



Course Guide

2012



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Welcome To MADEC

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

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

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

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

At MADEC we wish you all the best with your training choices now and in 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.

Friend us on



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, the information contained was correct.

However, changes may have occurred since printing. Please check with your nearest MADEC College should you have queries.

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General Information

How to apply and enrol

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

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

Enrolling

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

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

Fees and Concessions

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

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

Qualifications Offered Diplomas

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

Certificate Courses

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

Short Courses

Enrol in one of MADEC's Short Courses to gain specific skills. (E.g. Food Handlers Course or RSA)

Statement of Attainment

This is a record of a partial completion of a qualification or a short 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 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 on-campus courses the hours anticipated are 9am—3pm on class days, with one hour allotted for lunch. This is an indication only and may be varied by agreement to accommodate the delivery of that day's subject matter.

MADEC schedules its full time courses based on the School terms in the State in which you have enrolled. Students are not generally required to attend during normal holiday periods. There may be exceptions to this rule however, where additional attendance is required to satisfy the student contact requirements of the qualification. Please consult your program Coordinator or Trainer to establish the requirements of your study course.

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

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

Student eligibility for subsidised places in courses (Victoria Only)



For more information on enrolling in courses at MADEC, a copy of our Student Information Guide is available for download at www.madec.edu.au or a hard copy can be obtained by visiting your nearest MADEC Office

The Student Information Guide contains information on;

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

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

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

- Previous training (at an educational establishment or work)
- Education (at school, college or place of work)
- Work experience (paid and unpaid work)
- Life experience (leisure pursuits and voluntary work)
- These may demonstrate achievement in a unit(s) of Competency(s) without having to attend training and study

MADEC's Student RPL Guide is designed to help you to decide whether to enrol in and undertake the RPL process or to enrol in the unit (s) of competency and undertake the training. A copy is available for download from www.madec.edu.au or a hard copy is available by telephoning your nearest MADEC Office.

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

For courses delivered in Victoria, much of the training outlined in this Course Guide is delivered with Victorian and Commonwealth Government funding

A variety of training in South Australia is delivered with Commonwealth Government funding and South Australian Government funding through The Department of Further Education, Employment, Science and Technology"



Business and Business Administration

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 BSB20107

Future pathways

Receptionist, Clerical Assistant.

What will you learn

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

Delivery and duration

Students are required to complete 260–365 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura

Off-Campus delivery

Mildura

Traineeship

MADEC VIC

Certificate III Business Studies BSB30107

Future pathways

Data Entry, General Clerk, Payroll Officer, Typist.

What will you learn

Students will design and produce documents, organise workplace information and personal work priorities, maintain financial transactions write simple documents

Delivery and duration

Students are required to complete 315–610 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Berri, Kadina, Clare, Yorketown

Off-Campus delivery

Mildura, Berri, Kadina, Clare, Yorketown

Traineeship

MADEC VIC and SA Sites

Certificate III in Business Administration - BSB30407

Future pathways

Accounts Receivable Clerk, Accounts Payable Clerk, Office Administrator.

What will you learn

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

Delivery and duration

Students are required to complete 350–665 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Berri

Off-Campus delivery

Mildura

Traineeship

MADEC VIC and SA Sites



Certificate IV in Business Administration - BSB40507

Future pathways

Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

What will you learn

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

Delivery and duration

Students are required to complete 345–620 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Kadina, Clare, Yorketown

Off-Campus delivery

Mildura, Kadina, Clare, Yorketown

Traineeship

MADEC VIC Sites

Diploma of Business Administration - BSB50407

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.

Delivery and duration

Students are required to complete 310–460 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Kadina, Clare, Yorketown

Off-Campus delivery

Mildura, Kadina, Clare, Yorketown

Traineeship

MADEC VIC Sites

"Our trainer was fantastic. Her help was incredible, she explained everything extensively and help was readily available." - anonymous

Community Services

With Australia's ageing population and increasing numbers of parents returning to work, there is increasing demand for workers in the Aged Care and Children's Services sectors. These rewarding careers offer security and long term employment opportunities for those who have compassion and a drive to work with children and the elderly.

Certificate III in Aged Care CHC30208

Future pathways

Care Worker, Personal Care Giver, Support Workers.

What will you learn

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

Delivery and duration

Students are required to complete 473-543 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Berri, Murray Bridge, Swan Hill, Kerang, Kadina, Clare, Yorketown, Noarlunga

Off-Campus delivery

Mildura, Berri, Murray Bridge, Swan Hill, Kerang, Kadina, Clare, Yorketown, Noarlunga

Traineeship

MADEC VIC and SA Sites

Certificate III in Home and Community Care CHC30308

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, OHS, support older people in the maintenance of their independence, dementia care and how to work effectively in home and community care

Delivery and duration

Students are required to complete 448-690 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Swan Hill, Kerang, Kadina, Clare, Yorketown

Off-Campus delivery

Mildura, Berri, Murray Bridge, Swan Hill, Kerang, Noarlunga, Kadina, Clare, Yorketown

Traineeship

MADEC VIC and SA Sites

Certificate IV in Aged Care CHC40108

Future pathways

Day Activity Worker, Care Supervisor, Personal Care Worker.

What will you learn

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

Delivery and duration

Students are required to complete 650-925 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Murray Bridge, Kadina, Clare, Yorketown, Noarlunga

Off-Campus delivery

Mildura, Berri, Murray Bridge, Noarlunga, Kadina, Clare, Yorketown

Traineeship

MADEC VIC



Certificate IV in Leisure and Health 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.

Delivery and duration

Students are required to complete 681-1015 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

Off-Campus delivery

Mildura, Noarlunga

Traineeship

MADEC VIC

Certificate III in Children's Services CHC30708

Future pathways

Mobile Worker, Family Day Care Worker, EC Assistant, Kinder Assistant, OSHC Assistant.

What will you learn

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

Delivery and duration

Students are required to complete 499-673 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Swan Hill, Murray Bridge, Kadina, Clare, Yorketown

Off-Campus delivery

Mildura, Swan Hill, Murray Bridge, Kadina, Clare, Yorketown

Traineeship

MADEC VIC and SA Sites

Diploma of Children's Services CHC50908

Future pathways

OSHC Co-ordinator, Team Leader, Kinder Assistant/Teacher, EC Educator, Service Director.

What will you learn

This qualification addresses planning, implementing and managing programs in early childhood services. Responsibilities include supervision of other staff and volunteers. Qualification required for early childhood educator, director or service manager level for children's services centres.

Delivery and duration

Students are required to complete 1086-1550 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

Certificate III in Children Services. Recommend students be 18 years or over, or mature age, and pass an initial assessment prior to commencement.

Course location and study mode

On-Campus delivery

Swan Hill, Kadina, Clare, Yorketown

Off-Campus delivery

Mildura, Swan Hill, Kadina, Clare, Yorketown

Traineeship

MADEC VIC and SA Sites

General Education For Adults

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.

Students undertaking study in the Certificates of General Education for Adults have a number of vocational unit options that can be undertaken as a part of their general studies.

These include units from the following training areas;

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

Job Search skills also form an integral part of general studies and include resume preparation, writing cover letters and interview skills.

Certificate in Initial General Education for Adults 21770VIC

Future pathways

This training assists students with the basic literacy and numeracy skills.

What will you learn

These studies include communication skills, reading, writing, numeracy and mathematics work and life skills, along with vocational training options.

Delivery and duration

Full time on-campus 4 days per week.

Entry requirements

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

Certificate I in General Education for Adults (Introductory) 21771VIC

Future pathways

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

What will you learn

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

Delivery and duration

Full time on-campus 4 days per week.

Entry requirements

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

Certificate I in General Education for Adults 21772VIC

Future pathways

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

What will you learn

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

Delivery and duration

Full time on-campus 4 days per week.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Swan Hill

Course location and study mode

On-Campus delivery

Mildura, Swan Hill

Course location and study mode

On-Campus delivery

Mildura, Swan Hill



Certificate II in General Education for Adults 21773VIC

Future pathways

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

What will you learn

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

Delivery and duration

Full time on-campus 4 days per week.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Swan Hill

Certificate III in General Education for Adults 21774VIC

Future pathways

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

What will you learn

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

Delivery and duration

Full time on-campus 4 days per week.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Swan Hill

Language, Literacy and Numeracy Program (LLNP)

This Commonwealth Government funded Program seeks to improve clients' language, literacy and/or numeracy with the expectation that such improvements will enable them to participate more effectively in training or in the labour force and lead to greater gains for society in the longer term.

The LLNP program is delivered using the CGEA Curriculum, with up to 800 hours of funded training available to eligible students.

To check your eligibility please contact your nearest MADEC Office 1300 436 332.

Horticulture

Horticulture is a very diverse industry which can provide an interesting and exciting career for those seeking outdoor work involving the growing and harvesting of fruit and/or vegetables.

Certificate I in Horticulture RTF10103

Future pathways

Farm hand, General Labourer.

What will you learn

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

Delivery and duration

Generally this qualification is delivered via a combination of classroom based and workplace activities.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura

Certificate II in Horticulture RTF20103

Future pathways

Farm hand, General Labourer.

What will you learn

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

Delivery and duration

Generally this qualification is delivered via a combination of classroom based and workplace activities.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura

Traineeship

MADEC VIC and SA Sites

Certificate III in Horticulture RTF30103

Future pathways

Farm hand, General Labourer.

What will you learn

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

Delivery and duration

Traineeship Mode Only-Expected completion 1 year.

Entry requirements

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

Course location and study mode

Traineeship

MADEC VIC and SA Sites

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
- Amenity horticulture
- Livestock production
- Forestry
- Production horticulture and viticulture
- Weed controllers
- Turf Industry
- Fox, wild dog and rabbit control



AusChem Chemical Users Course

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).

Mandatory in NSW to be allowed to continue to use AsVet chemicals.

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

Course location and study mode

On-Campus delivery

Mildura, Robinvale, Swan Hill

AusChem Refresher Courses

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 AsVet chemicals.

Course location and study mode

On-Campus delivery

Mildura, Robinvale, Swan Hill

AusChem Chemical Users Course - On Line

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

The theoretical component of the course is delivered online at your own pace, when and where it suits you.

Practical training and assessment is conducted over one day in class, and upon successful completion, results in AusChem registration and the award of a Statement of Attainment for two Nationally Recognised Units; RTC3704A and RTC3705A.

Course location and study mode

On-Campus delivery

Mildura, Robinvale, Swan Hill

Online

Mildura, Robinvale, Swan Hill

"Great personality, ability to put students at ease and assist with learning difficulties" -anonymous

Hospitality

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

Why not enrol in MADEC's Triple Certificate Course?

Gain all three Certificates in one block. Attractive discounts are available for multiple certificate enrolments. Check with your local MADEC training venue for more details.

Certificate II in Hospitality SIT20207

Future pathways

Bar Attendant, Bottle Shop Attendant, Catering Assistant, Food and Beverage Attendant, Housekeeping Attendant, Porter, Receptionist or Front Office Assistant, Gaming Attendant.

What will you learn

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

Delivery duration

Students are required to complete 153-407 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

No pre-requisites.

Course location and study mode

On-Campus delivery

Renmark, Noarlunga, Kadina, Clare, Yorketown

Off-Campus delivery

Kadina, Clare, Yorketown

Traineeship

MADEC VIC and SA Sites

Certificate III in Hospitality SIT30707

Future pathways

Bar Attendant, Barista, Waiter, Wine Waiter, 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. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops.

Delivery duration

Students are required to complete 347-587 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

No pre-requisites.

Course location and study mode

On-Campus delivery

Noarlunga, Kadina, Clare, Yorketown, Renmark

Off-Campus delivery

Kadina, Clare, Yorketown

Traineeship

MADEC VIC and SA Sites

Hospitality Service Essentials

Future pathways

Bar Attendant, Barista, Waiter, Wine Waiter, Front Desk Receptionist, Housekeeper and Gaming Attendant.

What will you learn

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

Delivery duration

This course is delivered on-campus in a variety of unit selections and timeframes.*

Entry requirements

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

Course location and study mode

On-Campus delivery

Renmark, Waikerie, Berri, Kadina



Follow Workplace Hygiene Procedures (Food Handlers) SITXOHS002A

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 in all states for people in these positions.

What will you learn

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

Delivery and duration

This course is delivered on-campus as a half day, or one evening session.*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery
Mildura, Renmark, Berri, Waikerie, Kadina, Noarlunga, Marion

Provide Responsible Service of Alcohol (RSA) Vic and SA SITHFAB009A (Victorian Certificate is approved by the Director of Liquor Licensing)

Future pathways

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

What will you learn

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

Delivery and duration

This course is delivered on-campus over one half day, or one evening, session.*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery
Mildura, Renmark, Berri, Waikerie, Kadina, Noarlunga

Provide Responsible Gambling Services SITHGAM006A

Future pathways

This course is designed to equip students with the skills and knowledge to deliver gaming services in a responsible manner, and in line with State Government legislative requirements.

What will you learn

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

Delivery and duration

This course is delivered on-campus over one half day, or one evening session.*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery
Mildura, Renmark, Berri, Waikerie, Kadina, Noarlunga

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

Hospitality

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

"Very informative. Trainer good at making sure students understood everything" - anonymous

Attend Gaming Machines/RSG (SA)

SITHGAM006A Provide responsible gambling services
SITHGAM001A Attend gaming machines
SITXFIN001A Process financial transactions

Future pathways

For those wishing to work in the Gaming Industry in South Australia these three units are a pre-requisite.

What will you learn

This course will provide students with the skills and knowledge to Provide Responsible Gaming Services to your patrons, undertake the financial transactions required of a Gaming Attendant, and carry out routine operations on Gaming (Poker) Machines.

Delivery and duration

This course is delivered on-campus over two full days*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery

Clare, Kadina, Renmark, Waikerie, Berri, Marion, Noarlunga

Barista (Skill Set)

SIRXCCS001A Apply point of sales procedures
SITHFAB012A Prepare and serve espresso coffee
SITHFAB016A Plan and monitor espresso coffee service
SITXCCS002A Provide quality customer service
SITXOHS002A Follow workplace Hygiene Procedures

Future pathways

Barista in a variety of Hospitality and Retail settings.

What will you learn

Students will learn how to make a wide range of coffee types, hygienically and in accordance with customer requirements.

Delivery and duration

This course is delivered on-campus over five days*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery

Kadina

Prepare and Serve Espresso Coffee

SITHFAB012A

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 coffee types using commercial espresso coffee machines.

Delivery and duration

This course is delivered on-campus over one day*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery

Mildura, Noarlunga, Kadina

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



Food Safety Supervisor Course

SITXFSA001A Implement food safety procedures

Future pathways

Managing a food venues food safety plan.

What will you learn

This course 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 food safety program.

Delivery and duration

This course is delivered on-campus over two full days.*

Entry requirements

SITXOHS002A - Follow workplace hygiene procedures is a pre-requisite to undertaking this course.

Course location and study mode

Off-Campus delivery

Mildura, Robinvale, Swan Hill

Restaurant Service Course

SITHFAB003A Serve food & beverage to customers

SITHFAB004A Provide food and beverage service

Future pathways

This course is designed to give students the skills and knowledge to undertake food and beverage service in a variety of dining settings, but particularly in a restaurant environment.

What will you learn

Students will learn to prepare the dining space for your customers, take orders over the counter or at the table, serve and clear food and beverages, greet and farewell your customers and clean the dining area.

Delivery method and course duration

This course is delivered on-campus over five days.*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery

Noarlunga, Marion

Provide Quality Customer Service

SITXCCS002A

Future pathways

This short course is essential for all hospitality staff who provide customer service.

What will you learn

Students will learn to provide quality service to customers in a range of service industry workplaces. It requires the ability to determine and address diverse customer needs and expectations, ascertain changes in customer preferences, establish rapport, deal with complaints and difficult service situations, use opportunities for promoting and up-selling, apply knowledge of protocol and ritual and systematically manage a clientele through rewards systems and databases.

Delivery method and course duration

This course is delivered on-campus over one half day.*

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery

Noarlunga, Marion, Renmark

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

Information Technology

Information and communications technology is embedded in all aspects of today's rapidly changing world. A qualification in IT offers you the transferrable skills to hold employment across a wide variety of job sectors.

"Flexible about our different skills and makes the use of computers seem easy and fun"
- anonymous

Certificate I in Information Technology ICA10105

Future pathways

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

What will you learn

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

Delivery duration

Students are required to complete 180—210 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

There are no specific pre-requisites.

Course location and study mode

On-Campus delivery

Mildura, Berri, Renmark, Waikerie

Certificate II in Information Technology ICA20105

Future pathways

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

What will you learn

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

Delivery duration

Students are required to complete 370—560 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura

Off-Campus delivery

Mildura

Traineeship

MADEC Vic Sites



**Certificate III in Information Technology
Selected Stream - Applications
ICA30105**

Future pathways

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

What will you learn

Provides skills in computer software applications.

Delivery duration

Students are required to complete 440—690 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

Traineeship
MADEC Vic Sites

**Certificate III in Information Technology
Selected Stream - Support
ICA30105**

Future pathways

ICT Support Technicians, Computer/User Support, Help Desk Operator.

What will you learn

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

Delivery duration

Students are required to complete 440—690 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

Traineeship
MADEC Vic Sites

**Certificate III in Information Technology
Selected Stream - Network Administration
ICA30105**

Future pathways

ICT Support Technicians, Computer/User Support, Network Administrator, Network Manager, Help Desk Operator.

What will you learn

Develop skills in the administration and maintenance of the user environment for a computer network.

Delivery duration

Students are required to complete 440—690 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

Traineeship
MADEC Vic Sites



First Aid

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.

Cardio-Pulmonary Resuscitation (CPR)

Perform CPR HLTCPR201B

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

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

There are no pre-requisites for this course.

Level 1 First Aid

Provide Basic Emergency Life Support HLTF201B

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

Basic anatomy and physiology relating to:

- severe bleeding
- absence of signs of life
- choking/airway obstruction
- shock

First aid procedures for:

Bleeding control, care of unconscious, infection control as it relates to standard precautions, airway management, chest pain, casualty with no signs of life, shock, respiratory distress, asthma, severe allergic reaction, chain of survival, how to access emergency response support services/ personnel

This course is conducted over one day. There are no pre-requisites for this course. This unit stands alone and incorporates the content of unit HLTCPR201A Perform CPR.

Level 2 First Aid

Apply First Aid HLTF301C

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

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

Assessment involves written questions, oral questioning and practical simulation.

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

This unit incorporates the content of units:

- HLTCPR201A Perform CPR
- HLTF201A Provide basic emergency life support

Course location and study mode

On-Campus delivery

Mildura, Berri, Clare, Kadina, Murray Bridge, Noarlunga, Swan Hill, Kerang

Course location and study mode

On-Campus delivery

Mildura, Berri, Clare, Kadina, Murray Bridge, Noarlunga, Swan Hill, Kerang

Course location and study mode

On-Campus delivery

Mildura, Berri, Clare, Kadina, Murray Bridge, Noarlunga, Swan Hill, Kerang



OH&S White Card Training

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

Work Safely in the Construction Industry

CPCCOHS1001A

Who is this course for?

People working or wanting to work in the construction industry.

What will I learn?

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

How am I assessed?

At the end of the course you are required to successfully complete a written assessment.

What will I receive?

South Australia

On successful completion, participants will receive a nationally recognised Statement of Attainment in Work Safely in the Construction Industry CPCCOHS1001A as part of CPC08 Construction, Plumbing and Services Integrated Framework training package. The actual white card is issued and posted by MADEC usually within 30 days.

Victoria

On successful completion, participants receive a nationally recognised Statement of Attainment in 'Work Safely in the Construction Industry' CPCCOHS1001A as part of CPC08 Construction, Plumbing and Services Integrated Framework training package on the day of the course. A White Card is then issued by WorkSafe Victoria, usually within 30 days.

"Trainer kept things interesting"
- anonymous

Course location and study mode

On-Campus delivery

Mildura, Murray Bridge, Renmark, Kadina, Swan Hill, Clare



Retail

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 SIR20207

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. Work would be undertaken in various retail store settings, such as speciality stores, supermarkets, department stores and retail fast food outlets.

Delivery duration

Students are required to complete 340 – 420 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

There are no prerequisites for entry to this qualification.

Course location and study mode

On-Campus delivery

Mildura, Renmark, Marion, Noarlunga

Traineeship

MADEC VIC and SA Sites

Certificate III in Retail SIR30207

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. Work would be undertaken in various retail store settings, such as speciality stores, supermarkets, department stores and retail fast food outlets.

Delivery duration

Students are required to complete 220 – 350 hours to obtain qualification. Hours may vary depending on electives chosen.

Entry requirements

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

Course location and study mode

On-Campus delivery

Marion, Noarlunga, Renmark, Kadina, Clare, Yorketown

Off-Campus delivery

Kadina, Clare, Yorketown

Traineeship

MADEC VIC and SA Sites

Retail Service Essentials

Future pathways

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

What will you learn

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

Delivery duration

This course is delivered on-campus, generally over two weeks but may vary based on local content.

Entry requirements

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

Course location and study mode

On-Campus delivery

Mildura, Berri, Murray Bridge, Marion, Kadina, Noarlunga, Renmark, Waikerie

AussieHost Customer Service

AussieHost Advanced Customer Service Skills . A serious program for businesses, organisations and individuals wanting to raise their Customer Service Standard.

Duration

1 Day

Who Should Attend External and Internal Customer Service staff at all levels.

Pre-requisites: Participants should have at least 12 months experience in a Customer Service role.

Key Subject Areas Self analysis and review of own service attitudes

- Professionalism and Trust
- Customer Experience and Expectations
- Perceptions and First Impressions
- Customer types and how to manage them
- Attitudes and Relationships, Communication skills and body language
- Managing stressful and difficult customer situations and dissatisfaction
- Managing internal and external customer relationships
- Customer loyalty and lifetime value
- Complaints are a gift, 4 F problem solving formula

Course location and study mode

On-Campus delivery

Mildura, Swan Hill, Berri, Renmark, Waikerie, Murray Bridge, Kadina, Clare, Noarlunga, Marion

Learning Outcomes

- Understand the Customer Experience concept
- Understand the importance of the customer service role
- Empower staff with techniques to turn all good and bad customer service scenarios into Gold
- Provide strategies to turn problem and angry customers into happy ones
- Complete a self analysis of attitudes and skills
- Identify the four levels of customer expectations
- How to build great first impressions
- Foster strong internal and external customer relationships

Certification

Nationally recognised AussieHost Customer Service certification

Materials Supplied

Participant Resource / workbook. Handouts and self evaluation tools. Participant Certificate. AussieHost magnetic lapel badge. Memory jogger. 30 day commitment reminder.

Presentation Method

Professional qualified facilitators using the most up to date accelerated adult learning techniques supported with multimedia presentations, handouts, exercises and skill practice



Corporate Training

Administrative Support

Administrative skills are essential whatever your position or role is within an organisation. Being punctual, organised and effective in your written and verbal communication is crucial. During this workshop, you will learn the skills that will help you manage your time, communicate and collaborate with others effectively.

Anger Management

Anger is a powerful emotion. If not managed appropriately it may have destructive results for you, your colleagues and your loved ones costing people their jobs, personal relationships, and even their lives when it gets out of hand. Uncontrolled anger can lead to arguments, physical fights, physical abuse, assault and self-harm. In contrast well managed anger can be a useful emotion that motivates you to make positive changes. This workshop will help teach participants how to identify their anger triggers and what to do when they are angry.

Business Etiquette

Business etiquette is so much more than knowing which fork to use at lunch with a client. Etiquette is about presenting yourself with the kind of polish that shows you can be taken seriously. Etiquette is also about being comfortable around people (and making them comfortable around you!) Good etiquette adds to your overall credibility. If you treat all people with respect, show courtesy in the office and dress well, those you work with will most likely think highly of you. On the other hand, poor etiquette can hurt your professional relationships.

Business Writing

This workshop is targeted at individuals and groups who require basic business writing skills. It is a skill, and it takes practise. We all know that writing is one of the most important methods of business communication for most people, whether its e-mails, memos, proposals, or major reports. This workshop will provide: A quick refresher on basic writing concepts and an overview of some the typical business documents, with tips on structure and style.

Coaching and Mentoring

This workshop looks at effective ways to coach your employees and increase their productivity as well helping them realise their true potential. Setting goals and building relationships sits at the core of effective coaching. How well you coach relates directly to how well you are able to foster a great working relationship with your employees. This workshop will guide you through the coaching process. Be prepared however, to change a few things about yourself in order to be successful.

Communication Strategies

The aim of this workshop is to help participants understand the impact of different communication techniques, the effect they have on other people, and how improving the way they communicate can make a huge difference in the workplace and at home.

Conflict Resolution

There are many ways to resolve conflicts - surrendering, running away, overpowering your opponent with violence, filing a lawsuit. Conflict resolution, grew out of the belief that

there are better options than using violence or going to court. Today, conflict resolution is used in a wide range of industries covering an array of different situations. This course will demonstrate the six step process to resolve conflicts of any size. You will also learn crucial conflict resolution skills, including dealing with anger and using the Agreement Frame.

Creative Problem Solving

The past few decades have seen business take much more of an interests in the processes some individuals apply to identify and implement the solutions to their problems. These processes or methods work for any kind of problem, large or small. This workshop will offer you an overview of the entire creative problem solving process, it will also describe as key problem solving tools that you can use in your day to day life.

Effective Supervisor

This workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Effective Time Management

Personal time management skills are essential skills for effective people. People who use these techniques on a regular basis are the highest achievers in all walks of life, from business to sport to public service. Making these skills part your daily routine will enable you to function exceptionally well, even under intense pressure.



Leadership and Influence

Once you learn the techniques of true leadership, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.

Managing Change

We have all experienced change at some stage of our life, be it good, bad, expected or unexpected. We cannot avoid or ignore change, even the world in which we live is changing constantly and has done so for the 3 billion years it has existed. The one thing we can do is be prepared for it. This workshop will investigate various ways of managing change leaving you better equipped to deal with future changes.

Managing Stress

There are two types of stress positive and negative, the key is to maximise the positive stress and to minimise the negative stress. This workshop will offer participants a three option approach for addressing any stressful situation, including the use of routines, techniques for relaxation, and how to log stress. This workshop will concentrate on how you personal deal with stress, after all it is a personal emotion.

Motivating your Employees

This workshop will help supervisors and managers in delivering the right balance between a confident, motivated workforce and a workforce which is driven to attain goals. It is designed specifically to help

busy managers and supervisors understand what employees need to ensure that they have the correct tools to create a motivated workforce, and to give them a starting point for creating champions.

Proposal Writing

This workshop is targeted at individuals and groups who require an understanding of how to structure, write, and finish a proposal. Proposals are required for various reasons. They may be for an internal or external audience. They can be in response to a specific request or can be an unsolicited attempt to sell a solution. They might be completed by one person or a team. This workshop is focused on solicited proposals, i.e. a proposal issued in response to a request from an existing or prospective customer, being developed by one person. Note however that for speed you will work in teams.

Public Speaking

For many people the thought of having to speak in public terrifies them. During this workshop we will endeavour to present you with tools which will prepare you and give you the confidence to speak at any public gathering.

Team Building and Teamwork

Teamwork is an everyday occurrence whether it's at home, in the community, whilst playing sport or at work. We are all at some stage expected to be a functional part of a performing team. This workshop will encourage you to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

Team Proposal Writing

Proposals are required for various reasons. They may be for an internal or external audience. They can be in response to a specific request or can be an unsolicited attempt to sell a solution. They might be completed by one person or a team. This workshop is focused on solicited proposals, i.e. a proposal issued in response to a request from an existing or prospective customer, being developed by a team. Note that the fundamental proposal development process that is followed would be exactly the same if you had sole responsibility.

The Effective Admin Support

When we use the word "negotiation", many people think of big government or business discussions or secret meetings with Union representatives. This is a misconception as we negotiate all the time in our normal daily life. Not all our negotiations are trivial however, discussions with your manager regarding salary or the price you pay for a new home or car. These are all situations that involve negotiating. During this workshop we will give participants an understanding of the phases of negotiation, tools to use during negotiation, and ways to build win-win solutions.

Online Training Programs

Our online personal enrichment courses are affordable, fast, convenient and geared to meet the needs of busy individuals. All courses have an assigned facilitator to assist you with any issues you may encounter throughout your study. There are over 200 Online Courses available.

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



- Computer Applications
- The Internet
- Web Graphics and Multimedia
- Database Management and Programming
- Certification Preparation
- Languages
- Entertainment Industry
- Health Care, Nutrition and Fitness
- Childcare and Parenting
- Math, Philosophy and Science
- Grant writing and Nonprofit Management
- Personal Development
- Sales and Marketing
- Courses for Teaching Professionals
- Basic Computer Literacy
- Graphic Design
- Web Page design
- Web and Computer Programming
- PC Troubleshooting, Networking and Security
- Digital Photography and Digital Video
- Writing and Publishing
- Test Prep
- Personal Enrichment
- Art, History, Psychology and Literature
- Accounting
- Start Your Own Business
- Business Administration



Australian Apprenticeships

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

- Certificate III in Aged Care
- Certificate III in Home and Community Care
- Certificate IV in Aged Care
- Certificate II in Business
- Certificate III in Business
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Certificate III in Children's Services
- Diploma of Children's Service
- Certificate II in Horticulture
- Certificate III in Horticulture
- Certificate II in Hospitality
- Certificate III in Hospitality
- Certificate II in Information Technology
- Certificate III in Information Technology
- Certificate II in Retail
- Certificate III in Retail
- Certificate IV in Retail Management

What are Australian Apprenticeships ?

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

Who is eligible?

Anyone aged 15—64 can be an Australian Apprentice. Australian Apprenticeships involve working full-time or part-time and receiving training both on and off the job for between one and three years. An Australian Apprentice will usually undergo a combination of training and assessment at work and with a registered training organisation (such as MADEC), or undertake all their training in the workplace. Australian Apprenticeships operate on the basis of a formal agreement between the employer and the Apprentice/Trainee. A 'Training Agreement' outlines the obligation of the employer to provide training, specifies the qualification to be achieved by the Australian Apprentice and explains their obligations to the employer. Training Agreements are lodged with and funded by the Department of Further Education, Employment, Science and Technology (DFEEST) in South Australia, and in Victoria by Skills Victoria.

Who do I contact?

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

For more information on Australian Apprenticeships contact 1800 639 629 or visit; www.australianapprenticeships.gov.au

We can provide training and support which will see employees trained the way that suits your business using your equipment and your processes and procedures. All of our trainers hold the relevant qualifications and have the relevant industry experience to ensure your staff get the best possible service.

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



Short Courses

Short Courses

Information Technology

Operate a Personal Computer

Learn how to operate a computer, from start up, identify and select icons, correctly navigate and organise the desktop environment and use a range of functions. This course is a fundamental skill required for using IT in any environment.

MYOB

Gives a practical knowledge of the processes involved with electronic payroll preparation.

Introduction to Microsoft Office

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

Introduction to Excel

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

Create DVD Slideshow

This course is designed to show students how to make an incredible slideshow that is able to be played on any home dvd player. Great for wedding photo's, birthdays and special events.

Internet and PC Security

This course is designed to save you costly repair bills and keep your computer as safe as possible by providing you with up to date information on cost effective security solutions. This course is a must for anyone who uses the internet and particularly for those shopping online.

Computers for Seniors

This course is designed to help older people discover the world of computers in a relaxed, friendly and supportive environment. This course will open up a whole new world of discovery.

Photoshop

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

Aged Care

Palliative Care

Designed for carers already in the Aged Care industry, wishing to upgrade their skills and knowledge.

Medication

Designed for carers already in the Aged Care industry, wishing to upgrade their skills and knowledge.

Introduction to Aged Care

Gain an insight into the caring world of Aged Care and dealing with older people.

First Aid

CPR, Level I & Level II First Aid

The following course will give you the skills and knowledge to preserve life until emergency assistance arrives.

OHS Construction Induction

Construction Induction

A WorkSafe recognised training program covering safe work practices in the construction industry.

Retail

Retail Service Essentials

Learn the finer points of communication and customer service.

Hospitality

Prepare and Serve Espresso Coffee

Of value to all lovers of coffee interested in the preparation and service of coffee.

Food Safety Supervisor

Necessary for designated food supervisors in food preparation environments.

Food Hygiene

Discover necessary hygiene practices and legislation of relevance to food handlers.

Horticulture

Chemical User Certificate

Obtain the necessary training to enable you to be able to apply for a chemical users permit. Also available is a one day refresher course and an online assessment program.

Professional Development

Effective Beginners Speaking Course

Learn how to be a confident public speaker, improve your business presentations and develop better communication skills. The course covers - Coping with nervous tension, purposeful speaking, collecting subject matter, speech preparation, speaking impromptu, speaker's notes, audience impact microphone technique and chairmanship.

Internal Quality Auditor Course

Understand the complexities and participate in your business's quality audit process.

For more information on MADEC's short courses, contact your nearest MADEC office.



madec

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Fax: (08) 8582-5099
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Fax: (08) 8584-7967
Email: loxton@madec.edu.au

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Oaklands Park SA 5046
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Mannum

39 Randell Street (CHIPS)
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Email: merbein@madec.edu.au

Murray Bridge

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Noarlunga

Centro Colonnades Shop F5
Noarlunga Centre SA 5168
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Telephone: (03) 5092-2284
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Email: ouyen@madec.edu.au

Red Cliffs

13a Indi Avenue
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Email: redcliffs@madec.edu.au

Renmark

8 Ral Ral Avenue
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Email: renmark@madec.edu.au

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68-72 Herbert Street
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Email: robinvale@madec.edu.au

Swan Hill

186-188 Beveridge Street
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28 Darling Street
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Yorketown

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33 Stansbury Road
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