Welcome to MADEC, a community based not for profit organisation delivering employment, training and community development initiatives.

MADEC is highly valued by local business and the community for satisfying their training needs. By studying 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, classroom based, external, online, workshops or traineeship.

At MADEC we wish you every success with your training choices both now and into the future. We will do our utmost to provide you with relevant and responsive training which will ensure you have a satisfying and rewarding experience.

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.

‘Training is delivered with Victorian and Commonwealth Government funding’

*Eligibility criteria applies.

Disclaimer:

Please note that the information given is intended as a guide for current and prospective students or interested persons. At the time of printing (September 2015) the information in this document is correct.

However, change may have occurred since printing. Accredited qualifications are subject to change in training packages specifications. Please contact your nearest MADEC location should you have any queries.
# CONTENTS

## General Information  
2

### Business & Business Administration  
5  
Certificate II in Business  
5  
Certificate III in Business  
5

### Business Short Courses  
5  
Quickbooks  
5  
MYOB  
5  
Excel  
5

Certificate IV in Business  
6  
Certificate III in Business Administration  
6  
Certificate IV in Business Administration  
6  
Diploma of Business Administration  
7  
Certificate IV in Leadership and Management  
7  
Certificate IV in Small Business Management  
7

### Children's Services  
8  
Certificate III in Early Childhood Education & Care  
9  
Certificate IV in School Age Education & Care  
9  
Diploma of Early Childhood Education & Care  
9

### Cleaning Operations  
10  
Certificate II in Cleaning Operations  
11  
Certificate III in Cleaning Operations  
11

### Community Services  
12  
Certificate III in Aged Care  
12  
Certificate IV in Aged Care  
12  
Certificate III in Home and Community Care  
12  
Certificate IV in Leisure and Health  
13  
Certificate III in Disability  
13  
Certificate IV in Disability  
13

### Education  
14  
Certificate III in Education Support  
14

### First Aid Short Courses  
16  
Provide Cardio-Pulmonary Resuscitation (CPR)  
17  
Provide First Aid (Level II First Aid)  
17  
Provide an Emergency First Aid Response in an Education and Care Setting  
17

### Foundation Courses  
18  
Course in Initial General Education for Adults  
18  
Certificate I in General Education for Adults (Intro)  
18  
Certificate I in General Education for Adults  
18  
Certificate II in General Education for Adults  
19  
Certificate III in General Education for Adults  
19  
Certificate I in Skills for Vocational Pathways  
20  
Certificate II in Skills for Vocational Pathways  
20

### Horticulture  
22  
Certificate II in Horticulture  
22  
Certificate III in Horticulture  
22  
Certificate II in Agriculture  
23  
Certificate III in Agriculture  
23  
Certificate IV in Agriculture  
23  
Certificate II in Rural Operations  
24  
Certificate III in Rural Operations  
24

### Short Courses  
25  
AusChem Users  
25  
AusChem Refresher  
25

### Hospitality  
26  
Certificate II in Hospitality  
27  
Certificate III in Hospitality  
27

### Short Courses  
28  
Follow Workplace Hygiene Procedures  
28  
Provide Responsible Service of Alcohol (RSA)  
28  
Provide Responsible Gambling Services  
28  
Participate in Safe Food Handling practices  
29  
Food Safety Supervisor  
29  
Prepare and Serve Espresso Coffee  
29

### Information Technology  
30  
Certificate I in Information, Digital Media & Technology  
30  
Certificate II in Information, Digital Media & Technology  
30  
Certificate III in Information, Digital Media & Technology  
30

### Short Courses  
31  
Introduction to Excel  
31  
Introduction to Word  
31  
Photoshop  
31

### Retail  
32  
Certificate II in Retail Services  
32  
Certificate III in Retail Operations  
32  
Certificate III in Retail Supervision  
32  
Certificate IV in Retail Management  
33

### OH&S White Card Short Course  
34  
Work Safely in the Construction Industry (Whitecard)  
35

### On The Job Training  
36

### Other Services  
37
How to Apply

Courses are available to people who meet the necessary entry requirements and any other additional selection criteria.

Some courses may require an interview and/or other selection criteria to be met. Others have entry requirements of previous study or experience. Check the course outline on the following pages, visit www.madec.edu.au or call your nearest MADEC Office on 1300 436 332 for more details about your preferred course and entry requirements.

Enrolling

Generally you must meet with the trainers in the specific course area. They will discuss the course with you, give you any information you require and have you sign any necessary forms.

Take your completed enrolment form and required identification to the administration office for processing, MADEC staff will advise you of your eligibility for government funding and provide you with a statement of fees prior to enrolment. Payment, or an authorised payment plan, must be made prior to commencing any of our courses.

Fees and Concessions

All students are assessed at time of enrolment to determine eligibility for Government subsided training.

Course tuition fees are set in line with the guidelines of the State Government. Please see our student fees and charges policy on our website for full details. Additional costs may apply for 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.

Tuition fee concession may apply if a student holds one of the following concession cards:

1. Commonwealth Health Care Card
2. Pensioner Concession Card
3. Veteran’s Gold Card

The concession provided for 1 & 2 also applies to dependent spouse or child listed on the card.

Concession fees are not available for students enrolling into Diploma.

Indigenous students will only pay the concession fee rate regardless of which course they are enrolling into.

*Please note that some courses are not funded by government. No concessions are available for non-government funded (fee for service) courses.

USI

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.

How to get a USI

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.

While most students will create their own USI, some training organisations will also be able to create your USI for you. Your training organisation might do this as part of your enrolment process when you begin studying. Where this service is provided your training organisation will let you know.

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

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 clients to meet minimum entry requirements.

Class Times

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

Please consult your program Coordinator or Trainer to establish the requirements of your study course.
Other courses may be timetabled during holidays, evenings and weekends.

We observe all public holidays as scheduled by Government. MADEC reserves the right to declare additional student free (Curriculum) days as may be required for staff to undertake professional development activities.

Student Information Guide contains information on:

- Access and Equity
- Fees and Charges
- Privacy Policy
- Work submission requirements
- Attendance requirements
- Change of Details
- Surveys
- Withdrawals and Refunds
- Plus much more!

What is Skills Recognition?

RPL (Recognition of Prior Learning)

Got the skills and experience? Then get the recognition. You may have broad skills, life and work experience, informal learning or incomplete formal learning that you may be able to gain credits for towards a qualification. If you are a current or prospective student you can apply to have your skills recognised and you may be able to complete your qualification in less time. This can be done via direct Credit transfer or Recognition of Prior Learning.

Why apply for RPL?

The advantages of applying for RPL are:

- You identify where your experience has provided you with the knowledge and skills covered in a unit of competency
- If you have already achieved the competency you will not have to attend training for those units of the qualification
- You will finish your qualification in a shorter time frame
- You only complete training for units that are new and challenging. You don’t do units in which you have proven knowledge and experience

Credit Transfer

Credit transfer is the recognition of specified learning previously undertaken where equivalent units of competence have been successfully completed. MADEC recognises only formal documentation such as qualification testamur, Records of Results and/or Statements of Attainment. All documents must be either in their original form or a certified copy of the original document.

Online Training Programs

Study online for greater flexibility

Make career advancement your goal this year and attain an industry relevant, nationally accredited qualification.

Studying online is a great way to study, part-time or full-time with your existing work and personal commitments.

Training Payment Plan

MADEC offer flexible payment plan options – that allow you to pay off your qualification as you study. Our Student Support Team are happy to discuss payment plan options with you please phone 5023 7233.

For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
People with skills in administration are in demand in every industry. 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

Future pathways
Receptionist or Clerical Assistant. Certificate III in Business or Certificate III in Business Administration.

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

Duration
Duration may vary depending on electives chosen. Classroom based delivery 3-6 months. Traineeship 12 months.

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

Certificate III in Business
Course Code BSB30115

Future pathways
Data Entry, General Clerk, Payroll Officer or Typist. Certificate IV in Business or Certificate IV in Business Administration.

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

Duration
Duration may vary depending on electives chosen. Classroom based delivery 6 months. Traineeship 12 months.

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

Short Courses

Quickbooks®
ICTICT208
Operate accounting applications
This short course enables users to have a practical knowledge of the processes involved with electronic bookkeeping preparation and ledger operations.

MYOB®
ICTICT208
Operate accounting applications
This unit describes the skills and knowledge required to operate common accounting software packages in order to maintain enterprise financial records.

Introduction to Excel®
ICTICT105
Operate spreadsheet applications
Learn the basic processes involved with operating a spreadsheet application on your personal computer.

Delivery mode
Classroom based
External
Online
Traineeship

Delivery mode
Classroom based
External
Online
Traineeship
Certificate IV in Business Administration

Course Code: BSB40215

Future pathways
Accounts Supervisor, Customer Service Supervisor, Officer Administration Supervisor, Student Services Supervisor.

What will you learn?
To apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. You will learn to provide leadership and guidance to others, planning and organisation, technology and self management.

Duration
Duration will vary depending on elective units chosen. Classroom based delivery 6-12 months. Traineeship 24 months.

Entry requirements
We recommend that you have completed Certificate III in Business or have relevant vocational experience.

Delivery mode
Classroom based
External
Online
Traineeship

Certificate III in Business Administration

Course Code: BSB30415

Future pathways
Accounts Receivable Clerk, Accounts Payable Clerk, Office Administrator, Certificate IV in Business Administration.

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

Duration
Duration may vary depending on electives chosen. Classroom based delivery 6 months. Traineeship 18 months.

Entry requirements
We recommend that you have completed Certificate II in Business or have other relevant qualifications, or that you have an equivalent level of administrative or operational support experience.

Delivery mode
Classroom based
External
Online
Traineeship

Certificate IV in Business Administration

Course Code: BSB40515

Future pathways
Accounts Supervisor, Executive Personal Assistant, Office Administrator or Project Assistant, Diploma of Business Administration.

What will you learn?
You will 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.

Duration
Duration may vary depending on electives chosen. Classroom based delivery 6-12 months. Traineeship 24 months.

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

Delivery mode
Classroom based
External
Online
Traineeship
Diploma of Business Administration

Course Code BSB50415

Future pathways
Executive Officer, Program Consultant, Program Coordinator.

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

Duration
Duration may vary depending on electives chosen. Traineeship 18 months.

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

Delivery mode
External
Online
Traineeship

Certificate IV in Leadership and Management

Course Code BSB42015

Future pathways
Coordinator, Leading Hand, Supervisor or Team Leader.

What will you learn?
This course will teach individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

Duration
12 months. Online and Workshop based.

Entry requirements
There are no entry requirements for this qualification.

Delivery mode
Classroom based
External
Online
Traineeship

Certificate IV in Small Business Management

Course Code BSB40415

Future pathways
Small Business Manager.

What will you learn?
To apply solutions to a range of unpredictable problems, analyse and evaluate information from a variety of sources, to provide leadership and guidance to others and take responsibility for the output of others.

Duration
12 months. Online and Workshop based

Entry requirements
There are no entry requirements for this qualification.

Delivery mode
Classroom based
External
Online
Traineeship
CHILDREN’S SERVICES

With increasing numbers of parents returning to work, there is increasing 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

Future pathways
Mobile Assistant Worker, Family Day Care Worker, Educator Assistant, Kindergarten/Preschool Assistant, OSHC Assistant.

What will you learn?
This qualification provides basic training for Child care workers to extend their theoretical knowledge and care-giving skills in a variety of early childhood settings and out of school hours programs.

Duration
Duration may vary depending on electives chosen, plus 120 hours of practical placement. Classroom based delivery over 6 months. Traineeship 24 months.

Entry requirements
Recommend students have completed Year 10 and are 18 years or over, or mature age and pass an initial interview and assessment prior to commencement.

Extra requirements
A current Victorian Police Check and Working with Children Check.

Delivery mode
Classroom based
External
Traineeship
Online

Certificate IV in School Age Education and Care

Course Code CHC40113

Future Pathways
Assistant OSHC Coordinator, Recreation Assistant, Senior Play Leader, OSHC Assistant, Play Leader, Vacation Care Supervisor.

What will you learn?
To plan and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Duration
Duration may vary depending on electives chosen, plus 120 hours of practical placement. Classroom based delivery over 6 months. Traineeship 24 months.

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

Extra requirements
A current Victorian Police Check and Working with Children Check.

Delivery mode
External
Traineeship

Diploma of Early Childhood Education & Care

Course Code CHC50113

Future pathways
Education Support, OSHC Coordinator, Team Leader, Kindergarten Assistant/Teacher, EC Educator, Service Director.

What will you learn?
This qualification addresses planning, implementing and managing programs. Responsibilities include supervision of other staff and volunteers. This qualification is required for Early Childhood Educator, Director or Service Manager level.

Duration
Duration may vary depending on electives chosen, plus 240 hours of practical placement. Classroom based delivery over 2 years. Traineeship 36 months.

Entry requirements
Recommend students be 18 years or over, or mature age, and pass an initial interview assessment prior to commencement.

Extra requirements
A current Victorian Police Check and Working with Children Check.

Delivery mode
Classroom based
External
Traineeship
Cleaning Operations
CLEANING OPERATIONS

Improve your skills and job prospects with these Nationally Accredited certificates. Gain knowledge and expertise in maintenance, cleaning techniques and operations and learn about leading small teams.

Certificate II in Cleaning Operations
Course Code CPP20611

Future pathways
This qualification applies to those in the workforce responsible for routine cleaning under supervision.

What will you learn?
You will be able to communicate, be part of a team, identify materials, stains and cleaning methods, use related workplace equipment and basic OHS knowledge.

Duration
Duration may vary depending on elective units chosen. Classroom based delivery over 12 weeks. Traineeship 12 months.

Entry requirements
There are no entry requirements for this course.

Certificate III in Cleaning Operations
Course Code CPP31011

Future pathways
Cleaner, Cleaning Supervisor.

What will you learn?
How to safely use chemicals and workplace equipment, communication skills, teamwork, problem-solving, planning and organisation, self-management and basic technology skills related to workplace equipment.

Duration
Duration may vary depending on elective units chosen. Classroom based delivery over 6 months. Traineeship 24 months.

Entry requirements
There are no entry requirements for this course.

Delivery mode
Classroom based
External
Traineeship

Delivery mode
Classroom based
External
Traineeship
With Australia’s ageing population there is increasing demand for workers in the Aged Care and Disability sector. This rewarding career offers security and long term employment opportunities for those who have compassion and a drive to work with the elderly.

Certificate III in Aged Care

**Course Code** CHC30212

**Future pathways**
Care Worker, Personal Care Giver, Support Workers, Residential Care Workers and Certificate IV in Aged Care.

**What will you learn?**
In addition to general communication skills you will learn how to support older people in the community, Workplace Health and Safety, support older people in the maintenance of their independence and dementia care.

**Duration**
Duration may vary depending on electives chosen. Classroom based full time 6 months, plus 120 hours practical placement. Traineeship 24 months.

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

**Extra requirement**
A current Victorian Police Check.

Certificate IV in Aged Care

**Course Code** CHC40108

**Future pathways**
Day Activity Worker, Care Supervisor, Personal Care Worker, Program Coordinator of Social Programs.

**What will you learn?**
In addition to general communication skills you will learn how to support older people in the community, Workplace Health and Safety, facilitate support for personal care, advocate for clients and supervise work.

**Duration**
Duration may vary depending on electives chosen. 12 months off campus, plus 120 hours practical placement. Traineeship 24 months.

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

**Extra requirement**
A current Victorian Police Check.

Certificate III in Home and Community Care

**Course Code** CHC30312

**Future pathways**
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, Workplace Health and Safety, support older people in the maintenance of their independence, dementia care and how to work effectively in home and community care.

**Duration**
Duration may vary depending on electives chosen. Classroom based full time 6 months, plus 120 hours. Traineeship 24 months.

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

**Extra requirement**
A current Victorian Police Check.
Certificate IV in Leisure and Health

Course Code CHC40608

Future pathways
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 and responsible behaviour.

Duration
Duration may vary depending on electives chosen. Traineeship 24 months.

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

Extra requirement
A current Victorian Police Check.

Certificate III in Disability

Course Code CHC30408

Future pathways
Accommodation Support Worker, Field Officer, Home Care Assistant, Care Assistant, In-home Respite Care Worker, Client Assistant, Nursing Assistant, Community Access Coordinator, Personal Care Assistant, Community Care Worker.

What will you learn?
You will learn how to maintain personal care and/or other activities of living for people with a disability, communication, teamwork and problem solving skills.

Duration
Duration may vary depending on elective units chosen, plus 120 hours of practical placement or 12 months external. Traineeship 24 months.

Entry requirements
Successful completion of an initial assessment prior to commencement.

Extra requirement
A current Victorian Police Check and Working with Children Check.

Certificate IV in Disability

Course Code CHC40312

Future pathways
Behavioural Support Officer, Project Officer, Disability Officer, Residential Care Officer, Senior Personal Care Assistant.

What will you learn?
You will learn to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. You will also cover communication, teamwork, problem solving, planning and organisation and self management.

Duration
Duration may vary depending on elective units chosen, plus 120 hours of practical placement or 12 months external. Traineeship 24 months.

Entry requirements
Desirable to have completed Certificate III in Disability or have relevant vocational experience.

Extra requirement
A current Victorian Police Check and Working with Children Check.
Become a qualified teacher’s aide and be an integral part of the modern classroom. Learn how to support children and young people and contribute to their education. You may work in various areas including early childhood education, primary and secondary schools, special schools, vocational and higher education and community education.

Certificate III in Education Support

Course Code CHC30213

Future Pathways
Education Assistant, Education Support Worker, Language Worker, Literacy Worker, Teacher Aide, Teacher Assistant, Home Tutor.

What will you learn?
You will learn to work in a range of education settings to provide assistance and support to teachers and students under broad based supervision.

Duration
Classroom based over 6 months. Traineeship 12 months.

Entry requirements
There are no specific entry requirements for this course.

Extra requirements
A current Victorian Police Check and Working with Children Check.

Become a Teacher’s Aide

Teacher’s aides help and assist teachers in the classroom and give extra attention to students to support them with their learning and development. This new Nationally Recognised qualification has been custom-designed by industry experts. It covers two categories of potential workers, those who are already working as teacher aides and are looking to formalise their qualifications and to prospective employees seeking work.

Teacher’s aides work in a range of classroom contexts, including public and independent schools and community education settings. This course can be done in as little as 6 months giving fast career options to those who want to work with children in fulfilling roles.

A work placement is also undertaken during this course to provide the on-the-job experience that will give you the skills that will help you to secure employment.
FIRST AID SHORT COURSES

Everyone should learn basic first aid skills to help others in emergency situations. The following courses will give you the skills and knowledge to preserve life until emergency assistance arrives.

Provide Cardio-Pulmonary Resuscitation (CPR)

Unit Code: HLTAID001

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.

Duration
This course is conducted over a period of 3 hours in a classroom setting and requires assessment via questioning and simulated demonstration.

Entry requirements
There are no pre-requisites for this course.

Provide First Aid (Level II First Aid)

Unit Code: HLTAID003

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.

Assessment involves written questions, oral questioning and practical simulation.

This unit incorporates the content of units:
- HLTAID001 Perform CPR
- HLTAID002 Provide basic emergency lifesupport

Duration
This course is conducted over 2 days as a fully practical workshop, or can be delivered as a blended course involving 1 day classroom and home study.

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

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

Unit Code: HLTAID004

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

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

Delivery mode
Classroom based

Delivery mode
Classroom based
The CGEA 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.

Course in Initial General Education for Adults

Course Code 22234VIC

Future pathways
This training assists students with 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.

Duration
Full time classroom based 4 days per week for 6 months.

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

Certificate in I General Education for Adults (Introductory)

Course Code 22235VIC

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.

Duration
Full time classroom based 4 days per week for 6 months.

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

Course Code 22236VIC

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.

Duration
Full time classroom based 4 days per week for 6 months.

Entry requirements
There are no formal entry requirements for this level, however, students will be assessed for suitability of study.
Certificate II in General Education for Adults

Course Code 22237VIC

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.

Duration
Full time classroom based 4 days per week for 6-12 months.

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

Course Code 22238VIC

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 the final stage in this course for moving onto further study or work opportunities.

Duration
Full time classroom based 4 days per week for 6-12 months.

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

Delivery mode
Classroom based
Foundation Courses

Certificate I in Skills for Work and Vocational Pathways

Course Code FSK10213

Future pathways
This training assists students with 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.

Duration
Duration will vary dependent on candidate assessment, electives and level of increased foundation knowledge.

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

Delivery mode
Classroom based

Certificate II in Skills for Work and Vocational Pathways

Course Code FSK20113

Future pathways
This training assists students with literacy and numeracy skills and prepares them for workforce entry or vocational training.

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

Duration
Duration will vary dependent on candidate assessment, electives and level of increased foundation knowledge.

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

Delivery mode
Classroom based
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.

**Certificate II in Horticulture**

**Course Code** AHC20410

**Future pathways**
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

**What will you learn?**
This qualification is tailored to meet the specific needs of the horticulture operations where employed.

**Duration**
Generally this qualification is delivered via a combination of classroom based and workplace activities. Traineeship 18 months.

**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**

**Course Code** AHC30710

**Future pathways**
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

**What will you learn?**
This qualification is tailored to meet the specific needs of the horticulture operations where employed.

**Duration**
Traineeship 36 months.

**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.

---

**Delivery mode**
Traineeship
External

---

**Delivery mode**
Traineeship
External
Certificate II in Agriculture
Course Code AHC20110

Future pathways
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

What will you learn?
This qualification provides an entry level occupational outcome in agriculture. It enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both.

Duration
Duration will vary depending on the delivery mode selected, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 8-12 months with self-paced study required between sessions.

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.

Delivery mode
External
Traineeship

Certificate III in Agriculture
Course Code AHC30110

Future pathways
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

What will you learn?
This qualification provides a general vocational outcome in agriculture. The qualification enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both.

Duration
Duration will vary depending on the delivery mode selected, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 12-24 months with self-paced study required between sessions.

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.

Delivery mode
External
Traineeship

Certificate IV in Agribusiness
Course Code AHC41010

Future pathways
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

What will you learn?
This qualification allows individuals to develop post-trade skills and knowledge to become specialists within the agriculture industry. It is designed to meet the needs of supervisors or team leaders in the agriculture industry.

Duration
Duration will vary depending on the delivery mode selected, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 12-24 months with self-paced study required between sessions.

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.

Delivery mode
External
Traineeship
Certificate II in Rural Operations

Course Code AHC21210

Future pathways
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

What will you learn?
This qualification provides an occupation outcome for industries and agencies in rural and regional Australia.

Duration
Generally this qualification is delivered via a combination of classroom based and workplace activities. Traineeship 18 months.

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.

Delivery mode
External
Traineeship

Certificate III in Rural Operations

Course Code AHC32810

Future pathways
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

What will you learn?
This qualification provides an occupational outcome in agriculture, horticulture and conservation land management and at least one and up to three other related industries.

Duration
Traineeship 36 months.

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.

Delivery mode
External
Traineeship
AusChem Chemical Users Course

**Unit Code** Prepare and apply chemicals
AHCCCHM303A & AHCCCHM304A

This course provides the required training for many Industry Quality Assurance Programs and is necessary to apply for the Victorian Agricultural Chemical Users Permit (an ACUP is required for users of Schedule 7 and other Restricted Chemical Products).

It 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.

Upon successful completion, results in AusChem registration and the award of a Statement of Attainment for 2 Nationally Recognised Units.

**Duration**
The course is delivered over 2 full days.

---

AusChem Refresher Courses

**Unit Code** Transport, handle and store Chemicals AHCCCHM303A & AHCCCHM304A

This short course enables users of AgVet Chemicals to keep up to date with changes in chemical use, new legislation and to have a reminder about safety and best practice.

This course is required to retain registration in some industry QA programs and is best suited to general chemical users and mandatory in NSW to be allowed to continue to use AgVet chemicals.

**Duration**
The course is delivered over 1 full day.

---

Who should do AusChem training?

Anyone who uses agricultural chemicals or veterinary medicines should complete some training. AusChem 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

---

Who should do AusChem training? Anyone who uses agricultural chemicals or veterinary medicines should complete some training. AusChem 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
HOSPITALITY

The hospitality industry is one of Australia’s largest and fastest growing sectors. The qualifications below offer a wide range of units to meet a diverse variety of venue types and job roles.

Certificate II in Hospitality

Course Code SIT20213

Future pathways
Bar Attendant, Bottle Shop Attendant, Catering Assistant, Food and Beverage Attendant, Housekeeping Attendant, Porter, Receptionist or Front Office Assistant, Gaming Attendant and Certificate III in Hospitality.

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. You will gain skills for various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés and coffee shops.

Duration
Duration may vary depending on electives chosen.
External 12 months.
Traineeship 12 months.

Entry requirements
There are no specific pre-requisites.

Certificate III in Hospitality

Course Code SIT30713

Future pathways
Bar Attendant, Barista, Waiter, Sommelier, Front Desk Receptionist, Housekeeper and 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. You will gain skills for various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafés and coffee shops.

Duration
Duration may vary depending on electives chosen.
External 12 months.
Traineeship 18 months.

Entry requirements
There are no specific pre-requisites.

Delivery mode
External
Online
Traineeship

Delivery mode
External
Online
Traineeship
Follow Workplace Hygiene Procedures (Food Handlers)

Unit Code SITXFSA101

Future pathways
Personal hygiene practices apply to all personnel operating at all levels within industries, such as Kitchen Hands, Cooks, Chefs, Catering Staff, Café and Fast Food outlets. This Certificate is a mandatory requirement for people in these positions.

What will you learn?
This unit 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.

Duration
This unit is delivered classroom based as 1 half day or 1 evening session.

Entry requirements
There are no specific pre-requisites.

Delivery mode
Classroom based

Provide Responsible Service of Alcohol (RSA)

Unit Code SITHFAB201
Approved by the Victorian Commission for Gambling and Liquor Regulation.

Future pathways
This unit 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 licence.

What will you learn?
Students will learn how to identify customers to whom service maybe refused, assist customers to drink within appropriate limits and assist affected customers.

Duration
This unit is delivered classroom based over 1 half day or 1 evening session.

Entry requirements
There are no specific pre-requisites.

Delivery mode
Classroom based

Provide Responsible Gambling Services

Unit Code SITHGAM201
Approved by the Victorian Commission for Gambling and Liquor Regulation.

Future pathways
This unit 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 unit 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.

Duration
This unit is delivered classroom based over 1 half day or 1 evening session.

Entry requirements
There are no specific pre-requisites.

Delivery mode
Classroom based
Participate in Safe Food Handling Practices (Food Safety Supervisor)

Unit Code SITXFSA201

Future pathways
Managing food venues.

What will you learn?
This unit will provide students with the skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation’s food safety program.

Duration
This unit is delivered classroom based over 1 day.

Entry requirements
SITXFSA101 - Follow workplace hygiene procedures is a pre-requisite to undertaking this unit.

Prepare and Serve Espresso Coffee

Unit Code SITHFAB204

Future pathways
Barista, but is also of value to all lovers of coffee interested in the preparation and service of coffee.

What will you learn?
Learn to make a wide variety of coffees using a commercial espresso coffee machine.

Duration
This unit is delivered classroom based over half a day. Can be delivered in workplace.

Entry requirements
SITXFSA101 - Follow workplace hygiene procedures is a pre-requisite to undertaking this unit.

Delivery mode
Classroom based
External
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

Future pathways
This course provides you with the basic skills to use a computer. It is appropriate for students who 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. The course includes units in personal computer fundamentals, word processing, spreadsheets, digital images, the Microsoft® Office suite, desktop publishing, internet and email.

Duration
Duration may vary depending on electives chosen.
Full time classroom based 6 weeks.

Entry requirements
There are no specific pre-requisites.

Certificate II in Information, Digital Media and Technology

Course Code ICT20115

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.

Duration
Duration may vary depending on electives chosen.
Traineeship 18 months.
Full time classroom based 18 weeks.

Entry requirements
There are no specific pre-requisites.

Certificate III in Information, Digital Media and Technology

Course Code ICT30115

Future pathways
ICT Support Technician, Clerical/Software Support, Help Desk Operator.

What will you learn?
Provides students with skills in computer software applications.

Duration
Duration may vary depending on electives chosen.
Full time classroom based 6 months.
Traineeship 24 months.

Entry requirements
There are no specific pre-requisites.

Delivery mode
Classroom based
External

Online
Traineeship
Short Courses

**Introduction to Excel®**
ICTICT105
Operate spreadsheet applications

Learn the basic processes involved with operating a spreadsheet application on your personal computer.

**Introduction to Word®**
ICTICT102
Operate word processing applications

Learn the basic processes involved with operating a word processing application on your personal computer.

**Photoshop®**
CUFDIG303A
Create visual design components

This course is designed for students with little or no experience in Adobe Photoshop. After completing this course you will be able to work with and enhance photographs and graphics.

---

**Delivery mode**
Classroom based
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.

Certificate II in Retail Services

Course Code SIR20212

Future pathways
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. You will acquire the skills to work in various retail store settings, such as speciality stores, supermarkets, department stores and retail fast food outlets.

Duration
Duration may vary depending on electives chosen.
Traineeship 12 months.

Entry requirements
There are no prerequisites for entry to this qualification.

Certificate III in Retail Operations

Course Code SIR30212

Future pathways
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. You will acquire the skills to work in various retail store settings, such as speciality stores, supermarkets, department stores and retail fast food outlets.

Duration
Duration may vary depending on electives chosen.
Traineeship 24 months.

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

Certificate III in Retail Supervision

Course Code SIR30312

Future Pathways
Senior Sales Assistant, Crew Leader, Team Leader, Store Supervisor, Point-of-Sale Supervisor, Merchandise Coordinator.

What will you learn?
To be competent in retail supervision with the need to apply discretion and judgement, responsibility for others and to provide support responsibilities within a store team.

Duration
Duration may vary depending on electives chosen.
Traineeship 24 months.

Entry requirements
Certificate II in Retail or industry experience is preferred.

Delivery mode
External
Online
Traineeship

Delivery mode
External
Online
Traineeship

Delivery mode
External
Online
Traineeship
Certificate IV in Retail Management

Course Code SIR40212

Future Pathways
Department Manager, Merchandise Manager, Customer Service Manager, Shift Manager, Small Business Retail Owner.

What will you learn?
You will learn to be competent in frontline management skills, to manage a small to medium sized retail store group or franchise outlet, a departmental or section management in a retail business, functional management roles, such as merchandise management, manage a sales team.

Duration
Duration may vary depending on electives chosen. Traineeship 24 months.

Entry requirements
To undertake this qualification students will have previous supervisory experience in roles such as customer service, supervising work teams and employee relations, sales performance, and store safety and security.

Delivery mode
External
Online
Traineeship
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 (Whitecard)**

- **Course Code** CPCOHS1001A

- **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.

- **Duration**
  1 Day.

- **What will I receive?**
  On successful completion you will receive a Nationally Recognised Statement of Attainment in ‘Work Safely in the Construction Industry’ CPCOHS1001A as part of CPC08 Construction, Plumbing and Services. A White Card is then issued by WorkSafe Victoria, usually within 30 days.

**Delivery mode**

Classroom based
ON THE JOB TRAINING

Australian Apprenticeships are Nationally Recognised training programs that combine work and accredited training. ‘Australian Apprenticeships’ incorporates both apprenticeships and traineeships. They are a training agreement between an employer and employee for the provision of training with employment over a period of time.

Trainees must first secure employment in their chosen field before commencing ‘on the job training’ with MADEC.

Advantages of ‘On the job training’

- Work and train at the same time
- MADEC will tailor training and support to suit your business and employee needs
- MADEC will provide trainers that hold the relevant qualifications and industry experience to ensure your staff receive the high quality training
- Potential opportunity to undertake practical & theory training both on and off the job in order to meet the requirements of a specific qualification
- ‘On the job training’ can commence at any given period over a year and vary in duration
- Anyone aged 16—64 can be an Australian Apprentice
- Australian Apprentices/Trainees involve working full-time, part-time or school based, can be existing or new workers
- Existing worker gain a qualification that supports their skills and help increase their knowledge while working
- MADEC will train and assess units within the workplace
- Potential for employers to receive government incentives which assists with the on the job training requirements
- Employee’s training fees may be eligible for government funding

Agriculture, Horticulture and Conservation
- Certificate II in Agriculture
- Certificate III in Agriculture
- Certificate IV in Agribusiness
- Certificate II in Horticulture
- Certificate III in Horticulture
- Certificate II in Rural Operations
- Certificate III in Rural Operations

Business
- Certificate II in Business
- Certificate III in Business
- Certificate IV in Business
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Diploma of Business Administration
- Certificate IV in Small Business Management
- Certificate IV in Leadership and Management

Cleaning Operations
- Certificate II in Cleaning Operations
- Certificate III in Cleaning Operations

Community Services
- Certificate III in Aged Care
- Certificate IV in Aged Care
- Certificate III in Disability
- Certificate IV in Disability
- Certificate III in Early Childhood Education and Care
- Diploma in Early Childhood Education and Care
- Certificate III in Education Support
- Certificate III in Home and Community Care
- Certificate IV in Employment Services
- Certificate IV in Leisure and Health
- Certificate IV in School Aged Education and Care

Hospitality
- Certificate II in Hospitality
- Certificate III in Hospitality

Information Technology
- Certificate II in Information, Digital Media and Technology
- Certificate III in Information, Digital Media and Technology

Retail
- Certificate II in Retail Services
- Certificate III in Retail Operations
- Certificate III in Retail Supervision
- Certificate IV in Retail Management
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 3 regions. Our employment services are designed to meet the needs of job seekers and employers. We assist eligible job seekers to find and keep 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 Indigenous Community Links 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.
Our Victorian Locations

www.madec.edu.au
1300 436 332