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Welcome
By reading the MADEC 2010 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 2010 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 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
2010 Course tuition fees are set in line with the guidelines of the State Govt. in which you enrol. Please see our student fees and charges policy on our website for full details. Additional costs apply for any text books, course materials, licences or checks required as a part of any course. These costs will be explained 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 any Govt. 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

<table>
<thead>
<tr>
<th>Year</th>
<th>State</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tr>
<td>2010</td>
<td>Victoria</td>
<td>27 January — 26 March</td>
<td>12 April — 25 June</td>
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<td>27 January — 01 April</td>
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<td>11 October — 10 December</td>
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#### Public Holidays 2010

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<tr>
<td>Labour Day (Vic)</td>
<td>Mon 08/03/10</td>
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<tr>
<td>Adelaide Cup Day (SA)</td>
<td>Mon 08/03/10</td>
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<tr>
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MADEC schedules its **full time courses** based on the School terms in the State in which you have enrolled. Students are not generally 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 or a hard copy can be obtained by calling at our training division at 339 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

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 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.
Certificate II in Business
BSB20107

Future pathways
You will develop the knowledge, skills, and attitudes you need to work effectively and confidently as:
• receptionist
• clerical assistant

What will you learn
In addition to communication and general reception skills, you learn about current, automated office technologies and business practices using Microsoft Windows and Microsoft Office 2007, which offer the most frequently used computer applications in an office environment.

Delivery method and course duration
This course is delivered in a combination of on-campus and off-campus studies plus a compulsory work placement component. On-campus studies take place two days per week with home study required.

Entry requirements
We recommend that you have Completed Year 10 as a minimum, or that you enrol as a mature-aged student.

Certificate III Business Studies
BSB30107

Future pathways
This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context – Data entry, General clerk, payroll officer, typist

What will you learn
Students will design & produce documents, organize workplace information and personal work priorities, maintain financial transactions write simple documents

Delivery method and course duration
Full time study on campus study along with home study

Entry requirements
Preferred pathway is with the completion of the Certificate II Business and successful completion of an initial assessment

Certificate III in Business Administration
BSB30407

Future pathways
This course provides you with the foundation skills you need to work in a business environment across a range of job roles, for example, as an:
• accounts receivable clerk
• accounts payable clerk
• office administration assistant
• office administrator.

What will you learn
You develop an intermediate level of office, clerical, and technological skills. You learn about business procedures in a modern office and build a range of advanced office skills. You will use Microsoft Windows and Microsoft Office 2007 to cover the most frequently-used computer applications.

Delivery method and course duration
This course is delivered through self-paced, distance education. You complete your studies through a combination of workbook study and a compulsory work placement component. It can take between six to 12 months depending on your available study time.

Entry requirements
We recommend that you have Completed the Certificate II in Business (BSB20107) or have other relevant qualifications, or that you have an equivalent level of administrative experience.

Short Courses
Ask how MADEC can assist you with its range of short courses in Business and Business Administration.

Whether you are wanting to up-skill, or are a business wishing to train staff and improve the quality of service to your customers, call MADEC today.

MADEC offers a range of topics or can tailor a program to meet your specific needs. Some examples are;
• Team Building
• Customer Service
• Telephone Technique
• Dealing with difficult customers and many more

Course locations for all three Qualifications;
On Campus delivery
Mildura

Off Campus delivery
Mildura

Traineeship
Mildura, Swan Hill, Marion, Noarlunga
MADEC offers a range of Courses and Qualifications in Business and Business Administration to assist you to kick start your career, or why not choose one of our Short Courses to target that specific area that you need to up-skill or brush up on.

As well as what you see here, MADEC can offer a range of programs and topics tailored specifically to your business or workplace needs, often delivered in your own setting. Why not give us a call to see how your business can stay ahead of the pack!

Certificate IV in Business Administration
BSB40507

Future pathways
This course provides you with the high level of office skills you need to work in a variety of supervisory and team-leader roles, for example, as:
• an accounts supervisor
• an executive personal assistant
• an office administrator
• a project assistant.

What will you learn
You extend your understanding of business practices and procedures in the modern office to encompass high-level communication and teamwork skills, as well as the use of complex, business technology tasks.

Delivery method and course duration
This course is delivered off campus through self-paced study, over 12 months.

Entry requirements
We recommend that you have completed the Certificate III in Business Administration (BSB30407) or have other relevant qualifications, or that you have an equivalent level of administrative or operational support experience.

Diploma of Business Administration
BSB50407

Future pathways
This qualification reflects the role of some one with substantial experience in a range of business settings – Executive Officer, Program Consultant, Program Coordinator

What will you learn
Participants will identify & assess marketing opportunities, plan market research, manage workforce planning and risk, manage an information or knowledge management system

Delivery method and course duration
Flexible enrolment home study

Entry requirements
Completion of Certificate IV in Business or other relevant qualification/s

Short Courses
Why not consider enrolling in one of our Short Course to gain new skills or improve your knowledge. Courses include the following:
• Keyboarding and Touch Typing
• Keyboarding speed and accuracy tests
• Customer relations
• Taking effective meeting minutes
• Telephone Technique
• QuickBooks Training
• Microsoft Office 2003/2007
  ♦ Word
  ♦ Excel
  ♦ Access
  ♦ PowerPoint
  ♦ Publisher
  ♦ Outlook

Individuals should contact our campus to discuss available training dates.

Business and group bookings can talk to us about customised training to meet their individual needs.

Open the door to your future
Why not explore the options available in vocational qualifications which can give you the skills to make your dreams a reality
Community Services  Incorporating Aged Care and Children’s Services

With Australia’s ageing population, and increasing numbers of parents returning to work, there is increasing demand for workers in the Aged Care, Home and Community Care and Children’s Services sectors.

These rewarding careers offer security and long term employment opportunities for those who have compassion and a drive to help our society’s frail and vulnerable citizens.

MADEC offers a range of Qualifications which can have you qualified in under six months and ready to start your new career. Don’t wait any longer, give us a call today to see how we can help you choose the right training for your new start.

Certificate III in Aged Care
CHC30208

Future pathways
This qualification addresses work primarily in residential facilities under direct or regular supervision & includes Care worker, Personal Care Giver, Support workers

What will you learn
In addition to general communication skills you will learn how to support older people in the community, OHS, support older people in the maintenance of their independence, & dementia care

Delivery method and course duration
Delivery is via on campus class room based study with practical industry placement in the workforce

Entry requirements
Completion of Year 12 or mature age entry and successful completion of an initial assessment prior to commencement.

Certificate III in Home and Community Care
CHC30308

Future pathways
This qualification addresses work in client homes under regular supervision. Positions include – Home care worker, Care assistant, Planned activity assistant

What will you learn
In addition to general communication skills you will learn how to support older people in the community, OHS, support older people in the maintenance of their independence, dementia care & how to work effectively in home and community care

Delivery method and course duration
Delivery is via on campus class room based study plus home study

Entry requirements
Completion of Year 12 or mature age entry and successful completion of an initial assessment prior to commencement.

Certificate IV in Aged Care
CHC40108

Future pathways
This qualification addresses work primarily in residential facilities and could include Day Activity Worker, Care Supervisor, Personal Care Worker

What will you learn
In addition to general communication skills you will learn how to support older people in the community, OHS, facilitate support for personal care, advocate for clients, supervise work

Delivery method and course duration
Delivery is via on campus class room based study plus home study

Entry requirements
Completion of Cert III Aged Care or equivalent units, be working in the industry and pass an initial assessment.

Course locations for all three Qualifications;

On Campus delivery
Mildura, Berri, Murray Bridge, Noarlunga, Swan Hill

Off Campus delivery
Traineeship
Mildura, Berri, Murray Bridge, Noarlunga, Swan Hill

Short Courses
Ask how MADEC can assist you with its range of short courses in Aged or Home and Community Care.

Whether you are wanting to up-skill, or are a business wishing to train staff and improve the quality of service to your clients, call MADEC today.

MADEC offers a range of topics. Some examples are;

• Manual Handling
• Medication Training
• Palliative Care
• Dealing with difficult customers
• and many more
When you start thinking about planning your career, remember that this is not a one-off decision that you’ll be stuck with forever. Throughout your working life you will have opportunities to assess what jobs and training are available to you that will assist you in taking your career to the next level – or in a completely different direction, if you like. The Community Service Training Package has a wide variety of career choices and training qualifications to choose from, so why not call our trained staff today to find out more about your future career.

Certificate IV in Leisure and Health
CHC40608

Future pathways
This qualification addresses work in residential facilities and/or in community agencies. Positions include; Activities officer, Community Leisure Officer, Day Support Officer

What will you learn
You will cover leisure and health programming and planning, maintain a work environment & responsible behaviour

Delivery method and course duration
On campus and home study along with working in the relevant industry

Entry requirements
Recommend students be already working in the industry and successfully complete an initial assessment prior to commencement

Course locations for CHC40608
On Campus delivery
N/A
Off Campus delivery
Mildura
Traineeship
Mildura, Murray Bridge, Noarlunga

Certificate III in Children’s Services
CHC30708

Future pathways
This qualification covers workers who plan activities and provide care to children and facilitate their leisure and play – Child care assistant, Child care worker, mobile worker, day care worker

What will you learn
You will learn how to provide care to children, support the development of children, interaction with children, support children’s play and learning

Delivery method and course duration
On campus and home study along with practical industry placement in the workforce

Entry requirements
Recommend students have completed Year 12, be 18 years or over, or mature age, and pass an initial assessment prior to commencement

Course locations for CHC30708
On Campus delivery
Mildura,
Off Campus delivery
Mildura
Traineeship
Mildura

Short Courses
Ask how MADEC can assist you with its range of short courses in Aged or Home and Community Care.

Whether you are wanting to up-skill, or are a business wishing to train staff and improve the quality of service to your clients, call MADEC today.

MADEC offers a range of topics. Some examples are;
- Manual Handling
- Medication Training
- Palliative Care
- Dealing with difficult customers
- and many more

Community Services Incorporating Aged Care and Children’s Services
The key aims of first aid can be summarised in three key points;
- **Preserve life** - the overriding aim of all medical care, including first aid, is to save lives
- **Prevent further harm** - also sometimes called *prevent the condition from worsening*, this covers both external factors, such as moving a patient away from any cause of harm, and applying first aid techniques to prevent worsening of the condition, such as applying pressure to stop a bleed becoming dangerous.
- **Promote recovery** - first aid also involves trying to start the recovery process from the illness or injury, and in some cases might involve completing a treatment, such as in the case of applying a plaster to a small wound.

First aid training also involves the prevention of initial injury and responder safety, and the treatment phases.

### Cardio-Pulmonary Resuscitation (CPR)
**Perform CPR HLTCP201A**

This unit of competency provides students with the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

This course is conducted over a period of four hours in a classroom setting and requires assessment via questioning and simulated demonstration.

**There are no pre-requisites for this course.**

### Level 1 First Aid
**Provide Basic Emergency Life Support HLTFA201A**

Students will gain the skills and knowledge necessary to enable them to provide an initial response to an emergency in line with practised actions and Australian Resuscitation Council (ARC) Guidelines and/or state/territory regulations, legislation and policies and accepted industry guidelines.

Basic anatomy and physiology relating to:
- severe bleeding
- absence of signs of life:
- choking/airway obstruction
- shock

- First aid procedures for:
  - bleeding control
  - care of unconscious
  - infection control as it relates to standard precautions
  - airway management
  - chest pain
  - casualty with no signs of life
  - shock
  - respiratory distress, including asthma
  - severe allergic reaction
  - Chain of survival
  - How to access emergency response support services/personnel

This course is conducted over one day.

**Level 2 First Aid**
**Apply First Aid HLTFA301B**

Students will gain the skills and knowledge required to provide first aid response, life support, management of casualty (s), the incident and other first aiders, until the arrival of medical or other assistance.

This course is conducted over two days as a fully practical workshop, or can be delivered as a blended course involving one day classroom and home study.

Assessment involves written questions, oral questioning and practical simulation.

There are no pre-requisites or co-requisites for this competency unit.

This unit incorporates the content of units:
- HLTCP201A Perform CPR
- HLTFA201A Provide basic emergency life support

### Course locations for all three Qualifications:

**On Campus delivery**
Mildura, Berri, Murray Bridge, Noarlunga, Marion
General Education for Adults (CGEA)

The Certificates of General Education for Adults are ideal for people who wish to address their literacy and numeracy skills in an alternative setting to traditional schooling. Covering communication skills, reading, writing, numeracy and mathematics along with a range of work and life skills, this program allows students to choose from a range of vocational options to give them a head start in finding employment in their chosen field. There are no age limitations or minimum skill levels required to enter these qualifications. Our trained staff can assess your abilities to determine where your entry level is. Don’t put it off any longer, call us to discuss your options today.

Certificate in Initial General Education for Adults
21770VIC

Future pathways
This training assists students with the basic literacy and numeracy skills

What will you learn
These studies include communication skills, reading, writing, numeracy and mathematics work and life skills, along with vocational training options

Delivery method and course duration
Full time on campus 4 days per week

Entry requirements
There are no formal entry requirements for this level however students will be assessed for suitability of study

Certificate I General Education for Adults
(Introductory)
21771VIC

Future pathways
This training assists students with literacy and numeracy skills and builds on skills and knowledge previously acquired

What will you learn
Enable greater access to jobs, vocational training or further study by improving literacy, numeracy and employability skills.

Delivery method and course duration
Full time on campus 4 days per week

Entry requirements
There are no formal entry requirements for this level however students will be assessed for suitability of study

Certificate I in General Education for Adults
21772VIC

Future pathways
This training assists students with literacy and numeracy skills and builds on skills and knowledge previously acquired

What will you learn
Build on essential literacy, numeracy, employability and communication skills. Prepare for further study, training or work opportunities.

Delivery method and course duration
Full time on campus 4 days per week

Entry requirements
There are no formal entry requirements for this level however students will be assessed for suitability of study

Course locations for all five Certificates:

On Campus delivery
Mildura

Off Campus delivery
N/A

Traineeship
N/A
The Certificates of General Education for Adults are ideal for people who wish to address their literacy and numeracy skills in an alternative setting to traditional schooling. Covering communication skills, reading, writing, numeracy, and mathematics along with a range of work and life skills, this program allows students to choose from a range of vocational options to give them a head start in finding employment in their chosen field. There are no age limitations or minimum skill levels required to enter these qualifications. Our trained staff can assess your abilities to determine where your entry level is. Don’t put it off any longer, call us to discuss your options today.

Certificate II in General Education for Adults
21773VIC

Future pathways
This training assists students with literacy and numeracy skills and builds on skills and knowledge previously acquired.

What will you learn
Learn to master literacy, numeracy, employability and communication skills. Grow skills and confidence for moving onto further training or work opportunities.

Delivery method and course duration
Full time on campus 4 days per week

Entry requirements
There are no formal entry requirements for this level however students will be assessed for suitability of study.

Certificate III in General Education for Adults
21774VIC

Future pathways
This training assists students with literacy and numeracy skills and builds on skills and knowledge previously acquired.

What will you learn
Participate in this final stage in this qualification course for moving onto further study or work opportunities.

Delivery method and course duration
Full time on campus 4 days per week

Entry requirements
There are no formal entry requirements for this level however students will be assessed for suitability of study.

Students undertaking study in the Certificates of General Education for Adults have a number of vocational Unit options that can be undertaken as a part of their general studies. These include Units from the following training areas:

- Business Services
- Community Services
- Hospitality
- Horticulture
- Information Technology
- Retail

Job Search skills also form an integral part of general studies and include Resume preparation, Writing Cover Letters and Interview Skills.
Certificate I in Horticulture
RTF10103

Future pathways
This course is ideal for those entering horticulture and would suit a variety of farm hand and labouring positions.

What will you learn
Students will gain an entry level understanding of the horticulture industry including safe working practices.

Delivery method and course duration
Generally this qualification is delivered via a combination of classroom based and workplace activities.

Entry requirements
There are no pre-requisite requirements for this qualification, however a good standard of physical fitness is required to undertake the tasks required of the job roles.

Certificate II in Horticulture
RTF20103

Future pathways
This course provides targeted training aimed at workplace skills and knowledge across a variety of horticulture applications. Job roles would include farm hand, general laborer.

What will you learn
Delivered as a traineeship, this qualification is tailored to meet the specific needs of the horticulture operations where employed.

Delivery method and course duration
Traineeship Mode Only—Expected completion 1 year.

Entry requirements
There are no pre-requisite requirements for this qualification, however a good standard of physical fitness is required to undertake the tasks required of the job roles.

Certificate III in Horticulture
RTF30103

Future pathways
This course provides targeted training aimed at workplace skills and knowledge across a variety of horticulture applications. Job roles would include farm hand, general laborer.

What will you learn
Delivered as a traineeship, this qualification is tailored to meet the specific needs of the horticulture operations where employed.

Delivery method and course duration
Traineeship Mode Only—Expected completion 1 year.

Entry requirements
There are no pre-requisite requirements for this qualification, however a good standard of physical fitness is required to undertake the tasks required of the job roles.
Horticulture Short Courses

MADEC can provide tailored training to workers and industry in a range of horticultural applications to meet their immediate needs. This can be in the form of accredited training units or specific training which targets farm specific tasks.

Call our trained staff today to discuss your specific needs.

ChemCert Chemical Users Course

This course is the industry standard for AgVet chemical training and provides the necessary outcomes for participation in most industry quality assurance programs, and for the issue of Agricultural Chemical Users Permits (ACUP).

The course is delivered over two full days, and upon successful completion, results in ChemCert registration and the award of a Statement of Attainment for two Nationally Recognised Units; RTC3704A and RTC3705A.

ChemCert Refresher Courses also Available

Introduction to Aquaponics

Aquaponics is MADEC’s newest horticulture training program. It raises another option in wise water use in our challenging climate for both horticultural and domestic use.

There is so much emphasis on organic, fresh and healthy food while treading lightly on our environment; it should ideally require limited time to maintain. This system produces both fish and crops for consumption, in one system, making it a high production, low cost alternative to traditional methods.

Once established and operating correctly there is no digging, bending, weeding and minimal pests and disease. It is a soil-less system in which the plants never become water stressed, and being nutrient rich, growth is rapid and healthy.

What will the course cover?

Preparing for Aquaponics activities
Including the tools & equipment, preparation of equipment and environmental implications.

Maintaining your Aquaponic system
Covering the importance of monitoring and maintenance identifying pests and animals, Aquaponic plant / animal issues.

Understanding water quality
Includes the importance of maintaining water quality, recording water quality and system remedial actions.

How long will it take?

It is anticipated each introductory session will be one day in length from 9am-5pm.
Once students have completed this they will be notified on any forthcoming courses.
Hospitality

The Hospitality Industry is one of Australia’s largest and fastest growing sectors, covering a wide range of business types including; cafes and restaurants, catering and food service businesses, bars and hotels, clubs, motels and serviced apartments.

The Qualifications below offer a wide range of unit selections to meet a diverse variety of venue types and job roles. Contact one of our trained staff to discuss the options available to you or your business today.

Certificate II in Hospitality
SIT20207

Future pathways
Possible employment outcomes include; bar attendant, bottle shop attendant, catering assistant, food and beverage attendant, housekeeping attendant, porter, receptionist or front office assistant and gaming attendant.

What will you learn
This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

Delivery method and course duration
This Qualification is delivered only in Traineeship mode in Vic & SA

Entry requirements
No pre-requisites

Certificate III in Hospitality
SIT30707

Future pathways
Possible employment outcomes include; bar attendant, barista, waiter, wine waiter, front desk receptionist, housekeeper, gaming attendant.

What will you learn
This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Delivery method and course duration
This Qualification is delivered only in Traineeship mode in Vic & SA

Entry requirements
No pre-requisites

Hospitality Service Essentials

Future pathways
This course is specifically designed to equip students with the entry level skills and knowledge to enter employment in the hospitality industry in the food and beverage sector. A natural progression from this training would be through Traineeships to complete Certificate II in Hospitality with venue specific Unit selections, or to undertake further on-campus study.

What will you learn
This course covers the basic elements of food and beverage service, customer service, and includes food handlers, responsible service of alcohol and gaming. A statement of attainment is issued for all nationally accredited units successfully completed.

Delivery method and course duration
This course is delivered on campus over two or three weeks depending on Unit selection.

Entry requirements
There are no specific pre-requisites, however people wishing to undertake this training should have good levels of personal presentation and a desire to work in a people centred industry.

Course locations for all three Courses;

On Campus delivery
Mildura, Berri, Kadina, Marion

Off Campus delivery
N/A

Traineeship
Mildura, Berri, Kadina, Marion
MADEC’s Hospitality Short Courses are designed to equip students with the skills and knowledge required to gain entry to the hospitality sector. The certificate courses listed below are the accepted pre-requisite minimum industry training required for food and beverage and gaming services.

Other short courses are available to meet individual business requirements and can be tailored to suit individual venue needs. Call us to find out how we can assist your staff to put your business at the leading edge of hospitality venues in your area.

**Follow workplace hygiene Procedures (Food Handlers)**
SITXOHS002A

**Future pathways**
Personal hygiene practices apply to all personnel operating at all levels within the service industries, such as kitchen hands, cooks, chefs, catering staff, food and beverage attendants, housekeeping and laundry staff, sandwich hands, café and fast food outlet cooking crew, and sales people and owner-operators of small business catering operations or retail food outlets. This Certificate is a mandatory requirement in all States for people in these positions.

**What will you learn**
This course will provide students with the skills and knowledge to safely store, handle and prepare food in a manner which will ensure it is safe for consumption to patrons.

**Delivery method and course duration**
This course is delivered on campus over one day, or as two evening sessions.

**Entry requirements**
There are no specific pre-requisites.

**Provide responsible service of alcohol (RSA) Vic & SA**
SITHFAB009A
(Victorian Certificate is approved by the Director of Liquor Licensing)

**Future pathways**
This course is specifically designed to equip students with the skills and knowledge to serve alcohol responsibly, identify and deal with intoxicated patrons, and to ensure they are operating within the conditions of their liquor license.

**What will you learn**
Students will learn how to recognise the signs of intoxication, deal with minors and intoxicated patrons, legislative requirements and to serve alcohol in a responsible manner.

**Delivery method and course duration**
This course is delivered on campus over one half day*, or one evening*, session.

**Entry requirements**
There are no specific pre-requisites.

**Provide responsible gambling services**
SITHGAM006A

**Future pathways**
This course is designed to equip students with the skills and knowledge to deliver gaming services in a responsible manner, and in line with state government legislative requirements.

**What will you learn**
This course will give students the skills and knowledge to identify problem gamblers, provide information and support, and to carry out their duties in a socially responsible manner. Legislation relevant to the state of issue is covered in this program.

**Delivery method and course duration**
This course is delivered on campus over one half day*, or one evening* session.

**Entry requirements**
There are no specific pre-requisites.

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* Timeframes may vary in different States depending on local content requirements. Please confirm class times and duration with your local MADEC training venue.

**Delivery Locations**

Mildura, Berri, Kadina and Marion

Why not enrol in MADEC’s **Triple Certificate Course** and gain all three Certificates in one block. Attractive discounts are available for multiple certificate enrolments. Check with your local MADEC training venue for more details.
Information Technology

Information and communication technology is embedded in all aspects of today's rapidly changing world. This field offers exciting jobs and careers which are not just confined to a single industry but are an essential element in any business so your skills are transportable across a variety of job sectors including entertainment, construction, education, primary industries, retail, hospitality and government.

These courses and Qualifications will give you the start you need to commence your career in this progressive and exciting industry.

Speak to one of our trained staff today to explore your options for the future.

Certificate I in Information Technology
ICA10105

Future pathways
This course provides you with the basic skills you need to use a computer. It is appropriate for you if you have not had any formal computer training and are re-entering the workforce or using a computer for home use.

What will you learn
You develop basic skills in all the key areas of computer use and learn to effectively use a range of different programs to perform common tasks for your home or business. The course includes units in personal computer fundamentals, word processing, spreadsheets, digital images, Microsoft® PowerPoint, desktop publishing, the internet, and email. You use the Microsoft® Office suite of applications.

Delivery method and course duration
Entry requirements
Nil.

MADEC Community College

Telephone: Mildura (03) 5023 7233
For your nearest branch call 1300 436 332
www.madec.edu.au
Email: education@madec.edu.au

Certificate II in Information Technology
ICA20105

Future pathways
This course prepares you for entry-level employment in an information technology (IT) environment.

What will you learn
You develop your basic skills in all the key areas of computer use and learn to effectively use a range of different programs to perform common tasks for your home or business. You use the Microsoft® Office suite of applications.

Delivery method and course duration
This course is delivered on campus, three days per week, over six months.

Entry requirements
We recommend that you have completed Year 10 as a minimum, or that you enrol in this course as a mature-aged student.

Certificate III in Information Technology (Applications)
ICA30105

Future pathways
This qualification provides skill and knowledge for an individual to be competent in introductory ICT functions. This stream would be ideal for those wishing to pursue positions such as ICT Support Technicians or Clerical/Software Support.

What will you learn
Provides skills in advanced use of computer software applications.

Delivery method and course duration
This course is delivered as an off-campus course with regular classroom based support sessions. Duration is dependant on student workload but is expected to be completed inside one year.

Entry requirements
You need basic skills in using computers and software applications and some prerequisite Units from Certificate II in IT.

Course locations for all three Qualifications;

On Campus delivery
Mildura

Off Campus delivery
Mildura

Traineeship
Mildura

Short Courses
Ask how MADEC can assist you with its range of short courses in Information Technology.

These can be tailored to suit the individual needs of business, and in many cases delivered on site to meet your organisations demands.

These include;
- Microsoft Office suite of programs
- QuickBooks
- Digital Imaging

And many more!
Certificate III in Information Technology (Support)
ICA30105

Future pathways
This qualification provides skill and knowledge for an individual to be competent in introductory ICT functions. This stream would be ideal for those wishing to pursue positions such as ICT Support Technicians or Computer/User Support.

What will you learn
Provides skills in basic use of a range of technologies to provide first level diagnostic support to people using ICT.

Delivery method and course duration
This course is delivered as an off-campus course with regular classroom based support sessions. Duration is dependant on student workload but is expected to be completed inside one year.

Entry requirements
You need basic skills in using computers and software applications and some pre-requisite Units from Certificate II in IT.

Certificate III in Information Technology (Network Administration)
ICA30105

Future pathways
This qualification provides skill and knowledge for an individual to be competent in introductory ICT functions. Graduates could work as a network administrator within an organisation.

What will you learn
Develop skills in the administration and maintenance of the user environment for a computer network.

Delivery method and course duration
This course is delivered as an off-campus course with regular classroom based support sessions. Duration is dependant on student workload but is expected to be completed inside one year.

Entry requirements
You need basic skills in using computers and software applications and some pre-requisite Units from Certificate II in IT.

Short Courses
Why not consider enrolling in one of our Short Course to gain new skills or improve your knowledge. Courses include the following:

- Keyboarding and Touch Typing
- Keyboarding speed and accuracy tests
- QuickBooks Training
  ♦ Word
  ♦ Excel
  ♦ Access
  ♦ PowerPoint
  ♦ Publisher
  ♦ Outlook
- Computers for beginners
- Digital Imaging
- And many, many more

Individuals should contact our campus to discuss available training dates.

Business and group bookings can talk to us about customised training to meet their individual needs.

Open the door to your future
Why not explore the options available in vocational qualifications which can give you the skills to make your dreams a reality
OH&S White Card Training

To work on a building site in Australia it is a requirement that everyone holds a current General Induction Card, also known as a 'White Card'. The White Card is valid for use on all construction sites in Australia.

Work Safely in the Construction Industry

CPCCOHS1001A

Who is this course for?
People working or wanting to work in the construction industry.

What will I learn?
General Induction Training provides persons entering the construction industry with a basic knowledge of requirements under OHS laws, the common hazards and risks likely to be encountered on construction sites and how these risks should be controlled.

How am I assessed?
At the end of the course you are required to successfully complete a written assessment.

What will I receive?
In SA, on successful completion, participants receive a WorkSafe Temporary White Card for General Induction which is valid for 30 days. The actual white card is issued and posted by WorkSafe SA usually within 30 days. In addition, participants also receive, on the day, a nationally recognised Statement of Attainment in Work Safely in the Construction Industry CPCCOHS1001A as part of CPC08 Construction, Plumbing & Services Integrated Framework training package.

In Victoria on successful completion, participants receive a nationally recognised Statement of Attainment in ‘Work Safely in the Construction Industry’ CPCCOHS1001A as part of CPC08 Construction, Plumbing & Services Integrated Framework training package on the day of the course. A White Card is then issued by WorkSafe Victoria, usually within 30 days.
Australia’s retail industry has evolved to become one of the country’s major economic forces and its largest employer, providing a platform for entrepreneurship and innovation.

With such a diverse range of business types available, employment opportunities are enormous and career prospects equally strong.

Call our trained staff to explore the training options available to you or your business.

Certificate II in Retail
SIR20207

Future pathways
Possible job titles include:
- sales assistant
- customer service representative
- crew member
- checkout operator.

What will you learn
This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic retail operational knowledge and limited practical skills in a defined context. Work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets.

Delivery method and course duration
This Qualification is delivered as a Traineeship only

Entry requirements
There are no prerequisites for entry to this qualification

Certificate III in Retail
SIR30207

Future pathways
Possible job titles include:
- sales assistant
- customer service representative
- crew leader
- shift manager
- team leader
- department manager
- assistant store manager
- checkout supervisor
- merchandise coordinator.

What will you learn
This qualification provides the skills and knowledge for an individual to be competent in retail operations and/or supervision with the need to apply discretion and judgement. Work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets.

Delivery method and course duration
This Qualification is delivered as a Traineeship only

Entry requirements
There are nine pre-requisite Units from Certificate II in Retail.

Retail Service Essentials

Future pathways
This course is specifically designed to equip students with the entry level skills and knowledge to enter employment in the retail Industry. A natural progression from this training would be through Traineeships to complete Certificate II in Retail with venue specific Unit selections, or to undertake further on-campus study.

What will you learn
This course covers the basic elements required to enter the retail sector including customer service, basic sales and marketing techniques, and using stock control systems.

Delivery method and course duration
This course is delivered on campus over two weeks.

Entry requirements
There are no specific pre-requisites, however people wishing to undertake this training should have good levels of personal presentation and a desire to work in a people centred industry.

Course locations for Certificate level Qualifications;

<table>
<thead>
<tr>
<th>Location</th>
<th>On Campus delivery</th>
<th>Off Campus delivery</th>
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<tbody>
<tr>
<td>Retail Service Essentials</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Certificate II in Retail</td>
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</tr>
<tr>
<td>Certificate III in Retail</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

On Campus delivery
Mildura, Berri, Marion, Kadina

Off Campus delivery
N/A

Traineeship
Mildura, Berri, Kadina, Marion

Course locations for Retail Service Essentials

On Campus delivery
Mildura, Berri, Marion, Kadina

Off Campus delivery
N/A

Traineeship
N/A
### Online Training Programs

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.

Each course is designed to be undertaken over a six week period, with new lessons available each week, which you can undertake at your leisure. All courses have an assigned facilitator to assist you with any issues throughout your study.

There are over **200** Online Courses available.

To access Ed2Go simply go to our website www.madec.edu.au and click on Online courses. All courses are for personal enrichment and non accredited.

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### Course Categories

- **Computer Applications**
  - Basic Computer Literacy
- **The Internet**
  - Graphic Design
- **Web Graphics & Multimedia**
  - Web Page design
- **Database Management & Programming**
  - Web & Computer Programming
- **Certification preparation**
  - PC Troubleshooting, Networking & Security
- **Languages**
  - Digital Photography & Digital Video
- **Entertainment Industry**
  - Writing & Publishing
- **Health care, Nutrition & Fitness**
  - Test Prep
- **Childcare & Parenting**
  - Personal Enrichment
- **Math, Philosophy & Science**
  - Art, History, Psychology & Literature
- **Grant writing & Nonprofit Management**
  - Accounting
- **Personal Development**
  - Start Your Own Business
- **Sales & Marketing**
  - Business Administration
- **Courses for Teaching Professionals**
MADEC provide high quality training to Australian Apprentices in a number of vocational areas, with qualifications including:

- Certificate III in Aged Care
- Certificate III in Home & Community Care
- 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
- Certificate III in Hospitality
- Certificate II in Information Technology
- Certificate III in Information Technology
- Certificate II in Retail
- Certificate III in Retail
- Certificate IV in Retail Management

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 15—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 and funded by the Department of Further Education, Employment, Science and Technology (DFEEST) in South Australia, and in Victoria by Skills Victoria.

**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