with AS1100 standards), and gain experience in CAM processes including 3D printing, 3D scanning with reverse engineering and metrology, laser cutting, and CNC machining. Explore emerging technologies such as augmented reality, AI-driven generative design, topology optimization, and 3D concrete printing.

Beyond technical expertise, the course strengthens problem-solving, change management, and lifelong learning strategies—essential skills for thriving in fast-evolving digital environments. Perfect for professionals seeking to upskill, reskill, or stay ahead in the era of Industry 4.0.

RECOMMENDED DIGITAL SKILL LEVEL:

Basic digital literacy is required, including basic computer skills, with some engineering design knowledge.

What will I study?

Subjects/Modules:

- An introduction to CAD and CAM and application in workplace environment
- Identify CAD and CAM equipment and software being used
- Assess CAD system through creation of 2D engineering drawings and 3D models
- Assess CAM system through creation of 3D code files
- Test component production using 3D CAM code files (Laser cutting, 3D Printing)
- 3D Scanning and Reverse Engineering
- Augmented reality in Engineering Design

Total Course Load

3+3= 6 hours a week

Course delivery mode

Face to face classes available at Swinburne University of Technology, Hawthorn Campus

Assessments

Form: Projects, Weighting: 100%

To build up to the project assessment, learners complete several scaffolded activities & milestones over weeks 1 to 6. The outcomes of each milestone contribute to the final project, where learners can apply their knowledge.

Class schedule

April 2026 – date to be confirmed

On-site face-to- face classes, each week Monday 5.30-8.30 pm, Thursday 5.30-8.30 pm.

What skills will I develop?

Learners who successfully complete this course will be able to:

- Identify CAD/CAM technologies in current industry and its application (Weeks 1)
- Skill development in CAD software's (SolidWorks, Creo P) (Week 1-3)
- Skill development in CAM software's (SolidWorks, Creo P) (Week 4)
- Applications of CAD/CAM with Projects and practical work (week 5)
- 3D Scanning, Reverse Engineering and metrology (week 6)

What current and emerging software and technology will be used in the delivery of this course or workshop?

SolidWorks, Creo Parametric

Who will teach me?

TEACHER/TRAINER
Dr Abul Saifullah

- Dual Diploma of Vocational Education and Training and Diploma of Training Design & Development
- PhD In Advanced Manufacturing (CAD/CAM/CAE/Additive Manufacturing)
- Certificate IV in Training and Assessment

Dr Benjamin Chan

- PhD In in Mechanical Engineering
- Certificate IV in Training and Assessment
- Diploma of Vocational Education and Training Practice

Link:	https://www.swinburne.edu.au/
Contact detail	digitalskillsprogram@swin.edu.au

Further study options include: When taken in combination with other specific Future Skills short courses, this course is eligible for credit into certain Swinburne Diploma/degree programs, subject to entry requirements.

11 De-mystifying Digital Manufacturing and Industry 4.0 for Senior Leaders

Specialist Digital Skills – 6 week course

Empower your team to lead digital change. Digital technologies are now essential for sustaining and advancing manufacturing capability in Victoria. Developed with industry, this five-week course gives leaders a practical introduction to Industry 4.0 and digital manufacturing, blending online sessions with an optional in-person experience.

Participants will explore key technologies – IIoT, Digital Twins, Machine Learning (ML), robotics, additive manufacturing, energy monitoring, and AR/VR – through case studies, simulations, and demonstrations. The optional in-person day provides hands-on experience with IoT applications, collaborative robots, vision systems, ML, and AR/VR tools. By the end, participants will have the knowledge and mindset to champion digital transformation projects in their businesses. Companies can leverage these champions to drive strategy, promote adoption, and lead transformation projects. Note: This course builds on our 2024 program, recognised as the most popular in the Digital Jobs for Manufacturing initiative.

RECOMMENDED DIGITAL SKILL LEVEL:

No pre-requisites or prior learning required – just bring a growth mindset and have a basic level of digital literacy.

What will I study?

Subjects/Modules:

- **Clear Explanations:** Understand Industry 4.0 principles and technologies in easy-to-follow terms.
- **Lean Industry 4.0:** Learn how digital technologies and Lean practices boost operational performance.
- **Real-World Applications**: practical use cases in manufacturing, from optimisation to defect detection.
- **Hands-On Experiences (optional):** Get direct exposure to various technologies in a live lab setting.
- **Expert Guidance:** Learn from experienced academics, industry professionals, and technology partners.
- **Change Leadership:** Develop the knowledge and confidence to promote Industry 4.0 adoption

Total Course Load: 5 weeks, 1 x 3 hour session per week + 2 hours per week of preparation/assignments
Total hours: 15 contact hours (plus 10 hours non-contact)
Course delivery mode: 5 weeks, online virtual sessions (Via Zoom or similar).
Optional in-person day: One-day 8-hour event held at Swinburne's Factory of the Future, Hawthorn campus.

Ideally suited to: Industry professionals in senior, middle management, and front-line leadership roles. Business owners/MDs, GM, Ops Managers, Production & Maintenance Managers, Innovation/CI/Digital Transformation Managers, Production/Quality supervisors, and team leaders from various manufacturing and processing industries, including Food & Beverage, Agribusiness, Defence, FMCG, etc.

Assessments

Participants must submit two short reflections (1–2 pages) outlining solutions to workplace challenges and how Digital / Industry 4.0 technologies could address them. Assessments encourage real-world application, with a rubric provided to guide requirements. A 'Complete' grade is awarded when all criteria are met. A certificate of completion will be issued based on participants meeting satisfactory requirements for attendance and assignment work.

Class schedule

April 2026, dates to be confirmed

Week 1 to Week 5: Online sessions 9:00am – 12:00pm, Week 6: Optional in-person day, 8.30am – 4.30pm

What skills will I develop?

Workshop participants will:

- Gain confidence: Develop a clear, practical understanding of Industry 4.0, concepts and applications.
- Increased familiarity & understanding: of Industry 4.0 core principles, terminology, benefits and technologies
- See real benefits: Learn how digital technologies can enhance productivity, quality, and sustainability.
- Champion change: Build the skills and mindset to lead digital transformation initiatives.
- Access expertise: Learn directly from manufacturing professionals, academics, and industry experts.
- Network with peers: Share insights with other industry leaders and professionals.
- Soft Skills: Digital Literacy, Communication Skills, Collaboration & Networking, Critical Thinking, Problem Solving & Decision Making, Confidence Building, Adaptability, Strategic Thinking

What current and emerging software and technology will be used in the delivery of this course or workshop?

Participants have the opportunity to engage with (in-person) various demonstrators including vision systems, IIoT, Data Analytics, ML, AR / VR, real-time location systems, wearables, and predictive maintenance.

Who will teach me?

Delivered by a mix of seasoned manufacturing industry professionals, academics, and industry/technology partners. Each has extensive working experience in advanced manufacturing and/or implementing Industry 4.0 technologies in the manufacturing sector and typically hold a Masters or higher qualification in an engineering discipline. Industry partners may be invited to deliver practical hands-on sessions of the workshop.

Link:	https://www.swinburne.edu.au/research/platforms-initiatives/factory-of-the-future/
Contact detail	Vikram Sachdeva, Swinburne's Factory of the Future, T: +61 407 423 538 E: industry4hub@swin.edu.au

12 Agile for Project Management

Specialist Digital Skills – 6 week course

Learn the key concepts, tools, and mindset of Agile to effectively plan, deliver, and measure successful projects for your team or organisation.

By the end of this course, you will have completed one final project demonstrating how to strategically plan and lead a team through an Agile project delivery. Upon completion, you will have the skills to effectively implement Agile methodologies as a project management tool into your team or workplace.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- An Agile mindset to project management
- Plan a project
- Value-driven delivery
- Reporting and measures
- Maintenance and communication
- What's next?

Total Course Load

- 10-12 hours a week
- 1 contact hour per week

Course delivery mode

Mix of online platform interaction, pre-recorded and live content. Live weekly webinars are also recorded and viewable at later date.

Assessments

Form: Project assessment
Weighting: 100%

Learners that submit the project but do not demonstrate mastery in ALL rubric items are provided feedback and the opportunity to re-submit their project one additional time. To build up to the project assessment, learners complete several scaffolded activities and milestones over weeks 1 to 5. The outcomes of each milestone contribute to the development of the final project, where learners are able to apply their knowledge.

Class schedule

Commencing Monday 9 February, 2026.

There is 1-hour live class each week that is determined at week 1 with the RMIT mentor on the Slack app by unanimous decision. There are also pre-recorded classes you can view at your own pace.

What skills will I develop?

Learners who successfully complete this course will be able to:

- Critically analyse Agile Project Management methodologies
- Critique and justify the use of Agile versus traditional project management methodologies in response to diverse industry scenarios
- Select and apply Agile project management methodologies to deliver effective project management planning
- Formulate Agile Project Management engagement strategies which effectively respond to the diverse needs of industry stakeholders

What current and emerging software and technology will be used in the delivery of this course or workshop?

Learning Management System: Canvas
Integrations with LMS (tools) are Zoom, Slack.
MS Suite

Who will teach me?

We have industry mentors such as Agile leaders working across enterprises in Technology, Consulting and Agile Delivery, with a unique blend of highly technical and business skills.

Link:	https://online.rmit.edu.au/
Contact detail	Learner Success Team studentexperience@rmitonline.edu.au

Further study options include:

When taken in combination with other specific Future Skills short courses, this course MAY be eligible for credit or recognition of prior learning into certain RMIT degree programs, subject to entry requirements.

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13 Business Analytics and Visualisation

Specialist Digital Skills – 6 week course

Learn the foundations of business analytics by familiarising yourself with Excel, and tell compelling stories through data visualisation with Tableau.

Business analytics and visualisation utilises data to draw insights, helping inform a business' decisions with improved accuracy and efficiency. In today's era of customer-centricity, it's vital that organisations use data to drive unique and valuable products and experiences for their customers and set themselves apart from the competition.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- Introduction to data analytics
- Using data in excel
- Data visualisation
- Data modelling in Tableau
- The data project lifecycle
- Final Project

Total Course Load

- 10-12 hours a week
- 1 contact hour per week

Course delivery mode

Mix of online platform interaction, pre-recorded and live content. Live weekly webinars are also recorded and viewable at later date.

Assessments

Form: Project assessment
Weighting: 100%

Learners that submit the project but do not demonstrate mastery in ALL rubric items are provided feedback and the opportunity to re-submit their project one additional time. To build up to the project assessment, learners complete several scaffolded activities and milestones over weeks 1 to 5. The outcomes of each milestone contribute to the development of the final project, where learners are able to apply their knowledge.

Class schedule

Commencing Monday 9 February, 2026

There is 1-hour live class each week that is determined at week 1 with the RMIT mentor on the Slack app by unanimous decision. There are also pre-recorded classes you can view at your own pace.

What skills will I develop?

Learners who successfully complete this course will be able to:

- Interpret a data visualisation based on specific criteria
- Assess and implement advanced excel and tableau functions to create data visualisations
- Build a data visualisations storyboard in tableau to communicate business insights to stakeholders.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Learning Management System: Canvas
Integrations with LMS (tools) are Zoom, Slack.
Tableau
Excel

Who will teach me?

TEACHER/TRAINER

We have mentors who are data professionals and analysts working across finance, consulting, and tech. They bring deep expertise in data storytelling, dashboarding, and business intelligence, helping learners turn complex data into actionable insights.

Link:	https://online.rmit.edu.au/
Contact detail	Learner Success Team studentexperience@rmitonline.edu.au

Further study options include:

When taken in combination with other specific Future Skills short courses, this course is eligible for credit into certain RMIT degree programs, subject to entry requirements.

14 Digital Marketing Strategy

Specialist Digital Skills – 6 week course

Gain the knowledge and tools required to plan and execute a successful digital marketing strategy. From understanding the marketing mix to campaign objectives, learn how to generate awareness, increase acquisition, and drive engagement.

Learn the theory, then get hands-on identifying customer behaviour and segmentation, understanding SEO strategies and driving social-media campaigns. You'll learn how to amplify messages online, along with the grounding to set up your digital marketing strategy.

Throughout this course, you'll create an integrated marketing plan, gaining experience in identifying personas and product unique selling propositions (USPs), mapping the customer journey, developing campaign objectives, and creating a channel plan. You'll be supported by industry experts and mentors, as well as working with a dynamic community of learners from a range of careers and backgrounds.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- What is your message and who is your customer?
- Marketing Information System (MIS) and the unique selling propositions (USPs)
- Content, the customer journey and campaign objectives
- Digital Channels
- Digital planning framework

Total Course Load

- 10-12 hours a week
- 1 contact hour per week

Course delivery mode

Mix of online platform interaction, pre-recorded and live content. Live weekly webinars are also recorded and viewable at later date.

Assessments

Form: Project assessment
Weighting: 100%

Learners that submit the project but do not demonstrate mastery in ALL rubric items are provided feedback and the opportunity to re-submit their project one additional time. To build up to the project assessment, learners complete several scaffolded activities and milestones over weeks 1 to 5. The outcomes of each milestone contribute to the development of the final project, where learners are able to apply their knowledge.

Class schedule

Commencing Monday 9 February, 2026

There is 1-hour live class each week that is determined at week 1 with the RMIT mentor on the Slack app by unanimous decision. There are also pre-recorded classes you can view at your own pace.

What skills will I develop?

Learners who successfully complete this course will be able to:

- Create a multi-channel marketing strategy and an audience development plan, supported by audience, product, context and market analysis
- Create an audience development plan by identifying the key marketing platforms, success metrics and optimisation actions

What current and emerging software and technology will be used in the delivery of this course or workshop?

Learning Management System: Canvas
Integrations with LMS (tools) are Zoom, Slack.

Who will teach me?

Our mentors are digital marketing professionals with experience across global agencies, tech startups, and enterprise brands. They bring a strategic lens to performance marketing, content, and data-driven campaigns, blending creativity with commercial acumen.

Link:	https://online.rmit.edu.au/
Contact detail	Learner Success Team studentexperience@rmitonline.edu.au

Further study options include:

When taken in combination with other specific Future Skills short courses, this course MAY be eligible for credit or recognition of prior learning into certain RMIT degree programs, subject to entry requirements.

15 Project Management for Professionals

Specialist Digital Skills – 6 week course

Manage complex projects and evolving systems of work by developing essential project management and human skills that will enable you to confidently motivate, communicate, and deliver business outcomes.

With the opportunity to bring your own project, you can directly apply your skillset into a final professional or personal project that will showcase your knowledge to potential and existing employers. In the context of a current-day complex environment, this course delivers people skills plus technical capability.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- Evolving project management methods and skills in complex and changing systems
- Effectively initiating and mobilising projects
- Communicating with and motivating stakeholders and project teams
- Running projects in a complex world
- Keeping projects on track
- Project governance and completion

Total Course Load

- 10-12 hours a week
- 1 contact hour per week

Course delivery mode

Mix of online platform interaction, pre-recorded and live content. Live weekly webinars are also recorded and viewable at later date.

Assessments

Form: Project assessment
Weighting: 100%

Learners that submit the project but do not demonstrate mastery in ALL rubric items are provided feedback and the opportunity to re-submit their project one additional time. To build up to the project assessment, learners complete several scaffolded activities and milestones over weeks 1 to 5. The outcomes of each milestone contribute to the development of the final project, where learners are able to apply their knowledge.

Class schedule

Commencing Monday 9 February, 2026.

There is 1-hour live class each week that is determined at week 1 with the RMIT mentor on the Slack app by unanimous decision. There are also pre-recorded classes you can view at your own pace.

What skills will I develop?

Learners who successfully complete this course will be able to:

- Critically analyse the professional capabilities required to manage projects in complex and changing settings including motivation, communication and influencing, stakeholder management and conflict resolution.
- Apply fundamental project management techniques to a project, such as identifying key stakeholders, initiation, scope, budget, timeline, and quality and risk management.
- Present a report on the stages and business outcomes of a project to key stakeholders that justifies outputs and outcomes.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Learning Management System: Canvas
Integrations with LMS (tools) are Zoom, Slack,
MS Suite
Monday

Who will teach me?

Our mentors are seasoned project managers and delivery leads from a myriad of industries. They bring practical experience in managing complex projects, stakeholder engagement, and agile and traditional methodologies.

Link:	https://online.rmit.edu.au/
Contact detail	Learner Success Team studentexperience@rmitonline.edu.au

Further study options include:

When taken in combination with other specific Future Skills short courses, this course MAY be eligible for credit or recognition of prior learning into certain RMIT degree programs, subject to entry requirements.

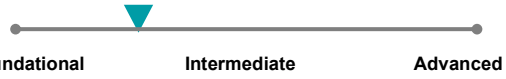
16 Building Information Modelling (BIM) for Tradespeople

Specialist Digital Skills – 6 week course

This course is an introduction to Building Information Modeling (BIM) software—for on-site use. It will equip tradespeople with the skills to access, interpret, and interact with digital blueprints, improving accuracy, efficiency, and collaboration on construction projects.

This 6-week, 4-hour-per-week course introduces tradespeople to Building Information Modelling (BIM). Designed for beginners, it covers BIM fundamentals, navigating models, clash detection, data input, and scheduling/cost estimation using tools like Revit and Navisworks. Through hands-on exercises and a capstone project, participants will gain practical skills to collaborate effectively on BIM-enabled construction projects, tailored to their trade.

RECOMMENDED DIGITAL SKILL LEVEL:



Participants who undertake this program require:

- basic computer literacy skills
- trade experience
- digital tools and/or business systems
- construction knowledge
- interest in digital tools

What will I study?

Subjects/Modules:

- Introduction to BIM and navigating 3D models
- Interpreting BIM blueprints for builders, carpentry, plumbing, or electrical tasks
- Collaborating with BIM models (e.g., clash detection, measurements)
- Using mobile BIM apps on-site (e.g., Autodesk BIM 360)
- Practical project: Utilise provided BIM data for practical application
- Review and evaluate course.

Total Course Load

- 6 weeks x 4-hour sessions

Course delivery mode

- 4 hours online plus 2 hours per week of self-directed learning through the Learning Management System (LMS).

Class schedule

Commencing: April 2026 – date to be confirmed
Schedule: 6 weeks x 4 hours classes plus 2 hours self-directed learning. 6pm to 10pm online each Wednesday.

What skills will I develop?

By the end of the course, participants will:

- Understand and confidently navigate BIM software
- Understand data.
- Use BIM for better project outcomes

What current and emerging software and technology will be used in the delivery of this course or workshop?

Brightspace LMS: A cloud-based learning management system used to host all course materials, assessments, and learning resources. It facilitates flexible access to asynchronous content, supports discussion forums, and provides real-time progress tracking.

Webex: to enable guest speaker integration and collaborative activities.

Program-Specific Tool Integration
The courses expose learners to a range of industry-standard platforms and vendor technologies

Minimum System Requirements for Participants
Workshops will be delivered at the Holmesglen Chadstone campus, and where necessary in computer labs. Computers will be provided for participants.

Optimisation of Technology for Course Delivery:
Courses are structured to maximise interaction, reflection, and real-world application through:

- Scenario-based activities and case simulations
- Live demos of platforms and software
- Real-time feedback and interactive polling via Webex or Brightspace integrations

Who will teach me?

TEACHER/TRAINER
At Holmesglen we have dedicated building information modelling practitioners who work across enterprises in Advanced Building and Technology, with a unique blend of highly technical and digital skills.

Link:	Holmesglen Institute https://www.holmesglen.edu.au/explore-courses/building-and-construction
Contact detail	Advanced Building and Technology Department E: ABT@holmesglen.edu.au P: (03) 9564 1616

Further study options include:

Holmesglen has a number of building qualifications and industry skills set and certifications.

https://www.holmesglen.edu.au/explore-courses/building-and-construction

17 Introduction to Building Information Modelling (BIM)

Training for trades on the tools - half day workshop

This half-day intensive workshop introduces trades to practical applications of Building Information Modelling (BIM) with a focus on prefabrication.

Participants will gain hands-on experience through virtual reality project tours and interactive 3D model viewing of framing, mechanical, electrical and plumbing layouts, and architectural assemblies.

While tailored to prefabrication, these skills are highly transferrable and can be applied across conventional construction methods, helping workers adopt digital tools that enhance efficiency and collaboration on-site.

RECOMMENDED DIGITAL SKILL LEVEL:

The workshop is suited to individuals with limited experience using digital tools in construction, or tradespeople who primarily rely on manual methods or smart phone devices. The workshop is suited to workers who have not previously interacted with BIM software or 3D models.

What will I study?

Subjects/Modules:

- Overview of BIM
- Virtual reality capture demonstration
- Model viewing demonstration

Total Course Load

4 contact hours with an hour of non-contact time for prior reading

Course delivery mode

Half-day in-person workshop
Swinburne University of Technology, Hawthorn Campus.

Assessments

Learners will have the opportunity to apply hands on tasks during the workshop in an applied learning environment.

Class schedule

Half day in-person workshop (4 hours) on: February 2026 – date to be confirmed

What skills will I develop?

Learners who successfully complete this session will understand the fundamentals of BIM and will view a Virtual reality capture demonstration and a model viewing demonstration.

VR capture will help trades move behind taking endless site photos on their phone and instead capture site information clearly and professionally for internal records/rectification works or viewing construction issues.

Model viewing will help demystify BIM and boost confidence in interacting with technical software.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Students will access a preloaded 3D model of a project showing framing, MEP layouts and/or Architectural assemblies.

Who will teach me?

Haben Yemane Ghebre

- Advanced Diploma of Building Design (Architectural)
- Bachelor of Architectural Design (in progress)

Link:	https://www.swinburne.edu.au/
Contact detail	digitalskillsprogram@swin.edu.au

Further study options include:

The Diploma of Applied Technologies (Cloud Technologies) will equip you with the knowledge and skills to build and design cloud-based infrastructure and services.

18 Introduction to Computer Aided Design (CAD)

Training for trades on the tools – 2 x half day workshops

This course is delivered over two 4-hour workshops and is designed for trade workers and beginners with little or no experience in AutoCAD. The curriculum introduces participants to the basic use of digital applications for creating and managing architectural drawings and project data. It focuses on understanding simple digital workflows, selecting the right tools for specific tasks, and applying standard architectural conventions to support project communication and documentation.

The two workshops combine online delivery for the first session followed by face-to-face delivery for the second session with practical, hands-on activities using AutoCAD software on campus. Participants will learn by doing, gaining confidence in using digital tools through guided exercises and real-world examples. The course also supports the development of essential soft skills, helping participants understand how digital processes fit into broader construction and design workflows.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- Introduction to AutoCAD & Interface Navigation
- Basic Drawing Tools
- Editing Tools
- Object Properties & Layers
- Precision Tools
- Annotation & Text

Total Course Load

- 8 hours
- 4 hours contact hours x 2 per week

Course delivery mode

face to face delivered at Melbourne Polytechnic Preston Campus

Assessments

There are no assessments for this course

Class schedule

2 x 4-hour workshops delivered face to face.
February 2026 – date to be confirmed

What skills will I develop?

Learners who successfully complete this course will develop foundational skills in using AutoCAD software to create, manage, and understand digital architectural drawings and workflows, even with no prior experience.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Learners who successfully complete this course will develop foundational skills in using CAD software to create, manage, and understand digital rawings and workflows.

Who will teach me?

TEACHER/TRAINER – All our trainers are involved in the architectural design industry, either as a Building designer/construction or an Architect. They have current industry knowledge and teaching qualifications, have been over 5+ years in industry with a high level of digital capability and good communication skills.

Link:	Melbourne Polytechnic | INSTITUTE and Degrees Melbourne |
Contact details	**1300 635 276**

Further study options include:

Certificate IV in Building and Construction CPC40120

Diploma of Building and Construction (Building) CPC50220

19 AI for Small Trade Businesses

Training for trades on the tools - half day workshop

The AI-Powered Trades and businesses 4-hour intensive training is designed for tradespeople (e.g., plumbers, electricians, carpenters) and small business owners in trade-related industries who are new to AI.

Participants will be introduced to AI fundamentals and demonstrations of practical applications to streamline operations, enhance customer engagement, improve job quoting, and optimise business management.

Participants will engage with beginner-friendly AI tools through hands-on activities and learn actionable strategies to integrate AI into their trade businesses.

RECOMMENDED DIGITAL SKILL LEVEL:

What will I study?

Subjects/Modules:

- Introduction to AI for Trades and Small Businesses
- AI for Customer Engagement and Marketing
- AI for Job Management and Customer Service
- AI for Operations and Business Efficiency + Implementation

Total Course Load

- 4 hours (**Half-day intensive short course**)

Course delivery mode

- Face-to-face delivery at Holmesglen's Chadstone campus - Training Cybersecurity Operations Centre (TSOC)

Assessments

To measure understanding and ensure competency, the following evaluation methods will be used:
1. Quizzes – Short assessments at the end of each module to reinforce learning.
2. Practical Task: Learners will be required to identify common threats to small business enterprises, recommend security best practices to safeguard sensitive data & secure networks, & develop business policies within a simulated environment.
3. Final Q&A & Knowledge Review - allowing participants to clarify concepts and reinforce key takeaways.

Class schedule

Thursday 27 November
Schedule: 4 hours (Half-day intensive short course).
Face-to-face delivery at Holmesglen's Chadstone campus Training Cybersecurity Operations Centre (TSOC)

What skills will I develop?

By the end of the course, participants will:

- Understand AI basics and its applications for trade businesses
- Use AI tools to enhance customer engagement
- Streamline job management with AI
- Improve operational efficiency using AI.

What current and emerging software and technology will be used in the delivery of this course or workshop?

Brightspace LMS: A cloud-based learning management system used to host all course materials, assessments, and learning resources. It facilitates flexible access to asynchronous content, supports discussion forums, and provides real-time progress tracking.

Webex: to enable guest speaker integration and collaborative activities.

Program-Specific Tool Integration
The courses expose learners to a range of industry-standard platforms and vendor technologies

Minimum System Requirements for Participants
Workshops will be delivered at the Holmesglen Chadstone campus, and where necessary in computer labs. Computers will be provided for participants.

Optimisation of Technology for Course Delivery:

- Courses are structured to maximise interaction, reflection, and real-world application through:
- Scenario-based activities and case simulations
- Live demos of platforms and software
- Embedded generative AI activities, focused on responsible and ethical usage
- Real-time feedback and interactive polling via Webex or Brightspace integrations

Who will teach me?

At Holmesglen we have dedicated cyber security industry trainers who work across enterprises in Technology, Consulting and Cyber Security, with a unique blend of highly technical and business skills.

Link:	Holmesglen Institute https://www.holmesglen.edu.au/explore-courses/computing-and-it
Contact detail	Computing and Information Technology (CAIT) E: IT@holmesglen.edu.au P: (03) 9564 1603

Further study options include:

Holmesglen has a number of Information technology qualifications and industry skills set and certifications.

https://www.holmesglen.edu.au/explore-courses/computing-and-it