MADEC is focused on creating training pathways that lead to employment outcomes. We provide real opportunity for individuals to gain the skills and knowledge they need to enter or re-enter into the workforce and we develop existing workers so they can improve performance within their current roles or move on to new roles.

At MADEC we understand the challenges facing South Australian businesses and communities and we have positioned ourselves to meet these needs.

We work with business to help them attract, build and retain a skilled workforce.

Our flexible delivery provides our clients with choice. We can offer training on and off campus, structured and self-paced, online and classroom based, on the job and customised in-house.

Our 2015 Course Guide outlines the range of short courses and Nationally Recognised qualifications available. MADEC Training Advisors are available to speak with you in relation to your training needs and create a customised learning pathway to help you achieve your goals.

We look forward to partnering with you in 2015.

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GENERAL INFORMATION

About
MADEC offer a range of short courses and Nationally Recognised qualifications delivered throughout South Australia in both metropolitan and regional areas.

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

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

Delivery Modes
Our flexible delivery options include:

Classroom Based - Training is delivered face-to-face in a classroom setting. Support is available in class and via phone and email in-between class sessions. Optional group study sessions are also scheduled regularly.

External - Students are provided with hardcopy learning and assessment material. Support is available via phone and email. Students are also invited to attend monthly face-to-face workshop sessions to ask questions and go through learning and assessment activities.

Online - Students are provided with an online login to access their learning and assessment material. Support is available via phone and email. All assessment activities are submitted online.

Traineeships - Students are provided with hardcopy learning and assessment material. Support is provided by the students employer however MADEC also provides phone and email support. Students receive workplace visits from their trainer to observe and go through learning and assessment activities.

At the bottom of each course outline you will see the icons representing each of the delivery options available for the corresponding course.

Class Times
Class times will vary depending on the subject and selected mode of delivery.

In the case of full-time classroom based study the class hours for a qualification are from 9.00am to 3.00pm on class days, which are generally scheduled once a week. Breaks are scheduled for morning tea and afternoon tea with one hour allocated for lunch.

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

Enrolling
Before enrolling we will schedule a time for you to meet with one of our Training Advisors to go through a pre-training review.

The pre-training review is an opportunity for you to ask any questions about your course. It also gives us an opportunity to ensure we understand what you’re hoping to achieve by undertaking training so we can ensure you’re enrolling into the right course at the right level.

We will also then step through the enrolments forms with you, advise you if you are eligible for any government funding and provide you with a statement of fees. Payment, or an authorised payment plan, must be confirmed prior to commencing any of any course.

Skills Recognition
Throughout our lifetime we accumulate skills, knowledge and competencies in different ways. Recognition of Prior Learning (RPL) is the process of formally recognising your existing skills and knowledge and assessing these against the requirements of Nationally Recognised Units of Competency.

Some of the areas which can be assessed:
• Previous training programs (formal or informal)
• Education (at school, college or place of work)
• Work experience (paid or unpaid)
• Life experience (voluntary work, involvement in community groups, sports or hobbies)
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 and then continue on to complete their study successfully.

Learner Support Service

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

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

For more information contact MADEC on 08 8307 2000 to speak with our Learner Support Team.

Student Handbook

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

A copy of the handbook can also be downloaded from our website or a hardcopy obtained by visiting your nearest MADEC office.
There are a range of funding and assistance programs available to support eligible individuals and employees seeking skills and training. We have listed some of the current funding options available below.

‘Skills for All’

MADEC are proud to be an approved ‘Skills for All’ training provider.

‘Skills for All’ is a South Australian government initiative that assists more people to start training, complete that training and gain employment.

Funding is available for courses from Certificate I to Advanced Diploma levels. Course fees are significantly reduced due to the Government funding, removing the financial barrier that many people face.

The list of courses funded under ‘Skills for All’ is monitored to ensure they support the State’s priorities, meet industry needs and give those people trained the opportunity for employment.

Qualifications at Certificate level I and II are fully funded which means there are no course fees (there may be some incidental fees).

Qualifications at Certificate III level and above and Skill sets are partly government funded and students will be expected to pay a course fee as well as any relevant incidental fees unless the course is identified as a Priority Course.

Priority Courses range from Certificate III level up to Advanced Diploma level and have been identified for their strategic importance to the State.

Individuals need to meet course entry requirements and verify their eligibility with their approved training provider before being enrolled.

Training Guarantee for SACE Students (TGSS)

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

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

Funding is an area that is open to constant change so we recommend you contact a MADEC Training Advisor on 1300 436 332 or visit www.skillsforall.edu.au
MADEC’s
IN-HOUSE TRAINING

MADEC offers a range of in-house training solutions. At MADEC, we understand that businesses don’t have large training budgets and understand that time is just as precious as money.

In-house training allows you to address specific areas that are of priority to your business, giving you control and enabling you to target your training dollar effectively. Depending on your need we can develop a one-off training session or build a program that can be delivered progressively over a period of time.

Most importantly in-house training gives you flexibility. We can:
- Customise training times and duration to fit with your schedule
- Offer face-to-face training, online learning or a blended model
- Deliver the training on your premises or at an external venue

For more information please call to speak with one of our Consultants on 08 8307 2007.
### Which courses are you applying for? (Please list course name in order of preference)  

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How would you like to study?  
- Classroom based  
- External  
- Traineeship  
- Online  

What is your preferred study location?  

### Personal details for correspondence

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<td>Telephone (Home):</td>
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### Student Number

Do you have a Student Number for SA?  
- NO I have never been issued with one  
- YES (Please Specify)  
- YES but the number is unknown
What are Australian Apprenticeships?

Australian Apprenticeships encompass all apprenticeships and traineeships. They combine time at work with training and can be full-time, part-time or school-based.

Australian Apprenticeships are the best way to combine training and employment and they can lead to a nationally recognised qualification. Australian Apprenticeships offer a range of benefits, they:

- are a great way to get a head start in a chosen career
- involve paid work and structured training that can be on or off the job; or a combination of both
- represent ‘competency based’ training which means individuals can complete their training faster when they reach the required skills level
- enable existing skills and prior experience to be recognised and course credit granted, potentially reducing formal training time.
- they are available as full-time or part-time, also as part-time in many schools
- lead to nationally recognised qualifications and skills which provide the basis for further education and training over the course of a person’s working life
- are also important pathways from school to work.

Who is eligible?

Australian Apprenticeships are available to anyone of working age and do not require any entry qualifications. Australian Apprentices are available to school students, school-leavers, those re-entering the workforce or those wishing to change careers.

What training do MADEC offer?

Certificate II in Business
Certificate III in Business
Certificate III in Business Administration
Certificate IV in Business Administration
Certificate IV in Business
Certificate IV in Small Business Management
Certificate IV in Frontline Management
Diploma of Business Administration
Certificate II in Retail Services
Certificate III in Retail Operations
Certificate III in Retail Supervision
Certificate IV in Retail Management
Certificate II in Hospitality
Certificate III in Hospitality
Certificate III in Aged Care
Certificate IV in Aged Care
Certificate III in Home & Community Care
Certificate III in Disability
Certificate IV in Disability
Certificate IV in Leisure & Health
Certificate III in Education Support
Certificate III in Early Childhood Education & Care
Certificate IV in School Age Education & Care
Diploma in Early Childhood Education & Care
Certificate II in Horticulture
Certificate III in Horticulture
Certificate II in Cleaning Operations
Certificate III in Cleaning Operations

For more information call a MADEC Training Advisor on 1300 436 332 or email training@madec.edu.au

For Employers

No matter what industry you are in, investing in training through an Australian Apprenticeship can provide your business with real benefits and contribute to your bottom line.

No two businesses are the same, and that is why Australian Apprenticeships have been designed to be flexible, while at the same time providing nationally recognised quality training developed by industry for industry.

Australian Apprenticeships provide a range of benefits for your business:

- People trained to your business requirements.
- Offered in a range of industries.
- Offered at all certificate levels up to Advanced Diploma.
- Flexible choice of Registered Training Organisations (RTOs) who can provide off-the-job training to your Australian Apprentice, with negotiations around timing, location and nature of the training to suit your business needs.
- User choice funding from your State or Territory Training Authority.
- A range of financial incentives for eligible employers.
- Can be full-time, part-time or school-based, depending on what suits your business.
- Nationally recognised qualifications and competencies.

For more information on the services and incentives MADEC can provide for employers contact our Australian Apprenticeship Coordinator at education@madec.edu.au or phone 1300 436 332.
With Australia’s ageing population there is increasing demand for workers in the Aged Care sector. This rewarding career offers security and long term employment opportunities for those who have compassion and a drive to work with elderly.

Certificate III in Aged Care
Course Code CHC30212

Future pathways
Care Worker, Personal Care Giver, Support Workers, Residential Care Workers.

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

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 6-12 months with self-paced study required between sessions, plus 100 hours of practical placement.

Extra requirements
Students are required to submit ‘Aged Care Related DCSI Screening’ on enrolment.

Certificate IV in Aged Care
Course Code CHC40108

Future pathways
Day Activity Worker, Care Supervisor, Personal Care Worker, Program Coordinator - 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 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, plus 100 hours of practical placement.

Extra requirements
Completion of the 6 core units from Certificate III in Aged Care CHC30212. Students are required to submit ‘Aged Care Related DCSI Screening’ on enrolment.

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

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 6-12 months with self-paced study required between sessions, plus 100 hours of practical placement.

Extra requirements
Students are required to submit ‘Aged Care Related DCSI Screening’ on enrolment.
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 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.

Extra requirements
Students are required to submit ‘Aged Care Related DCSI Screening’ on enrolment.

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 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 6-12 months with self-paced study required between sessions.

Extra requirements
Students are required to submit ‘Disability Related DCSI Screening’ on enrolment.

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 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.

Extra requirements
Students are required to submit ‘Disability Related DCSI Screening’ on enrolment.

Disability is a normal part of the human experience, and some form of disability affects almost 4 million people or 20% of the population. This number is increasing, partly as a result of an ageing population. Trained staff for the Disability sector are in high demand.
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 I in Business**

Course Code  BSB10112

Future Pathways
Job roles could vary across different industry sectors, this is an entry level qualification. After achieving this qualification candidates may undertake BSB20112 – Certificate II in Business.

What would you learn?
To develop basic skills and knowledge to prepare for work.

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 3-6 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.

**Certificate II in Business**

Course Code  BSB20112

Future pathways
Receptionist or 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, which offer the most frequently used computer applications in an office environment.

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 3-6 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.

**Certificate III in Business**

Course Code  BSB30112

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.

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 6-12 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.
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 IV in Business**

**Course Code** BSB40212

**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 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 entry requirements for this course.

**Certificate III in Business Administration**

**Course Code** BSB30412

**Future pathways**
Accounts Receivable Clerk, Accounts Payable Clerk, Office Administrator.

**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.

**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 6-12 months with self-paced study required between sessions.

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

**Certificate IV in Business Administration**

**Course Code** BSB40507

**Future pathways**
Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.

**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 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 entry requirements for this course.
Diploma of Business Administration

Course Code 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.

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 12-18 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.

Certificate IV in Frontline Management

Course Code BSB40812

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

What will you learn?
Planning and organising, communication, teamwork, initiative and enterprise skills, problem solving and self-management.

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 12-18 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.

Certificate IV in Small Business Management

Course Code BSB40407

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
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 12-18 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.
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 and a drive to work with children.

**Certificate III in Early Childhood Education and Care**

**Course Code** CHC30113

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

**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 6-12 months with self-paced study required in-between sessions. Plus 120 hours of practical placement.

**Extra requirements**
Students are required to submit ‘Child Related DCSI Screening’ on enrolment.

**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**
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 6-12 months with self-paced study required in-between sessions. Plus 120 hours of practical placement.

**Extra requirements**
Students are required to submit ‘Child Related DCSI Screening’ on enrolment.

**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 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 12-18 months with self-paced study required in-between sessions. Plus 120 hours of practical placement.

**Extra requirements**
Students are required to submit ‘Child Related DCSI Screening’ on enrolment.
Diploma of Early Childhood Education and 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 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 18-24 months with self-paced study required in-between sessions. Plus 240 hours of practical placement.

Extra requirements
Students are required to submit ‘Child Related DCSI Screening’ on enrolment.

Short Courses

Child Safe Environments

Course Code: CHCPR01 Identify and respond to children and young people at risk

This course is designed for all people working with children and young people (paid or unpaid).

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

Extra requirements
Students are required to submit ‘Child Related DCSI Screening’ on enrolment.
Improve your skills and job prospects with these nationally accredited certificates. Our Certificate II & III in Cleaning Operations will teach you the importance of complying with infection control policies and procedures. You will 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 people undertaking pre-vocational programs or 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 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 3-6 months with self-paced study required between sessions.

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

**Certificate III in Cleaning Operations**

*Course Code* CPP31011

**Future pathways**
Cleaners, 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 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 6-12 months with self-paced study required between sessions.

**Entry requirements**
There are no entry requirements for this course.
The Education & Skills Development program at MADEC is ideal for people wishing to address their literacy and numeracy skills in an alternative setting. The course covers reading, writing and numeracy along with a range of work and life skills designed to improve your employment prospects.

Certificate I in Education and Skills Development

Course Code 40650SA

This program is designed to produce a strong foundation in language, literacy and numeracy.

What will you learn?
Verbal communication, including interview skills, active listening, how to construct appropriate written communication, such as resumes and cover letters, understanding how you learn and increasing your employability and learning styles, utilising online resources appropriately.

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 3-6 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.

Certificate II in Education and Skills Development

Course Code 40625SA

This program will enable students to update their education, vocational and social skills so they can compete more successfully and confidently for employment opportunities.

What will you learn?
To update your educational and vocational skills to increase your employability and training pathways, develop confidence and skills for lifelong learning, vocational skills, communication skills – written, verbal and online.

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 3-6 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.
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 Cardiopulmonary 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 3 hours in a classroom setting and requires assessment via prework questioning and in-class simulated demonstration.

Entry requirements
There are no entry requirements for this course.

Provide First Aid (Level I First Aid)

Unit Code HLTAID002

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.

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 the 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.

Duration
This course is conducted over 1 day in a classroom setting.

Entry requirements
There are no entry requirements 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.

Duration
This course is conducted over a half day - 1 day in a classroom setting and requires assessment via prework questioning and in-class simulated demonstration.

Entry requirements
There are no entry requirements for this course.

This unit incorporates the content of units:
• HLTAID001 Perform CPR.
• HLTAID002 Provide basic emergency life support.
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 II in Horticulture**  
Course Code AHC20410  
Future pathways  
Horticulture Worker, Horticulture Assistant.  
What will you learn?  
This qualification is tailored to meet the specific needs of the horticulture operations where employed.  
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 entry requirements for this course.

**Certificate III in Horticulture**  
Course Code AHC30710  
Future pathways  
Horticulture Worker, Horticulture Assistant, Landscape Gardener, Nursery Supervisor.  
What will you learn?  
This qualification is tailored to meet the specific needs of the horticulture operations where employed.  
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 entry requirements for this course.
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

AusChem Short Courses

AusChem Chemical Users Course

Unit Code AHCCHM303A & AHCCHM304A

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.

Duration

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

AusChem Refresher Courses

Unit Code AHCCHM303A & AHCCHM304A

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.
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.

**Whitecard - Work Safely in the Construction Industry**

**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.

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

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

**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 MADEC on behalf of Safe Work S.A.
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.

**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.

**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 3-6 months with self-paced study required between sessions. Practical placement required.

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

**Certificate III in Hospitality**

**Course Code** SIT30713

**Future pathways**

**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.

**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 6-12 months with self-paced study required between sessions. Practical placement required.

**Entry requirements**
There are no entry requirements for this course.
HOSPITALITY

SHORT COURSES

Safe Food Handling
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 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.

Duration
This unit is delivered on-campus over one half day, or one evening session.

Entry requirements
There are no entry requirements for this course.

Provide Responsible Service of Alcohol (RSA)
Unit Code SITHFAB201

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

Duration
This unit is delivered on-campus over one half day, or one evening, session.

Entry requirements
There are no entry requirements for this course.

Provide Responsible Gambling Services
Unit Code SITHGAM201

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 on-campus over one half day, or one evening session.

Entry requirements
There are no entry requirements for this course.
Attend Gaming Machines (RSG)

Unit Codes
SITHGAM201
SITHGAM202

Future pathways
For those wishing to work in the Gaming Industry in South Australia these two units are required.

What will you learn?
This course will provide students with the skills and knowledge to Provide Responsible Gaming Services to your patrons and carry out routine operations on Gaming (Poker) Machines.

Duration
This course is delivered on-campus over two days.

Entry requirements
There are no entry requirements for this course.

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 coffee types using commercial espresso coffee machines.

Duration
This unit is delivered on-campus over one day.

Entry requirements
SITXFSA101 is a pre-requisite to undertaking this course.

Participate in Safe Food Handling Course (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 on-campus over one half day, or one evening session.

Entry requirements
There are no entry requirements for this course.
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. Work would be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets.

**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 6-12 months with self-paced study required between sessions.

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

**Certificate III in Retail Operations**

Course Code SIR30212

**Future pathways**
Sales Assistant, Senior Sales Assistant, Customer Service Assistant, Point-of-sale Operator.

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

**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 6-12 months with self-paced study required between sessions.

**Entry requirements**
To undertake this qualification students must have sufficient relevant retail employment experience.

**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 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 6-12 months with self-paced study required between sessions.

**Entry requirements**
To undertake this qualification students must have sufficient relevant retail employment experience.
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 within a retail or business environment.

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 6-12 months with self-paced study required between sessions.

Entry requirements
To undertake this qualification students must have sufficient relevant wholesale or retail employment experience or have successfully completed specified units from corresponding Certificate III qualifications.

Delivery mode

[Icons for different modes of delivery]
Certificate I, II and III in Active Volunteering are nationally accredited courses designed especially for volunteers. They build competencies which are generic to all types of volunteer roles and are therefore relevant to volunteers working in any field.

Certificate I in Active Volunteering

Course Code CHC10212

Future Pathways
This qualification covers people working in a volunteer capacity and includes foundation skills required by all volunteers to enable them to effectively undertake their volunteer work using basic practical skills required for the job.

What will you learn?
You will acquire the skills to be an effective volunteer, organise your own work routine and understand and follow the organisation’s occupational health, safety and welfare procedures.

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 3-6 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.

Certificate II in Active Volunteering

Course Code CHC20212

Future Pathways
This qualification covers people working in a volunteer capacity and builds on the foundation skills required by all volunteers.

What will you learn?
To undertake administrative tasks that involve basic operational knowledge, to acquire strategies that will assist you to communicate more effectively with clients, to engage in safe work practices and develop a defined range of skills that will assist you as volunteers to work effectively with colleagues and take limited responsibility for your work output and learning.

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 3-6 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.

Certificate III in Active Volunteering

Course Code CHC30612

Future Pathways
This qualification covers a wide range of topics relating to working in a volunteer capacity.

What will you learn?
Students will learn how to work with clients and co-workers from culturally diverse backgrounds, communicate with clients and co-workers, engage in safe work practices, work effectively as part of a group, solve a variety of predictable problems, use discretion and judgement, take responsibility for one’s own learning.

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 3-6 months with self-paced study required between sessions.

Entry requirements
There are no entry requirements for this course.
Training Sites SA
Berri
27 Vaughan Terrace
Berri SA 5343
T: (08) 8582-5077
F: (08) 8582-5099
E: berri@madec.edu.au

Clare
37 Old North Road
Clare SA 5453
T: (08) 8841-4000
F: (08) 8841-4050
E: clare@madec.edu.au

Kadina
27 Frances Terrace
Kadina SA 5554
T: (08) 8821-6000
F: (08) 8821-6050
E: kadina@madec.edu.au

Marion
Shop 2001A, Westfield Marion
Oaklands Park SA 5046
T: (08) 8172-3000
F: (08) 8172-3050
E: marion@madec.edu.au

Murray Bridge
9-12 Bridge Street
Murray Bridge SA 5253
T: (08) 8331-3520
F: (08) 8331-3950
E: murraybridge@madec.edu.au

Office Sites SA
Loxton
5 Drabsch Street
Loxton SA 5333
T: (08) 8584-6834
F: (08) 8584-7967
E: loxton@madec.edu.au

Mannum
71 Randell Street (CHIPS)
Mannum SA 5238
T: (08) 8531-3520
F: (08) 8531-3950
E: murraybridge@madec.edu.au

McLaren Vale
Shop 4, 112 Main Road
McLaren Vale SA 5171
T: (08) 8323-7459
F: (08) 8323-7639
E: mclarenvale@madec.edu.au

Training Sites SA
Noarlunga
Centro Colonnades Shop F5
Noarlunga Centre SA 5168
T: (08) 8307-2000
F: (08) 8307-2050
E: noarlunga@madec.edu.au

Renmark
8 Ral Ral Avenue
Renmark SA 5341
T: (08) 8586-1900
F: (08) 8586-3277
E: renmark@madec.edu.au

Waikerie
2A Ian Oliver Drive
Waikerie SA 5330
T: (08) 8541-3972
F: (08) 8541-4065
E: waikerie@madec.edu.au

Yorketown
Yorketown TeleCentre
33 Stansbury Road
Yorketown SA 5576
T: (08) 8821 1776
F: (08) 8821-6050
E: yorketown@madec.edu.au

Training Sites VIC
MADEC Community College
133-137 Madden Avenue
Mildura VIC 3500
T: (03) 5023-7233
F: (03) 5021-2738
E: madec@madec.edu.au

Kerang
71 Victoria Street
Kerang VIC 3579
T: (03) 5452-1766
F: (03) 5452-2580
E: kerang@madec.edu.au

Robinville
68-72 Herbert Street
Robinville VIC 3549
T: (03) 5051-8080
F: (03) 5051-8088
E: robinville@madec.edu.au

Swan Hill
186-188 Beveridge Street
Swan Hill VIC 3585
T: (03) 5033-0025
F: (03) 5033-0026
E: swanhill@madec.edu.au

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126-130 Deakin Avenue
Mildura VIC 3500
T: (03) 5021-3472
F: (03) 5025-4040
E: madec@madec.edu.au

Ouyen
46 Oke Street
Ouyen VIC 3490
T: (03) 5092-2284
F: (03) 5091-0420
E: ouyen@madec.edu.au

Merbein
99 Commercial Street
Merbein VIC 3505
T: (03) 5025-3344
F: (03) 5025-1267
E: merbein@madec.edu.au

Red Cliffs
13a Indi Avenue
Red Cliffs VIC 3496
T: (03) 5024-3777
F: (03) 5024-3750
E: redcliffs@madec.edu.au