



# Course Directory 2026

DEGREES  
DIPLOMAS  
CERTIFICATES

EDITION 1



**MELBOURNE  
POLYTECHNIC**



**VICTORIAN  
TRAINING AWARDS**

**Winner**

Large Training Provider  
of the Year 2024

# Never Stop Learning

Melbourne Polytechnic is a training organisation unlike any other. As Australia's first true polytechnic, we've spent more than 100 years delivering hands-on education for highly sought-after skills.

Our graduates don't just leave with knowledge; they're known for their readiness to tackle challenges head on. With a faculty full of experts passionate about their field, we offer the unique opportunity to learn directly from the best.

Step onto one of our campuses and you'll find a learning environment designed to meet the demands of modern industry. Our broad range of courses provide immersive work placements, exciting networking opportunities, and widely recognised training that mirrors real-world settings.

We understand that life can be unpredictable and we're proud to give students an inclusive and supportive learning experience. No matter what barriers you may face, our teachers are here to help you achieve your best. We can offer personalised support, flexible study options, and tailored pathways to accommodate your individual needs.

From certificate programs to master's degrees, a Melbourne Polytechnic qualification opens doors to endless opportunities. We're more than a training institution—we're your partner for lifelong learning and growth. Whether you want to explore a new career or pave the way to further study, your future starts here.

## BE SOCIAL

 [facebook.com/melbournepolytechnic](https://facebook.com/melbournepolytechnic)

 [instagram.com/melbpoly](https://instagram.com/melbpoly)

 [youtube.com/melbpoly](https://youtube.com/melbpoly)

## FEES, CHARGES AND FINANCIAL ASSISTANCE

Your course fees are determined by deciding factors such as course selection and individual circumstances at the time of enrolment.

Melbourne Polytechnic offers several options when it comes to paying fees and seeking financial support.

**You may be eligible for:**

- ▶ **VET Student Loans** (for VET students)
- ▶ **FEE-HELP** (for higher education students)
- ▶ Concessions on tuition fees, or
- ▶ Tuition Payment Plan (TPP) - Debitsuccess

For more information regarding payment options visit:

[www.melbournepolytechnic.edu.au/fees](http://www.melbournepolytechnic.edu.au/fees)

## COURSES SUBJECT TO CHANGE

For the most up-to-date course information, visit our website: [melbpo.ly/guide](https://melbpo.ly/guide)

## TO ENQUIRE NOW:

p: 1300 635 276

w: [melbpo.ly/enquiry](https://melbpo.ly/enquiry)

## HOW TO ENROL:

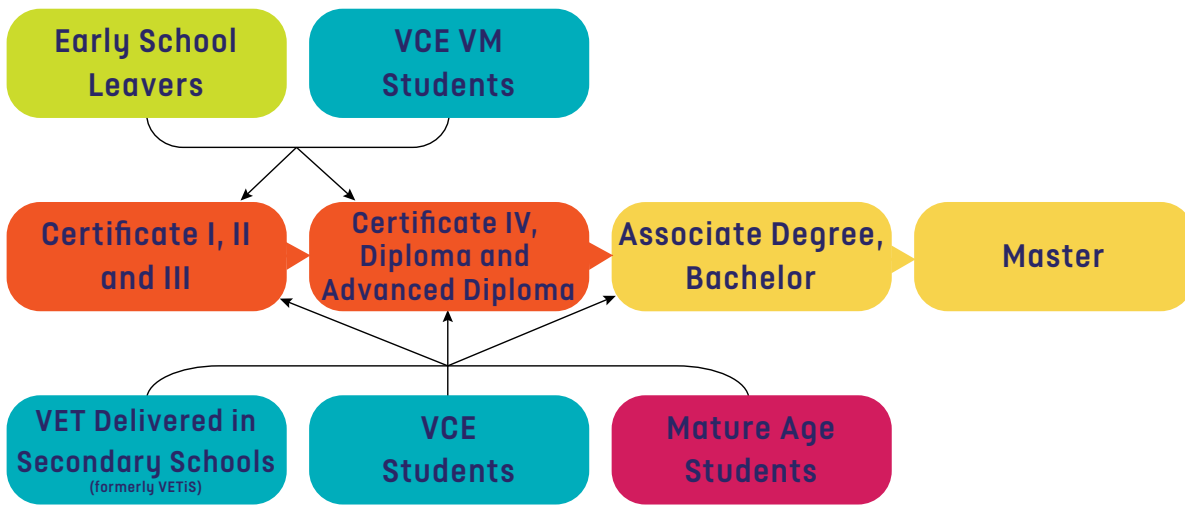
w: [melbpo.ly/howtoenrol](https://melbpo.ly/howtoenrol)

This training may be delivered with Victorian and Commonwealth Government funding.  
Information correct at February 2025 © MELBOURNE POLYTECHNIC



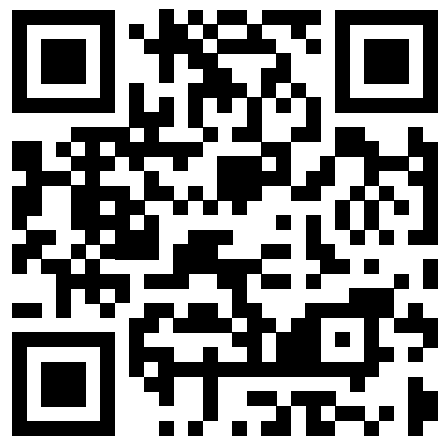
National Provider No. 3075 | CRICOS Provider 00724G | 4633|SA|060225|

# PATHWAYS



## Courses Subject to Change

For the most up-to-date course information, visit our website:  
[melbpo.ly/guide](https://melbpo.ly/guide)



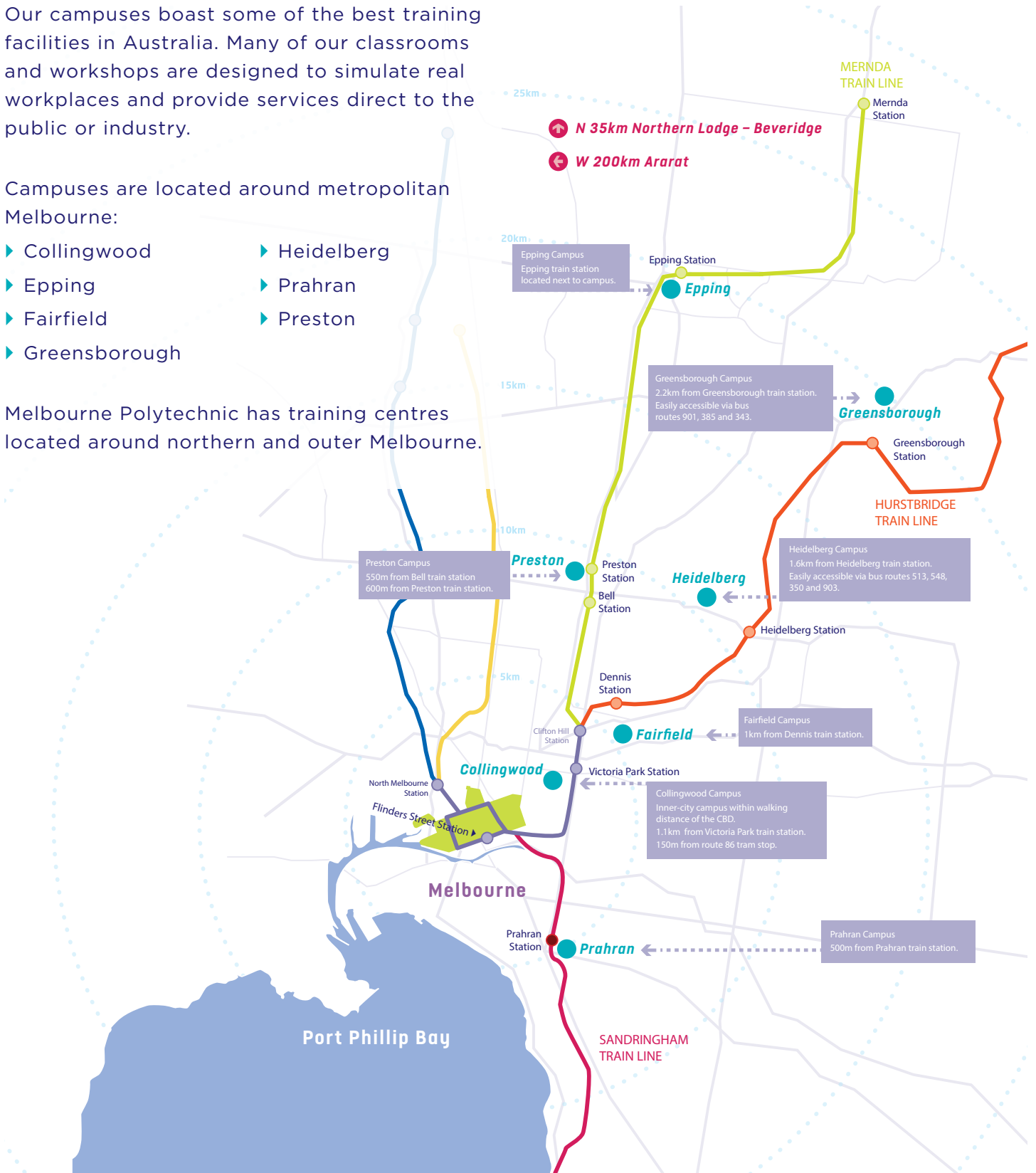
# WHERE TO FIND US

Our campuses boast some of the best training facilities in Australia. Many of our classrooms and workshops are designed to simulate real workplaces and provide services direct to the public or industry.

Campuses are located around metropolitan Melbourne:

- ▶ Collingwood
- ▶ Heidelberg
- ▶ Epping
- ▶ Prahran
- ▶ Fairfield
- ▶ Preston
- ▶ Greensborough

Melbourne Polytechnic has training centres located around northern and outer Melbourne.



**KEY**

CW Collingwood  
 EP Epping  
 FF Fairfield  
 HB Heidelberg  
 GB Greensborough  
 NL Northern Lodge - Beveridge

NRT Nationally Recognised Training  
 EA Engineers Australia  
 CPA CPA Australia  
 SA Government of South Australia  
 MA Melbourne AMEP

VIT Victorian Institute of Teaching (ADEYS)  
 VCAA Victorian Curriculum and Assessment Authority

Course Name	Campuses	Full-time	Part-time	Recognising Org.
<b>AGRICULTURE AND CONSERVATION</b>				
<b>Agriculture</b>				
Bachelor of Agriculture and Technology – Agronomy – HEPIBAT	EP	3 years	7 years	
Diploma of Agriculture – AHC50122	NL	18 months		NRT
Certificate IV in Agriculture – AHC40122	NL	36 weeks		NRT
Certificate III in Agriculture – AHC30122	NL	12 months	2 years	NRT
Agricultural Chemical Skill Set – AHCSS00074	FF, WI	2 days		
<b>Conservation</b>				
Diploma of Conservation and Ecosystem Management – AHC51120	EP, NL	18 months		NRT
<b>Sports Turf Management</b>				
Bachelor of Agriculture and Technology – Sports Turf Science and Management – HEPIBAT	EP, FF	3 years	7 years	
<b>Viticulture and Winemaking</b>				
Bachelor of Agriculture and Technology – Viticulture and Winemaking – HEPIBAT	EP	3 years	7 years	

<b>ANIMAL STUDIES</b>				
Bachelor of Veterinary Nursing – HESBVN	EP	3 years	6 years	
Associate Degree of Veterinary Nursing – HEPIADVN	EP	2 years	4 years	
Certificate IV in Veterinary Nursing – ACM40418	FF	2 years		NRT
Certificate III in Animal Care Services – ACM30122	EP, FF	12 months		NRT
Certificate II in Animal Care – ACM20121	EP, FF	6 months	12 months	NRT

<b>ARCHITECTURE, BUILDING DESIGN AND CONSTRUCTION</b>				
<b>Architecture and Building Design</b>				
Bachelor of Applied Architecture – HEBA A	EP	3 years	6 years	
Advanced Diploma of Building Design (Architectural) – 22627VIC	PR	2 years	4 years	NRT
<b>Building Surveying and Construction</b>				
Bachelor of Engineering Technology (Civil) – HEBETC	EP	4 years	8 years	EA
Advanced Diploma of Building Surveying – CPC60121	PR	2 years	4 years	NRT
Diploma of Building and Construction (Building) – CPC50220	PR	1 year	2 years	NRT
Certificate IV in Building and Construction – CPC40120	PR	6 months	12 months	NRT
<b>Interior Design</b>				
Diploma of Interior Design – MSF50222	PR	12 months		NRT
Certificate IV in Interior Decoration – MSF40122	PR	12 months	2 years	NRT



Course Name	Campuses	Full-time	Part-time	Recognising Org.
<b>AUSLAN</b>				
Diploma of Auslan – PSP51018	CW, OL	2 years	available	NRT
Certificate IV in Auslan – PSP40818	CW, OL	18 weeks	available	NRT
Certificate III in Auslan – PSP30218	CW, OL	18 weeks	available	NRT
Certificate II in Auslan – PSP20218	CW, OL	18 weeks	available	NRT

## BUSINESS MANAGEMENT AND ACCOUNTING

<b>Accounting and Finance</b>				
Master of Professional and Practicing Accounting – HEBSMPPA	PR	2 years		CPA
Bachelor of Accounting – HEBSBACC	PR	3 years	6.5 years	
Certificate IV in Accounting and Bookkeeping – FNS40222	CW, OL	6 months	available	NRT
Diploma of Accounting – FNS50222	CW, OL	6 months	12 months	NRT
<b>Business</b>				
Bachelor of Business – HEBSBBS	PR	3 years	6 years	
Certificate III in EAL (Access)				
– Overseas-Qualified Professionals Stream				
– OQP Victoria – 22640VIC	PR	10 weeks		



KEY	
CW	Collingwood
EP	Epping
FF	Fairfield
HB	Heidelberg
GB	Greensborough
NL	Northern Lodge – Beveridge
NRT	Nationally Recognised Training
EA	Engineers Australia
CPA	CPA Australia
SA	Government of South Australia
MA	Melbourne AMEP
VIT	Victorian Institute of Teaching (ADEYS)
VCAA	Victorian Curriculum and Assessment Authority

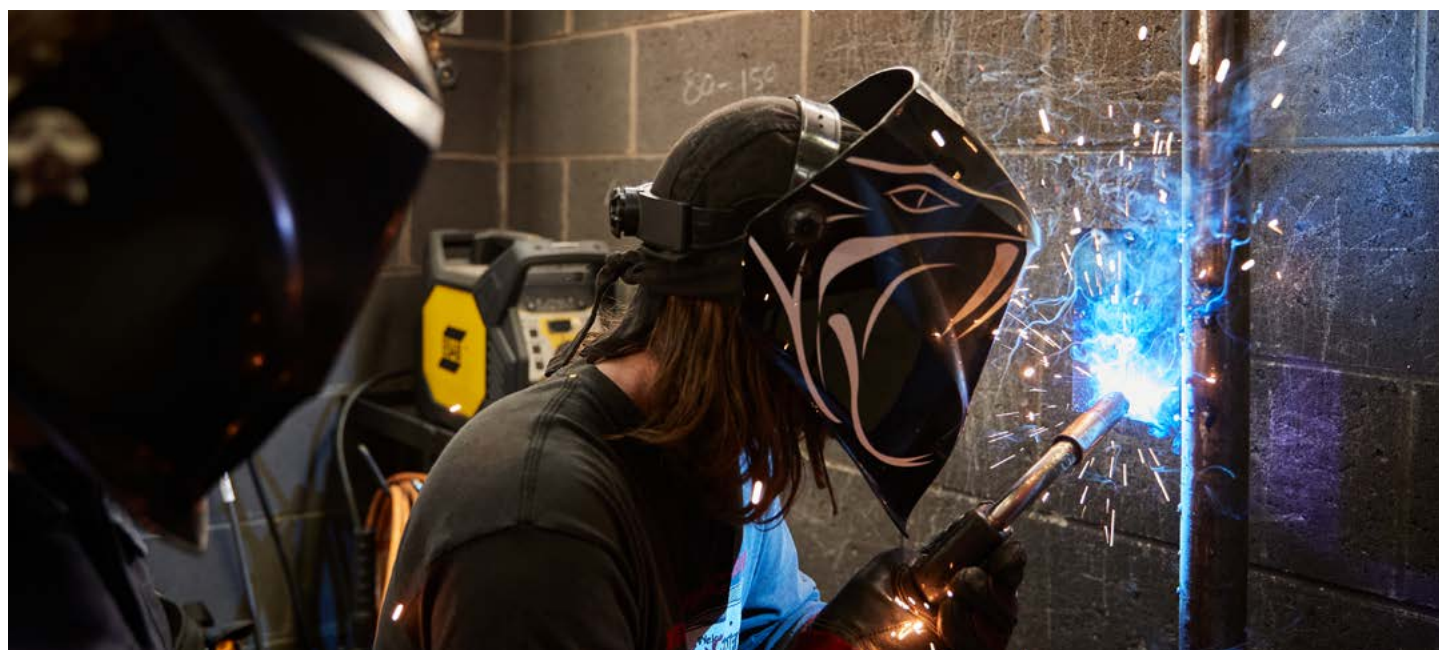
Course Name	Campuses	Full-time	Part-time	Recognising Org.
<b>CONSTRUCTION TRADES</b>				
<b>Bricklaying</b>				
Certificate III in Bricklaying and Blocklaying - Apprenticeship - CPC33020	HB	3 years	available	NRT
Certificate II in Building and Construction Pre-Apprenticeship - Bricklaying - 22614VIC	HB	14 weeks		NRT
<b>Carpentry</b>				
Certificate III in Carpentry - CPC30220	EP, HB	4 years	available	NRT
Certificate II in Building and Construction Pre-Apprenticeship - Carpentry and Joinery Shopfitting Stairbuilding - 22614VIC	EP, HB	19 weeks		NRT
<b>Electrical</b>				
Certificate III in Electrotechnology Electrician - UEE30820	HB		4 years	NRT
Certificate II in Electrotechnology (Pre-Vocational) - 22499VIC	EP		18 weeks	NRT
<b>Furniture and Cabinet Making</b>				
Certificate III in Cabinet Making and Timber Technology - MSF30322	HB		4 years	NRT
Certificate II in Building and Construction Pre-Apprenticeship 22614VIC (Joinery) / Certificate II in Furniture Making Pathways MSF20522 - 22614VIC	EP, HB	18 weeks		NRT
<b>Joinery Shopfitting and Stair Building</b>				
Certificate III in Joinery - CPC31920	EP, HB		4 years	NRT
Certificate III in Shopfitting - CPC30120	HB		4 years	NRT
Certificate II in Building and Construction Pre-Apprenticeship - Carpentry and Joinery Shopfitting Stairbuilding - 22614VIC	EP, HB	19 weeks		NRT
Certificate II in Building and Construction Pre-Apprenticeship 22614VIC (Joinery) / Certificate II in Furniture Making Pathways MSF20522 - 22614VIC	EP, HB	18 weeks		NRT
<b>Locksmithing</b>				
Certificate III in Locksmithing - Apprenticeship - MEM30819	HB		3 years	SA, NRT
<b>Painting, Decorating and Plastering</b>				
Certificate III in Painting and Decorating - CPC30620	EP		4 years	NRT
Certificate II in Building and Construction Pre-Apprenticeship - Painting and Decorating - 22614VIC	EP	13 weeks		NRT
<b>Plumbing Services</b>				
Certificate III in Plumbing - CPC32420	HB	4 years		NRT
Certificate II in Plumbing (Pre-apprenticeship) - 22569VIC	EP	10 weeks		NRT
<b>Waterproofing</b>				
Certificate III in Construction Waterproofing - Non-apprenticeship - CPC31420	EP, HB		6 months	NRT



Course Name	Campuses	Full-time	Part-time	Recognising Org.
<b>EDUCATION</b>				
<b>Early Childhood Education</b>				
Bachelor of Early Childhood Education - HEBOECE	PR	3 years	available	
Bachelor of Education (Early Years and Primary) - HEBOEEYP	PR	4 years	8 years	
Associate Degree of Early Years Studies - HEFEADEYS	PR	2 years	4 years	VIT
Diploma of Early Childhood Education and Care - Non-Traineeship - CHC50121	PR		15 months	NRT
Diploma of Early Childhood Education and Care - Traineeship - CHC50121	PR, WI		available	NRT
Certificate III in Early Childhood Education and Care - Traineeship - CHC30121	EP, PR	9 months	15 months	NRT
<b>Education Support</b>				
Certificate III in School Based Education Support - CHC30221	EP, PR	6 months		NRT
<b>Training and Assessment</b>				
Certificate IV in Training and Assessment - TAE40122	OL, EP, PR	9 months	12 months	NRT

<b>ENGINEERING</b>				
<b>Civil Engineering</b>				
Bachelor of Engineering Technology (Civil) - HEBETC	EP	4 years	8 years	EA
<b>Fabrication and Welding</b>				
Certificate III in Engineering - Fabrication Trade - Boilermaking/Welding - MEM31922	HB		4 years	NRT
Certificate III in Engineering - Fabrication Trade - Sheetmetal Working - MEM31922	HB		4 years	NRT
<b>Manufacturing and Mechanical Engineering</b>				
Certificate III in Engineering - Mechanical Trade - MEM30219	HB		3 years	NRT

<b>ENGLISH AS AN ADDITIONAL LANGUAGE</b>				
Certificate III in EAL (Access) - Overseas-Qualified Professionals Stream - OQP Victoria - 22640VIC	PR	10 weeks		
Certificate III in EAL (Access) - 22640VIC	EP, PR	1 year	2 years	AM, MA, NRT, NC, SEE
Certificate II in EAL (Access) - 22639VIC	EP, PR	1 year	2 years	AM, MA, NRT, NC, SEE
Certificate I in EAL (Access) - 22638VIC	EP, PR	6 months	12 months	AM, MA, NRT, NC, SEE
Course in EAL - 22637VIC	EP, PR	6 months	12 months	AM, MA, NRT, NC, SEE



<b>KEY</b>											
CW	Collingwood	EP	Epping	FF	Fairfield	HB	Heidelberg	GB	Greensborough	NL	Northern Lodge - Beveridge
NRT	Nationally Recognised Training	EA	Engineers Australia	CPA	CPA Australia	SA	Government of South Australia	MA	Melbourne AMEP		
VIT	Victorian Institute of Teaching (ADEYS)	VCAA	Victorian Curriculum and Assessment Authority								



Course Name	Campuses	Full-time	Part-time	Recognising Org.
<b>FOUNDATION SKILLS</b>				
<b>Adult Literacy and Numeracy</b>				
Certificate I in Initial Adult Literacy and Numeracy - 22555VIC	PR	12 months	available	NRT
<b>Hospitality</b>				
Certificate I in Work Education - Hospitality - 22566VIC	PR	1 year	2 years	NRT
<b>Theatre, Production, Make-Up</b>				
Certificate I in Work Education - Ignition Theatre - 22566VIC	PR	12 months	2 years	NRT
<b>Victorian Certificate of Education VCE VM (Vocational Major)</b>				
VCE - Victorian Certificate of Education - Vocational Major - Vocational Major - VCE000001	EP	2 years		VCAA
<b>Work Education</b>				
Certificate II in Work Education - General - 22631VIC	PR	12 months	available	
Certificate II in Work Education - Hospitality - 22631VIC	PR	12 months	available	
Certificate I in Initial Adult Literacy and Numeracy - 22555VIC	PR	12 months	available	NRT
Certificate I in Transition Education - 22567VIC	PR	12 months	2 years	NRT
Certificate I in Work Education - General - 22566VIC	PR	12 months	2 years	NRT
Certificate I in Work Education - Hospitality - 22566VIC	PR	1 year	2 years	NRT
Certificate I in Work Education - Ignition Theatre - 22566VIC	PR	12 months	2 years	NRT
<b>HAIRDRESSING</b>				
Certificate III in Barbering - SHB30516	PR	12 months	6 months	NRT
Certificate III in Hairdressing - Apprenticeship - SHB30416	PR		3 years	NRT
Certificate III in Hairdressing - Non-apprenticeship - SHB30416	PR	12 months	2 years	NRT
<b>HORTICULTURE</b>				
Diploma of Applied Horticultural Science - 22650VIC	FF	18 months		VIC
Certificate IV in Horticulture - AHC40422	FF	12 months		NRT
Certificate III in Horticulture - AHC30722	EP, FF	12 months	18 months	NRT
Certificate III in Parks and Gardens - Apprenticeship - AHC31021	FF	3 years		NRT
Certificate II in Horticulture - AHC20422	FF	6 months		NRT
Agricultural Chemical Skill Set - AHCS00074	FF, WI	2 days		
<b>Arboriculture</b>				
Diploma of Arboriculture - AHC50520	FF	2 years		NRT
Certificate III in Arboriculture - Climbing Arborist Non-traineeship - AHC30820	FF		2 years	NRT
Certificate III in Arboriculture - Climbing Arborist Traineeship - AHC30820	FF		2 years	NRT
<b>Beekeeping</b>				
Certificate III in Beekeeping - AHC31818	CL, NL		1 year	NRT
<b>Floristry</b>				
Certificate III in Floristry - Non-Apprenticeship - SFL30115	CW, FF	38 weeks		NRT
Certificate II in Floristry (Assistant) - SFL20115	FF	15 weeks		NRT
<b>Landscaping</b>				
Certificate IV in Landscape Design - AHC42421	FF		18 months	NRT
Certificate III in Landscape Construction - Non-Apprenticeship - AHC30921	FF		2 years	NRT
Certificate III in Landscape Construction - Apprenticeship - AHC30921	FF		3 years	NRT
<b>Sports Turf Management</b>				
Bachelor of Agriculture and Technology - Sports Turf Science and Management - HEPIBAT	EP, FF	3 years	7 years	
Diploma of Sports Turf Management - AHC51019	FF		2 years	NRT
Certificate III in Sports Turf Management - Apprenticeship - AHC31319	FF	3 years		NRT
Certificate III in Sports Turf Management - Non-Apprenticeship - AHC31319	FF	18 months		NRT

OL Online    PN Prahran    PR Preston    WI Workplace and Industry    CL Community Locations

AM Adult Migrant English Program (AMEP)    NC Northern SEE    SEE Skills for Education and Employment (SEE)    VIC State Accredited

Course Name	Campuses	Full-time	Part-time	Recognising Org.
<b>HOSPITALITY</b>				
Bachelor of Hospitality Management - HETHTHM	PR	3 years	6 years	
Diploma of Hospitality Management - SIT50422	PR	18 months		NRT
Certificate IV in Hospitality - SIT40422	PR, WI	12 months	available	NRT
Certificate III in Hospitality - SIT30622	PR	6 months		NRT
<b>Bakery and Pastry</b>				
Certificate III in Patisserie - SIT31021	PR	12 months		NRT
<b>Cookery</b>				
Certificate IV in Kitchen Management - SIT40521	PR	12 months		NRT
Certificate III in Commercial Cookery - Apprenticeship - SIT30821	PR		3 years	NRT
Certificate III in Commercial Cookery - Non-apprenticeship - SIT30821	PR	12 months	18 months	NRT

## HUMAN SERVICES

<b>Aged Care and Individual Support</b>				
Certificate IV in Disability - Traineeship - CHC43115	OL, GB, WI	12 months	24 months	NRT
Certificate IV in Disability Support - Non-Traineeship - CHC43121	PR		6 months	NRT
Certificate III in Individual Support - Ageing and Disability (Non-Traineeship) - CHC33021	PR		10 months	NRT
Certificate III in Individual Support - Ageing and Disability (Traineeship) - CHC33021	WI	12 months	24 months	NRT
Course in Identifying, Reporting and Preventing Abuse and/or Grooming of People With Disabilities - 22530VIC	OL, WI		12 weeks	
<b>Community Services</b>				
Diploma of Community Services - CHC52021	PR	2 years	2.5 years	NRT
Certificate IV in Child, Youth and Family Intervention - CHC40321	WI	9 months		NRT
Certificate IV in Child, Youth and Family Intervention (Partial) - Trauma Informed Practice - CHC40321	OL, PR	6 months		NRT
Certificate IV in Community Services - CHC42021	PR	11 months		NRT
Certificate IV in Mental Health - CHC43315	PR	11 months	2.5 years	NRT
<b>Health Services and Support</b>				
Certificate IV in Allied Health Assistance - HLT43021	PR		9 months	NRT
Certificate III in Pathology Collection - HLT37215	PR	6 months		NRT
Course in Identifying, Reporting and Preventing Abuse and/or Grooming of People With Disabilities - 22530VIC	OL, WI		12 weeks	
<b>National Disability Insurance Scheme NDIS</b>				
Certificate IV in Allied Health Assistance - HLT43021	PR		9 months	NRT
Certificate IV in Disability - Traineeship - CHC43115	OL, GB, WI	12 months	24 months	NRT
Certificate IV in Disability Support - Non-Traineeship - CHC43121	PR		6 months	NRT
Certificate IV in Mental Health - CHC43315	PR	11 months	2.5 years	NRT
Certificate III in Individual Support - Ageing and Disability (Non-Traineeship) - CHC33021	PR		10 months	NRT
Certificate III in Individual Support - Ageing and Disability (Traineeship) - CHC33021	WI	12 months	24 months	NRT
Course in Identifying, Reporting and Preventing Abuse and/or Grooming of People With Disabilities - 22530VIC	OL, WI		12 weeks	

## INFORMATION TECHNOLOGY AND SECURITY

Bachelor of Information Technology - HEBSIT	PR	3 years	available	
Diploma of Information Technology - ICT50220	PR	12 months		NRT
Certificate IV in Cyber Security - 22603VIC	CW, OL	12 months	24 months	NRT
Certificate III in Information Technology - ICT30120	PR	6 months		NRT
<b>Security</b>				
Certificate III in Locksmithing - Apprenticeship - MEM30819	HB		3 years	SA, NRT

### KEY

CW Collingwood EP Epping FF Fairfield HB Heidelberg GB Greensborough NL Northern Lodge - Beveridge

NRT Nationally Recognised Training EA Engineers Australia CPA CPA Australia SA Government of South Australia MA Melbourne AMEP

VIT Victorian Institute of Teaching (ADEYS) VCAA Victorian Curriculum and Assessment Authority

Course Name	Campuses	Full-time	Part-time	Recognising Org.
<b>MUSIC AND SOUND</b>				
<b>Music Performance</b>				
Bachelor of Songwriting and Music Production - HECABSMP	FF	3 years	available	
Advanced Diploma of Music - Performance - CUA60520	FF	1 year	2 years	NRT
Diploma of Music - CUA50820	FF	1 year	2 years	NRT
<b>Sound Production</b>				
Bachelor of Songwriting and Music Production - HECABSMP	FF	3 years	available	
Advanced Diploma of Music - Sound Production - CUA60520	FF	1 year	2 years	NRT
Certificate IV in Music - Sound Production - CUA40920	FF	16 weeks		NRT
<b>OCCUPATIONAL HEALTH AND SAFETY</b>				
Certificate IV in Work Health and Safety - BSB41419	PR	6 months	12 months	NRT
<b>SCREEN AND MEDIA</b>				
Advanced Diploma of Screen and Media - CUA60620	FF	12 months		NRT
Diploma of Screen and Media - Specialist Make-Up Services - CUA51020	PN	10 months		NRT
Certificate IV in Screen and Media - CUA41220	FF	12 months		NRT
<b>THEATRE, PRODUCTION, MAKE-UP, COSTUME</b>				
Diploma of Live Production and Technical Services - Costume - CUA50420	PN	1 year		NRT
Diploma of Live Production and Technical Services - Live Production - CUA50420	PN	1 year		NRT
Diploma of Screen and Media - Specialist Make-Up Services - CUA51020	PN	10 months		NRT
Diploma of Theatre Arts - 22598VIC	PN	1 year	2 years	
<b>VICTORIAN CERTIFICATE OF EDUCATION VCE VM (VOCATIONAL MAJOR)</b>				
VCE - Victorian Certificate of Education - Vocational Major - Vocational Major - VCE0000001	EP	2 years		VCAA
<b>VISUAL ART</b>				
Bachelor of Illustration - HEVAILL	FF	3 years	6 years	
Advanced Diploma of Creative Product Development - CUA60420	PR	1 year	2 years	NRT
Diploma of Visual Arts - Painting Printmaking - CUA51120	PR	1 year	2 years	NRT
Certificate IV in Visual Arts - CUA41320	PR	1 year	2 years	NRT
Certificate III in Visual Arts - CUA31120	PR	1 year	2 years	NRT
<b>Glass and Glazing Design</b>				
Diploma of Visual Arts - Glasswork - CUA51120	PN	1 year		NRT
Certificate III in Glass and Glazing - Designed Glazing - MSF30422	PN	1 year	2 years	NRT
<b>Graphic Design</b>				
Diploma of Graphic Design - CUA50720	FF	1 year		NRT
<b>Illustration</b>				
Bachelor of Illustration - HEVAILL	FF	3 years	6 years	
Diploma of Visual Arts - Illustration - CUA51120	PR	1 year	2 years	NRT
Certificate IV in Visual Arts - CUA41320	PR	1 year	2 years	NRT
Certificate III in Visual Arts - CUA31120	PR	1 year	2 years	NRT
<b>Jewellery</b>				
Advanced Diploma of Jewellery and Object Design - MEM60222	FF, PN	2 years		NRT
Certificate III in Jewellery Manufacture - Apprenticeship - MEM30619	FF		3 years	NRT
Certificate III in Jewellery Manufacture - Non-apprenticeship - MEM30619	FF	1 year		NRT
Certificate II in Engineering - Jewellery - MEM20105	FF, PN		6 months	NRT

OL Online PN Prahran PR Preston WI Workplace and Industry CL Community Locations

AM Adult Migrant English Program (AMEP) NC Northern SEE Skills for Education and Employment (SEE) VIC State Accredited

# Never Stop Learning

Degrees,  
Diplomas,  
Certificates



For the most up-to-date course  
information, visit our website:  
[melbpo.ly/guide](https://melbpo.ly/guide)