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: 3rd 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 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: 24th Feb, 31st March, 28th April, 26th May, 30th 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: 24th Feb, 31st March, 28th April, 26th May, 30th 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
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

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: 6th Feb 2017 Time: 9.00am – 3.00pm
Duration: 3 days per week over 20 weeks
Course Fee: $879.00.00 Concession: $440.00

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 6th February Time: 9.00am – 3.00pm
Duration: 2 days per week over 2 weeks
Course Fee: $83.00 Concession: $65.00

CARERS, 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: 6th Feb 2017 Time: 9.00am - 3.00pm
Duration: 1 session per week over 20 weeks
Course Fee: $153.00 Concession: $84.00

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: 7th Feb 2017 Time: 9.00am – 3.00pm
Duration: 1 day per week over 4 weeks
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)
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: 6th Feb 2017 Time: 9.00am – 3.00pm
Days: Mondays and Tuesdays
Duration: 2 days per week over 40 weeks
Course Fee: $3230.00 Concession Fee: $2050.00

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

“Take the next step with us”