Welcome to MADEC, a community based not for profit organisation delivering employment, training and community development initiatives. MADEC is highly valued by local business and the community for satisfying their training needs. By studying with MADEC lifelong learning is yours for the taking.

If you are planning a new career, further developing an existing employment pathway, building essential skills to find employment or just want to update your skills, MADEC can provide you with nationally accredited and recognised training to suit your needs. This Course Guide provides details on the range of training courses which are offered flexibly, classroom based, external, online, workshops or traineeship.

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

TOID 3957

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.
# CONTENTS

## General Information
- Business Short Courses: 2
- Quickbooks: 4
- MYOB: 4
- Excel: 4

## Business & Business Administration
- Certificate I in Business: 5
- Certificate II in Business: 5
- Certificate III in Business: 5
- Certificate IV in Business: 6
- Certificate III in Business Administration: 6
- Certificate IV in Business Administration: 6
- Diploma of Business Administration: 7
- Certificate IV in Small Business Management: 7
- Certificate IV in Frontline Management: 7

## Children’s Services
- Certificate III in Early Childhood Education & Care: 9
- Certificate IV in School Age Education & Care: 9
- Diploma of Early Childhood Education & Care: 9

## Cleaning Operations
- Certificate II in Cleaning Operations: 11
- Certificate III in Cleaning Operations: 11

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

## Education
- Certificate III in Education Support: 14

## First Aid Short Courses
- Provide Cardio-Pulmonary Resuscitation (CPR): 15
- Provide First Aid (Level II First Aid): 15

## Foundation Courses
- Certificate I in Initial General Education for Adults: 16
- Certificate I General Education for Adults (Intro): 16
- Certificate I in General Education for Adults: 16
- Certificate II in General Education for Adults: 17
- Certificate III in General Education for Adults: 17

## Horticulture
- Certificate II in Horticulture: 18
- Certificate III in Horticulture: 18

## Short Courses
- AusChem Users: 19
- AusChem Refresher: 19

## Hospitality
- Certificate II in Hospitality: 21
- Certificate III in Hospitality: 21

## Short Courses
- Follow Workplace Hygiene Procedures: 22
- Provide Responsible Service of Alcohol (RSA): 22
- Provide Responsible Gambling Services: 22
- Attend Gaming Machines: 22
- Participate in Safe Food Handling practices (Food Safety Supervisor): 23
- Prepare and Serve Espresso Coffee: 23

## Information Technology
- Certificate I in Information, Digital Media & Technology: 24
- Certificate II in Information, Digital Media & Technology: 24
- Certificate III in Information, Digital Media & Technology: 24

## Short Courses
- Excel: 25
- Introduction to Word: 25
- Photoshop: 25

## Retail
- Certificate II in Retail Services: 26
- Certificate III in Retail Operations: 26
- Certificate III in Retail Supervision: 26
- Certificate IV in Retail Management: 27

## OH&S White Card Short Course
- Work Safely in the Construction Industry (Whitecard): 28

## Volunteering
- Certificate I in Active Volunteering: 29
- Certificate II in Active Volunteering: 29
- Certificate III in Active Volunteering: 29

## Facilities & Room Hire
- Traineeships: 31
- Expression of Interest Form: 32
GENERAL INFORMATION

How to Apply

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

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

Enrolling

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

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

Fees and Concessions

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

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

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

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

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

Concession fees are not available for students enrolling into Diploma.

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

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

Access and Equity

MADEC believes that all students have the right to study in a positive environment which values diversity and protects them from any form of discrimination and harassment.

People with physical and/or learning disabilities are encouraged to apply for enrolment into MADEC programs, and assistance and/or referral to a range of services is available to assist clients to meet minimum entry requirements.

Class Times

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

Please consult your program Coordinator or Trainer to establish the requirements of your study course.

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

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

Student Information Guide contains information on:

- Access & Equity
- Fees and charges
- Privacy Policy
- Work submission requirements
- Attendance requirements
- Change of Details
- Surveys
- Withdrawals and Refunds
- Plus much more!
What is Skills Recognition?

**RPL (Recognition of Prior Learning)**

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

**Why apply for RPL?**

The advantages of applying for RPL are:

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

**Credit Transfer**

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

**Online Training Programs**

**Study online for greater flexibility**

Make career advancement your goal for 2015 and attain an industry relevant, nationally accredited qualification.

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

---

**Legend**

- Classroom based
- External
- Online
- Traineeship
- Workshop

For more information contact your nearest MADEC office on 1300 436 332 or visit [www.madec.edu.au](http://www.madec.edu.au)

TOID 3957
Short Courses

Quickbooks®
ICAICT208A
Operate accounting applications

This short course enables users to have a practical knowledge of the processes involved with electronic bookkeeping preparation and ledger operations.

MYOB®
ICAICT208A
Operate accounting applications

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

Introduction to Excel®
ICAICT105A
Operate Spreadsheet Applications

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

Delivery mode
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. The range of technical skills and knowledge is limited.

**Duration**
Duration will vary depending on elective units chosen. Classroom based delivery 6-8 weeks.

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

**Certificate II in Business**

Course Code: BSB20112

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

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

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

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

**Certificate III in Business**

Course Code: BSB30112

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

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

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

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

---

**Delivery mode**

- [ ] Classroom Delivery
- [ ] Online Learning
- [ ] Traineeship

---

**Delivery mode**

- [ ] Classroom Delivery
- [ ] Online Learning
- [ ] Traineeship
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 electives chosen. Classroom based delivery 6-12 months. Traineeship 24 months.

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

**Certificate III in Business Administration**  
Course Code BSB30412  
**Future pathways**  
Accounts Receivable Clerk, Accounts Payable Clerk, Office Administrator.

**Certificate IV in Business Administration**  
Course Code BSB40507  
**Future pathways**  
Accounts Supervisor, Executive Personal Assistant, Office Administrator or Project Assistant. Diploma of Business Administration.

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

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

**Entry requirements**  
We recommend that you have completed the Certificate III in Business Administration or have other relevant qualifications, or that you have an equivalent level of administrative or operational support experience.
### 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 may vary depending on electives chosen. Traineeship 18 months.

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

### Certificate IV in Frontline Management

**Course Code** BSB40812

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

**What will you learn?**
Planning and organising skills, communication skills, communication and teamwork skills, initiative and enterprise skills, problem solving and self-management skills. You will also be learning business technology such as computer programs and telecommunications to collect and manage information.

**Duration**
12 months. On-line and Workshop based

**Entry requirements**

### 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**
12 months. On-line and Workshop based

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

---

**Delivery mode**
- 📚
- 📚
- 📚

---

**Delivery mode**
- 📚
- 📚
- 📚

---

**Delivery mode**
- 📚
- 📚
- 📚
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 Child care workers to extend their theoretical knowledge and care-giving skills in a variety of early childhood settings and out of school hours programs.

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

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

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

**Certificate IV in School Age Education and Care**

**Course Code** CHC40113

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

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

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

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

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

**Diploma of Early Childhood Education & Care**

**Course Code** CHC50113

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

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

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

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

**Extra requirements**
A current Victorian Police Check and Working with Children Check.
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. 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 may vary depending on elective units chosen. Classroom based delivery over 12 weeks. Traineeship 12 months.

Entry requirements
There are no entry requirements for this course.

Certificate III in Cleaning Operations
Course Code CPP31011

Future pathways
Cleaner, Cleaning Supervisor.

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

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

Entry requirements
There are no entry requirements for this course.
With Australia’s ageing population there is increasing demand for workers in the Aged Care and Disability sector. This rewarding career offers security and long term employment opportunities for those who have compassion and a drive to work with the elderly.

**Certificate III in Aged Care**

**Course Code** CHC30212

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

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

**Duration**
Duration may vary depending on electives chosen. Classroom based full time 6 months, plus 100 hours practical placement. Traineeship 24 months.

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

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

**Certificate IV in Aged Care**

**Course Code** CHC40108

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

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

**Duration**
Duration may vary depending on electives chosen. 12 months off campus, plus 100 hours practical placement. Traineeship 24 months.

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

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

**Certificate III in Home and Community Care**

**Course Code** CHC30312

**Future pathways**
Home Care Worker, Care Assistant, Planned Activity Assistant.

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

**Duration**
Duration may vary depending on electives chosen. Classroom based full time 6 months, plus 100 hours. Traineeship 24 months.

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

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

Course Code  CHC40608

Future pathways
Activities Officer, Community Leisure Officer, Day Support Officer.

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

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

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

Extra requirement
A current Victorian Police Check.

Certificate III in Disability

Course Code  CHC30408

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

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

Duration
Duration may vary depending on elective units chosen, plus 100 hours of practical placement, classroom based 6 months or 12 months external. Traineeship 24 months.

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

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

Certificate IV in Disability

Course Code  CHC40312

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

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

Duration
Duration may vary depending on elective units chosen, plus 120 hours of practical placement, classroom based 6 months or 12 months external. Traineeship 24 months.

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

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

Certificate III in Education Support

Course Code CHC30213

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

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

Duration
Classroom based over 6 months. Traineeship 12 months.

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

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

Become a Teacher’s Aide

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

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

A work placement is also undertaken during this course to provide the on-the-job experience that will give you the skills that will help you to secure employment.
Everyone should learn basic first aid skills to help others in emergency situations. The following courses will give you the skills and knowledge to preserve life until emergency assistance arrives.

**Provide Cardio-Pulmonary Resuscitation (CPR)**

*Unit Code* HLTAID001

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

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

There are no pre-requisites for this course.

**Provide First Aid (Level II First Aid)**

*Unit Code* HLTAID003

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

This course is conducted over two days as a fully practical workshop, or can be delivered as a blended course involving 1 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:

- HLTAID001 Perform CPR.
- HLTAID002 Provide basic emergency life support.
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.

**Certificate in Initial General Education for Adults**

Course Code 22234VIC

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

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

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

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

**Certificate I General Education for Adults (Introductory)**

Course Code 22235VIC

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

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

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

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

**Certificate I in General Education for Adults**

Course Code 22236VIC

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

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

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

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

**Course Code** 22237VIC

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

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

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

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

---

**Certificate III in General Education for Adults**

**Course Code** 22238VIC

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

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

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

**Entry requirements**
There are no formal entry requirements for this level, however students will be assessed for suitability of study.
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**
Farm Hand or General Labourer, Landscape Gardener, Nursery Supervisor.

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

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

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

**Certificate III in Horticulture**

**Course Code** AHC30710

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

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

**Duration**
Traineeship 36 months.

**Entry requirements**
There are no pre-requisite requirements for this qualification, however a good standard of physical fitness is required to undertake the tasks required of the job roles.
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: Prepare and apply chemicals 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. 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: Transport, handle and store Chemicals 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.

Delivery mode

Delivery mode
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.

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

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

---

**Delivery mode**

📚  📐  📞  📷  📧  📍  🇦🇺  🇦🇺  🇦🇺
Follow Workplace Hygiene Procedures (Food Handlers)

Unit Code SITXFSA101

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

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

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

Entry requirements
There are no specific pre-requisites.

Provide Responsible Service of Alcohol (RSA)

Unit Code SITHFAB201
(Victorian Certificate is approved by the Director of Liquor Licensing)

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 classroom based over 1 half day, or 1 evening session.

Entry requirements
There are no specific pre-requisites.

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 classroom based over 1 half day, or 1 evening session.

Entry requirements
There are no specific pre-requisites.
Participate in Safe Food Handling practices (Food Safety Supervisor)
Unit Code SITXFS201

Future pathways
Managing food venues.

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

Duration
This unit is delivered classroom based over 1 day.

Entry requirements
SITXFS201 - Follow workplace hygiene procedures is a pre-requisite to undertaking this unit.

Prepare and Serve Espresso Coffee
Unit Code SITHFAB204

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

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

Duration
This unit is delivered classroom based over 1 day. Can be delivered in workplace.

Entry requirements
SITXFS101 - Follow workplace hygiene procedures is a pre-requisite to undertaking this unit.
Information and communications technology is embedded in all aspects of today’s rapidly changing world. A qualification in IT offers you the transferable skills to hold employment across a wide variety of job sectors.

**Certificate I in Information, Digital Media and Technology**

**Course Code** ICA10111

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

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

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

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

**Certificate II in Information, Digital Media and Technology**

**Course Code** ICA20111

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

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

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

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

**Certificate III in Information, Digital Media and Technology**

**Course Code** ICA30111

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

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

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

**Entry requirements**
You need basic skills in using computers and software applications.
Short Courses

**Introduction to Excel®**
ICAICT105A
Operate Spreadsheet Applications

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

**Introduction to Word®**
ICAICT102A
Operate Word Processing Applications

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

**Photoshop®**
CUFDIG304A
Create visual design components

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

**Delivery mode**

[Image: Nationally Recognised Training logo]
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 speciality stores, supermarkets, department stores and retail fast food outlets.
- **Duration**
  Duration may vary depending on electives chosen. Traineeship 12 months.
- **Entry requirements**
  There are no prerequisites for entry to this qualification.

### Certificate III in Retail Operations

- **Course Code**: SIR30212
- **Future pathways**: Sales Assistant, Customer Service Representative, Crew Leader, Shift Manager, Team Leader, Department Manager, Assistant Store Manager, Checkout Supervisor, Merchandise Coordinator.
- **What will you learn?**
  This qualification provides the skills and knowledge for an individual to be competent in retail operations and/or supervision with the need to apply discretion and judgement. Work would be undertaken in various retail store settings, such as speciality stores, supermarkets, department stores and retail fast food outlets.
- **Duration**
  Duration may vary depending on electives chosen. Traineeship 24 months.
- **Entry requirements**
  There are nine pre-requisite units from Certificate II in Retail.

### Certificate III in Retail Supervision

- **Course Code**: SIR30312
- **Future Pathways**: Senior Sales Assistant, Crew Leader, Team Leader, Store Supervisor, Point-Of-Sale Supervisor, Merchandise Coordinator.
- **What will you learn?**
  To be competent in retail supervision with the need to apply discretion and judgement, responsibility for others and to provide support responsibilities within a store team.
- **Duration**
  Duration may vary depending on electives chosen. Traineeship 24 months.
- **Entry requirements**
  Certificate II in Retail or industry experience is preferred.
Certificate IV in Retail Management

Course Code SIR40212

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

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

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

Entry requirements
To undertake this qualification students will have previous supervisory experience in roles such as customer service, supervising work teams and employee relations, sales performance, and store safety and security.
To work on a building site in Australia it is a requirement that everyone holds a current General Induction Card, also known as a ‘White Card’. The White Card is valid for use on all construction sites in Australia.

Work Safely in the Construction Industry (Whitecard)

Course Code 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.

Duration
1 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’ CPCCOHS1001A as part of CPC08 Construction, Plumbing and Services. A White Card is then issued by WorkSafe Victoria, usually within 30 days.

Delivery mode
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, understand and follow the organisation’s occupational health, safety and welfare procedures.

Duration
6-8 weeks online.

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
4-6 months online.

Entry requirements
Direct entry or Certificate I in Active Volunteering.

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
4-6 months online.

Entry requirements
Direct entry or Certificate II in Active Volunteering.
MADEC Community College
133 - 137 Madden Avenue, Mildura
PO Box 5055, Mildura VIC 3502

Tel  03 5023 7233
Fax  03 5021 2738
Email  madec@madec.edu.au
Web  www.madec.edu.au

Reception Hours
8am - 5pm Monday to Friday

Property Features
• Located in City Centre
• Onsite Parking including Disabled
• Toilets located on both levels
• Tea / Coffee Break Room
• Lift and Wheelchair Access

Meeting & Business Services
• Internet Access
• Audio Visual equipment
• Whiteboard
• Projectors & Screens
• Speakers
• Lectern
• TV & DVD player
• Complimentary Tea/Coffee

Catering
• Catering arranged on request
MADEC offers a number of courses which can be undertaken as a traineeship. Trainees must first secure employment in their chosen field before commencing training with MADEC.

**What are Australian Traineeships/Apprenticeships?**

Australian Apprenticeships are nationally recognised training programs that combine work and accredited training. ‘Australian Apprenticeships’ incorporate both apprenticeships and traineeships.

Australian Apprentices/Trainees operate on the basis of a formal agreement/contract 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/Trainee and explains their obligations.

The traineeship will be delivered ‘on’ and/or ‘off’ the job training in order to meet the requirements of a specific qualification. This usually includes a combination of practical training, theory work and assessments. Traineeships can commence at any given period over a year and vary in duration. Traineeship are competency based and can be completed in quicker time frames.

**Who is eligible?**

Anyone who is of working age can be an Australian Apprentice. Australian Apprentices/Trainees combine time at work with training, and can be either full-time, part-time or school-based.

**Who do I contact?**

Australian Apprenticeships Centre 13 38 73.

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.

MADEC can tailor training and support to suit your business needs using your equipment, processes and procedures. All of our Trainers hold the relevant qualifications and industry experience to ensure your staff get the best possible service.

**Training Course Options:**

**Business**
- Certificate II in Business
- Certificate III in Business
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Certificate IV in Business

**Retail**
- Certificate II in Retail Services
- Certificate III in Retail Operations
- Certificate III in Retail Supervision
- Certificate IV in Retail Management

**Hospitality**
- Certificate II in Hospitality
- Certificate III in Hospitality

**Community Services**
- 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 and 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 IV in Employment Services

**Information Technology**
- Certificate II in Information, Digital Media & Technology
- Certificate III in Information, Digital Media & Technology

**Horticulture**
- Certificate II in Horticulture
- Certificate III in Horticulture

**Cleaning Operations**
- Certificate II in Cleaning Operations
- Certificate III in Cleaning Operations
### Which courses are you applying for? (Please list course name in order of preference)  

<table>
<thead>
<tr>
<th>Course Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### How would you like to study?

- [ ] Classroom Based  
- [ ] External  
- [ ] Traineeship  
- [ ] Online

#### What is your preferred study location?


### Personal details for correspondence

#### Date of Birth: __ / __ / __

#### Name:

#### Title: [ ] Mr  [ ] Mrs  [ ] Ms  [ ] Miss

#### Address:

<table>
<thead>
<tr>
<th>Telephone (Home):</th>
<th>Mobile:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone (Work):</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Email:

#### Residential Address:

<table>
<thead>
<tr>
<th>Town/Suburb:</th>
<th>State:</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Postal Address:

<table>
<thead>
<tr>
<th>Town/Suburb:</th>
<th>State:</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Emergency Contact:

<table>
<thead>
<tr>
<th>Telephone (Home):</th>
<th>Mobile:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student Number

#### Do you have a Student Number for VIC?

- [ ] NO I have never been issued with one
- [ ] YES (Please Specify): 
- [ ] YES but the number is unknown

---

1. Complete all sections clearly
2. Bring supporting identification and documentation including Photo ID (Drivers Licence / Learners Permit / Proof of Age Card) to your nearest MADEC site
3. Enrolment form and payment must be finalised at least 1 week prior to course commencement.

*Your place in the course is only secured once the enrolment form and payment have been made.*
Which courses are you applying for?
(Please list course name in order of preference)

Course Code:

How would you like to study?
Classroom Based External Traineeship Online

What is your preferred study location?

Personal details for correspondence

Date of Birth:              /              /

Name:

Title:    Mr   Mrs     Ms      Miss

Address:

Telephone (Home):       Mobile:

Telephone (Work):       Fax:

Email:

Residential Address:

Town/Suburb:        State:        Post Code:

Postal Address:

Town/Suburb:        State:        Post Code:

Emergency Contact:

Telephone (Home):       Mobile:

Student Number

Do you have a Student Number for VIC?

NO I have never been issued with one  YES (Please Specify)

YES but the number is unknown  33
<table>
<thead>
<tr>
<th>Training Sites VIC</th>
<th>Training Sites SA</th>
<th>Training Sites SA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MADEC Community College</strong></td>
<td><strong>Berri</strong></td>
<td><strong>Murray Bridge</strong></td>
</tr>
<tr>
<td>133-137 Madden Avenue</td>
<td>27 Vaughan Terrace</td>
<td>8-12 Bridge Street</td>
</tr>
<tr>
<td>Mildura VIC 3500</td>
<td>Berri SA 5343</td>
<td>Murray Bridge SA 5253</td>
</tr>
<tr>
<td>T: (03) 5023-7233</td>
<td>T: (08) 8582-5077</td>
<td>T: (08) 8531-3520</td>
</tr>
<tr>
<td>F: (03) 5021-2738</td>
<td>F: (08) 8582-5099</td>
<td>F: (08) 8531-3950</td>
</tr>
<tr>
<td>E: <a href="mailto:madec@madec.edu.au">madec@madec.edu.au</a></td>
<td>E: <a href="mailto:berri@madec.edu.au">berri@madec.edu.au</a></td>
<td>E: <a href="mailto:murraybridge@madec.edu.au">murraybridge@madec.edu.au</a></td>
</tr>
<tr>
<td><strong>Kerang</strong></td>
<td><strong>Clare</strong></td>
<td><strong>Noarlunga</strong></td>
</tr>
<tr>
<td>71 Victoria Street</td>
<td>37 Old North Road</td>
<td>Centro Colonnnades Shop F5</td>
</tr>
<tr>
<td>Kerang VIC 3579</td>
<td>Clare SA 5453</td>
<td>Noarlunga Centre SA 5168</td>
</tr>
<tr>
<td>T: (03) 5452-1766</td>
<td>T: (08) 8841-4000</td>
<td>T: (08) 8307-2000</td>
</tr>
<tr>
<td>F: (03) 5452-2580</td>
<td>F: (08) 8841-4050</td>
<td>F: (08) 8307-2050</td>
</tr>
<tr>
<td>E: <a href="mailto:kerang@madec.edu.au">kerang@madec.edu.au</a></td>
<td>E: <a href="mailto:clare@madec.edu.au">clare@madec.edu.au</a></td>
<td>E: <a href="mailto:noarlunga@madec.edu.au">noarlunga@madec.edu.au</a></td>
</tr>
<tr>
<td><strong>Robinvale</strong></td>
<td><strong>Kadina</strong></td>
<td><strong>Renmark</strong></td>
</tr>
<tr>
<td>68-72 Herbert Street</td>
<td>27 Frances Terrace</td>
<td>8 Rail Avenue</td>
</tr>
<tr>
<td>Robinvale VIC 3549</td>
<td>Kadina SA 5554</td>
<td>Renmark SA 5341</td>
</tr>
<tr>
<td>T: (03) 5051-8080</td>
<td>T: (08) 8821-6000</td>
<td>T: (08) 8586-1900</td>
</tr>
<tr>
<td>F: (03) 5051-8088</td>
<td>F: (08) 8821-6050</td>
<td>F: (08) 8586-3277</td>
</tr>
<tr>
<td>E: <a href="mailto:robinvale@madec.edu.au">robinvale@madec.edu.au</a></td>
<td>E: <a href="mailto:kadina@madec.edu.au">kadina@madec.edu.au</a></td>
<td>E: <a href="mailto:renmark@madec.edu.au">renmark@madec.edu.au</a></td>
</tr>
<tr>
<td><strong>Swan Hill</strong></td>
<td><strong>Marion</strong></td>
<td><strong>Waikerie</strong></td>
</tr>
<tr>
<td>186-188 Beveridge Street</td>
<td>Shop 2001A, Westfield Marion</td>
<td>2A Ian Oliver Drive</td>
</tr>
<tr>
<td>Swan Hill VIC 3585</td>
<td>Oaklands Park SA 5046</td>
<td>Waikerie SA 5330</td>
</tr>
<tr>
<td>T: (03) 5033-0025</td>
<td>T: (08) 8172-3000</td>
<td>T: (08) 8541-3972</td>
</tr>
<tr>
<td>F: (03) 5033-0026</td>
<td>F: (08) 8172-3050</td>
<td>F: (08) 8541-4065</td>
</tr>
<tr>
<td>E: <a href="mailto:swanhill@madec.edu.au">swanhill@madec.edu.au</a></td>
<td>E: <a href="mailto:marion@madec.edu.au">marion@madec.edu.au</a></td>
<td>E: <a href="mailto:waikerie@madec.edu.au">waikerie@madec.edu.au</a></td>
</tr>
<tr>
<td><strong>Office Sites VIC</strong></td>
<td><strong>Office Sites VIC</strong></td>
<td><strong>Office Sites SA</strong></td>
</tr>
<tr>
<td><strong>Mildura</strong></td>
<td><strong>Red Cliffs</strong></td>
<td><strong>Loxton</strong></td>
</tr>
<tr>
<td>126-130 Deakin Avenue</td>
<td>13a Indi Avenue</td>
<td>5 Drabsch Street</td>
</tr>
<tr>
<td>Mildura VIC 3500</td>
<td>Red Cliffs VIC 3496</td>
<td>Loxton SA 5333</td>
</tr>
<tr>
<td>T: (03) 5021-3472</td>
<td>T: (03) 5024-3777</td>
<td>T: (08) 8584-6834</td>
</tr>
<tr>
<td>F: (03) 5025-4040</td>
<td>F: (03) 5024-3750</td>
<td>F: (08) 8584-7967</td>
</tr>
<tr>
<td>E: <a href="mailto:madec@madec.edu.au">madec@madec.edu.au</a></td>
<td>E: <a href="mailto:redcliffs@madec.edu.au">redcliffs@madec.edu.au</a></td>
<td>E: <a href="mailto:loxton@madec.edu.au">loxton@madec.edu.au</a></td>
</tr>
<tr>
<td><strong>Merbein</strong></td>
<td><strong>Merbein</strong></td>
<td><strong>Mannum</strong></td>
</tr>
<tr>
<td>99 Commercial Street</td>
<td>99 Commercial Street</td>
<td>71 Randell Street (CHIPS)</td>
</tr>
<tr>
<td>Merbein VIC 3505</td>
<td>99 Commercial Street</td>
<td>Mannum SA 5238</td>
</tr>
<tr>
<td>T: (03) 5025-3344</td>
<td>99 Commercial Street</td>
<td>T: (08) 8531-3520</td>
</tr>
<tr>
<td>F: (03) 5025-1267</td>
<td>99 Commercial Street</td>
<td>F: (08) 8531-3950</td>
</tr>
<tr>
<td>E: <a href="mailto:merbein@madec.edu.au">merbein@madec.edu.au</a></td>
<td>99 Commercial Street</td>
<td>E: <a href="mailto:murraybridge@madec.edu.au">murraybridge@madec.edu.au</a></td>
</tr>
<tr>
<td><strong>Ouyen</strong></td>
<td><strong>Ouyen</strong></td>
<td><strong>McLaren Vale</strong></td>
</tr>
<tr>
<td>46 Oke Street</td>
<td>46 Oke Street</td>
<td>Shop 4, 112 Main Road</td>
</tr>
<tr>
<td>Ouyen VIC 3490</td>
<td>Ouyen VIC 3490</td>
<td>McLaren Vale SA 5171</td>
</tr>
<tr>
<td>T: (03) 5092-2284</td>
<td>T: (03) 5092-2284</td>
<td>T: (08) 8323-7459</td>
</tr>
<tr>
<td>F: (03) 5091-0420</td>
<td>F: (03) 5091-0420</td>
<td>F: (08) 8323-7639</td>
</tr>
<tr>
<td>E: <a href="mailto:ouyen@madec.edu.au">ouyen@madec.edu.au</a></td>
<td>E: <a href="mailto:ouyen@madec.edu.au">ouyen@madec.edu.au</a></td>
<td>E: <a href="mailto:mclarenvale@madec.edu.au">mclarenvale@madec.edu.au</a></td>
</tr>
</tbody>
</table>