

## HOSPITALITY COURSES

### **SAFE FOOD HANDLING CERTIFICATE**

SITXFSA001 Use hygiene practices for food safety unit is required by most food workplaces for safe food handling

**Date:** Express your interest **Time:** 6.00pm – 10.00pm

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

### **RSA - PROVIDE RESPONSIBLE SERVICE OF ALCOHOL**

SITHFAB002 - Provide responsible service of alcohol. Run under the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

**Date:** Express your interest **Time:** 6.00pm – 10.00pm

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

## COMPUTER & ACCOUNTING COURSES

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

This course is designed as an introductory computer course for absolute beginners. Pathway course for ICT10115 Certificate I Information, Digital Media and Technology.

**Date:** Friday 9<sup>th</sup> February **Duration:** 1 session per week over 8 weeks

**Funded Course Fee:** \$126.00 **Concession:** \$62.00



### **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.

**Date:** Express your interest

**Duration:** 1 day per week over 30 weeks

**Funded Course Fee:** \$914.00 **Concession:** \$458.00

### **INTRO TO BOOKKEEPING - 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:** Thursday 19<sup>th</sup> April **Time:** 9.30am- 12.00pm

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

**Funded Course Fee:** \$146.00 **Concession:** \$82.00



### **INTRO 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)

**Date:** Thursday 8<sup>th</sup> February **Time:** 6.30pm – 9.00pm

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

**Funded Course Fee:** \$146.00 **Concession:** \$82.00



## FIRST AID COURSES

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



### **HLTAID001 PROVIDE CPR**

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

**Dates:** 23<sup>rd</sup> Feb, 23<sup>rd</sup> March, 27<sup>th</sup> April, 25<sup>th</sup> May, 29<sup>th</sup> June

**Time:** 9.00am– 12.00 noon

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

### **HLTAID003 PROVIDE FIRST AID**

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

**Dates:** 23<sup>rd</sup> Feb, 23<sup>rd</sup> March, 27<sup>th</sup> April, 25<sup>th</sup> May, 29<sup>th</sup> June

**Time:** 9.00am– 4.00pm

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

### **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:** 23<sup>rd</sup> Feb, 23<sup>rd</sup> March, 27<sup>th</sup> April, 25<sup>th</sup> May, 29<sup>th</sup> June

**Time:** 9.00am – 5.00pm

**Duration:** 1 day + workbook **Course Fee:** \$180.00



Registered Training Organisation TOID: 3776

*“Take the next step with us”*

# Course Brochure Semester 1 2018

real skills for  
real careers

Murray ACE Swan Hill Inc.  
429 Campbell St, Swan Hill  
0350323719

Office Hours: 9.00am – 4.00pm  
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.”*

## LITERACY & NUMERACY

### **CAREERS, GOALS AND PATHWAYS & CGEA**

Looking to improve your skills to go back to study? 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.

**Date:** Commencing Monday 5th February

**Duration:** 3 days per week

**Funded Course Fee:** \$1726.00 **Concession:** \$670.00



## COMMUNITY SERVICES COURSES

### **HLTHPS006 - ASSIST CLIENTS WITH MEDICATION**

This unit describes the skills and knowledge required to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication. MUST be working in Community Services industry and have prior qualifications.

**Date:** Express your interest **Time:** 9.00am – 3.00pm

**Duration:** 2 Days **Course Fee:** \$200.00

### **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.

**Date:** Please express your interest

**Duration:** 2 days per week

**Funded Course Fee:** \$1,391.00 **Concession:** \$635.00

### **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:** Commencing Wednesday 7<sup>th</sup> February

**Duration:** 2 days per week

**Funded Course Fee:** \$3110.00 **Concession:** \$1075.00

### **CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)**

#### **SWAN HILL & KERANG**

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

**Date:** Commencing February - Please express your interest

**Duration:** 2 days per week

**Funded Course Fee:** \$2911.00 **Concession:** \$1195.00

### **CHC43015 CERTIFICATE IV IN AGEING SUPPORT**

#### **SWAN HILL & KERANG**

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

**Date:** Commencing February - Please express your interest

**Duration:** 2 days per week

**Funded Course Fee:** \$4610.00 **Concession:** \$1663.00

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

**Date:** Commencing Wednesday the 7<sup>th</sup> February

**Duration:** 2 days per week

**Funded Course Fee:** \$3811.00 **Concession:** \$1639.00

## STUDY HAIR AND BEAUTY AT

# MACE on Gray

### **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 develop customer service and salon team skills.

**Date:** Commencing Wednesday 7<sup>th</sup> February

**Duration:** 1 day per week

**Funded Course Fee:** \$1771.00 **Concession Fee:** \$967.00

### **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. 180 hours work placement is required for successful completion.

**Date:** Enrol anytime – recommencing Wed 7<sup>th</sup> February

**Duration:** 3 days per week

**Funded Course Fee:** \$6336.00 **Concession Fee:** \$3720.00

### **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.

**Date:** Commencing Feb 2018

**Duration:** 1 day per week

**Funded Course Fee:** \$2051.00 **Concession Fee:** \$1007.00

### **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:** Commencing Wednesday 7<sup>th</sup> February

**Duration:** 2 days per week

**Funded Course Fee:** \$3009.00 **Concession Fee:** \$1735.00