

MURRAY ACE SWAN HILL INC.

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Victoria, Australia

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COURSE GUIDE

Contains descriptions of each course.

Please note not all courses are available each semester

FIRST AID

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

HLTAID001 Provide Cardiopulmonary Resuscitation—CPR

Performing Cardiopulmonary Resuscitation (CPR) can help save a life, often the life of a family member or someone you know. We recommend that every personal learn this life saving skill. This unit of competency describes the skills and knowledge required to perform CPR in line with the Australian Resuscitation Council (ARC) Guidelines. Pre-course book to be completed.

HLTAID003 Provide First Aid (Level II Senior First Aid)

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

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**

Delivery & Assessment combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Individuals must be able to demonstrate clear practical knowledge and skills to gain these competencies.

Pathways: After completion of any of these programs individuals will implement skills in the workplace, or use new skills to gain employment or further education.

Pre-requisites: Basic English as a Language.

HOSPITALITY

Victorian RSA Course

SITHFAB002 Provide Responsible Service of Alcohol

This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol and to satisfy the requirements for responsible sale and service of alcohol (RSA) under the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

Study Mode: Class based delivery , pre-requisites basic English as a language.

Safe Food Handling Certificate

SITXFSA001 Use Hygiene Practices for Food Safety

This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow procedures and to identify and control food hazards.

Study Mode: Class based delivery , pre-requisites basic English as a language.

Food Supervisors Certificate

SITXFSA201A Participate in Safe Food Handling Practices

This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food. It requires the ability to follow procedures as outlined in a food safety program.

Study Mode: Class based delivery , pre-requisites basic English as a language.

Delivery & Assessment combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Individuals must be able to demonstrate clear practical knowledge and skills to gain these competencies.

Pathways: After completion of any of these programs individuals will implement skills in the workplace, or use new skills to gain employment or further education.

SIT30616 Certificate III in Hospitality

This qualification provides the skills and knowledge for an individual to be competent in skilled operations in hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. The qualification is suitable for an Australian apprenticeship pathway.

Study Mode: Flexible delivery (with work placement), pre-requisites basic English as a language.

Pathways: Employment in the hospitality industry may include bar attendant, barista, waiter, wine waiter, front desk receptionist, housekeeper or gaming attendant.

Students are also responsible for the fees associated with their Police Checks and WWCC, if required.

Contact Murray ACE for more information.

COMPUTERS

Introduction to Bookkeeping— Accounting Software

Topics covered

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.

- **Getting started & setting up in Rekon Accounts**
- **Chart of accounts**
- **Inventory and service items**
- **Customer and supplier details**
- **Opening balances**
- **Cash sales and Invoicing**
- **Managing receivables**

Pre-requisites: Basic English as a Language and basic computer skills

Study Mode: Classroom based

Pathways: Certificate I Information, Digital and Media Technology, or further study at Certificate II or III level

Introduction to Bookkeeping— 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. Must have completed Introduction to Bookkeeping – Accounting Software (previous course).

Topics covered

- ◆ **Setting up Payroll**
- ◆ **Setting up Employees**
- ◆ **Conducting a Pay Run**
- ◆ **Payroll Information**

Pre-requisites: Introduction to Bookkeeping—Accounting Software

Study Mode: Classroom based **Pre-requisites:** Intro to Bookkeeping - Accounting Software

Pathways: Certificate I Information, Digital and Media Technology, or further study at Certificate II or III level

Intel Easy Steps – Basic Computers

This course is designed as an introductory computer course for absolute beginners.

Topics covered:

- **Introducing Computers and Operating Systems:** includes the operating system and how to perform simple computer related tasks
- **Working with files and folders:** understanding data storage and navigate your computer's drives, folders and files
- **Introducing Word Processing:** includes creating documents useful in daily life

- Introducing Internet and Email: includes Internet searching and how to create, send and reply to emails in Outlook.

Pre-requisites: basic English as a language

Delivery: Classroom based face to face guided training.

Study Pathways: Pathway course for ICT10115 Certificate I Information, Digital Media and Technology.

ICT10115 Certificate I Information, Digital Media and Technology

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.

Pre-requisites: basic English as a language, basic computer and Internet skills

Delivery: Classroom based face to face training.

Materials required: USB Memory Stick/Thumb drive

Study Pathways: Students can choose to use skills gained to move forward into any career using technology skills, or Cert II or Cert III in Business offered at Murray ACE.

Core Units (4)

ICTICT101	Operate a personal computer
ICTICT102	Operate word-processing applications
ICTICT103	Use, communicate and search securely on the Internet
ICTOCT104	Use digital devices

Elective Units (2 selected by Trainer to suit learner group)

BSBWHS201	Contribute to health and safety of self and others
BSBSUS201	Participate in environmentally sustainable work practices
BSBCMM101	Apply basic communication skills
ICTICT105	Operate spreadsheet applications
ICTICT106	Operate presentation packages
ICTICT107	Use personal productivity tools
ICTICT108	Use digital literacy skills to access the internet

LITERACY AND NUMERACY

22236VIC Certificate I in General Education for Adults

22237VIC Certificate II in General Education for Adults

22238VIC Certificate III in General Education for Adults

Develop important reading, writing and numeracy skills with a Certificate in General Education for Adults. You'll learn in a supportive and encouraging environment. This course will help you meet your personal needs as well as help you to participate in the community. You'll also be prepared for further study and increase your employment opportunities.

This certificate is designed for adults (migrants and native English speakers) who have had limited formal education or wish to improve their skills to return to work or formal study.

When you complete this course, you'll be able to:

- clarify project goals with a support person
- understand familiar texts
- create simple texts
- use simple mathematics.

You will develop important skills and gain confidence in:

- reading and writing
- numeracy and mathematics
- communication – listening and speaking
- use of computers.

It's never too late to improve your skills and go back to study.

Study Mode: Self paced, class room based

Pathways: Further Study, Certificate II, III or IV Courses, or Employment.

This course includes the program:

Careers, Goals and Pathways

Kick start your career!

Leaving home? Going to work for the first time but don't know what you want to do? Returning to work after a long break? Looking to improve your skills to go back to study? If you answered **YES** to any of these then this course is for **YOU!**

This course will help you improve your reading, writing and numeracy skills as well as helping you to develop a personal profile and to identify the career path you are best suited to.

COMMUNITY SERVICES

CHC22015 Certificate II in Community Services

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. 20 hours of volunteer work experience is required for successful completion of this course.

Pre-requisites: Basic English as a Language.

Candidates will also require: Current Police Check & Working with Children Check.

Delivery & Assessment combines face-to-face classroom training, led theory classes and practical sessions involving small group and individual activities. Aspire training resources include all materials used in the training sessions, assessment materials and reference materials.

As part of this course, students will need to participate in volunteer activities.

Pathways : After achieving CHC22015 Certificate II in Community Services, individuals may choose to undertake further study with the CHC33015 Certificate III in Individual Support.

Core Units (5)

CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS001	Participate in workplace health and safety
BSBWOR202	Organise and complete daily work activities

Group A Electives (4)

CHCCDE003	Work within a community development framework
CHCECE004	Promote and provide healthy food and drinks
CHCVOL001	Be an effective volunteer
CHCCCS009	Facilitate responsible behaviour

CHC33015 - Certificate III in Individual Support (Ageing)

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have complete at least **120 hours of work placement** as

detailed in the Assessment Requirements of the units of competency.

Pre-requisites: Basic English as a Language.

Candidates will also require: Current Police Check, Working with Children Check and a current Provide First Aid Certificate.

Delivery & Assessment combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Aspire training resources include all materials used in the training sessions, assessment materials and reference materials. As part of this course, students will need to participate in workplace training.

Pathways : After achieving CHC33015 Certificate III in Individual Support (Ageing), individuals may choose to undertake further study with the CHC43015 Certificate IV in Ageing Support, or specialise in disability with the CHC43115 Certificate IV in Disability

Core Units (7)

CHCCCS015	Provide individualised support
CHCCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

Group A Electives – AGEING specialisation (3)

CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs

Electives (3)

CHCDIS007	Facilitate the empowerment of people with disability
CHCHCS001	Provide home and community support services
CHCPAL001	Deliver care services using a palliative approach

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. Enhanced learning opportunities include participation in regular play group sessions. To achieve this qualification, the candidate must have completed a minimum **120 hours of work placement** as detailed in the Assessment Requirements of the units of competency.

Pre-requisites: Basic English as a Language

Candidates will also require: Current police check, & Working with Children Check.

Delivery & Assessment combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. McGraw Hill training resources in textbook and online format include all materials used in the training sessions, assessment materials and reference materials. As part of this course, students will need to participate in workplace training.

Pathways : Upon successful completion of CHC30113 Certificate III in Early Childhood Education and Care, individuals may gain employment in the early childhood care industry, or follow further education in Diploma of Early Childhood Education and Care, or follow pathways to Cert IV in Education Support or similar.

Core Units (15)

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCLEG001	Work Legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in workplace health and safety

Electives (3)

CHCECE006	Support behaviour of children and young people
CHCDIV001	Work with diverse people
BSBWOR301	Organise personal work priorities and development

CHC43115 Certificate IV in Disability

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team. To achieve this qualification, the candidate must have completed at least **120 hours of work placement** as detailed in the Assessment Requirements of the units of competency.

Pre-requisites: Basic English as a Language

Candidates will also require: A Current Police Check, a Working with Children check (WWCC) and a current Provide First Aid Certificate.

Delivery & Assessment combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Aspire training resources include all materials used in the training sessions, assessment materials and reference materials. As part of this course, students will need to participate in 120 hours of mandatory work placement.

Pathways: Upon successful completion of CHC43015 Certificate IV in Disability, Individuals may gain employment in Disability services Home and Community Care Industry or further education in the community services field.

Core Units (11)

CHCCCS015	Provide individualised support
CHCDIS002	Follow established person-centred behaviour supports
CHCDIS005	Develop and provide person-centred service responses
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS008	Facilitate community participation and social inclusion
CHCDIS009	Facilitate ongoing skills development using a person-centred approach
CHCDIS010	Provide person-centred services to people with disability with complex needs
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

Electives (3)

CHCCCS011	Meet personal support needs
CHCAGE005	Provide support to people living with dementia
CHCAGE001	Facilitate the empowerment of older people

CHC43015 - Certificate IV in Ageing Support

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters. To achieve this qualification, the candidate must complete at least **120 hours of work placement** as detailed in the Assessment Requirements of the units of competency.

Pre-requisites: Basic English as a Language and preferably hold Certificate III Individual Support, or

other Certificate III of equivalent level study and industry and/or workplace experience.

Candidates will also require: A Current Police Check, a Working with Children check (WWCC) and a current Provide First Aid Certificate.

Delivery & Assessment: combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Aspire training resources include all materials used in the training sessions, assessment materials and reference materials. As part of this course, students will need to participate in workplace training.

Pathways: upon successful completion of CHC43015 Certificate IV in Ageing Support, Individuals may gain supervisory employment in the Aged Care , or Home and Community Care Industry , or follow further education in Diploma of Community Services.

Core Units (15)

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and well being
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

Electives (3)

CHCDIS007	Facilitate the empowerment of people with disability
CHCAGE002	Implement falls prevention strategies
CHCHCS001	Provide home and community support services

HAIR AND BEAUTY

SHB230216 Certificate II in Salon Assistant

- *PIVOT Point Resources.*

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service. The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training.

Pre-requisites: Basic English as a Language.

Delivery & Assessment: combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Pivot Point training manuals include all materials used in the training sessions, assessment materials and reference materials. As part of this course, students will need to complete at least **100 hours of work experience**, which can be achieved in “MACE on Gray” Salon

Pathways: Individuals may choose to continue study in the SHB30416 Certificate III in Hairdressing or SHB30115 Certificate III in Beauty Services

Core Units (8)

BSBWHS201	Contribute to health and safety of self and others
SHBHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS001	Conduct salon financial transactions
SHBXCCS003	Greet and prepare clients for salon services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team

Electives (4)

SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHCLS001	Apply hair colour products
SIRRINV001	Receive and handle stock
SIRXSL001	Sell to the retail customer

SHB20116 Certificate II in Retail Cosmetics

This course will introduce you to the principles of beauty through a fun, hands-on program. Learn skills in nails, make-up and develop customer service and retail team skills.

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures and work under direct supervision. This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

Prerequisites: Basic English as a Language.

Delivery & Assessment: combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Pivot Point training manuals include all materials used in the training sessions, assessment materials and reference materials. As part of this course, students will need to complete at least **100 hours of work experience**, which can be achieved in "MACE on Gray" Salon

Pathways: Students can follow their passion into entry level employment at local chemist, and beauty retailers. Further training by undertaking a Cert III in Beauty Services or Cert III in Hairdressing at Murray ACE.

Core Units (10)

BSBWHS201	Contribute to health and safety of self and others
SHBBCCS001	Advise on beauty products and services
SHBBMUP002	Design and apply make-up
SHBXCCS001	Conduct salon financial transactions
SHBXCCS004	Recommend products and services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SIRRMER001	Produce visual merchandise displays
SIRXIND003	Organise personal work requirements
SIRXSLS001	Sell to the retail customer

Elective Units (5)

BSBSUS201	Participate in environmentally sustainable work practices
ICTWEB201	Use social media tools for collaboration and engagement
SHBBRES001	Research and apply beauty industry information
SHBBNLS003	Apply acrylic nail enhancements
SHBBNLS002	Apply gel nail enhancements

SHB30146 Certificate III in Hairdressing - PIVOT Point Resources.

This course has been designed as the standard entry level qualification for the hairdressing industry. Hairdressers are usually working as part of team in a salon, performing processes that require a range of well developed skills where discretion and judgement is required; with responsibility for own outputs, and responsibility for the supervision of others, including apprentices. Functions at this level include applying skills and knowledge to sell products and services, ensuring a safe working environment and performing a full range of client services, including client consultation and advice, hair and scalp treatments, haircutting, hair design, colour and lightening, and chemical reformation services on male and/or female clients.

Pre-requisites: Basic English as a Language.

Delivery & Assessment combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Pivot Point training manuals include all materials used in the training sessions, assessment materials and reference materials. As part of this course, students will need to participate in **180 hours of work experience** which can be achieved in "MACE on Gray" Salon and in industry placements.

Pathways: Individuals may undertake SHB40216 Certificate IV in Hairdressing, SHB50216 Diploma of Salon Management or gain employment as a Hairdresser.

Core Units (21)

BSBSUS201	Participate in environmentally sustainable work practices
SHBHBAS001	Provide shampoo and basin services
SHBHCLS002	Colour and lighten hair
SHBHCLS003	Provide full and partial head highlighting treatments
SHBHCLS004	Neutralise unwanted colours and tones
SHBHCLS005	Provide on scalp full head and retouch bleach treatments
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBHCUT003	Create graduated haircut structures
SHBHCUT004	Create layered haircut structures
SHBHCUT005	Cut hair using over-comb techniques
SHBHDES003	Create finished hair designs
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBHIND003	Develop and expand a client base
SHBHREF002	Straighten and relax hair with chemical treatments
SHBHTRIO01	Identify and treat hair and scalp conditions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXWHS001	Apply safe hygiene, health and work practices

Electives (7)

SHBHCUT006	Create combined haircut structures
SHBHCUT007	Create combined traditional and classic men's haircut structures
SHBHDES004	Create classic long hair up-styles
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SIRRV001	Receive and handle retail stock
SHBHREF001	Curl and volumise hair with chemical treatments
SHBHIND004	Participate in session styling teams

SHB30115 - Certificate III in Beauty Services

This qualification reflects the role of individuals who are competent in interacting with customers, providing a range of beauty services which may include make-up, waxing, nail technology, lash and brow treatments, and demonstrating and selling retail skin care and other cosmetic products. Work would be undertaken in beauty therapy salons and in the wider beauty industry.

This qualification is designed to reflect the role of those who perform some complex or non-routine activities involving individual responsibility or autonomy or collaboration with others as part of a team.

Pre-requisites: Basic English as a Language.

Delivery & Assessment combines face-to-face training, led theory classes and practical sessions involving small group and individual activities. Allowe training manuals include all materials used in the training sessions, assessment materials and reference materials. As part of this course students will need to participate in **120 hours of work experience** which can be achieved in “MACE on Gray” Salon and in industry placements.

Pathways: After achieving SHB30115 Certificate III in Beauty Services, individuals will be qualified to work in the Beauty industry as a Beauty Therapist. Individuals may wish to further their study by undertaking SHB40115 Certificate IV in Beauty Therapy, or SHB50115 Diploma of Beauty Therapy.

Core Units (11)

SHBBBOS001	Apply cosmetic tanning products
SHBBCCS001	Advise on beauty products and services
SHBBFAS001	Provide lash and brow services
SHBBHRS001	Provide waxing services
SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices

Elective Units (4)

SHBBNLS003	Apply acrylic nail enhancements
SHBBNLS002	Apply gel nail enhancements
SHBBMUP003	Design and apply make-up for photography
SHBBHRS002	Provide female intimate waxing services

BUSINESS

BSB20115 Certificate II in Business

This qualification may be used as a pathway for workforce entry office/business workers who provide a first point of contact and assist business in meeting their needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

Pre-requisites: Basic English as a Language and basic computer skills

Delivery: Program is delivered only online, at the learner's own pace. Delivery and Assessment will be undertaken by trainers who have current Industry experience, and qualified in training and assessment.

Study Pathways: Certificate III in Business Administration.

Careers:

- Administration assistant
- Clerical worker
- Data entry operator
- Information desk clerk
- Office junior
- Receptionist

Core Units (1)

BSBWHS201 Contribute to health and safety of self and others

Elective Units (11)

BSBCUS201 Deliver a service to customers

BSBIND201 Work effectively in a business environment

BSBINM201 Process and maintain workplace information

BSBWOR203 Work effectively with others

BSBCMM201 Communicate in the workplace

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

BSBITU203 Communicate electronically

BSBSUS201 Participate in environmentally sustainable work practices

BSBWOR202 Organise and complete daily work activities

BSBWOR204 Use business technology

BSB30415 Certificate III in Business Administration

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team. Graduates at this level will have knowledge and skills for work in a defined context and/or further learning.

Pre-requisites: There are no prerequisites for this course. LLN assessment to be completed upon enrolment, and suitable adjustments/support provided to assist learners in their success.

Delivery: Delivery and Assessment will be undertaken by trainers who have current Industry experience, and qualified in training and assessment. Program is delivered only online, at the learner's own pace.

Study Pathways: Certificate IV in Business, Certificate IV in Business Administration, Certificate IV Frontline Management

Careers:

- Accounts receivable clerk
- Accounts payable clerk
- Clerk
- Data entry operator
- Junior personal assistant
- Office administration assistant
- Office administrator
- Receptionist
- Word processing operator

Core Units (2)

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

Elective Units (11)

BSBFIA303 Process accounts payable and receivable

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBWRT301 Write simple documents

BSBFIA301 Maintain financial records

BSBCUS301 Deliver and monitor a service to customers

BSBINM302 Utilise a knowledge management system

BSBITU201 Produce simple word processed documents

STATEMENT OF FEES 2018

Murray ACE Courses		Government Contribution per Funded Student (approx. per qualification)	Student Tuition Fee			Additional Course Fees	
			Concession (Funded)	Non Concession (Funded)	Fee for Services (FFS)	Student Amenity Fee (SAF)	Resource Fee
Certificate I in General Education for Adults	22236VIC	\$3,388.00	\$364.00	\$1320.00	\$3,120.00	\$360.00	\$46.00
Certificate II in General Education for Adults	22237VIC	\$2,926.00	\$228.00	\$1140.00	\$3,040.00	\$360.00	\$46.00
Certificate I in Information, Digital Media and Technology	ICT10115	\$1,358.50	\$114.00	\$570.00	\$1,520.00	\$128.00	\$216.00
Certificate II in Business	BSB20115	N/A	N/A	N/A	\$1,500.00	\$400.00	\$300.00
Certificate III in Business Administration	BSB30415	N/A	N/A	N/A	\$1,500.00	\$400.00	\$300.00
Certificate II in Community Services	CHC22015	\$2,425.50	\$198.00	\$945.00	\$2,520.00	\$200.00	\$246.00
Certificate III in Individual Support (Ageing)	CHC33015	\$6,077.50	\$429.00	\$2,145.00	\$5,720.00	\$400.00	\$366.00
Certificate III in Early Childhood Education and Care	CHC30113	\$6,529.60	\$508.80	\$2,544.00	\$6,784.00	\$400.00	\$166.00
Certificate IV in Disability	CHC43115	\$6,968.50	\$543.00	\$2,717.00	\$7,240.00	\$720.00	\$376.00
Certificate IV in Ageing Support	CHC43015	\$11,481.80	\$736.80	\$3,684.00	\$9,824.00	\$480.00	\$446.00
Certificate II in Salon Assistant	SHB20213	\$3685.00	\$201.00	\$1005.00	\$2680.00	\$200.00	\$566.00
Certificate II in Retail Cosmetics	SHB20116	\$2610.00	\$261.00	\$1305.00	\$3480.00	\$200.00	\$546.00

Certificate III in Hairdressing	SHB30416	\$10,191.50	\$654.00	\$3,270.00	\$8,720.00	\$720.00	\$2,346.00
Certificate III in Beauty Services	SHB30115	\$3,504.60	\$318.60	\$1,593.00	\$4,248.00	\$320.00	\$1,096.00
Provide First Aid	HLTAID003	N/A	N/A	N/A	\$90.00	\$10.00	\$60.00
Provide CPR	HLTAID001	N/A	N/A	N/A	\$40.00	\$10.00	\$30.00
Provide Emergency First Aid Response in an Education and Care Setting	HLTAID004	N/A	N/A	N/A	\$90.00	\$10.00	\$80.00
Assist Client with Medication	HLTHPS006	N/A	N/A	N/A	\$120.00	\$50.00	\$30.00
Careers Goals and Pathways	Pre Accredited	\$410	\$25.00	\$125.00	\$400.00	\$20.00	\$30.00
Introduction to Book Keeping –Accounting Software	Pre Accredited	\$328.00	\$16.00	\$80.00	\$320.00	\$16.00	\$50.00
Introduction to Book Keeping –Payroll	Pre Accredited	\$328.00	\$16.00	\$80.00	\$320.00	\$16.00	\$50.00
Intel Easy Steps	Pre Accredited	\$328.00	\$16.00	\$80.00	\$230.00	\$16.00	\$30.00
Skills Review	Pre Accredited	\$492.00	\$30.00	\$150.00	\$480.00	\$8.00	\$30.00
Life Skills and Computers	FFS	N/A	N/A	N/A	\$320.00	\$80.00	N/A
Responsible Service of Alcohol	SITHFAB002	N/A	N/A	N/A	\$48.00	\$2.00	\$15.00
Use Hygiene Practices for Food Safety	SITXFSA101	N/A	N/A	N/A	\$48.00	\$2.00	\$15.00
Participate in Safe Food Handling Practices	SITXFSA201	N/A	N/A	N/A	\$80.00	\$6.00	\$34.00