

## COMPUTER COURSES & IT

### **INTEL EASY STEPS – BASIC COMPUTERS**

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.

**Date:** 3<sup>rd</sup> Feb 2017      **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.

**Date:** Express Interest      **Time:** TBA

**Duration:** 1 session per week over 8 weeks

**Funded Course Fee:** \$105.00 **Concession:** \$77.00



### **INTRODUCTION TO BOOKEEPING - PAYROLL**

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:** 9th Feb 2017      **Time:** 6.30pm - 9.30pm

**Duration:** 1 session per week over 8 weeks

**Funded Course Fee:** \$105.00 **Concession:** \$75.00



### **ICT10115 CERTIFICATE I INFORMATION, DIGITAL MEDIA AND TECHNOLOGY**

Almost all fields of work require you to have computer skills. This qualification is a great way to kick start your career with basic IT training that will support you in using a personal computer along with a number of software applications and various digital devices.

**Date:** 9th Feb 2017 **Time:** 9.00am – 3.00pm

**Duration:** 1 day per week over 20 weeks

**Funded Course Fee:** \$746.00 **Concession:** \$386.00

## FIRST AID COURSES

*All First Aid courses are run in partnership and under the auspices of Allens Training Pty Ltd RTO 90909*



### **HLTAID003 PROVIDE FIRST AID**

This course is suitable for those students requiring workplace first aid skills. Pre course book to be completed

**Dates:** 24<sup>th</sup> Feb, 31<sup>st</sup> March, 28<sup>th</sup> April, 26<sup>th</sup> May, 30<sup>th</sup> June

**Time:** 9.00am– 4.00pm

**Duration:** 1 day + workbook **Course Fee:** \$160.00

### **HLTAID001 PROVIDE CPR**

CPR in line with the Australian Resuscitation Council (ARC) Guidelines. Pre course book to be completed

**Dates:** 24<sup>th</sup> Feb, 31<sup>st</sup> March, 28<sup>th</sup> April, 26<sup>th</sup> May, 30<sup>th</sup> June

**Time:** 9.00am– 12.00 noon

**Duration:** 3 hours      **Course Fee:** \$80.00

### **HLTAID004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING**

Approved first aid, asthma and anaphylaxis training under the Education and Care Services National Law, and the Education and Care Services National Regulation (2011). Pre course book to be completed and Students who successfully complete this nationally recognised training will also be awarded the statement of attainment for:

- HLTAID003 Provide First Aid

**Dates:** Express Interest      **Time:** 9.00am – 4.00pm

**Duration:** 1 day

**Course Fee:** \$180.00

## EXPRESS YOUR INTEREST

SIT30616 CERTIFICATE III IN HOSPITALITY

CHC43015 CERTIFICATE IV IN AGEING SUPPORT

CHC43115 CERTIFICATE IV IN DISABILITY



Registered Training Organisation  
TOID: 3776

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# Course Brochure Semester 1 2017

Murray ACE Swan Hill Inc.  
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Email: [learn@macesh.vic.edu.au](mailto:learn@macesh.vic.edu.au)

[www.macesh.vic.edu.au](http://www.macesh.vic.edu.au)



*“This training is delivered with Victorian and Commonwealth Government funding”*

## SELF-DEVELOPMENT COURSES

### STEPS TO SUCCESS

This course is designed to provide you with a guided tour to uncover your life goals and the steps needed to gain what you want out of life. Take this step before you enrol in further training.

**Date:** Express Interest **Time:** 9.00am – 4.00pm

**Duration:** 1 day

**Course Fee:** \$24.00 **Concession:** \$20.00



### CAREERS, GOALS AND PATHWAYS

This short course will help you to develop a personal profile and to identify the career path you are best suited for, based on your interests and skills.

**Date:** 6<sup>th</sup> Feb 2017 **Time:** 9.00am – 3.00pm

**Duration:** 1 session per week over 20 weeks

**Funded Course Fee:** \$153.00 **Concession:** \$84.00



## ADULT LITERACY & NUMERACY

### CERTIFICATE IN GENERAL EDUCATION FOR ADULTS

Looking to improve your skills to go back to study? This course will help you improve your reading, writing and numeracy skills.

**Date:** 6<sup>th</sup> Feb 2017 **Time:** 9.00am – 3.00pm

**Duration:** 3 days per week over 20 weeks

**Funded Course Fee:** \$879.00 **Concession:** \$440.00

## HOSPITALITY SHORT COURSES

### RSA - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL

Run under the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

**Date:** Express Interest **Time:** 6.00pm – 10.00pm

**Duration:** 1 session **Course Fee:** \$65.00

### SITXFSA001 USE HYGIENE PRACTICES FOR FOOD SAFETY

Food safety certificate required by most food workplaces for safe food handling

**Date:** Express Interest **Time:** 6.00pm – 10.00pm

**Duration:** 1 session **Course Fee:** \$65.00

## COMMUNITY SERVICES COURSES

### COMMUNITY SERVICES SKILLS REVIEW

Gain an introduction to Community Services Work – Ageing, Disability, HACC. Includes employability skills, working with others, self-development, Working with Children's Check, and Police Check.

**Date:** Monday 6<sup>th</sup> February **Time:** 9.00am – 3.00pm

**Duration:** 2 days per week over 2 weeks

**Funded Course Fee:** \$83.00 **Concession:** \$65.00



### CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

This qualification may be used as a pathway qualification into community services work. 10 hours of volunteer work experience is required for successful completion of this course.

**Date:** 8<sup>th</sup> Feb 2017 **Time:** 9.00am – 3.00pm

**Duration:** 2 days per week over 20 weeks

**Funded Course Fee:** \$1,087.00 **Concession:** \$518.00

### 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. Police Checks, Working with Children's checks and 120 hours work placement is required for successful completion.

**Date:** 6<sup>th</sup> Feb 2017 **Time:** 9.00am – 3.00pm

**Duration:** 2 days per week over 40 weeks

**Funded Course Fee:** \$2505.00 **Concession:** \$1075.00

### CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. Police Checks, Working with Children's checks and 120 hours work placement is required for successful completion.

**Date:** 8<sup>th</sup> Feb 2017 **Time:** 9.00am – 3.00pm

**Duration:** 2 days per week over 40 weeks

**Funded Course Fee:** \$2561.00 **Concession:** \$961.00

## STUDY HAIR AND BEAUTY AT

# MACE on Gray

## HAIR AND BEAUTY COURSES

### SHB20216 CERTIFICATE II IN SALON ASSISTANT

This course will introduce you to the principles of hairstyling through a fun, hands-on program. Learn skills in hair colour, blow drying and braiding techniques, while developing customer service and salon team skills. Study with a supportive trainer with years of industry experience in our MACE on Gray salon.

**Date:** 7<sup>th</sup> Feb 2017 **Time:** 9.00am – 3.00pm

**Duration:** 1 day per week over 40 weeks

**Funded Course Fee:** \$1490.00 **Concession Fee:** \$855.00

### SHB30416 CERTIFICATE III IN HAIRDRESSING

This qualification will prepare individuals to be employed as hairdressers working as part of a team in a hairdressing environment. Train with qualified, industry experienced staff in our MACE on Gray salon. 120 hours work placement is required for successful completion.

**Date:** Rolling enrolments **Time:** 9.00am – 3.00pm

**Duration:** 3 days per week over 50 weeks (15 months)

**Funded Course Fee:** \$5660.00 **Concession Fee:** \$3550.00

### 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. Train with qualified, industry experienced staff in our MACE on Gray salon. 120 hours work placement is required for successful completion of this course.

**Date:** 6<sup>th</sup> Feb 2017 **Time:** 9.00am – 3.00pm

**Days:** Mondays and Tuesdays

**Duration:** 2 days per week over 40 weeks

**Funded Course Fee:** \$3230.00 **Concession Fee:** \$2050.00

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