



STEPS

SKILLS FOR TERTIARY EDUCATION PREPARATORY STUDIES

YOUR PATHWAY TO UNIVERSITY

RELEASED JANUARY 2017

BE WHAT YOU WANT TO BE

cqu.edu.au

WHAT IS STEPS?

Skills for Tertiary Education Preparatory Studies (STEPS) is an enabling course that provides a pathway for people wishing to gain entry to and excel at university.

IS STEPS SUITABLE FOR ME?

STEPS is suitable for you if you want to undertake tertiary study and may:

- » be returning to study or work after some time away
- » need to meet prerequisite subjects for your desired diploma or degree
- » want some additional support to gain the knowledge, skills and confidence to successfully enter and undertake further study.

STEPS is designed for students who do not already hold an undergraduate qualification. If you already hold an undergraduate qualification, please email steps-admin@cqu.edu.au to discuss your study options.

AM I ELIGIBLE?

To be eligible for STEPS, you must be:

- » 18 years of age, or older, in the year of enrolment¹; and
- » an Australian/New Zealand citizen; or
- » a permanent resident; or
- » a holder of a humanitarian visa.

HOW DO I APPLY?

Apply directly to the University. The STEPS online application form is available at www.cqu.edu.au/handbook. Search 'STEPS' and then click on the 'apply online' button.

1. We will send you information regarding STEPS diagnostic testing and an enrolment form.
2. Complete the STEPS diagnostic testing for literacy, numeracy and computing competence and return the completed enrolment form.
3. One of our Access Coordinators will contact you to arrange a one-on-one interview to finalise your application.
4. If your application is successful, we will use the results and personal information from the STEPS diagnostic testing and interview, along with information about what you would like to study after STEPS, to plan an individual course of study just for you.

WHEN IS STEPS OFFERED

Term 1 (on campus and distance education)

Term 2 (on campus and distance education)

Term 3 (distance education only)

WHAT STUDY AREAS ARE COVERED IN STEPS?

STEPS covers the areas of academic writing, computing, independent learning, mathematics, sciences, and study and information literacy skills.

The course consists of one core unit, Preparation Skills for University, and a number of elective units:

- » Computing Skills for University
- » Essay Writing for University
- » Foundation Science
- » Fundamental Mathematics for University
- » Intermediate Mathematics for University
- » Introductory Biology
- » Introductory Chemistry
- » Introductory Physics
- » Positive Learning for University
- » Technical Mathematics for University
- » Technical Writing for University.

The electives that you undertake depend on the course you intend to study after completing STEPS.

HOW LONG DOES STEPS TAKE?

The course takes between one and six terms to complete, with two terms being average. Each term is approximately four months in duration. Completion time depends on the results of your diagnostic entrance assessment, the time you have available for study, and the requirements of the undergraduate course you wish to enter.



BEAU SMYTH STEPS GRADUATE

Studying a Bachelor of Engineering (Honours) and Diploma of Professional Practice (Co-op)

I chose to study STEPS because the content taught in STEPS allows for a seamless transition into undergraduate study and can be tailored to a degree.

CAN I COMPLETE A STEPS COURSE WHILST STUDYING MY UNDERGRADUATE DEGREE?

If you are currently enrolled in a CQUniversity coursework degree, you can enrol in individual STEPS units to upskill in any areas of need. Simply submit a STEPS application, and the relevant STEPS Access Coordinator will contact you to discuss your current or planned course load as well as your particular upskilling needs before establishing an individual study plan with you.

WHAT SUPPORT IS AVAILABLE TO ME?

STEPS provides you with the confidence, knowledge and skills needed to begin a university degree. If you require extra support while studying STEPS, your lecturers are available to offer assistance.

You also have the support of an Access Coordinator and a committed team of STEPS staff members who will guide you through the course. You will learn to access CQUniversity's online learning systems and make contact with other STEPS students, giving you the opportunity to discuss topics and make new friends.

WHAT COSTS ARE INVOLVED IN UNDERTAKING STEPS?

STEPS is FREE of tuition fees; however, there are minimal costs associated with textbooks, stationery, photocopying and printing.

WHAT FINANCIAL ASSISTANCE IS AVAILABLE TO ME?

STEPS is a Centrelink approved course. You may be eligible for various forms of financial support while undertaking the course. For more information visit www.humanservices.gov.au/customer/dhs/centrelink.

As a STEPS graduate you can apply for scholarships to assist with the financial cost of study. For more information about scholarship visit www.cqu.edu.au/scholarships.

WHAT HAPPENS AFTER I COMPLETE STEPS?

Upon successful completion of STEPS, you can apply for entry to a CQUniversity diploma or degree course through the CQUniversity direct entry process (for those courses where direct entry is available). Alternatively, you can apply through the Queensland Tertiary Admissions Centre (QTAC) or other state-based university admission centres for courses at CQUniversity or other institutions.

WHERE CAN I STUDY?

STEPS can be studied at:

- » CQUniversity **Brisbane**, 160 Ann Street, Brisbane
- » CQUniversity **Bundaberg**, University Drive, Bundaberg
- » CQUniversity **Cairns**, Cairns Square, Corner Abbott and Shields Street, Cairns
- » CQUniversity **Gladstone Marina**, Bryan Jordan Drive, Gladstone
- » CQUniversity **Mackay Ooralea**, Boundary Road, Mackay
- » CQUniversity **Noosa**, 90 Goodchap Street, Noosaville
- » CQUniversity **Perth**, 10 William Street, Perth
- » CQUniversity **Rockhampton North**, Bruce Highway, North Rockhampton
- » CQUniversity **Sydney**, 400 Kent Street, Sydney
- » CQUniversity **Townsville**, 538 Flinders Street, Townsville
- » **Geraldton** Universities Centre².

STEPS can also be studied by distance education, so you can study from anywhere in Australia.

WHY STUDY WITH CQUNIVERSITY AUSTRALIA?

There has never been a better time to become a university graduate. With increased employability, transferable skills, job satisfaction and salaries, university study offers the opportunity to get ahead in the job market and get the career you have always dreamed of.

CQUniversity understands that everyone's circumstances are different, and we are committed to making study fit with your personal commitments and learning style. We give you the flexibility to study when and where it suits you by offering part-time, full-time, on campus and distance education, with many courses offering the option of fast tracking your degree by studying during Term 3.

No matter whether you're just finishing school or thinking of taking up a new challenge, CQUniversity helps you be what you want to be.

¹ You can apply at 17 years of age, but must turn 18 years of age within an academic year of enrolment.

² The Geraldton Universities Centre supports the on campus delivery of the CQUniversity STEPS course to students residing in Western Australia.

JESSICA BIRT STEPS GRADUATE

I am now studying a Bachelor of Nursing and able to hand in assignments with confidence by using the foundations I learnt in STEPS.

Without STEPS I would not have had the confidence and motivation to continue my journey.



IMPORTANT DATES

2017 TERM DATES

TERM 1

Monday, 6 March – Friday, 2 June

TERM 2

Monday, 10 July – Friday, 6 October

TERM 3*

Monday, 6 November 2017 – Friday, 9 February 2018

*STEPS can only be studied by distance education in Term 3. If you commence STEPS in Term 3, you can study on campus in subsequent terms.

2017 INFORMATION SESSIONS

Information sessions are held before the beginning of each term.

TERM 1

Friday, 27 January

TERM 2

Friday, 21 April

Friday, 26 May

TERM 3

Friday, 22 September*

*Whilst Information Sessions are held on campus, STEPS can only be studied by distance education in Term 3.

2017 APPLICATION DUE DATES

Please submit your application for STEPS by the relevant application due date outlined below.

TERM 1

Monday, 6 February (Distance)

Monday, 20 February (On campus)

TERM 2

Monday, 12 June (Distance)

Monday, 26 June (On campus)

TERM 3

Monday, 9 October



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