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

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

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

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

Friend us on

Do you have a smartphone?
Download or open a QR Reader application and scan these codes for more content.

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>2</td>
</tr>
<tr>
<td>Skills for Education &amp; Employment (SEE)</td>
<td>4</td>
</tr>
<tr>
<td>Qualifications</td>
<td>5</td>
</tr>
<tr>
<td>Our Facilities</td>
<td>37</td>
</tr>
<tr>
<td>Traineeships</td>
<td>38</td>
</tr>
<tr>
<td>Expression of Interest Form</td>
<td>39</td>
</tr>
<tr>
<td>Our Locations</td>
<td>41</td>
</tr>
<tr>
<td><strong>Courses</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business &amp; Business Administration</strong></td>
<td>6</td>
</tr>
<tr>
<td>Certificate I in Business</td>
<td>7</td>
</tr>
<tr>
<td>Certificate II in Business</td>
<td>7</td>
</tr>
<tr>
<td>Certificate III in Business</td>
<td>7</td>
</tr>
<tr>
<td>Certificate IV in Business</td>
<td>8</td>
</tr>
<tr>
<td>Certificate III in Business Administration</td>
<td>8</td>
</tr>
<tr>
<td>Certificate IV in Business Administration</td>
<td>8</td>
</tr>
<tr>
<td>Diploma of Business Administration</td>
<td>9</td>
</tr>
<tr>
<td>Short Business Courses</td>
<td>9</td>
</tr>
<tr>
<td><strong>Children’s Services</strong></td>
<td>10</td>
</tr>
<tr>
<td>Certificate III in Children’s Services</td>
<td>10</td>
</tr>
<tr>
<td>Certificate IV in Children’s Services (OSHC)</td>
<td>10</td>
</tr>
<tr>
<td>Diploma of Children's Services (ECE&amp;C)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Cleaning Operations</strong></td>
<td>12</td>
</tr>
<tr>
<td>Certificate II in Cleaning Operations</td>
<td>12</td>
</tr>
<tr>
<td>Certificate III in Cleaning Operations</td>
<td>12</td>
</tr>
<tr>
<td><strong>Community Services</strong></td>
<td>13</td>
</tr>
<tr>
<td>Certificate III in Aged Care</td>
<td>13</td>
</tr>
<tr>
<td>Certificate III in Home and Community Care</td>
<td>13</td>
</tr>
<tr>
<td>Certificate IV in Aged Care</td>
<td>13</td>
</tr>
<tr>
<td>Certificate IV in Leisure and Health</td>
<td>14</td>
</tr>
<tr>
<td>Certificate III in Disability</td>
<td>14</td>
</tr>
<tr>
<td>Certificate IV in Disability</td>
<td>14</td>
</tr>
<tr>
<td><strong>Education &amp; Training</strong></td>
<td>16</td>
</tr>
<tr>
<td>Certificate I in Vocational Preparation</td>
<td>16</td>
</tr>
<tr>
<td>Certificate III in Education Support</td>
<td>16</td>
</tr>
<tr>
<td><strong>First Aid</strong></td>
<td>18</td>
</tr>
<tr>
<td>Cardio-Pulmonary Resuscitation (CPR)</td>
<td>18</td>
</tr>
<tr>
<td>Level I First Aid</td>
<td>18</td>
</tr>
<tr>
<td>Level II First Aid</td>
<td>18</td>
</tr>
<tr>
<td>Emergency Asthma Management</td>
<td>19</td>
</tr>
<tr>
<td>Anaphylaxis Awareness</td>
<td>19</td>
</tr>
<tr>
<td>First Aid for Juniors</td>
<td>19</td>
</tr>
<tr>
<td><strong>Foundation Courses</strong></td>
<td>20</td>
</tr>
<tr>
<td>Certificate in Initial General Education for Adults</td>
<td>20</td>
</tr>
<tr>
<td>Certificate I in General Education for Adults (Intro)</td>
<td>20</td>
</tr>
<tr>
<td>Certificate I in General Education for Adults</td>
<td>20</td>
</tr>
<tr>
<td>Certificate II in General Education for Adults</td>
<td>21</td>
</tr>
<tr>
<td>Certificate III in General Education for Adults</td>
<td>21</td>
</tr>
<tr>
<td><strong>Horticulture</strong></td>
<td>22</td>
</tr>
<tr>
<td>Certificate II in Horticulture</td>
<td>22</td>
</tr>
<tr>
<td>Certificate III in Horticulture</td>
<td>22</td>
</tr>
<tr>
<td>Short Chemical Users Course</td>
<td>23</td>
</tr>
<tr>
<td><strong>Hospitality</strong></td>
<td>25</td>
</tr>
<tr>
<td>Certificate II in Hospitality</td>
<td>25</td>
</tr>
<tr>
<td>Certificate III in Hospitality</td>
<td>25</td>
</tr>
<tr>
<td>Short Hospitality Courses</td>
<td>27</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td>28</td>
</tr>
<tr>
<td>Certificate I in IT and Digital Media</td>
<td>28</td>
</tr>
<tr>
<td>Certificate II in IT and Digital Media</td>
<td>28</td>
</tr>
<tr>
<td>Certificate III in IT and Digital Media</td>
<td>28</td>
</tr>
<tr>
<td>Short IT Courses</td>
<td>29</td>
</tr>
<tr>
<td><strong>OH&amp;S White Card Training</strong></td>
<td>30</td>
</tr>
<tr>
<td>Work Safely in the Construction Industry</td>
<td>30</td>
</tr>
<tr>
<td><strong>Retail</strong></td>
<td>32</td>
</tr>
<tr>
<td>Certificate II in Retail Services</td>
<td>32</td>
</tr>
<tr>
<td>Certificate III in Retail Operations</td>
<td>32</td>
</tr>
<tr>
<td>Certificate II in Retail Supervision</td>
<td>32</td>
</tr>
<tr>
<td>Certificate IV in Retail Management</td>
<td>33</td>
</tr>
<tr>
<td><strong>Volunteering</strong></td>
<td>34</td>
</tr>
<tr>
<td>Certificate I in Active Volunteering</td>
<td>34</td>
</tr>
<tr>
<td>Certificate II in Active Volunteering</td>
<td>34</td>
</tr>
</tbody>
</table>
How to apply and enrol
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. They 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 on-campus 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.
Online Training Programs

Study online for greater flexibility

Make career advancement your goal for 2014 and attain an industry relevant, nationally accredited qualification.

Studying online is a great way to balance your study with your existing work and personal commitments. Offering the ultimate in flexibility, you can choose to study part-time or full-time, access your courses and learning via MADEC online.

Online study means that your can access your courses and learning materials at any time of the day and night, studying when it suits you and completing your subjects and assignments in your own time.

For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au

The Student Information Guide contains information on:

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

What is RPL?

Throughout our lifetime we accumulate skills, knowledge and competencies in different ways. Often these can be formally recognised and counted towards a qualification you wish to undertake. This is referred to as Recognition of Prior Learning (RPL). Some of the areas which may count towards competency include:

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

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

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

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

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

To confirm your eligibility please contact your nearest MADEC Office on 1300 436 332.
WHAT QUALIFICATIONS CAN YOU GET WITH MADEC?

There are many ways to start your studies at MADEC, whether it be as a recent school leaver, a mature age student or even through the workplace. MADEC has the ability to provide you with flexible pathways that suit your needs. Whatever pathway you choose, MADEC can support you.

**Certificate I**

An entry level qualification that provides you with foundation skills to undertake further study or help you prepare for employment in various job areas. These are pre-apprenticeships or pre-vocational courses.

**Certificate II**

The next step to increasing skills learnt in Certificate I, secondary school or on-the-job training. This may be the minimum requirement for employment across some job areas or can lead to further higher level studies.

**Certificate III**

Provides entry into various trade job areas, traineeships or other employment where skills and knowledge are necessary beyond the basic level.

**Certificate IV**

A higher level entry point to expand your knowledge and prepare for work in skilled job areas. Completion of a Certificate III may be a requirement for some Certificate IV courses.

**Diploma**

The ideal stepping stone to help you progress to a university degree or get started in a semi-professional job role. Skills gained can be applied to job roles that require analysis, planning, and theoretical knowledge and management techniques.
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.

**Delivery and duration**
Students are required to complete 115-180 hours to obtain this qualification. Hours will vary depending on elective units chosen. On Campus 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.

**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.

**Delivery and duration**
Students are required to complete 260–365 hours to obtain qualification. Hours may vary depending on electives chosen. On Campus 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, Typist.

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

**Delivery and duration**
Students are required to complete 315–610 hours to obtain qualification. Hours may vary depending on electives chosen. On Campus 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.
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.
Delivery and Duration Students are required to complete 325–570 hours to obtain qualification. Hours will vary depending on elective units chosen. Delivery is on or off campus and traineeship. On Campus delivery 6-12 months. Traineeship 24 months.
Entry requirements We recommend that you have completed Certificate III in Business or have relevant vocational experience.
Study mode On-Campus Off-Campus Traineeship

Certificate III in Business Administration
Course Code BSB30412
Future pathways Accounts Receivable Clerk, Accounts Payable Clerk, Office Administrator.
What will you learn? You develop an intermediate level of office, clerical, and technological skills. You learn about business procedures in a modern office and build a range of advanced office skills. You will use Microsoft® Windows and Microsoft® Office to cover the most frequently-used computer applications.
Delivery and duration Students are required to complete 350–665 hours to obtain qualification. Hours may vary depending on electives chosen. On Campus delivery 6 months. Traineeship 18 months.
Entry requirements We recommend that you have completed the Certificate II in Business Administration or have other relevant qualifications, or that you have an equivalent level of administrative or operational support experience.
Study mode On-Campus Off-Campus Traineeship

Certificate IV in Business Administration
Course Code BSB40507
Future pathways Accounts Supervisor, Executive Personal Assistant, Office Administrator, Project Assistant.
What will you learn? You 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.
Delivery and duration Students are required to complete 345–620 hours to obtain qualification. Hours may vary depending on electives chosen. On Campus 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.
Study mode On-Campus Off-Campus Traineeship
Not sure if Business & Business Administration is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au

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.

Delivery and duration
Students are required to complete 310–460 hours to obtain qualification. Hours may vary depending on electives chosen. Traineeship 18 months.

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

Short Courses

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

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

Study mode
Off-Campus
Traineeship

“Imagine what you could do tomorrow if you start today...”

Study mode
On-Campus
Off-Campus
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 Children’s Services**
*Course Code CHC30712*

**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.

**Delivery and duration**
Students are required to complete between 499-673 hours to obtain qualification. Hours may vary depending on electives chosen. On Campus 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.

**Certificate IV in Children’s Services (Outside School Hours Care - OSHC)**
*Course Code CHC41212*

**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.

**Delivery and duration**
Students are required to complete between 521-863 hours to obtain qualification. Traineeship 24 months.

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

**Diploma of Children’s Services (Early Childhood Education & Care)**
*Course Code CHC50908*

**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.

**Delivery and duration**
Students are required to complete between 1086-1550 hours to obtain qualification. Hours may vary depending on electives chosen. Traineeship 36 months.

**Entry requirements**
Prerequisite of Certificate III in Children’s Services. Recommend students be 18 years or over, or mature age, and pass an initial interview assessment prior to commencement.

---

**Study mode**
- On-Campus
- Off-Campus
- Traineeship
“I enjoy being around children and love seeing the impact I have on their lives”

Not sure if Children’s Services is for you? For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
CLEANING OPERATIONS

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.

Delivery and duration
Students are required to complete 132-325 hours to obtain this qualification. Hours may vary depending on elective units chosen. On Campus 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
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.

Delivery and duration
Students are required to complete between 258-575 hours to obtain qualification. On campus delivery over 6 months. Traineeship 24 months.

Entry requirements
There are no entry requirements for this course.

Study mode
On-Campus
Off-Campus
Traineeship
Not sure if Cleaning Operations is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
With Australia’s ageing population and increasing numbers of people returning to work, 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.

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

**Delivery and duration**
Students are required to complete 473-543 hours to obtain qualification. Hours may vary depending on electives chosen. On Campus full time 6 months, traineeship 24 months.

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

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

**Delivery and duration**
Students are required to complete 448-690 hours to obtain qualification. Hours may vary depending on electives chosen. On Campus full time 6 months, traineeship 24 months.

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

**Certificate IV in Aged Care**
Course Code: CHC40108

**Future pathways**
Day Activity Worker, Care Supervisor, Personal Care Worker, Program Co-ordinator - Social Programs

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

**Delivery and duration**
Students are required to complete 650-925 hours to obtain qualification. Hours may vary depending on electives chosen. Traineeship 24 months.

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

Delivery and duration
Students are required to complete 681-1015 hours to obtain qualiﬁcation. Hours 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.

Certificate III in Disability

Course Code  CHC30408

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.

Delivery and Duration
Students are required to complete 523-730 hours to obtain qualiﬁcation. Hours may vary depending on elective units chosen. This course can be delivered on or off campus. Traineeship 24 months.

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

Certificate IV in Disability

Course Code  CHC40312

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.

Delivery and duration
Students are required to complete 598-985 hours to obtain qualiﬁcation. Hours will vary depending on elective units chosen. This course will be available on or off campus and as a traineeship. Traineeship 24 months.

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

Study mode
Off-Campus
Traineeship

Study mode
On-Campus
Off-Campus
Traineeship
Become a qualified teacher’s aide and be an integral part of the modern classroom. You will 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** CHC30812

**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.

**Delivery and duration**
Students are required to complete between 375-645 hours to obtain qualification. On Campus over 6 months. Traineeship 12 months.

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

---

**Become a Teacher’s Aide**

Teachers’ 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.

Teachers’ 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.
Not sure if Education & Training is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
Everyone should learn basic first aid skills to help others in emergency situations. The following courses will give you the skills and knowledge to preserve life until emergency assistance arrives.

**Cardio-Pulmonary Resuscitation (CPR)**

**Unit Code** HLTCPR211A

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.

---

**Level I First Aid**

**Unit Code** HLTFA211A

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.

This course is conducted over one day. There are no pre-requisites for this course. This unit stands alone and incorporates the content of unit HLTCPR211A Perform CPR.

---

**Level II First Aid**

**Unit Code** HLTFA311A

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

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

Assessment involves written questions, oral questioning and practical simulation.

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

This unit incorporates the content of units:
- HLTCPR211A Perform CPR
- HLTFA201A Provide basic emergency life support.

---

**Study mode**

On-Campus
Emergency Asthma Management

Emergency Asthma Management in the Workplace covers:
- Occupational asthma: diagnosis, issues and management
- Risk factors within the workplace
- Asthma overview
- Medication and devices
- Recognising asthma emergencies
- Asthma first aid

This course includes hands-on practice in using asthma inhalers and other devices, and a practical assessment in delivering correct asthma first aid in an emergency situation.

The Emergency Asthma Management Course has Vocational Education Training and Accreditation Board (VETAB) and National training recognition.

Successful completion provides participants with a formal Statement of Attainment valid for 3 years from date of certification.

Anaphylaxis Awareness

This nationally accredited course is suitable for all early childhood education and care staff, including childcare centres, preschools, family day care and OSHC and vacation care, and will enable staff to support children in child care with anaphylaxis, as well as having the knowledge and skills to recognise signs and symptoms and respond appropriately to an anaphylaxis emergency.

The three hour course includes hands-on practice, and a practical assessment in delivering correct anaphylaxis treatment in an emergency situation.

Successful completion provides participants with a formal Statement of Attainment valid for 3 years from date of certification.

Who should attend?
Anyone working in a childcare setting who has a responsibility for children with anaphylaxis or who wishes to be prepared in case of an anaphylaxis emergency.

First Aid for Juniors

This short course is designed for students between 10-14 years of age. It prepares children to act in an emergency if the guardian is not there.

Topics covered in this 4 hour course are:
- Pool Safety
- Basic First Aid
- CPR for Kids
- Snake Bites
- Calling for assistance
- Choking
- Burns
- Allergies
- Plus lots more…

This course is run at Mildura Campus during school holidays.

Study mode
On-Campus

“Even basic First Aid Training can assist in saving a life…”

Not sure if First Aid is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
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**
The training assists students with the basic literacy and numeracy skills.

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

**Delivery and duration**
Students are required to complete between 225 hours to obtain qualification. Full time on-campus 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**
The training assists students with literacy and numeracy skills and builds on skills and knowledge previously acquired.

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

**Delivery and duration**
Students are required to complete between 355-440 hours to obtain qualification. Full time on-campus 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**
The training assists students with literacy and numeracy skills and builds on skills and knowledge previously acquired.

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

**Delivery and duration**
Students are required to complete between 385-840 hours to obtain qualification. Full time on-campus 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.

Delivery and duration
Students are required to complete between 330-440 hours to obtain qualification. Full time on-campus 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.

Study mode
On-Campus

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.

Delivery and duration
Students are required to complete between 270-390 hours to obtain qualification. Full time on-campus 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.

Study mode
On-Campus

“Education - your door to the future”
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.

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

Delivery and duration
Students are required to complete between 290-730 hours to obtain qualification. 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.

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

Delivery and duration
Students are required to complete between 690-1460 hours to obtain qualification. 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.

Study mode
Traineeship

“It’s about having the right training and qualifications”
Short Courses

AusChem Chemical Users Course

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

It covers pest ID, Modes of Action, label interpretation, issues associated with chemical use, formulation types, weed and pest control application, animal health, transport and disposal, preparation and clean up, recording and other procedures. The course is delivered over three full days, and upon successful completion, results in AusChem registration and the award of a Statement of Attainment for two Nationally Recognised Units; AHCCHM303A and AHCCHM304A.

AusChem Refresher Courses

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

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

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 controllers
- Livestock production
- Turf industry
- Forestry
- Fox, wild dog and rabbit control

Study mode

On-Campus

Stud mode

On-Campus

Not sure if Horticulture is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
HOSPITALITY

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

**Certificate II in Hospitality**

Course Code: SIT20212

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

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

Delivery duration
Students are required to complete 153-407 hours to obtain qualification. Hours may vary depending on electives chosen. Traineeship 12 months.

Entry requirements
No pre-requisites.

Study mode
Off-Campus
Traineeship

**Certificate III in Hospitality**

Course Code: SIT30712

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.

Delivery duration
Students are required to complete 347-587 hours to obtain qualification. Hours may vary depending on electives chosen. Traineeship 18 months.

Entry requirements
No pre-requisites.

Study mode
Off-Campus
Traineeship

“You can always learn new things”
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 course will provide students with the skills and knowledge to safely store, handle and prepare food in a manner which will ensure it is safe for consumption to patrons.

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

Entry requirements
There are no specific pre-requisites.

Study mode
On-Campus

Responsible Service of Alcohol (RSA)

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

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

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

Entry requirements
There are no specific pre-requisites.

Study mode
On-Campus

Provide Responsible Gambling Services

Unit Code SITHGAM201

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

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

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

Entry requirements
There are no specific pre-requisites.

Study mode
On-Campus
Not sure if Hospitality is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au

Food Safety Supervisor Course
Unit Code SITXFSA201

Future pathways
Managing food venues.

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

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

Study mode
Off-Campus

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.

Delivery and duration
This course is delivered on-campus over one day. Can be delivered in workplace.

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

Study mode
On-Campus
Off-Campus

“Learn to prepare the perfect cup anytime, anywhere”
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, spread sheets, digital images, the Microsoft® Office suite, desktop publishing, internet, and email.

**Delivery duration**
Students are required to complete 180—210 hours to obtain qualification. Hours may vary depending on electives chosen. Full time on-campus 6 weeks.

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

**Study mode**
On-Campus

---

**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.

**Delivery duration**
Students are required to complete 370—560 hours to obtain qualification. Hours may vary depending on electives chosen. Traineeship 18 months. Full time on-campus 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.

**Study mode**
On-Campus

---

**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.

**Delivery duration**
Students are required to complete 440—690 hours to obtain qualification. Hours may vary depending on electives chosen. Full time on-campus 6 months. Traineeship 24 months.

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

**Study mode**
On-Campus

---
Short Courses

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

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

Photoshop
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.

“Fine tune your future with our IT training”

Study mode
On-Campus

Not sure if Information Technology is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
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.

**Short Courses**

**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.

**Delivery and duration**
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, participants 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.
Not sure if Whitecard Training is for you?
For more information contact your nearest MADEC office on 1300 436 332
or visit www.madec.edu.au
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.

Delivery duration
Students are required to complete 340 – 420 hours to obtain qualification. Hours 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.

Delivery duration
Students are required to complete 220 – 350 hours to obtain qualification. Hours may vary depending on electives chosen. Traineeship 24 months.

Entry requirements
There are no 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.

Delivery and duration
Students are required to complete 315 – 415 hours to obtain qualification. 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.

Delivery and duration
Students are required to complete 295 – 535 hours to obtain qualification. 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.

Study mode
Off-Campus
Traineeship

“I now have the qualifications to manage my small team...”

Not sure if Retail is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
Certificate I & II 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 and more....

**Delivery and duration**
Students are required to complete 110–118 hours to obtain qualification. 6-8 weeks on campus.

**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.

**Delivery and duration**
Students are required to complete 175 hours to obtain qualification. 4-6 months on campus.

**Entry requirements**
Direct entry or Certificate I in Active Volunteering CHC10212.

---

**Did you know?**
There are over 5.4 million volunteers, and approximately 8 out of 10 volunteers seek training as part of their volunteering?
MADEC’s training includes foundation skills required by all volunteers to enable them to effectively undertake their volunteer work using basic practical skills required for the job.

“Become a volunteer, get amongst it, make a difference”
Not sure if Volunteering is for you?
For more information contact your nearest MADEC office on 1300 436 332 or visit www.madec.edu.au
MADEC Community College
133 - 137 Madden, Avenue Mildura VIC 3500
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 - 7pm Monday to Friday
8am - 1pm Saturday

Property Features
• Located in City Centre
• Onsite parking including disabled
• Toilets located on both levels
• Tea / Coffee Break Room located on Ground Floor
• Lift and Wheelchair Access

Meeting & Business Services
• Internet Access
• Faxing, printing and photocopying
• Audio Visual equipment
  • Whiteboard with whiteboard markers
  • Electronic whiteboard
  • Flipchart, and markers
  • Wall mounted projector and screens
• Speakers
• Lectern
• TV & DVD player
• Complimentary Tea, Coffee, Water and Mints

Catering
Catering can be arranged on a per head basis
• Continuous Tea & Coffee
• Morning and Afternoon Tea
• Lunch
MADEC offers a number of courses which can be undertaken as a traineeship. Trainees must first secure employment in their chosen field before commencing off the job training with MADEC.

A traineeship is a contract between an employer and employee for the provision of training and employment over a period of time. The employee (trainee) is given the opportunity to undertake practical training both on and off the job in order to meet the requirements of a specific qualification. Traineeships can commence at any given period over a year and vary in duration.

What are Australian Apprenticeships?

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

Australian Apprenticeship Centre

Australian Apprenticeship Centre’s 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 provides high quality training to Australian Apprentices and Trainees in a number of vocational areas, with qualifications including:

- Certificate III in Aged Care
- Certificate IV in Aged Care
- Certificate II in Business
- Certificate III in Business
- Certificate IV in Business
- Certificate III in Business Administration
- Certificate IV in Business Administration
- Diploma of Business Administration
- Certificate III in Children’s Services
- Certificate IV in Children’s Services (Outside School Hours Care - OSHC)
- Diploma of Children’s Services (Early childhood education and care)
- Certificate II in Cleaning Operations
- Certificate III in Cleaning Operations
- Certificate III in Disability
- Certificate IV in Disability
- Certificate III in Education Support Services
- Certificate IV in Employment Services
- Certificate III in Home & Community Care
- Certificate IV in Leisure & Health
- Certificate II in Horticulture
- Certificate III in Horticulture
- Certificate II in Hospitality
- Certificate III in Hospitality
- Certificate II in Information, Digital Media & Technology
- Certificate III in Information, Digital Media & Technology
- Certificate II in Retail Services
- Certificate III in Retail Supervision
- Certificate IV in Retail Management

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.

Who do I contact?

For more information on the services provided to employers and Australian Apprentices/Trainees by MADEC, simply contact our Australian Apprenticeship Coordinator at education@madec.edu.au or phone 1300 436 332

Who is eligible?

Anyone aged 16—64 can be an Australian Apprentice/Trainee. Australian Apprentices/Trainees involve working full-time, part-time or school based and receiving training both on and off the job.

An Australian Apprentice/Trainee will usually undergo a combination of training and assessment at work and with a registered training organisation (such as MADEC), or undertake all their training in the workplace.

Australian Apprentices/Trainees operate on the basis of a formal agreement between the employer and the Apprentice/Trainee. A ‘Training Agreement’ outlines the obligation of the employer to provide training, specifies the qualification to be achieved by the Australian Apprentice/Trainee and explains their obligations.
<table>
<thead>
<tr>
<th>Which courses are you applying for? (Please list course name in order of preference)</th>
<th>Course Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How would you like to study?

- [ ] On-Campus
- [ ] Off-Campus
- [ ] 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

---

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.
OUR LOCATIONS

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

Robinvale
68-72 Herbert Street
Robinvale VIC 3549
T: (03) 5051-8080
F: (03) 5051-8088
E: robinvale@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

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
8-12 Bridge Street
Murray Bridge SA 5253
T: (08) 8531-3520
F: (08) 8531-3950
E: murraybridge@madec.edu.au

Office Sites VIC
Balanald
89 Market Street
Balanald NSW 2715
T: (03) 5020-1816
F: (03) 5020-1819
E: balranald@madec.edu.au

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

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

Office 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) 8852-1776
F: (08) 8821-6050
E: yorketown@madec.edu.au

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

Wentworth
28 Darlington Street
Wentworth NSW 2648
T: (03) 5027-2203
F: (03) 5027-2516
E: wentworth@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
“SKILLING OUR WORKFORCE”