



## Course Guide 2009



*'Regional Initiatives, Regional Solutions'*



# CONTENTS

Page

---

<b>General Information</b>	<ul style="list-style-type: none"><li>• Welcome</li><li>• How to apply and enrol</li><li>• Fees and concessions</li><li>• Qualifications offered</li></ul>	<b>4</b>
<b>Term Dates and Public Holidays</b>		<b>5</b>
<b>Further Information</b>		<b>6</b>

---

<b>Study Area</b>	<b>Course Options</b>	<b>Page</b>
<b>Aged Care</b>	<ul style="list-style-type: none"><li>• Certificate III in Aged Care Work</li><li>• Certificate III Home and Community Care</li><li>• Certificate IV in Aged Care Work</li><li>• Certificate IV in Community Services—Lifestyle and Leisure</li><li>• Short Courses</li></ul>	<b>7</b>
<b>Business and Office Administration</b>	<ul style="list-style-type: none"><li>• Certificate I in Business</li><li>• Certificate II in Business</li><li>• Certificate III in Business</li><li>• Certificate III in Business Administration</li><li>• Certificate IV in Business Administration</li><li>• Certificate IV in Small Business Management</li><li>• Diploma of Business Administration</li><li>• Short Courses</li></ul>	<b>7</b> <b>8</b>
<b>Children’s Services</b>	<ul style="list-style-type: none"><li>• Certificate III in Children’s Services</li></ul>	<b>8</b>
<b>Community Development</b>	<ul style="list-style-type: none"><li>• Governance Training for not-for-profit organisations</li></ul>	<b>8</b>
<b>First Aid</b>	<ul style="list-style-type: none"><li>• Cardio Pulmonary Resuscitation</li><li>• Level I First Aid</li><li>• Level II First Aid</li></ul>	<b>9</b>
<b>General Education Certificates</b>	<ul style="list-style-type: none"><li>• Initial General Education for Adults</li><li>• Certificate I (Introductory)</li><li>• Certificate I</li><li>• Certificate II</li><li>• Certificate III</li></ul>	<b>9</b>
<b>Horticulture</b>	<ul style="list-style-type: none"><li>• Certificate I in Horticulture</li><li>• Certificate II in Horticulture</li><li>• Certificate III in Horticulture</li><li>•</li></ul>	<b>9</b>

# CONTENTS

Page

---

<b>Hospitality</b>	<ul style="list-style-type: none"><li>• Certificate II in Hospitality (Operations)</li><li>• Certificate III in Hospitality (Operations)</li><li>• Food Service Essentials</li><li>• Hygiene for Food Handlers</li><li>• Responsible Service of Alcohol (Vic)</li><li>• Responsible Service of Gaming (Vic)</li></ul>	<b>10</b>
<b>Information Technology and Computer Software Training</b>	<ul style="list-style-type: none"><li>• Certificate I in Information Technology</li><li>• Certificate II in Information Technology</li><li>• Certificate III in Information Technology—Support Stream</li><li>• Certificate III in Information Technology—Network Administration Stream</li><li>• Certificate III in Information Technology—Applications Stream</li><li>• Short Courses in software applications</li></ul>	<b>11</b>
<b>Retail</b>	<ul style="list-style-type: none"><li>• Retail Service Essentials</li><li>• Certificate II in Retail Operations</li><li>• Certificate III in Retail Operations</li><li>• Certificate IV in Retail Management</li></ul>	<b>12</b>
<b>Volunteer Training</b>	<ul style="list-style-type: none"><li>• Course in Introduction to Community and Event Volunteering</li><li>• Certificate I in Active Volunteering</li><li>• Certificate II in Active Volunteering</li></ul>	<b>12</b>
<b>Corporate Training</b>	<ul style="list-style-type: none"><li>• Building Customer Service</li><li>• Time Management</li><li>• Team Building</li><li>• Working with Difficult Clients or Customers</li><li>• Motivating People</li><li>• Essentials of Supervision</li><li>• Recording Minutes of Meetings</li><li>• Learning to Delegate</li><li>• The Essentials of Leadership</li><li>• Communicating in the Workplace</li><li>• Building an Effective Team</li></ul>	<b>13</b>

---

# CONTENTS

Page

---

## On-Line Courses

- Computer Applications
- Web Design
- Web Graphics
- Personal Development
- Personal Enrichment
- Digital Photography
- Basic Computer Literacy
- Business Administration
- Writing and Publishing
- Nutrition and Health Care

14

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## Personal Enrichment and Hobby Courses

- Belly Dancing
- Calligraphy
- Ceramics
- Car maintenance for women
- Drama for Kids
- Mosaics
- Precious metal clay
- Tai Chi
- Tap Dancing for the 'over 50's'

15

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## Traineeships

Traineeships available in the following vocational areas;

- Aged Care
- Business Services
- Children's Services
- Horticulture
- Hospitality
- Information Technology
- Retail

16

## Welcome

By reading the MADEC 2009 Course Guide you are taking an important and exciting step for your future.

MADEC Community College aims to continue to be a flexible enterprise, highly valued by local business and the community for satisfying their training needs. By partnering with MADEC, lifelong learning is yours for the taking.

If you are planning a new career, further developing an existing employment pathway, building essential skills to find employment or just want to update your skills, MADEC can provide you with nationally accredited and recognised training to suit your needs. This Course Guide provides details on the range of training courses which are offered flexibly, both on or off-campus, structured and self-paced, on-line or on the job through your workplace.

Regional Australia is experiencing significant change with training providers under pressure to offer more choice, recognition processes and pathways into further training. MADEC is well placed to meet these demands and provide the qualifications and skills you need for today's demanding workforce.

At MADEC we wish you all the best with your training choices for 2009 and beyond. We will do our utmost to provide you with relevant and responsive training which will ensure you have a satisfying and rewarding experience.

## How to apply and enrol

Training courses are available to people provided the necessary entry requirements are met and any additional selection criteria satisfied.

Some high demand courses require an interview and/or other selection criteria to be met. Others have entry requirements of previous study or experience. Check the course tables on the following pages, visit

[www.madec.edu.au](http://www.madec.edu.au) or call (03) 5023 7233 for more details about your preferred course.

## Enrolling

You must enrol with the trainers in the course area. They will discuss the course with you, give you any information you require and sign any necessary forms.

Once you have completed and signed your enrolment form, take it, along with your payment to our main office for processing. Payment, or an authorised payment plan, must be made prior to commencing any of our courses to ensure compliance with legal requirements.

## Fees and concessions

2009 Course tuition fees for semester one, on Government funded courses, are capped at \$877\* per calendar year of full time training (\$55 concession). Additional costs apply for any text books, course materials, licences or checks required as a part of any course. These costs will be explained to you at the time of your enrolment.

\*Please note that some courses are not funded by government, and are charged at commercial fees which may exceed the aforementioned caps. No concessions are available for non-Government funded (fee for service) courses.

## Qualifications offered

### Diplomas

Diplomas give you para-professional status and are widely respected by employers as stand-alone qualifications.

### Certificate Courses

MADEC offer Certificate courses from Level I to IV, to assist in finding employment or help gain an Australian Apprenticeship.

### Short Courses

Enrol in short courses to gain specific skills. (Eg. Food Handlers Course or RSA).

### Statement of Attainment

This is a record of recognised learning of a partial completion of a qualification or completion of a nationally recognised short course.

## Term Dates

<b>2009</b>	<b>Term 1</b>	28 January — 03 April
	<b>Term 2</b>	20 April — 26 June
	<b>Term 3</b>	13 July — 18 September
	<b>Term 4</b>	05 October — 18 December

<b>Public Holidays 2009</b>	
<b>New Years Day</b>	<b>Thurs 01/01/09</b>
<b>Australia Day</b>	<b>Mon 26/01/09</b>
<b>Labour Day</b>	<b>Mon 09/03/09</b>
<b>Good Friday</b>	<b>Fri 10/04/09</b>
<b>Easter Saturday</b>	<b>Sat 11/04/09</b>
<b>Easter Monday</b>	<b>Mon 12/04/09</b>
<b>ANZAC Day</b>	<b>Sat 25/04/09</b>
<b>Queen's Birthday</b>	<b>Mon 08/06/09</b>
<b>Melbourne Cup Day</b>	<b>Tue 03/11/09</b>
<b>Christmas Day Holiday</b>	<b>Fri 25/12/09</b>
<b>Boxing Day Holiday</b>	<b>Mon 26/12/09</b>

MADEC schedules its **full time courses** based on the Victorian School terms (as above) with students generally not required to attend during normal holiday periods. There may be exceptions to this rule however, where additional attendance is required to satisfy the student contact requirements of the qualification. Please consult your program Coordinator to establish the requirements of your study course.

Other courses may be timetabled during normal school holidays, evenings and weekends.

We observe all public holidays as scheduled by Government, a list of which is displayed on this page. MADEC reserves the right to declare additional student free (Curriculum) days as may be required for staff to undertake personal development activities.

### Class Times

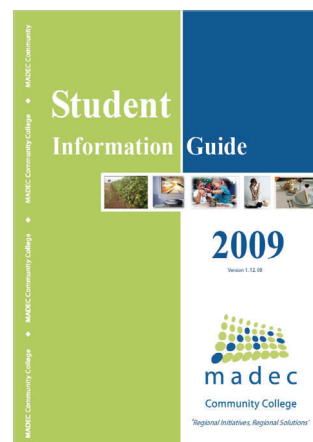
Class times vary depending on the subject and mode of delivery. In the case of full-time on-campus courses the hours anticipated are 9am—3pm on class days, with one hour allotted for lunch. This is an indication only, however, and may be varied by agreement to accommodate the delivery of that day's subject matter.

## Further Information

For more information on enrolling in courses at MADEC, a copy of our Student Information Guide is available for download at [www.madec.edu.au](http://www.madec.edu.au) or a hard copy can be obtained by calling into our training division at 339 Deakin Avenue Mildura, 126-130 Deakin Avenue Mildura or by phoning us on (03) 5023 7233.

The Student Information Guide contains information on;

- Enrolment conditions
- Fees and charges
- Student conduct
- Student records
- Recognition of prior learning
- Direct credit transfer
- Student facilities and services
- Occupational Health and Safety
- Student grievance policy and procedure



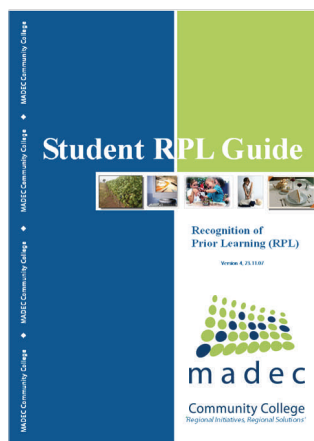
# [www.madec.edu.au](http://www.madec.edu.au)

Throughout our lifetime we accumulate skills, knowledge and competencies in different ways. Often these can be recognised and counted towards a qualification you wish to undertake.

This is referred to as Recognition of Prior Learning (RPL). Some of the areas which may count towards competency include;

- Previous training (at an educational establishment or work)
- Education (at school, college or place of work)
- Work experience (paid and unpaid work)
- Life experience (leisure pursuits and voluntary work)

These may demonstrate achievement in a Unit of Competency(s) without having to attend training and study.



MADEC's Student RPL Guide is designed to help you to decide whether to enrol in and undertake the PRL process or to enrol in the Unit (s) of competency and undertake the training. A copy is available for download from [www.madec.edu.au](http://www.madec.edu.au) or a hard copy is available by telephoning us on (03) 5023 7233.

Copies of MADEC's Policies and Procedures, relevant to education and training, can also be located on our website. Any queries regarding these or other issues should be directed to your trainer in the first instance, or where necessary, the Community College Manager.

# Courses

## Aged Care

Course Name	Course Information	Entry Requirements	Duration/Intakes
<i>Qualifications</i>			
Certificate III in Aged Care Work CHC30102	Minimum qualification necessary for work in the Aged Care Industry.	Year 12 or mature age.	February 02 and July 13 intakes. 22 weeks full time study.
Certificate III in Home and Community Care CHC30202	Minimum qualification necessary for work in the Home and Community Industry.	Year 12 or mature age.	February 02 and July 13 intakes. 22 weeks full time study.
Certificate IV in Aged Care Work (Off-campus) CHC40102	Extended and personal care assistant in residential and community care facilities.	Certificate III in Aged Care Work. Must be working in industry.	Flexible enrolment. Minimum 12 months study.
Certificate IV in Community Services—Lifestyle and Leisure (Aged Care Stream) (Off-campus) CHC41602	This course is from the Aged Care stream and is for workers who design, implement and evaluate health and leisure for clients in their facilities. Ideal for those wishing to enter into Diversional Therapy work.	Year 12 or mature age. Must be working in the Industry.	Flexible enrolment Minimum 12 months study.

### Short Courses

Work effectively with culturally diverse clients and co-workers (Off-campus) Unit CHCCS405A	This course deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.	Must be working in the area of provision of appropriate support services in Aged care.	Self-paced home study following trainer-led structured session.
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## Business

<i>Qualifications</i>			
Certificate II in Business (On or Off-campus) BSB20107	Career opportunities: clerical/administrative assistant, data entry operator, receptionist, telephonist.	Recommended year 10 with appropriate literacy and numeracy skills or mature age.	6 months full-time study, or up to 12 months Off-campus. January 27 and July 13 intakes.
Certificate III in Business BSB30107	Career opportunities: clerical/administrative officer, customer service officer, personal assistant, accounts payable/receivable clerk, payroll clerk.	Recommended year 10 with appropriate literacy and numeracy skills or mature age.	6 months full-time study. January 27 & July 13 intakes
Certificate III in Business Administration (Off-campus) BSB30207	<i>This subject can be studied under various streams:</i> Reception, Medical, Finance, Computing. Career opportunities: clerical/administrative officer, customer service officer, personal assistant, accounts payable/receivable clerk, payroll clerk.	Recommended year 10 with appropriate literacy and numeracy skills or mature age.	Flexible enrolment, up to 12 months Off-campus.

# Courses

## Business

Course Name	Course Information	Entry Requirements	Duration/Intakes
<i>Qualifications cont.</i>			
Certificate IV in Business Administration (Off-campus) BSB40507	Career opportunities: executive assistant, conference organiser, human resources/client services officer, office administrator.	Certificate III and appropriate work skills are desirable.	Flexible enrolment, up to 12 months Off-campus.
Certificate IV in Business (Small Business Management) (Off-campus) BSB40407	Ideal for the small business manager, or for those aspiring to enter small business.	Recommended year 10 with appropriate literacy and numeracy skills or mature age.	Flexible enrolment, up to 12 months study.
Diploma of Business Administration (Off-campus) BSB50407	Career opportunities: executive assistant, human resources/client services officer, conference organiser, office administrator.	Certificate IV and appropriate work skills are desirable.	Flexible enrolment, up to 12 months study.

### Short Courses

Recording Minutes of Meetings BSBADM405A	Learn to make an accurate record of proceedings from meetings of various types.	Recommended Year 10 with appropriate literacy and numeracy skills or mature age	Scheduled classes throughout the year. Contact us for details.
Building Customer Service BSBCM208/9A	Learn the fundamentals of good customer service and increase customer satisfaction	No pre-requisites	Scheduled classes throughout the year. Contact us for details.
Keyboarding/Touch Typing BSBCM109A	Develop basic keyboarding skills using touch typing techniques.	No pre-requisites	Flexible enrolment.
Keyboarding Speed and Accuracy Tests	Have your keyboarding skills assessed for speed and accuracy. Certificate of results supplied.	No pre-requisites	Flexible enrolment.

## Children's Services

Certificate III in Children's Services CHC30402	This is the entry level qualification required to work in Childcare	Recommended Year 11 with appropriate literacy and numeracy skills or mature age	February 02 intake. Mid year July 13 intake
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## Community Development

Community Hubs - Governance Training for not-for-profits.	<ul style="list-style-type: none"> <li>• Good Governance</li> <li>• Managing Volunteers</li> <li>• Financial Management</li> <li>• Risk Management</li> <li>• Strategic Planning</li> </ul>	Recommended Year 10 with appropriate literacy and numeracy skills or mature age	Course scheduled to meet demand. Can be delivered as separate workshops if required.
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# Courses

## First Aid

Course Name	Course Information	Entry Requirements	Duration/Intakes
Level 1 First Aid (Emergency Life Support) HLTF201A	Learn basic First Aid, OH&S, CPR, how to assess patients and safety, Haemorrhage control, collapse/unconscious patients and shock.	No pre-requisites.	Ongoing intakes. 8 hours duration
Level 2 First Aid (Provide First Aid) HLTF301B	Level 1 topics plus wounds and soft tissue damage, head/neck and spinal injuries, bites and stings, face and chest injuries, fractures and dislocations, bandaging, poisoning, choking, burns, electric shock, epilepsy, cerebral problems, hyper/hypothermia, lifting techniques, ambulance awareness and much, much more.	No pre-requisites.	Ongoing intakes. Available as; <ul style="list-style-type: none"> <li>• One Day flexible delivery course</li> <li>• Two day fully practical course</li> </ul>
Level 2 Refresher	Update your qualification and maintain your Life Saving skills	Must hold current, or recently expired, Level 2.	Ongoing intakes. One day course.
Cardio-pulmonary Resuscitation (CPR) HLTCPR201A	Cardiopulmonary resuscitation is the technique used to restore ventilation and/or circulation in a patient who has had a respiratory or circulatory arrest.	No pre-requisites.	Ongoing intakes. 4 hours duration

## General Education Certificates

Certificate in Initial General Education for Adults 21770VIC	The units studied are reading, writing, numeracy and mathematics, participation in teams, communication skills and work related skills, combined with a variety of Vocational Training options and work placement opportunities to prepare participants for further study or employment.	None	February 03 and July 13 intakes 20 weeks of full time study
Certificate I in General Education for Adults (Introductory) 21771VIC		Certificate in Initial General Education for Adults, or equivalent skill	February 03 and July 13 intakes 20 weeks of full time study
Certificate I in General Education for Adults 21772VIC		Certificate I in General Education for Adults (Introductory), or equivalent skill	February 03 and July 13 intakes 20 weeks of full time study
Certificate II in General Education for Adults 21773VIC		Certificate I in General Education for Adults, or equivalent skill	February 03 and July 13 intakes 20 weeks of full time study
Certificate III in General Education for Adults 21774VIC		Certificate II in General Education for Adults, or equivalent skill	February 03 and July 13 intakes 20 weeks of full time study

## Horticulture

ChemCert Chemical Users Course	This course aims to provide farm chemical users with the knowledge and skills to establish national industry competencies, thus ensuring these products are used safely, accurately and efficiently.	Participants are required to possess adequate literacy and numeracy skills to accurately interpret manufactures safety instructions.	Three day course. Intakes throughout the year based on demand.
ChemCert Refresher (Victoria)	Required under legislation to update above skills	Must hold full ChemCert Certificate	One day course (on demand)

# Courses

## Horticulture cont.

Course Name	Course Information	Entry Requirements	Duration/Intakes
Certificate II in Horticulture RTF20103	Ideal for those who are starting their career in Horticulture as a Trades Assistant	No pre-requisites	Delivered as a Traineeship only.
Certificate III in Horticulture RTF30103	This course is ideal for those working in the Horticulture industry and wishing to advance their career to that of Horticulture Tradesperson.	No pre-requisites	Delivered as Traineeship only.

## Hospitality

### Qualifications

Certificate II in Hospitality (Operations) THH21802	Employment in a wide range of areas within the hospitality/tourism areas including cafes, hotels, motels, restaurants, clubs and accommodation venues.	No pre-requisites	Delivered as Traineeship only.
Certificate III in Hospitality (Operations) THH33002	Employment in a wide range of areas within the hospitality/tourism areas including cafes, hotels, motels, restaurants, clubs and accommodation venues.	No pre-requisites	Delivered as Traineeship only.

### Short Courses

Food Service Essentials (Introduction to Hospitality)	This course is designed to incorporate a number of key hands-on components that will enhance the participants chances of employment within the Hospitality sector or allow for articulation into additional study if desired.	No pre-requisites	3 weeks duration, commencing Feb 9, May 4, July 6, Oct 5
Hygiene for food handlers (Food Handlers Certificate) THHGHS01B	This course is designed for those employed in, or wishing to become employed in, positions requiring the handling of foodstuffs.	No pre-requisites	Monthly schedule. Day and evening classes available. 5 hours duration
Responsible Service of Alcohol (RSA Victoria) Liquor Licensing Approved THHBFB09B	Industry requirement for persons working in the Victorian liquor service industry.	No pre-requisites	Monthly schedule. Day or evening classes. 3 hour duration.
Responsible Service of Gambling (RSG Victoria) THHADG03B	Legislative requirement for persons wishing to work in the Victorian Gaming Industry.	No pre-requisites.	Monthly schedule. Day or evening classes. 4 hour duration.
Hospitality 'Triple' Certificate	Participants undertake study in Occupational Hygiene (Food Handlers), RSA and RSG.	No pre-requisites.	Monthly schedule. 2 Days duration for all three accredited units.
Implement Food Safety Procedures (Food Safety Supervisors Course) THHBCC11B	It is a requirement of Victorian Food Safety Legislation that this accreditation be held by the nominated Food Safety Supervisor.	Occupational Hygiene THHGHS01B (or equivalent)	Quarterly course schedule (or subject to demand) Evening classes or self paced. 6 hour duration.

# Courses

# Information Technology

Course Name	Course Information	Entry Requirements	Duration/Intakes
<i>Qualifications</i>			
Certificate I in Information Technology ICA10105	Foundation skills for beginners. Software applications focused.	No pre-requisites.	Structured classes. Available, day or evening ( evenings scheduled as required), with ongoing enrolments. Also available as guided, self directed learning.
Certificate II in Information Technology ICA20105	Entry level to information technology enterprise.	Unit ICAU1128B is a pre-requisite to some units in Certificate II	Flexible enrolment . Full time 6 months or part -time equivalent. Available as guided, self directed learning.
Certificate III in Information Technology ICA30105	IT support roles within enterprise. Unit selection can be configured for Support , Network Administration or Applications Streams.	Some IT Certificate II units are pre-requisites to entry into these qualifications.	Flexible enrolment . Full time 6 months or part -time equivalent. Available as guided, self directed learning.

## Short Courses

Structured training or guided, self directed study is available for the following software packages at basic or advanced levels. Most are available as accredited courses aligned to the Information Technology or Business Services Training Packages. Call us for further details

Microsoft Word Levels 1,2 and 3	Learn to prepare personal and business documents with this powerful word processing package.	No pre-requisites for basic level courses.	Structured classes scheduled throughout the year.  Guided, self-directed courses available at any time, with Trainer support available, but are recommended only for students with a basic understanding of software operations.  Beginners should consult our training staff to look at the best option for their needs.
Microsoft Excel Levels 1,2 and 3	Prepare spreadsheets to simplify your business financial needs.	Students undertaking advanced courses will need to have a working knowledge of the basic programs in order to get the most from their training.	
Microsoft Access Levels 1,2 and 3	Develop powerful databases for a range of business and personal use.		
Microsoft PowerPoint	Learn to create professional digital presentations to enhance your training or business sessions.		
Microsoft Publisher	Learn to create professional brochures, publications, flyers and more.		
MYOB	Simplify your accounting process with this easy to use program.		
MYOB Payroll	Learn the MYOB Payroll Module		
QuickBooks	Simplify your accounting process with this easy to use program.		
QuickBooks Payroll	Learn the QuickBooks Payroll Module		
Bookkeeping Basics	Learn basic bookkeeping terminology and fundamentals to assist you to get the most from your MYOB or QuickBooks course		
TypeQuick	Learn to touch type quickly and accurately with this easy to learn program.		

# Courses

## Retail

Course Name                      Course Information                      Entry Requirements                      Duration/Intakes

### Qualifications

Certificate II in Retail SIR20207	For those wishing to work in, or working as customer service officers or retail assistant roles	No pre-requisites.	Delivered as Traineeship only.
Certificate III in Retail SIR30207	For those wishing to work in, or working as customer service officers , assistant managers or retail supervisor roles.	Year 10 or mature age entry.	Delivered as Traineeship only.
Certificate IV in Retail Management SIR40207	Designed for those wishing to become, or working as a retail manager, department manager, sales manager	Cert III in Retail or equivalent skills.	Delivered as Traineeship only.

### Short Courses

Retail Service Essentials Introduction to Retail	This course is designed to incorporate a number of key components that will enhance the participant's chances of employment within the Retail sector or allow for articulation into additional study if desired.	Year 10 or mature age entry.	2 weeks duration. March 16, June 15, August 10, November 09
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*A range of short courses can be tailored to suit your business needs, eg; Sales techniques, customer service etc. Call us to discuss options available to you.*

## Volunteer Training

Course in Introduction to Community and Event Volunteering 21571VIC	This course is designed to equip new volunteers with the skills and aptitude to make community events and not for profit services more memorable.	No pre-requisites.	2 days workshop format plus additional study and practical tasks. On demand.
Certificate I in Active Volunteering 40408SA	Designed to equip participants with the generic skills to effectively participate in the organisation and undertake volunteer work.	Year 10 or mature age entry with appropriate literacy/numeracy is recommended.	Flexible intakes. Approx 120 hrs on and off the job training. Classes conducted according to demand
Certificate II in Active Volunteering 40409SA	Designed to equip participants with basic administrative and communication skills, safe work practices, working with colleagues and taking responsibility for work output and learning.	Year 10 or mature age entry with appropriate literacy/numeracy is recommended.	Flexible intakes. Approx 210 hrs on and off the job training. Classes conducted according to demand

Course Name	Course Information	Duration/Intakes
Building Customer Service	Customers are the lifeblood of any enterprise. Yet it's surprising how few people and organisations have mastered delivering consistent service excellence. Let us show you how it is done.	<p>These courses are designed as one day workshops, but can be delivered in a number of configurations, or tailored to suit the individual needs of your business.</p> <p>Courses will be scheduled on demand, or can be delivered on site for group bookings.</p>
Time Management	The super-successful have no more time available to them than we do, yet they appear to get more done in less time. That's because they've mastered the <i>habits and tools</i> of successful time management. Learn these skills and see the difference.	
Working with Difficult Clients or Customers	This program will show participants the dynamics of handling an irate customer. They will learn how to effectively deal with difficult customers and learn some specific tools to equip them to handle the situation, and learn how to turn a negative beginning into a positive ending.	
Motivating People	Today's successful manager does not rule through fear or threats, but rather through motivating people by knowing what makes them tick. Learn how to assess peoples basic needs and how this relates to their motivation.	
Essentials of Supervision	Success as a supervisor demands more than just surviving. Learn the role, skills and responsibilities needed to effectively supervise in the workplace.	
Recording Minutes of Meetings	Learn to make an accurate record of proceedings from meetings of various types.	
Learning to Delegate	Delegation is one of the most powerful motivators the leader can use. Accomplished with skill, the team member is motivated, is collaborative, and is actively engaged in ensuring the success of the project task. Learn the skills to get the team members involved in the process.	
The Essentials of Leadership	Learn the fundamental skills needed to lead your organisation to greater success.	
Communicating in the Workplace	Communication is a vital part of creating and maintaining a safe and efficient workplace environment. How we interact with clients and staff will affect how well the organisation functions and how satisfying you find your job to be.	
Building an Effective Team	Learn to recognise personal factors which impact on an individual's effectiveness in a team, and develop those traits favourably for the betterment of the team function.	

**Our online personal enrichment courses are affordable, fast, convenient and geared for you . We offer a wide range of interactive subjects that you take entirely over the internet.**

To access Ed2Go simply go to our website [www.madec.edu.au](http://www.madec.edu.au) and click on [Online courses](#)  
All courses are for personal enrichment and non accredited

Subjects are available in the following categories

**Computer Applications**

**The Internet**

**Web Graphics & Multimedia**

**Database Management & Programming**

**Certification Preparation**

**Languages**

**Entertainment Industry**

**Health Care, Nutrition & Fitness**

**Childcare & Parenting**

**Math, Philosophy & Science**

**Grant Writing & Nonprofit Management**

**Personal Development**

**Sales & Marketing**

**Basic Computer Literacy**

**Graphic Design**

**Web Page design**

**Web & Computer Programming**

**PC Troubleshooting, Networking & Security**

**Digital Photography & Digital Video**

**Writing & Publishing**

**Test Prep**

**Personal Enrichment**

**Art, History, Psychology & Literature**

**Accounting**

**Start Your Own Business**

**Business Administration**

**Courses for Teaching Professionals**

All courses are structured in six week blocks but can be undertaken at your leisure. Most courses include downloadable workbooks which act as a good point of reference beyond the completion of your course.

# Courses

## Personal Enrichment and Hobby Courses

Belly Dancing	Learn the art of Belly Dancing. Loads of fun while you keep fit.	For further information about these courses please call us on 5023 7233
Calligraphy	This creative art form will transform your invitations, books and scrapbooking projects into exciting works of art.	
Ceramics	Create your own functional masterpieces and decorative pieces under the guidance of our experienced trainer.	Classes run throughout the year based on minimum numbers.
Car maintenance for women	Carry out routine vehicle inspections and maintenance on your vehicle and save \$\$\$ prevent unnecessary breakdowns.	
Drama for Kids	The course will give a basic grounding in performing skills and assist children to work comfortably in front of an audience. This Theatre Sports based course is not only fun, but also educational, teaching skills such as confidence and self expression.	New courses being introduced throughout the year. Watch our press advertisements or check our website for full details of times and costs.
Glass Beading	Design and make your own fashionable jewellery using a variety of techniques using glass.	
Mosaics	Decorate a coffee table top, vases, sculpture or mirror, using this popular European method, using tiles, glass or pebbles.	Like to see a particular course offered, or have the skills to train others in your area of interest? Give us a call to see if we can arrange it.
Precious metal clay	Precious metal clay, when fired, becomes 99.5% pure gold or silver. Learn how to use this medium to design and make your own custom jewellery items.	
Tai Chi	Tai Chi is based on the movements of the martial arts. The movements (patterns) learnt help to limber the body. Very effective in reducing pain caused by arthritis.	
Tap Dancing for the 'over 50's'	Always wanted to learn tap? Well now is your chance, it's great fun and helps keep you fit.	

# Australian Apprentices-

MADEC provide high quality training to Australian Apprentices in a number of vocational areas, with qualifications including;

- Certificate III in Aged Care Work
- Certificate II in Business
- Certificate III in Business
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Certificate III in Children's Services
- Certificate II in Horticulture
- Certificate III in Horticulture
- Certificate II in Hospitality (Operations)
- Certificate III in Hospitality (Operations)
- Certificate II in Information Technology
- Certificate III in Information Technology
- Certificate II in Retail Operations
- Certificate III in Retail Operations
- Certificate III in Retail Supervision

**We can provide training and support which will see employees trained the way that suits your business using your equipment and your processes and procedures.**

**All of our Trainers hold the relevant qualifications and have the relevant industry experience to ensure your staff get the best possible service.**

**For more information on the services provided to employers and Australian Apprentices by MADEC, simply contact our Australian Apprenticeship Coordinator on (03) 5023 7233**

## What are Australian Apprenticeships ?

Australian Apprenticeships are nationally recognised training programs that combine work and accredited training. 'Australian Apprenticeships' incorporates both apprenticeships and traineeships.

## Who is eligible?

Anyone aged 16—64 can be an Australian Apprentice. Australian Apprenticeships involve working full-time or part-time and receiving training both on and off the job for between one and three years. An Australian Apprentice will usually undergo a combination of training and assessment at work and with a registered training organisation (such as MADEC), or undertake all their training in the workplace.

Australian Apprenticeships operate on the basis of a formal agreement between the employer and the Apprentice/Trainee. A 'Training Agreement' outlines the obligation of the employer to provide training, specifies the qualification to be achieved by the Australian Apprentice and explains their obligations to the employer.

Training Agreements are lodged with Victoria's training authority, the Office of Training and Tertiary Education (OTTE).

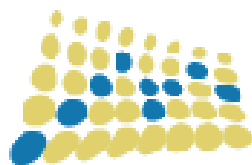
## Whom do I contact?

Australian Apprenticeship Centres have been contracted by the Commonwealth to provide Australian Apprenticeship services to employers and Apprentices/Trainees throughout Australia. They are able to advise on, assess and process applications and claims for Australian Apprenticeships incentives as well as provide information on all Australian Apprenticeship matters.

For more information on Australian Apprenticeships contact **1800 639 629** or visit; **[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)**



# *Course Guide 2009*



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