

## ACCREDITED COURSES WE CAN DELIVER:

### BUSINESS AND IT

ICT10115 Certificate I in Information, Digital Media and Technology  
BSB20115 Certificate II in Business (online)  
BSB30415 Certificate III in Business Administration (Online)

### HAIR AND BEAUTY

SHB20116 Certificate II in Retail Cosmetics  
SHB20216 Certificate II in Salon Assistant  
SHB30115 Certificate III in Beauty Services  
SHB30416 Certificate III in Hairdressing

### COMMUNITY SERVICES

CHC22015 Certificate II in Community Services  
CHC30113 Certificate III in Early Childhood Education and Care  
CHC33015 Certificate III in Individual Support  
CHC43015 Certificate IV in Ageing Support  
CHC43115 Certificate IV in Disability Services

### LITERACY /NUMERACY - CGEA

22235VIC Certificate I in General Education (Introductory)  
22236VIC Certificate I in General Education  
22237VIC Certificate II in General Education  
22238VIC Certificate III in General Education

### HOSPITALITY

SIT30813 Certificate III in Hospitality

**“TAKE THE NEXT STEP WITH US”**

Murray Adult Community Education Swan Hill Inc.  
429 Campbell St Swan Hill  
Office Hours: 9.00am – 4.00pm  
Monday—Friday  
Phone: 5032 3719 Fax: 5033 1580  
Email: [learn@macesh.vic.edu.au](mailto:learn@macesh.vic.edu.au)  
[www.macesh.vic.edu.au](http://www.macesh.vic.edu.au)  
TOID: 3776

[www.facebook.com/murray.ace](http://www.facebook.com/murray.ace)



### Vision Statement

**“A vibrant organisation focused on providing Quality Learning”**

*This vision will be achieved by*

- Providing a compassionate learning environment to all people
- Providing quality programs that meet the changing needs of the community
- Embracing spirit of partnerships with other providers and interest groups



Registered Training Organisation TOID: 3776

## Short Courses 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](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”*

## FIRST AID COURSES

*All First Aid courses 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:** 25<sup>th</sup> May, 29<sup>th</sup> June, 27<sup>th</sup> July & 31<sup>st</sup> August  
**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:** 25<sup>th</sup> May, 29<sup>th</sup> June, 27<sup>th</sup> July & 31<sup>st</sup> August  
**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 is to be completed prior to course delivery and students who successfully complete this course will also be awarded the statement of attainment for

- HLTAID003 Provide First Aid

**Dates:** 25<sup>th</sup> May, 29<sup>th</sup> June, 27<sup>th</sup> July & 31<sup>st</sup> August  
**Time:** 9.00am– 4.00pm  
**Duration:** 1 day + workbook **Course Fee:** \$180.00



## COMPUTER & ACCOUNTING COURSE

### **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 or the Intel Easy Steps – The Next Step.  
**Date:** Friday 18<sup>th</sup> May **Time:** 9.00am – 12.00pm  
**Duration:** 1 session per week over 8 weeks  
**Funded Course Fee:** \$126.00 **Concession:** \$62.00

### **INTEL EASY STEPS – THE NEXT STEP**

Have you completed our basic computer course 'Intel Easy Steps' or do you have basic computer skills and want to learn more? In this course you will learn to use MS Word to create letters, resumes, and other documents for your personal or Professional life. You will also learn how to use money management tools using a spreadsheet to create budgets, inventories and cash flow statements.

**Date:** Friday 18<sup>th</sup> May **Time:** 12.30 – 3.30pm  
**Duration:** 1 session per week over 8 weeks  
**Funded Course Fee:** \$126.00 **Concession:** \$62.00

### **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 31<sup>st</sup> May **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:** Express your Interest **Time:** 6.30pm – 9.00pm  
**Duration:** 1 session per week over 8 weeks  
**Funded Course Fee:** \$146.00 **Concession:** \$82.00

## 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:** Monday 4<sup>th</sup> June **Time:** 6.00pm – 10.00pm  
**Duration:** 1 session  
**Duration:** 1 session **Course Fee:** \$65.00: \$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:** Monday 28<sup>th</sup> May **Time:** 6.00pm – 10.00pm  
**Duration:** 1 session **Course Fee:** \$65.00