MADEC Australia is a not-for-profit community based organisation focused on creating training pathways that lead to employment outcomes.

We provide opportunities for individuals to gain the skills and knowledge they need to enter or re-enter the workforce, and we develop existing workers so they can improve performance within their current role or move into a new role.

MADEC have proudly provided a wide range of employment, recruitment and training programs for over 40 years across South Australia, Victoria and New South Wales, and we continue to position ourselves as one of the most prominent and recognised service providers in metropolitan and regional areas.

Our network now covers a vast offering in Employment and Training services from as far afield as Echuca, Kerang and Balranald in the East and numerous outreach centres along the Murray River through to Southern Adelaide, Clare and McLaren Vale in the west. MADEC currently has a total of 60 sites across South Australia, Victoria and New South Wales.

Why choose MADEC for Training?

As one of Australia’s largest jobactive providers, MADEC has significant experience working with job seekers providing direct links to industry and jobs. MADEC has current and tangible relationships with employers, with proven ability in providing real job outcomes.

Our MADEC Employment Pathways have been developed to align with identified employment opportunities in growth areas, and our programs will continually reflect the current and future employment trends.

Why is MADEC training delivery successful?

• Our engagement with industry and employers
• Our training delivery – practical and industry relevant
• Quality of our Trainers & Assessors

How is MADEC training success measured?

• Successful education outcomes for students (both accredited and non-accredited)
• Successful employment outcomes for individuals and organisations
• Recognition as a quality provider within industry

Disclaimer:
Please note that the information given is intended as a guide for current and prospective students or interested persons. However, changes may have occurred since printing. Accredited qualifications are subject to change in training package specifications. Please contact MADEC Training should you have any queries 08 8307 2007.
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MADEC offer a range of short courses and Nationally Recognised qualifications delivered throughout South Australia in both metropolitan and regional areas.

MADEC training is practical, interactive and engaging. Our trainers have direct industry experience and our small class sizes allow for customised learning and support.

MADEC Training Representatives are available to discuss your training needs, offer advice, advise you on available funding and help you with the enrolment process.

**Delivery Method & Duration**

MADEC offer a range of delivery methods including Classroom, Online, External or Traineeships. It will depend on your location and requirements and also the requirements of the qualification, as to which delivery method can be offered. Please contact our helpful training staff to discuss your needs and find out more about how MADEC can assist you.

**Class Times**

Class times will vary depending on the subject and selected mode of delivery. Class times may also vary depending on the qualification chosen and what region you are situated. In all cases breaks are scheduled for morning tea and lunch.

Please contact MADEC training for confirmation of class times for your selected course.

**Australian Core Skills Framework (ACSF)**

The Australian Core Skills Framework (ACSF) contains the endorsed language, literacy and numeracy (LLN) standards that are to be reflected in all Training Packages.

The framework is used to:
- assess and benchmark an individual’s core skills performance
- describe core skills relevant to the workplace and employment
- tailor approaches to teaching and learning
- inform decisions regarding funding and referrals

The ACSF describes six levels of performance in the five core skills of:
- Learning
- Reading
- Writing
- Oral communication
- Numeracy

MADEC follow a Pre-Training Review Procedure to assess each individual’s ACSF levels and suitability for the course they would like to enrol in. This process allows us to gain information about how we can best assist you in your chosen course.

**Enrolling**

Before enrolling we will schedule a time for you to meet with one of our Training Representatives to go through a pre-training review and up front assessment of needs process which will include assessment of ACSF levels, your suitability to the industry of your vocational course and also an assessment of any complex barriers you may have, so we can best understand your needs and requirements and tailor our services to meet these.
The pre-training review is an opportunity for you to ask any questions about your course. It also gives us an opportunity to ensure we understand what you’re hoping to achieve by undertaking training so we can ensure you’re enrolling into the right course at the right level.

You will complete the application for enrolment form, we will advise you if you are eligible for any available government funding and provide you with an outline of fees. Payment, or an authorised payment plan, must be confirmed prior to the commencement of any course.

Access and Equity

MADEC believes that all students have the right to study in a positive environment which values diversity and protects them from any form of discrimination and harassment. People with physical and/or learning disabilities are encouraged to apply for enrolment into MADEC programs, and assistance and/or referral to a range of services is available to assist students to meet minimum entry requirements and then continue on to complete their study successfully.

Learner Support Service

Our Learner Support Services help students address life, learning and other issues and complete their training and transition to employment.

Learner Support Services provide individualised support and referral to address barriers to learning faced by students in vocational training. Eligible students include those who have not completed school, sole parents, women returning to work, people who are or were subject to the justice system, Aboriginal people and people with a disability.

For more information contact MADEC on 8307 2007 to speak with a member of our Learner Support Team.

Student Handbook

The Student Handbook includes:
- Access and Equity
- Fees and Charges
- Privacy Policy
- Work submission requirements
- Attendance requirements
- Change of Details
- Surveys
- Withdrawals and Refunds

A copy of the handbook can also be downloaded from our website or a hardcopy obtained by visiting your nearest MADEC office.

ICAN Preferred Provider

As an approved provider of ICAN Flexible Learning, MADEC is able to deliver a range of Flexible Learning Programs suitable for FLO (Flexible Learning Option) students in South Australia. MADEC programs focus on supporting students who have disengaged from school, and are enrolled through the FLO enrolment strategy. MADEC Trainers have significant experience in training disengaged and/or disadvantaged students in a range of accredited programs which assist students to achieve SACE (South Australian Certificate of Education) outcomes. While ultimately our goal is to see young people successfully complete education and training activity linked to a career pathway it is important that we first focus on building foundations to ensure success.

For FLO students who may benefit from further language, literacy and numeracy development, MADEC delivers the Certificate I in Skills for Vocational Pathways and Certificate II in Skills for Work and Vocation Pathways—assisting students to progress LLN (language literacy and numeracy) and employability skills and form essential skills for students to move further in their vocational and employment pathways.

MADEC can also deliver a range of accredited short courses that are customised to meet the needs of learners. Our suite of foundation programs focus on developing confidence, self-esteem, communication, life and work skills.

USI and How to Create One

If you’re studying Nationally Recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI).

Your USI links to an online account that contains all your training records and results that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life.

It’s free and easy to create your own USI and will only take a few minutes of your time. Or if you like you can learn more about the steps to create a USI.

For more information visit www.usi.gov.au and follow the links.

NEED MORE INFO?
CONTACT MADEC on 08 8307 2007 or visit www.madec.edu.au
MADEC Employment Services
MADEC offers a diverse range of employment solutions. Employing over 300 staff, MADEC is contracted to provide jobactive services across 6 Employment Regions and Disability Management Service (DMS) in 2 regions. Our employment services are designed to meet the needs of job seekers and employers. We assist eligible job seekers to find and retain a job and ensure employers are receiving the best candidates to meet their business needs. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions.

MADEC Labour Hire
Provides individualised services to employers by ensuring that they have a pool of available workers with an appropriate skills base. Labour Hire Services provides employers with employment options that reduce risk, administration costs and provide flexibility. Labour Hire can provide employers with an overview of employees’ suitability, thus reducing the risk for an organisation before progressing the employee to a permanent employee.

MADEC Harvest Labour Services
Provides all year round Harvest Labour services to meet seasonal labour market needs. Harvest Labour office staff liaise with growers, industry leaders and industry groups to keep up with regional trends and industry employment needs. This service provides opportunity for MADEC to work with employers to hire job seekers in preference to overseas working holiday makers.

MADEC National Harvest Labour Information Service
Supports the harvest requirements of growers in the horticulture industry by coordinating information about harvest opportunities across Australia. The service maintains the Harvest Trail Website and produces the National Harvest Guide to ensure that job seekers have access to the most up to date vacancies.

MADEC Indigenous Community Links
MADEC Indigenous Community Links service provides support to Indigenous communities in 6 Employment Regions. The program aims to improve health, social and emotional wellbeing by identifying and referring Indigenous people to supported services. MADEC also provides cultural awareness training to staff to ensure staff understand cultural beliefs and values which assists them to engage with job seekers. These strategies are also supported with an Indigenous Employment Strategy and Opportunities Policy.

MADEC Disability Employment Services
MADEC provides Disability Employment Services across 2 regions being Kadina/Clare and Riverland. Range of services:
• helping you to prepare for work, including training in specific job skills
• job search support, such as résumé development, training in interview skills, and help with looking for suitable jobs
• support when you’re initially placed into a job, including the job training and coworker and employer interaction
• ongoing support in a job if you need it
• the purchase of vocational training and other employment related assistance
• access to help with workplace modifications, support services, and Auslan interpreting in the workplace

OTHER SERVICES
MADEC has a dedicated Business Development team who specialise in organisational development. During consultation with businesses we highlight the importance of workforce planning and workforce gap analysis is often looked at when we are assessing whether or not a business is in a position to take on additional employees.

Our engagement with business supports us in strengthening our holistic outlook and approach to Employment Services. By ensuring businesses are sustainable (profitable, growing and developing) we can ensure our job seekers and future job seekers have access to jobs. Through our extensive experience working in this sector MADEC know that businesses achieve success through the versatility and capability of their people.

MADEC work with organisations to identify workforce gaps and develop strategies and training solutions that meet the organisation’s objectives, cultural nuances and specific industry needs.

Every business and industry sector has its own unique challenges and MADEC strives to continually build a better understanding of each business it engages with, including the industry sector and operational environment. A primary focus of MADEC is to identify growth opportunities within organisations. Once opportunities have been identified MADEC can then work together with the organisation to determine the gap between the current workforce skills capability and an imminent workforce skills capability allowing the business to exploit the growth opportunity and thrive.

MADEC has extensive project management experience and has delivered on many small to large customised projects under Regional Development Australia funding, SA Works funding and a range of other models. As a WorkReady provider developing Strategic Employment projects, MADEC is able to provide advice, project management, training delivery, case management, and support to assist organisations through workforce development, recruitment, retention and training needs.
INVESTMENT & FUNDING

There are a range of funding and assistance programs available to support eligible individuals and employees seeking skills and training. We have listed some of the current funding options available.

WorkReady

WorkReady commenced 1 July 2015 and is being phased in to ensure that Government investment in training, employment and skills is targeting the areas of greatest strategic need to industry and a transforming economy.

It aims to ensure the public investment in training is aligned to strategic industry sectors and growth areas such as agriculture and fishing, resources and construction, electrical and electronic engineering, childcare and aged care.

It has been designed to improve training completion rates and employment by supporting a skilled and capable workforce to fill current and emerging jobs in priority areas.

WorkReady will support direct connections between training and jobs at the local level and connect people to the training and employment activity best suited to them over a working lifetime. Build a skilled and capable workforce able to fill current and emerging job opportunities, will be the hallmark of WorkReady’s success.


MADEC is approved as a WorkReady provider and to provide subsidised training under the WorkReady scheme and you can find out more information including your eligibility by contacting 8307 2007 or training@madec.edu.au.

‘Supported through WorkReady by the Government of South Australia’

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Training Guarantee for SACE Students (TGSS)

The Training Guarantee for SACE Students (TGSS) is for South Australian students, 16 years and over, who are enrolled in and working towards completing SACE (or equivalent).

Eligible students will receive funding to start a planned vocational pathway while at school and are then guaranteed a funded training place at a WorkReady Training Provider when they leave school.

Training Payment Plan

MADEC offer flexible payment plan options – that allow you to pay off your qualification as you study. Our Student Support Team would be happy to discuss payment plan options with you - Phone 8307 2007.
As well as full qualifications and short courses for individuals, MADEC also offers a range of Organisational Training Solutions for South Australian businesses. MADEC understand that in the current economic climate businesses do not have large training budgets and time is equally as precious as money.

MADEC’s Organisational Training Solutions can be delivered in-house and allows you to address specific areas that are of priority to your business, giving you control and enabling you to target your training dollar more effectively. Depending on your needs we can develop a one-off training session, or build a program that can be delivered progressively over a period of time. MADEC will customise training times and duration to fit with your schedule and business.

Most importantly our Organisational Training Solutions gives your organisation flexibility by:
- Customising training times and duration to fit with your business needs
- Offering face to face training, online learning or a blended model
- Delivering the training on your premises or at an external location

Topics we partner to deliver include:
- Customer Service
- Conflict Resolution
- Time Management
- First Aid
- Business Writing Skills
- Introduction to Project Management
- Developing Effective Teams

Every business and industry sector has its own unique challenges and MADEC strive to continually build a better understanding of each business it engages with, including the industry sector and operational environment. By having a skilled and motivated workforce businesses can significantly improve their competitiveness and business productivity.

Furthermore, we can also work with your organisation to develop a customised staff team building day which will promote cohesion within your organisation, and perhaps even incorporate something a little different, like cocktail making, barista skills, or an outdoor experiential.
TRAINEESHIPS

MADEC Traineeships provide the opportunity to combine work and training while undertaking a Nationally Recognised Qualification. Trainees are trained in vocational areas, such as Office Administration, Hospitality, Information Technology, Retail, Children’s Services, Aged Care, Disability, Horticulture, Agriculture and Rural Operations. Traineeships are available as a full-time, part-time or school-based option.

Many employers use the apprenticeship system to provide qualifications for new employees as well as training and development opportunities for existing employees. By employing a trainee, businesses can provide relevant training aligned to ‘their way of doing the job’—by ensuring staff are trained to the specific business requirements from the beginning.

MADEC Traineeship Delivery Model

MADEC will provide advice on units of competency within the relative training package to ensure the units selected meet the needs of both the trainee and the employer. If required MADEC will work with the employer to customise delivery to incorporate workplace policies and procedures or other relevant workplace documentation.

Once the units have been selected MADEC will organise for the trainee and the selected trainer to connect for an induction session. During the induction session the trainer will go through the learning and assessment material to familiarise the trainee with the layout and requirements of each unit, coordinate and implement a support plan and work through any questions the trainee may have in relation to the process. Support will then be available via phone and email with a workshop session scheduled approximately every 4-6 weeks. MADEC partner with the Australian Apprenticeship Support Network (Apprenticeship Network) to assist our employers to receive the most out of a traineeship, as well as providing support directly to the trainee to ensure successful outcomes.

Why consider becoming a Trainee?

You will:

- Be paid to work and study at the same time
- Receive a Nationally Recognised Qualification after successful completion of your MADEC traineeship
- Gain practical relevant work experience
- Increase your value as a qualified employee and get a head start in a new career pathway

Why consider employing a Trainee?

Your organisation:

- Maybe eligible to receive financial incentives from the Australian Government
- Will increase in efficiency, productivity and profitability by assisting in the development of an employee trained to your specific business requirements
- Can choose from hiring a full-time, part-time or school-based trainee
- Will reap the benefits long term by having a qualified, skilled team member who is familiar with your business operations and well-equipped to benefit your business on completion of their qualification
MADEC has an excellent history in providing quality, engaging training to students in a range of courses and qualifications through the Training Guarantee SACE Student (TGSS) program, and Fee for Service options. Delivering in both short courses and full qualifications, MADEC is able to tailor a range of products to suit the needs of your school and your students.

As a Registered Training Organisation with more than 50 full qualifications on scope MADEC offers a range of Nationally Recognised Training that assists students in receiving engaging, practical and enjoyable pathways which include; Aged Care, Children’s Services, Business, Hospitality, Food Processing, Disability, Retail, Agriculture, Rural Operations and Horticulture. A delivery methodology which supports active learning and participation is used throughout all of MADEC’s training programs. Our approach balances information based delivery with action learning opportunities allowing students to reflect on their experiences and aspirations and develop appropriate personal skills and behaviours.

MADEC work with a diverse range of Secondary Schools, (in both metropolitan and regional areas) delivering a variety of short courses including Barista, First Aid, Retail Essentials, Hospitality Essentials and Business Essentials. All short courses have accredited units of competency with nominal hours of VET enabling students to achieve important SACE credits and also skills valuable for future employment.

As part of the SACE students will receive credits for many different forms of education and training provided they are recognised by the SACE Board.

This includes:
- MADEC Vocational Training
- Academic subjects
- Learning a trade
- Community service

To complete the SACE, students must achieve at least 200 SACE credits; 150 credits can be gained through MADEC Vocational Training.

* For MADEC Vocational Training the actual SACE credits granted to the student is dependent on the units of competency and nominal hours completed by the student toward the qualification.
The Foundation Skills program at MADEC is ideal for people wishing to address their literacy and numeracy skills in an alternative setting. The course covers reading, writing and numeracy along with a range of work and life skills designed to improve your employment prospects.

Certificate I in Skills for Vocational Pathways

Course Code FSK10213

Learn how to:
- Prepare for a pathway to employment and vocational training
- Read, write, and communicate orally
- Calculate basic numeracy and mathematics
- Use entry level digital technology
- Set and achieve education, training and employment goals
- Develop employability skills

This qualification is designed for individuals who are preparing for a vocational pathway qualification or further foundation skills development.

Certificate II in Skills for Work and Vocational Pathways

Course Code FSK20113

Learn how to:
- Interact effectively with others at work
- Use digital technology for routine workplace tasks
- Read and respond to routine workplace information
- Problem solve
- Calculate and apply basic numeracy and mathematics
- Use strategies for learning

This qualification is designed for individuals who seek further foundation skills development to prepare for workforce entry or vocational training pathways.
Did you know that Community Services will have the biggest growth in jobs over the next 5 years? Have you considered a career in Aged Care or Disability?

Certificate II in Community Services
Course Code CHC20115

Learn how to:
• Greet and observe people
• Follow organisational procedures to collect routine client information
• Identify priority of need
• Provide service information
• Contribute to continuous improvement
• Communicate effectively with people

Career pathways relating to this qualification include:
• Assistant Community Services Worker
• Care Worker
• Community Services Contact Officer
• Customer Service Staff (Community Services)
• Reception - Front Desk Staff
• Support Worker (Community Services)

Certificate III in Individual Support (Ageing, Disability or Home & Community Care Stream)
Course Code CHC33015

Learn how to:
• Appreciate diversity and inclusiveness and their benefits
• Recognise and promote ways to support healthy functioning of the body
• Determine support needs
• Provide support services
• Communicate with people from diverse backgrounds and situations
• Promote independence

Career pathways relating to this qualification include:
• Care Worker
• Disability Service Officer
• Field Officer (Community Services)
• Home Care Assistant
• Nurse’s Aide
• School Support Officer (Disability)

Community Services

EMPLOYMENT PATHWAY

Individual Support Taster
CHCCCS011  Meet personal support needs
HLTWH5002  Follow safe work practices for direct client care

The highest demand for employment over the next five years will be in the Health Care and Community Services sector. If you have wondered if this may be an industry you would be interested in, MADEC’s Nationally Accredited “Aged Care & Disability” short course gives you an insight into these areas providing you with skills and knowledge in two key areas personal care and manual handling.

Fee: $450
3 Full Days
VET in Schools
10 x 2 hour sessions

Certificate II in Community Services

Certificate III in Individual Support

SACE Stage 1
Min 40 Credits / Max 45 Credits

SACE Stage 2
Min 95 Credits / Max 100 Credits

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Certificate IV in Ageing Support
Course Code CHC43015

Learn how to:
• Develop relationships with older people
• Support the rights of older people
• Promote health and re-ablement of older people
• Determine personal support requirements
• Provide personal support
• Implement risk minimisation strategies

Career pathways relating to this qualification include:
• Accommodation Support Worker
• Care Supervisor
• Care Team Leader
• Community Program Coordinator
• Personal Care Assistant
• Residential Care Officer

Certificate IV in Disability
Course Code CHC43115

Learn how to:
• Determine support needs
• Provide support services
• Evaluate and prioritise the needs of a person with complex support issues
• Develop an individualised plan to achieve maximum quality of life
• Coordinate the delivery of an individualised plan
• Manage legal and ethical compliance

Career pathways relating to this qualification include:
• Disabilities Supervisor
• Disability Support Assistant (Schools)
• Disability Team Leader
• Lifestyle Support Officer
• Senior Disability Worker
• Senior Personal Care Assistant
EMPLOYMENT PATHWAY

Business Essentials

- BSBITU306 Design and produce business documents
- BSBWOR301 Organise personal work priorities and development
- BSBINN301 Promote innovation in a team environment

General business skills are in demand in all organisations. Develop practical skills for employment in general administration and support roles through MADEC’s ‘Business Essentials’ program. You will learn how to organise and prioritise your workload, plan, draft and review documents and produce quality business documents.

Fee: $450
3 Full Days

VET in Schools
10 x 2 hour sessions
People with skills in administration are in demand in every industry. Why not start your career path with one of our training programs and gain a business qualification to enhance your employment prospects in a range of professions.

Certificate II in Business
Course Code BSB20115

Learn how to:
- Implement work safety requirements
- Discuss and develop ideas with others
- Communicate in the workplace
- Use business technology
- Produce simple word processed documents
- Work effectively in a business environment

Career pathways relating to this qualification include:
- Administrative Assistant
- Clerical Officer
- Data Entry Operator
- Information Desk Clerk
- Office Assistant
- Receptionist

SACE Stage 1
Min 45 Credits / Max 50 Credits

Certificate III in Business
Course Code BSB30115

Learn how to:
- Keep up-to-date with legislation and relevant publications
- Deliver and monitor a service to customers
- Organise personal work priorities and development
- Promote innovation in a team environment
- Design and produce business documents
- Support continuous improvement systems and processes

Career pathways relating to this qualification include:
- Clerical Officer
- Customer Service Officer
- Data Entry Operator
- Information Officer
- Payroll Officer
- Word Processing Operator

SACE Stage 2
Min 70 Credits / Max 75 Credits

Certificate IV in Business
Course Code BSB40215

Learn how to:
- Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- Coordinate implementation of customer service strategies
- Undertake marketing activities
- Identify risk and apply risk management processes
- Implement and monitor environmentally sustainable work practices
- Analyse and present research information

Career pathways relating to this qualification include:
- Analyst
- Office Administrator
- Personal Assistant
- Accounts Supervisor
- Customer Service Supervisor
- Office Supervisor
Certificate III in Business Administration
Course Code BSB30415

Learn how to:
- Identify and develop keyboard skills
- Implement work safety requirements
- Process payroll
- Produce spreadsheets
- Create electronic presentations
- Maintain a general ledger

Career pathways relating to this qualification include:
- Accounts Officer
- Bookkeeper
- Data Entry Operator
- Human Resources Clerk
- Office Administration Assistant
- Payroll Officer

Certificate IV in Business Administration
Course Code BSB40515

Learn how to:
- Prepare financial reports
- Implement workplace information system
- Develop and use complex spreadsheets
- Design databases
- Make a presentation
- Review and maintain a website

Career pathways relating to this qualification include:
- Accounts Supervisor
- Business Administration Officer (Local Government)
- Executive Assistant
- Project Assistant
- Senior Clinical Coder
- Strata Managing Agent

Diploma of Business Administration
Course Code BSB50415

Learn how to:
- Manage meetings
- Undertake project work
- Plan and implement administrative systems
- Manage people performance
- Develop workplace policy and procedures for sustainability
- Lead and manage team effectiveness

Career pathways relating to this qualification include:
- Administration Manager
- Administrator
- Legal Practice Manager
- Office Manager
- Executive Officer
- Program Consultant

SACE  Stage 2
Min 85 Credits / Max 90 Credits
Certificate IV in Leadership and Management

Course Code  BSB42015

Learn how to:

• Communicate effectively as a workplace leader
• Implement operational plans
• Report on financial activity
• Identify risk and apply risk management processes
• Build client relationships and business networks
• Mentor in the workplace

Career pathways relating to this qualification include:

• Frontline Sales Manager
• Leading Hand
• Line Manager
• Production Supervisor
• Sales Team Manager
• Team Leader

Certificate IV in Small Business Management

Course Code  BSB40515

Learn how to:

• Establish legal and risk management requirements of small business
• Plan small business finances
• Market the small business
• Monitor and manage small business operations
• Set up and operate a computerised accounting system
• Build and maintain relationships with small business stakeholders

Career pathways relating to this qualification include:

• Small Business Manager
• Consultancy Small Business Manager
• Franchisee
• Owner Operator
• Store Manager
• Supervisor
EMPLOYMENT PATHWAY

Children’s Services Taster

HLTWHS001 Participate in workplace health and safety
CHCPRT001 Identify and respond to children at risk and Child Safe Environments Practical

The highest demand for employment over the next five years will be in the Health Care and Community Services sector and Child Care is an area of continued growth and job opportunity. MADEC’s Nationally Accredited ‘Children’s Services’ short course gives you an insight into the Children’s Services Industry, providing you with the necessary requirements to work as a volunteer or in work experience in any environment working with children.

Fee: $450
3 Full Days
VET in Schools
10 x 2 hour sessions
CHILDREN’S SERVICES

With increasing numbers of parents returning to work, there is high demand for workers in the Children’s Services sectors. This rewarding career offers security and long term employment opportunities for those who have compassion to work with children.

Certificate III in Early Childhood Education and Care
Course Code  CHC30113

Learn how to:
- Ensure the health and safety of children
- Provide care for babies, toddlers and children
- Support the holistic development of children in early childhood
- Identify and respond to children and young people at risk
- Provide an emergency first aid response in an education and care setting
- Identify and apply the early learning framework

Career pathways relating to this qualification include:
- Childcare Centre Worker
- Family Day Care Worker
- Kindergarten / Preschool Assistant
- OSHC Assistant
- Educator Assistant
- Youth Worker

SACE  Stage 2
Min 110 Credits / Max 115 Credits

Certificate III in Education Support
Course Code  CHC30213

Learn how to:
- Communicate effectively with students
- Assist implementation of planned educational programs
- Contribute to organisation and management of classroom or centre
- Support the development of numeracy, literacy and oral language skills
- Support behaviour of children and young people
- Comply with legislative, policy and industrial requirements in the education environment

Career pathways relating to this qualification include:
- Education Support Worker
- Education Assistant
- Teacher Aide
- Teacher Assistant
- Language and Literacy Worker
- Home Tutor
- School Support Officer

SACE  Stage 2
Min 70 Credits / Max 75 Credits

Certificate IV in School Age Education and Care
Course Code  CHC40113

Learn how to:
- Develop and implement play and leisure experiences in school age care
- Provide experiences to support children’s play and learning
- Support the holistic development of children in school age care
- Respond to an emergency situation
- Identify and meet ethical responsibilities
- Develop strategies for improved cultural safety

Career pathways relating to this qualification include:
- Assistant OSHC Coordinator
- Day Activity Worker
- Senior Play Leader
- Vacation Care Supervisor
- Education Worker
- Teacher Aide (Disability)
CHILDREN’S SERVICES

Diploma of Early Childhood Education and Care

Course Code: CHC50113

Learn how to:

- Establish and maintain a safe and healthy environment for children
- Nurture creativity in children
- Design and implement the curriculum to foster children’s learning and development
- Use an approved learning framework to guide practice
- Foster the holistic development and wellbeing of children in early childhood
- Establish and implement plans for developing cooperative behaviour

Career pathways relating to this qualification include:

- Education Support
- Early Childhood Educator
- OSHC Coordinator
- Kindergarten Teacher
- Childcare Centre Team Leader
- Service Director

SHORT COURSES

Child Safe Environments

CHCPT001 Identify and respond to children and young people at risk

Learn about the issues of child protection and gain your Certificate in Child-Safe Environments. The course meets the training requirements within South Australia for notification of child abuse and neglect consistent with the Children’s Protection Act 1993.

Fee: $110
1 Full Day

Provide an Emergency First Aid Response in an Education and Care Setting

HLTAID004

This unit describes the skills and knowledge required to provide a first aid response to infants, children and adults.

Fee: $110
1 Full Day
Our training in Cleaning Operations will teach you the importance of complying with infection control policies and procedures. You will gain the knowledge and expertise in maintenance, cleaning techniques and operations.

Certificate II in Cleaning Operations

Course Code CPP20611

Learn how to:

- Apply safe work practices to cleaning tasks
- Control and maintain stocks of equipment and chemicals
- Follow workplace procedures for hazard identification and risk control
- Maintain hard floor surfaces
- Clean using microfibre techniques
- Prepare rooms for guests and residents

Career pathways relating to this qualification include:

- Domestic Cleaner
- Housekeeping Attendant
- Room Attendant
- Industrial Plant Cleaner
- Hospital Cleaner
- School Cleaner

Certificate III in Cleaning Operations

Course Code CPP30316

Learn how to:

- Clean using safe work practices
- Remove waste and recyclable materials
- Maintain cleaning storage areas
- Provide effective client service
- Respond to enquiries and complaints
- Support leadership in the workplace

Career pathways relating to this qualification include:

- Cleaning Supervisor
- Commercial Cleaner
- Carpet Cleaner
- Building Site Cleaning Supervisor
- Cleaning Business Owner/Operator
- Cleaning Services Area Supervisor
Everyone should learn basic First Aid skills to help others in an emergency situation. The following courses will give you the skills and knowledge to preserve life until emergency assistance arrives.

**Provide First Aid**  
(Level II First Aid)  
Course Code: HLTAID003  

**Learn how to:**  
- Assess the casualty and recognise the need for first aid response  
- Respond to an emergency situation  
- Apply appropriate first aid procedures  
- Perform CPR procedures  
- Communicate details of the incident  
- Evaluate the incident and own performance  

**Industry pathways relating to this qualification include:**  
- Disability  
- Aged Care  
- Hospitality  
- Horticulture  
- Cleaning Operations  
- Management  

**Fees $110**

**Provide an Emergency First Aid Response in an Education and Care Setting**  
Course Code: HLTAID004  

**Learn how to:**  
- Respond to an emergency situation  
- Apply appropriate first aid procedures  
- Perform CPR procedures  
- Report details of incidents involving babies and children to parents and/or caregivers  
- Recognise the possible psychological impacts on self, other rescuers and children  
- Talk with children about their emotions and responses to events  

**Career pathways relating to this qualification include:**  
- Childcare Worker  
- Education Support  
- Early Childhood Educator  
- Vacation Care Supervisor  
- OSHC Coordinator  
- Kindergarten Teacher  

**Fees $110**
FOOD PROCESSING

The food processing industry is a fast growing sector. The qualifications below offer a wide range of units to meet a diverse variety of venue types and job roles.

Certificate II in Food Processing
Course Code FDF20111

Learn how to:

• Work effectively in the food processing industry
• Clean and sanitise equipment
• Participate in maintaining and improving food safety
• Monitor quality of work outcomes
• Identify current resource use and environmental issues.
• Seek opportunities to improve environmental practices and resource efficiency.

Career pathways relating to this qualification include:

• Food and Drink Factory Hand
• Food and Drink Packaging Worker
• Grocery Processing Operator day Activity Worker
• Dairy Processor
• Grain Processor
• Baker

Certificate III in Food Processing
Course Code FDF30111

Learn how to:

• Implement the food safety program and procedures
• Ensure others in the work area are able to meet quality and food safety requirements
• Monitor observance of quality standards and food safety programs in the work area
• Maintain and improve quality and food safety in the work area
• Contribute to hazard identification, WHS risk assessment and risk control activities
• Identify opportunities for improvement

Career pathways relating to this qualification include:

• Advanced Food and Drink Packaging Operator
• Advanced Food and Drink Production Operator
• Confectionery Processor
• Dairy Processor
• Fruit and Vegetables Processor
• Poultry Processor
WINE OPERATIONS

As Australia’s love affair with wine continues to grow, so does the demands of the wine industry. Australia is consistently one of the top ten wine producing countries in the world and South Australia is responsible for more than half of the production of all of Australian wine.

Certificate II in Wine Industry Operations

Course Code  FDF20411

Learn how to:
- Comply with environmental regulations
- Participate in maintaining and improving food safety
- Implement the food safety program and procedures
- Sell or serve alcohol responsibly
- Apply point-of-sale handling procedures
- Merchandise products

Career pathways relating to this qualification include:
- Cellar Door Salesperson
- Cellar Hand
- Cellar Operator
- Vineyard Assistant
- Warehousing
- Bottling and Packaging

Certificate III in Wine Industry Operations

Course Code  FDF30411

Learn how to:
- Report on workplace performance
- Evaluate wines
- Develop and update food and beverage knowledge
- Organise and prepare food
- Identify products and store to specifications
- Conduct winery tours

Career pathways relating to this qualification include:
- Senior Cellar Operator
- Bottle and Packaging Operator
- Wine Grape Grower
- Wine Sales Commission Agent
- Warehousing
- Laboratory
Agriculture and Horticulture are diverse industries which provide an interesting and exciting career including cultivation of the soil for the growing of crops and animals to provide food, wool, and other products.

**EMPLOYMENT PATHWAY**

**AgVet Chemical Users Course**

- AHCCHM303 - Prepare and apply chemicals
- AHCCHM304 - Transport and store chemicals
- AHCPMG301 - Control weeds
- AHCCHM306 - Prepare and apply chemicals for hand held application equipment

This course is the industry standard for training in AgVet chemical use, storage and handling. This Nationally Accredited MADEC program provides the required training for many Industry Quality Assurance Programs, and covers pest ID, Modes of Action, label interpretation, issues associated with chemical use, formulation types, weed and pest control application, animal health, transport and disposal, preparation and clean up, recording and other procedures.

Certificate II in Horticulture

Course Code AHC20416

Learn how to:

- Participate in environmentally sustainable work practices
- Recognise plants
- Collect, prepare and preserve plant specimens
- Apply chemicals under supervision
- Treat weeds
- Use hand tools

Career pathways relating to this qualification include:

- Horticulture Assistant
- Landscape Worker
- Nursery Worker
- Ground Maintenance Person
- Parks and Open Space
- Outdoor Labourer

Fee: $450
3 Full Days
10x2 hours sessions

Certificate III in Horticulture

Course Code AHC30716

Learn how to:

- Implement and monitor environmentally sustainable work practices
- Control plant pests, diseases and disorders
- Identify plant specimens
- Prepare growing media
- Install irrigation systems
- Transport, handle and store chemicals

Career pathways relating to this qualification include:

- Horticulturist
- Gardener
- Landscape Gardener
- Landscape Supervisor
- Turf Maintenance Specialist
- Parks Maintenance Officer

SACE Stage 1
Min 40 Credits / Max 100 Credits

SACE Stage 1
Min 95 Credits / Max 205 Credits
Chemical Users Certificate

AHCCCHM303 - Prepare and apply chemicals
AHCCCHM304 - Transport and store chemicals
AHCPMG301 - Control weeds

Learn how to:
• Determine the need for chemical use
• Prepare chemical mixes
• Apply chemicals
• Transport and handle chemicals
• Store chemicals in the workplace
• Control weeds

Fee $290

Certificate II in Rural Operations

Course Code AHC21216

Learn how to:
• Work effectively in Agriculture, Farming and Livestock
• Participate in environmentally sustainable work practices
• Participate in work health and safety processes
• Undertake a range of farm support tasks across a number of industry sectors
• Carry out machine and property maintenance

Career pathways relating to this qualification include:
• Rural Operations Worker
• Abattoir Stock Handler
• Beekeeping Assistant
• Farmhand
• Stud Hand
• Wool Handler

SACE Stage 1
Min 55 / Max 90

Certificate III in Rural Operations

Course Code AHC32816

Learn how to:
• Organise and coordinate other workers and undertake farm management work
• Identify current practices in relation to resource usage and sustainability
• Apply life cycle management principles
• Use monitoring and evaluation tools and technology
• Apply strategies to minimise environmental risks and impacts
• Conduct a safety hazard analysis and risk assessment

Career pathways relating to this qualification include:
• Rural Business Worker
• Rural Merchandiser
• Rural Operations Senior Farmhand
• Jackaroo/Jillaroo
• Senior Farmhand
• Farm Supervisor

SACE Stage 2
Min 110 / Max 150
Who should do Chemical Users Certificate training?

Anyone who uses agricultural chemicals or veterinary medicines should complete some training. Chemical Users supports a number of courses which provide specially designed training for people at all levels of involvement in the use of AgVet Chemicals.

Courses are appropriate for people involved in:
- Cropping
- Production horticulture and viticulture
- Amenity horticulture
- Weed control
- Livestock production
- Turf industry
- Forestry
- Fox, wild dog and rabbit control
EMPLOYMENT PATHWAY

IT Essentials

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT202</td>
<td>Work and communicate effectively in an IT environment</td>
</tr>
<tr>
<td>ICTICT302</td>
<td>Install and optimise operating system software</td>
</tr>
<tr>
<td>ICTSAS304</td>
<td>Provide basic system administration</td>
</tr>
</tbody>
</table>

Demand for qualified IT staff is always in high demand. MADEC’s Nationally Accredited ‘IT Essentials’ program gives you an insight into the IT industry, delivering skills and knowledge in system administration and operating system software. This course is an opportunity to delve into the IT world and decide if this is a pathway you would like to pursue further.

Fee: $450
3 Full Days

VET in Schools
10 x 2 hour sessions
Information and Communications Technology is embedded in all aspects of today’s rapidly changing world. A qualification in IT offers you the transferable skills to hold employment across a wide variety of job sectors.

Certificate I in Information, Digital Media and Technology
Course Code ICT10115

Learn how to:
- Operate a personal computer
- Create documents
- Format documents
- Add images
- Use, communicate and search securely on the internet
- Use digital devices

Career pathways relating to this qualification include:
- Data Entry Operator
- Information Desk Clerk
- Receptionist
- Warehousing
- Retail
- Hospitality

Certificate II in Information, Digital Media and Technology
Course Code ICT20115

Learn how to:
- Use computer operating systems and hardware
- Work and communicate effectively in an ICT environment
- Operate application software packages
- Operate a digital media technology package
- Use social media tools for collaboration and engagement
- Produce and prepare photo images

Career pathways relating to this qualification include:
- Data Entry Administrator
- Sales Representative
- Client Support Officer
- Customer Service Representative
- Help Desk Officer
- Software Support

SACE Stage 1
Min 70 Credits / Max 75 Credits

Certificate III in Information, Digital Media and Technology
Course Code ICT30115

Learn how to:
- Create user documentation
- Install and optimise operating system software
- Run standard diagnostic tests
- Customise packaged software applications for clients
- Use advanced features of computer applications
- Review and maintain a website

Career pathways relating to this qualification include:
- IT Technician
- User Support Specialist
- Client Support Officer
- Computer Technician
- Network Operations Technician
- Software Support Technician

SACE Hybrid
(Stage 1 & 2)
Min 90 Credits / Max 95 Credits
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.

White Card
Work Safely in the Construction Industry

Course Code CPCCOHS1001A

Learn how to:

- Identify OHS legislative requirements
- Identify construction hazards and control measures
- Identify basic principles of risk management
- Identify OHS communication and reporting processes
- Identify OHS incident response procedures
- Identify safety signs and symbols

Fee $110
EMPLOYMENT PATHWAY

Hospitality Essentials

- SITHFAB005  Prepare and serve espresso
- SITXFSA001  Use hygienic practices for food safety
- SITHFAB002  Provide responsible service of alcohol
- SITXCCS007  Enhance customer service experiences

Cafés and Restaurants will be the biggest sources of employment growth in Australia for the next 5 years. MADEC can help you prepare for work within the Hospitality industry through our Nationally Recognised ‘Hospitality Essentials’ program. You will learn how to prepare and serve espresso coffee, provide responsible service of alcohol and use hygienic practices for food safety, training will enable you to gain employment in a range of hospitality roles.

Fee: $450
3 Full Days

VET in Schools
10 x 2 hour sessions
Cafés and Restaurants will be the largest sources of employment growth in Australia for the next five years and reliable hospitality staff with exceptional customer service skills are in demand. MADEC will prepare participants for work within the hospitality industry through our Nationally Recognised qualifications.

**Certificate II in Hospitality**

Course Code SIT20316

Learn how to:
- Prepare and provide for service
- Interact with customers
- Show social and cultural sensitivity
- Use hygienic practices for food safety
- Provide responsible service of alcohol
- Prepare and serve espresso coffee

Career pathways relating to this qualification include:
- Bar Attendant
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Front Office Assistant
- Porter

**Certificate III in Hospitality**

Course Code SIT30616

Learn how to:
- Work effectively in hospitality service
- Operate a bar
- Serve food and beverage
- Process financial transactions
- Prepare simple dishes
- Coach others in job skills

Career pathways relating to this qualification include:
- Senior Bar Attendant
- Waiter
- Housekeeper (Hotel/Motel)
- Function Host
- Restaurant Host
- Guest Service Agent

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SACE Stage 1
Min 45 Credits / Max 50 Credits

SACE Hybrid (Stage 1 & 2)
Min 70 Credits / Max 75 Credits
HOSPITALITY SHORT COURSES

Provide Responsible Service of Alcohol (RSA)

Course Code: SITHFAB002

Learn how to:
- Sell or serve alcohol responsibly
- Provide accurate information to customers on alcoholic beverages
- Prepare and serve standard drinks or samples according to industry requirements and professional standards
- Assist customers to drink within appropriate limits
- Assess alcohol affected customers and identify those to whom sale or service must be refused
- Use appropriate communication and conflict resolution skills to handle difficult situations

Career pathways relating to this qualification include:
- Events / Functions
- Cruise Ships
- Bars
- Restaurants
- Wineries and Cellar Doors
- Flight Attendant

The Perfect Cup of Coffee

Learn how to:
- SITXFSO01 Use hygienic practices for food safety
- SITHFAB005 Prepare and serve espresso coffee

Learn how to:
- Organise coffee workstations
- Select and grind coffee beans
- Advise customers and take espresso coffee orders
- Extract and monitor quality of espresso
- Undertake milk texturing process
- Serve espresso coffee beverages

Perfect your:
- Cafe Latte
- Cappuccino
- Espresso (short black)
- Flat White
- Long Black
- Piccolo Latte
- Mocha
- Ristretto
- Short and Long Macchiato

And appreciate the:
- Appearance
- Aroma
- Body
- Crema on top of the espresso
- Flavour
- Taste
- Strength
- Volume

Fee: $190
Australia’s retail industry has evolved to become one of the country’s major economic forces and its largest employer. With its diverse range of business types the employment opportunities are enormous and career prospects equally strong.

EMPLOYMENT PATHWAY

Retail Essentials
SIRXCCS202 Interact with customers
SIRXLLO01A Sell products and services
SIRXMER002 Plan, create and maintain displays

With approximately 10.5% of the workforce, retail is the second largest employer in Australia and the largest private employer. MADEC can prepare you for work in the Retail Industry through our Nationally Recognised “Retail Essentials” program.

This course will deliver the skills and knowledge required to thrive in a retail sales environment. Participants will develop sound selling techniques and be able to provide exceptional customer service.

Fee: $450
3 Full Days
VET in Schools
10 x 2 hour sessions

Certificate II in Retail Services

Course Code SIT20212

Learn how to:
• Engage the customer
• Communicate in the workplace to support team and customer outcomes
• Work effectively in a service environment
• Organise personal work requirements
• Advise on products and services
• Identify and respond to security risks

Career pathways relating to this qualification include:
• Cashier
• Customer Service Assistant
• Gourmet Food Sales Assistant
• Retail Assistant
• Retail Liquor Outlet Attendant
• Checkout Team Worker

SACE Hybrid
Stage 1 & 2
Certificate III in Retail Supervision or Retail Operations

Course Code SIR30312 or SIR30212

Learn how to:

• Identify and act on opportunities to assist customers
• Assist with customer difficulties
• Build customer relationships and loyalty
• Produce visual merchandise displays
• Support marketing and promotional activities
• Sell to the retail customer

Career pathways relating to this qualification include:

• Customer Service Assistant Manager
• Retail Supervisor
• Sales Counter Assistant
• Sales Representative
• Supermarket Team Leader
• Customer Service Representative

Certificate IV in Retail Management

Course Code SIR40212

Learn how to:

• Monitor retail store financials
• Create a customer centric culture
• Maintain employee relations
• Lead a frontline team
• Maintain store security
• Achieve sales results

Career pathways relating to this qualification include:

• Store Manager
• Department Manager
• Retail Area Manager
• Frontline Sales Manager
• Sales Team Manager
• Small Business Retail Owner

SACE Stage 1
Min 55 / Max 55
TESTIMONIALS

My MADEC Trainer understood my learning style and supported me to complete the final half of my assessment. (My Trainer) went above and beyond to ensure my questions were answered and I understood what I was required to do.
Jardey

You have made the last four weeks the best learning experience. You have brought a group of total strangers together who will now be work colleagues.
Mt Gamier Students

Classes were made fun while learning all the information needed and the Trainers were always helpful.
Zarshia

Michelle (MADEC Student) has been Fantastic! She is punctual, polite, friendly, enthusiastic about learning and has already developed relationships with educators, children and parents alike. She work well within our team. In fact she has been so wonderful that I have offered her a few days of casual employment beginning next term.
Diana (Host Employer)

I enjoyed classes & the way they were structured. Good mix of lectures, videos, practical activities and anecdotes by the instructor.
Maree

I can’t tell you how grateful I am to you my MADEC Trainer and MADEC’s involvement in me achieving my Diploma and Certs. I received a job offer yesterday to work in a Disability Unit as an SSO!
Nikki

Thank you to our MADEC Trainer for all your time, understanding and making this course a pleasure and an exciting endeavour.
Anita

How would you describe your satisfaction levels with MADEC Australia?

We have been very satisfied with MADEC and their support of their students. We have many students who come through our centre and I would say that MADEC students are among the best. I am very impressed with the training they receive and the support they get from MADEC staff.
Frances (Host employer)

What were the best aspects of the training program?

Having knowledgeable trainers on hand to give sound advice on the learner guides, being able to attend classes and study groups, building strong rapport with the trainers and classmates, thus building a strong student group.
Kathrina