

RELEASED JANUARY 2018



# 2018 STEPS

SKILLS FOR TERTIARY  
EDUCATION PREPARATORY  
STUDIES GUIDE

BE WHAT YOU WANT TO BE

[cqu.edu.au](http://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 succeed at university.

# IS STEPS FOR YOU?

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](mailto: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 enrolment<sup>1</sup>; and
- » an Australian/New Zealand citizen; or
- » a permanent resident; or
- » a holder of a humanitarian visa; and
- » reside in Australia.

## WHERE CAN I STUDY?

STEPS can be studied on campus 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**, 6 Finsbury Place, Townsville City
- » **Geraldton** Universities Centre<sup>2</sup>.

STEPS can also be studied online, so you can study from anywhere in Australia.

## WHEN IS STEPS OFFERED

**Term 1** (on campus and online)

**Term 2** (on campus and online)

**Term 3** (online only)

## WHAT STUDY AREAS ARE COVERED IN STEPS?

STEPS 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.

Most students complete between two and five electives. The electives that you undertake will depend on the results of a diagnostic test, your personal circumstances and the course you intend to study after completing STEPS.

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

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



## 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 test, the time you have available for study, and the requirements of the undergraduate course you wish to enter.

## 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](http://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](http://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.

## HOW DO I APPLY?

Apply directly to the University. The STEPS online application form is available at [www.cqu.edu.au/handbook](http://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.

## 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 online (by 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.



'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.'

**JESSICA BIRT**  
STEPS GRADUATE



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### CONTACT US

13 27 86 (within Australia)  
+61 7 4930 9000 (outside Australia)

[www.cqu.edu.au/steps](http://www.cqu.edu.au/steps)

### CONNECT

[www.cqu.edu.au/connect](http://www.cqu.edu.au/connect)



### IMPORTANT DATES

#### 2018 TERM DATES

**TERM 1:** Monday, 5 March – Friday, 1 June

**TERM 2:** Monday, 9 July – Friday, 5 October

**TERM 3\*:** Monday, 5 November 2018 – Friday, 8 February 2019

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

#### 2018 STEPS INFORMATION SESSIONS

Information sessions are held before the beginning of each term.

**TERM 1:** Friday, 19 January

**TERM 2:** Friday, 20 April  
Friday, 25 May

**TERM 3:** Friday, 21 September\*

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

#### 2018 APPLICATION DUE DATES

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

**TERM 1:** Monday, 5 February (Online)  
Monday, 19 February (On campus)

**TERM 2:** Monday, 11 June (Online)  
Monday, 25 June (On campus)

**TERM 3:** Monday, 8 October (Online)

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[www.cqu.edu.au](http://www.cqu.edu.au) for the latest information.

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