DIGITAL PHOTOGRAPHY FOR BEGINNERS – WITH GREG CRUICKSHANK
Digital cameras can be great fun but they can also be very confusing to new users. In this course you will learn how to use your camera more effectively, take better photos and use a basic photo editing program on the computer to enhance your images including adding or removing parts (or people). BYO Camera
Date: Please express your interest Time: 6.30pm – 8.30pm
Duration: 1 session per week over 5 weeks
Course Fee: $80.00

COMPUTER SKILLS FOR EMPLOYMENT
Would you like to gain confidence in using a computer? Learn “the basics” of the computer to communicate with friends, family and business associates? This course is designed as an introductory computer course for absolute beginners. It includes an optional crash course component for students who have never picked up a mouse before. By the end of the course, students should have gained enough confidence with computers to undergo a Certificate I in Information, Digital Media and Technology course.
Date: Friday 5th August Time: 9.00am – 12.00pm
Duration: 1 session per week over 10 weeks
Funded Course Fee: $92.00 Concession: $66.00

INTRODUCTION TO BOOKEEPING- ACCOUNTING SOFTWARE
This course is designed for those who may have already obtained administration and computer skills and who need to add accounting software (Reckon Accounts) skills to enable them to apply for positions that are advertised. It may assist learners already in the workplace who need to upskill or people who have their own small business and need to update their skills.
Date: Commencing Thursday 21st July
Time: 9.30am -12.00pm Duration: 8 weeks
Funded Course Fee: $93.00 Concession: $75.00

ALL FIRST AID COURSES ARE RUN IN PARTNERSHIP AND UNDER THE AUSPICES OF ALLENS TRAINING PTY LTD RTO 90909

“Murray ACE – Take the next step with us”
**COMMUNITY SERVICES**

**CHC22015 CERTIFICATE II IN COMMUNITY SERVICES**
This qualification may be used as a pathway qualification into community services work and may apply specifically to workers in residential facilities and/or in community services under direct or regular supervision within clearly defined organisation guidelines and service plans. 10 hours of volunteer work experience.

*Date:* Commencing Wednesday 13th July  
*Time:* 9.00am – 3.00pm  
*Duration:* Wednesday and Thursdays over 20 weeks  
*Funded Course Fee:* $1,069.00  
*Concession:* $500.00

**CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT - AGEING**
This qualification will prepare you for work as a carer in a residential aged care facility. It is the standard entry qualification for workers in this sector and will introduce you to all aspects of a carer’s role including personal care, well-being and assistance with daily activities. Individually involved in this type of work need the physical capacity to deal with personal care and must demonstrate genuine compassion and empathy towards others. Police Checks, Working with Children’s checks and 120 hours work placement is required for successful completion of this course.

*Date:* Mon and Tues commencing Monday 11th July  
*Time:* 9.00am – 3.00pm  
*Duration:* 40 weeks  
*Funded Course Fee:* $2,424.00  
*Concession:* $994

**SHB30115 CERTIFICATE III IN BEAUTY SERVICES**
This qualification will prepare you to be employed as a beautician who provides a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

During the course you will develop a range of technical and customer service skills where discretion and judgement is required. This includes self-management, working in a team as well as client consultation on beauty products and services. Work is typically conducted in beauty, waxing, brow and nail salons.

*Date:* Commencing Monday 11th July  
*Days:* Mondays and Tuesdays  
*Time:* 9.00am – 3.00pm  
*Duration:* 2 days per week over 40 weeks  
*Funded Course Fee:* $3,110.00  
*Concession Fee:* $1,930.00

**MACE on Gray**

**Hair and Beauty Salon**

*Open to the public during term dates.*

*Services at reduced rates.*

*For bookings call Murray ACE on 50828719*