Murray ACE
TRAINING SOLUTIONS
TAKE THE NEXT STEP WITH US

Course Guide
2024

Contents

ABOUT MURRAY ACE

Where do we fit?

Murray ACE is one of 300 plus government registered Learn Local organisations across Victoria, offering a large choice of adult community education and training programs. Courses range from basic skills to nationally recognised certificates in all types of areas such as business, community services and trades. People from a wide range of backgrounds including businesses, schools, jobseekers, individuals and groups have come to rely on the quality service that Murray ACE provides to the Swan Hill region.

Types of courses offered
• Pre-accredited
• Short courses
• Foundation literacy and numeracy courses
• Nationally Recognised Training - Accredited courses

What does Nationally Recognised mean?

A Nationally Recognised Training qualification is part of the Australian Qualifications Framework (AQF). The AQF includes specific standards for courses at different levels. The advantages of studying a Nationally Recognised Training qualification are
• You will gain a qualification that has been developed in consultation with industry
• Your qualification will be recognised by industry across Australia;
• It is generally easier to obtain credit or advanced standing towards further studies; and
• You can be assured that your course meets the standards required to be Nationally Recognised.
Murray ACE Delivers Nationally Recognised Certificates including:
• Certificate II — *provides students with basic vocational skills and knowledge.*
• Certificate III — *higher - level vocational skills and requires students to demonstrate an understanding of basic theory within the field.*
• Certificate IV — *builds both higher-level vocational skills as well as improved problem-solving and management skills and requires a higher level of theoretical knowledge in the area.*

Eligibility

Please read the Student Information Guide or check what you may be eligible for using the Victorian Skills Gateway website. *https://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx*

Statement of Fees

Please see Statement of Fees at the rear of this book or on our webpage;
www.macesh.vic.edu.au

Student Information Guide

Please make sure that you receive and read a copy of the Student Information Guide which is available at reception or on the Murray ACE website. Students will be provided a copy upon enrolment, and should refer to this guide throughout their course.

Our Vision

To provide a vibrant sustainable community hub.

Our Mission

To offer flexible learning experience and services to the community a friendly environment.

Murray Adult & Community Education Swan Hill Inc. purposes of the association:
- Providing a compassionate learning environment to all people.
- Providing quality programs that meet the changing needs of the community.
- Embracing the spirit of partnership with other providers and interest groups.

Murray Adult & Community Education Swan Hill Incorporated (Murray ACE) is a community owned and managed, not for profit 'Learn Local' Centre. Murray ACE has been providing courses for the regional community since 1984.

The organisation is managed by a Committee of Management, made up of local business and professionals who meet bi-monthly. Their role is to direct policy, provide financial and management and leadership.   Day-to-day management is carried out by a Centre Manager who directs other permanent staff. Trainers are employed annually, as required.

Our courses are intended principally for adults and most are Nationally Accredited and recognised throughout Australia. A combination of full time training and short courses. We are also registered to provide foundation skills courses that provide literacy, numeracy and social skills for students who may have left school early or require additional support to take on higher levels of learning. Other courses include Pre Accredited programs funded by the ACFE Board (Adult Community and Further Education) which include personal enrichment programs and basic computer skills programs. These programs can be designed to meet the community needs.

Murray ACE also deliver VET programs for our local schools, these include but not limited to the Certificate III in Early Childhood Education and Care, Certificate III in Community Services, Certificate III in Beauty Services, Certificate II in Salon Assistant, Certificate III in Business and Certificate III in Accounts Administration.

What is VET? Vocational Education and Training in Schools is a program that enables students to gain nationally recognised qualifications while at school. Students learn skills and knowledge required for specific industries. VET is an important component of our students' educational journey.

Our values

As a publicly funded entity, Murray ACE Swan Hill Inc. acknowledges and abides by the Public Sector Values.

Responsiveness   Integrity   Impartiality   Accountability   Respect   Leadership   Human Rights

Contact details
Office Hours are 9am – 4pm Monday to Friday
Office: T: (03) 5032 3719 M: 0437 575 115
Email: learn@macesh.vic.edu.au
Web: www.macesh.vic.edu.au
Address: 429 Campbell St, Swan Hill 3585
Registered Training Organisation NO: 3776
Scope: https://training.gov.au/Organisation/Details/3776

APPRENTICESHIPS AND TRAINEESHIPS

Murray ACE can offer you a Apprenticeship or Traineeship

What is an apprenticeship or traineeship?
Apprenticeships and traineeships help you earn while you learn. That means real wages in your pocket while you complete on-the-job training and formal study. You'll end up with a qualification that's nationally recognised, plus heaps of valuable real-world experience.

What kind of apprenticeships and traineeships are on offer at Murray ACE?
• Certificate III in Hairdressing
• Certificate III In Individual Support (Ageing and Disability)
• Certifiate III in Early Childhood Education and Care
• Certificate IV in Disability Support

What's the difference between apprentices and trainees?
Apprenticeships mostly provide training in a skilled trade, such as building and construction, hairdressing, cooking, electrical and automotive. Generally they can take up to 4 years to complete
Traineeships mostly provide training in a vocational area, such as business administration, childcare, IT systems or retail. They cover a much wider range of occupations than apprenticeships do, and can take anywhere from 1 to 4 years.
Both apprenticeships and traineeships are learning pathways that mix on-the-job training with formal study at a Registered Training Organisation (RTO), usually a Victorian TAFE institute. And both are easily linked to further vocational education and university studies, if you ever want to take a step further with your learning.

What's in it for you?
As an apprentice or trainee, you'll complete your learning with a great mix of practical skills and formal education. This is a combination that's always in demand by employers across industries and professions. You can find skilled employment, continue your studies, or even start your own business.
Along the way, you'll get to earn while you learn, develop real-world skills, and get an up-close view of what your future career could look like.

VET & SBATS IN SCHOOLS

- **Please see VET & SBAT in Schools Course Guide for further infomation.**

What is VET in Schools

The VET Delivered to Secondary Students program (VDSS) involves senior secondary school students undertaking a vocational subject as part of their secondary school education. This program may contribute towards your secondary school completion certificates, whilst undertaking a nationally recognised qualification in a program of your choice.

What is SBAT in Schools

School-based apprenticeship and traineeships (SBATs) require students to simultaneously undertake: the VCE, including the VCE Vocational Major, or the VPC. accredited vocational training at the certificate II, III or IV level.

School-based apprenticeships and traineeships (SBATs) are available to secondary school students who are: over 15 years old. enrolled in Years 10, 11 or 12. Australian citizens or permanent residents.

The benefits of a SBAT traineeship for learners is to gain valuable work experience and get a head start on your career! Traineeships are a proven pathway to well-paid jobs in a diverse range of careers.

VET Transport Fund

The VET Transport Fund assists clusters of schools to provide their students with access to the core offering of Vocational Education and Training ('VET') delivered to school students ('VDSS'). The Transport Fund will address barriers to access by providing schools with travel solutions that are coordinated and fit-for-purpose to support increased VDSS access and greater choice for senior secondary students. The MMLLEN coordinates the Transport Fund with schools and providers.

Students enrolling in a VET or SBAT program through Murray ACE are required to adhere to the below expectations. Any additional course requirements set out by the schools must also be followed.

1. Attendance.

A minimum of 80% attendance is recommended. This gives students the best opportunity to learn and demonstrate competency that is aligned to the Units of Competency (UoC). A minimum of 80% attendance does not guarantee a student will be able to demonstrate competency and be awarded a full certificate. Whenever possible, students need to notify their school VET coordinator at least half an hour before the start of their VET class if unable to attend.

2. Travel.

Students are to behave in an appropriate and safe manner when traveling to and from their VET class.

3. Puntuality.

All students are expected to arrive on time and prepared for class.

4. Uniform.

Students are required to attend class dressed appropriately for their VET program. This will include a uniform provide by Murray ACE Swan Hill Inc.

5. Work Requirements.

All tasks as assigned by the VET teacher/trainer are to be completed to demonstrate competency. Students will be given multiple opportunities to demonstrate competency. If a student is unable to demonstrate competency for a UoC they will not be awarded a pass for that unit. If a student is unable to complete all units satisfactorily they will be awarded a Statement of Attainment for that course. On successfull completion of all units a student will be awarded a Certificate The school VET/SBAT coordinator will be informed if a student is not meeting the work requirements of their VET course.

6. Student Behaviour.

All students must meet the classroom expectations of the VET teacher/trainer and the behavioural expectations of the Host school. This includes meeting Work Health and Safety requirements

STUDENT SUPPORT SERVICES

Pre-Enrolment
Before students enrol or enter into a contract, you will be provided with current, accurate and comprehensive information about the training, assessment and support services Murray ACE provides. A pre-enrolment interview will be conducted where you will be provided with this information as well as details of all fees and charges for the course.

To assist prospective students to determine whether a course is suitable and appropriate for their individual needs, Murray Ace will assesses all prospective students' Language, Literacy and Numeracy and digital literacy prior to enrolment.

At the interview you will find information about Murray Ace's responsibilities and obligations; as well as your rights and obligations as a student.

Diversity, Access and Equity
All staff, members and students, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background have the right to be treated equally.

All students will be recruited in an ethical and responsible manner ensuring the decisions comply with Australian Human Rights Commission Act 1986 and the Equal Opportunity Act 2010.

Cultural Safety
Murray ACE is committed to cultural safety of Aboriginal, Torres Strait Islanders, and all others from culturally and linguistically diverse backgrounds.

Special Needs
If you have special needs, for example, a disability or cultural or lifestyle need that may impact on your training and assessment, please note this on your enrolment form and discuss this at the pre enrolment interview so that your trainer may be advised and provide relevant support. Murray Ace will refer students for external support services where required.

Language, Literacy and Numeracy Assistance
A Language Literacy and Numeracy (LLN) assessment will be conducted at the time of enrolment to determine if you need LLN support whilst studying your course. If your skills are too low for the course you have selected we can advise alternative pathways for you or arrange for support in this area.

Enrolment Conditions and Fees
Fees will only be collected for the calendar year in which the enrolment occurs. The annual Statement of Fees is listed on the Murray ACE website and at the back of this booklet.
• Enrolment fee payment arrangements need to be established prior to course commencement.
• Enrolments can be paid in full or via payment plan using centrepay, or a payment plan agreement to be paid via cash, cheque or EFTPOS, or regular bank transfer.
• Enrolment Forms are to be completed in full. Please address any queries to the administration staff if you are having trouble completing the form.
• Certificates will not be issued until enrolment fees are paid in full
• Trainers cannot accept payment for courses
• All Courses require a minimum of 6 participants to proceed. We reserve the right to re-arrange, cancel or postpone classes if necessary.

MURRAY ACE RESERVES THE RIGHT TO RE-ARRANGE, CANCEL OR POSTPONE CLASSES IF NECESSARY.

WHAT IS A USI?

All students are required to have a Unique Student Identifier (USI)
• Creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with,
• will give you access to your training records and transcripts,
• can be accessed online, anytime and anywhere,
• is free and easy to create and
• stays with you for life.

Who needs a USI and why?
If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment. Murray ACE can help you to apply for your USI, please ask at administrati

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

If you are an international student studying offshore and do not intend on coming to Australia to do your study you do not need a USI. However, if you are an Australian expat or resident student studying offshore with an Australian training organisation, you will need a USI.

If you are an International student who will be studying in Australia you will require a USI. All international students in Australia will have been issued with an Australian Visa. Once you have arrived in Australia your visa will be activated and you will be able to apply for a USI.

Creating your own USI:

You will need to access the USI government site via - https://www.usi.gov.au/

The following steps explain how students can create their own Unique Student Identifier

1. **Ensure you have 2 forms of ID from the list below ready:**
• Driver's Licence
• Medicare Card
• Australian Passport
• Visa (with Non-Australian Passport) for international students
• Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
• Certificate Of Registration By Descent
• Citizenship Certificate
• ImmiCard

IMPORTANT: The details a student enters when they create their USI must match exactly with those shown on their form of ID.

2. Go to 'Create your USI' on the USI website and agree to the Terms and Conditions.
3. Click on 'Create USI'.
4. Fill in some personal and contact details which must match exactly the details shown on your ID.
5. Enter the details from your ID (must be from the list above).
6. Set USI account password and questions for security purposes and keep fpr yoput own records
7. The USI displayed on the screen. If possible please print this page out.
8. Write down your USI somewhere safe or enter it into your phone for safe keeping.
9. The USI will also come by either email, phone or by mailing address (your preferred contact method stated when creating the USI).

FIRST AID

▶ HLTAID009 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 person 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.

▶ HLTAID011 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 and students who successfully complete this nationally recognised training will also be awarded the statement of attainment for: HLTAID009

▶ HLTAID012 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: HLTAID009 & HLTAID011Provide 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.

SHORT COURSE

▶ CPCWHS1001 Prepare to Work Safely in the Construction Industry (White Card)

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others. It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

▶ AHCSS00074 Agricultural Chemical Skill Set Certificate

This course offers core units, which are an essential requirement in obtaining an Agriculture Chemical Users Permit (ACUP) in the primary industries. Participants will gain skills and knowledge to understand the rules regarding the selection of chemicals, appropriate storage and handling of the chemicals, mixing and calibration of the chemicals and the effective application of such.

VICTORIAN RSA COURSE

▶ SITHFAB021 Provide Responsible Service of Alcohol

Responsible Service of Alcohol (RSA) is compulsory for anyone selling, offering or serving alcohol.
People must complete their RSA training within one month from the date they first supply liquor.
A person under the age of 18 can complete the RSA training but must wait until they are 18 to serve alcohol.
Your RSA does not expire, but you need to refresh it every three years online.
Murray ACE Swan Hill is approved by Liquor Control Victoria (LCV) to deliver RSA training.

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

SAFE FOOD HANDLING CERTIFICATE

▶ **SITXFSA005 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.

BARISTA COURSE

▶ **SITHFAB205 Prepare and Serve Espresso Coffee**

This unit describes the performance outcomes, skills and knowledge required to extract and serve espresso coffee beverages using commercial espresso machines. It requires the ability to advise customers on coffee beverages, select and grind coffee beans, prepare and assess espresso coffee beverages and to use, maintain and clean espresso machines. Complex repairs of equipment would be referred to specialist service technicians.

Study Mode: Class based delivery, pre-requisites SITXFSA005 Use Hygiene Practices for Food Safety

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.

▶ **SIT30622 Certificate III in Hospitality**

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under supervision using plans, policies and procedures to guide work activities.
This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, food and beverage and gaming. 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.

INFORMATION TECHNOLOGY

▶ Digital Essentials - Level 1

Digital Essentials Level 1 is a pre-accredited program that is designed to help learners understand the basics of various areas of technology, including different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet

Topics covered
Using your smartphone, Using SMS, Connecting and working safely, Navigating the Internet, Using email, Using social media, Using apps and software, Everyday technology and Staying safe online

The program supports learners to gain digital skills through practical and applied learning activities. Each module provides opportunities for learners to participate in individual, small group or whole class activities, helping them to build confidence and develop their skills.

This program is designed to build a general aptitude to learning different aspects of technology and build the confidence to transfer what they know to different digital

▶ Digital Essentials - Level 2

Digital Essentials Level 2 is a pre-accredited program designed to build on the Digital Essentials Level 1 program. This program will extend learners' understanding of technology, including the use of different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet.

This program covers broad areas of different aspects of technology in an introductory sense.

Topics covered
Getting started, Building email skills, Creating in Word, Finding information online, Being social, Managing information, Connecting to devices, Day to day technology, Being safe and secure, New online experiences

Plus additional and separate activities on MS Powerpoint.

This program is designed to build a general aptitude to learning different aspects of technology and build the confidence to transfer what they know to different digital contexts.
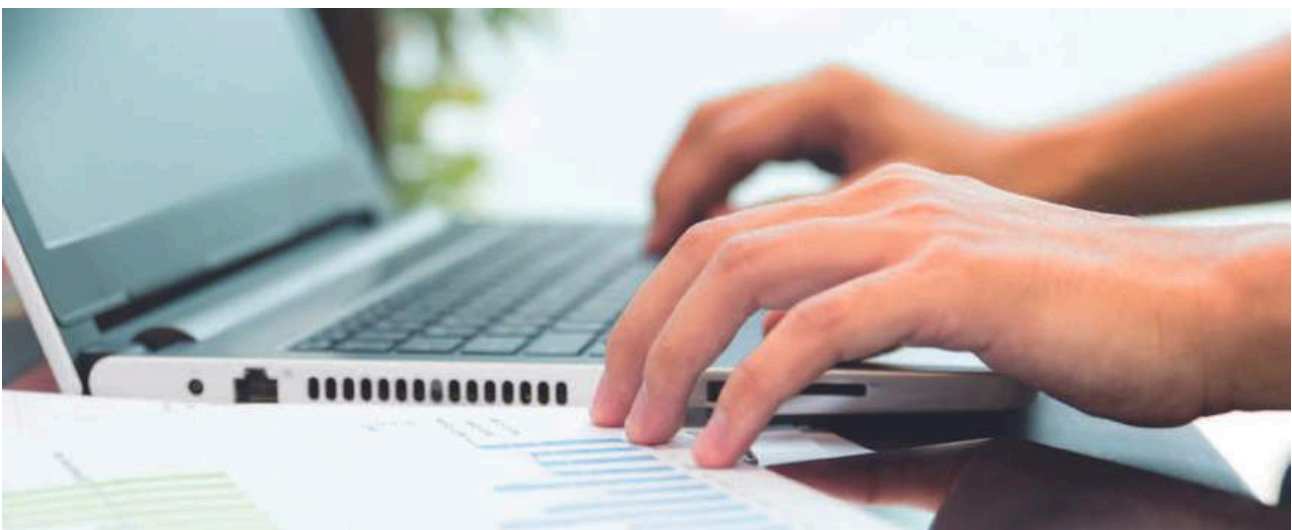
BUSINESS STUDIES

▶ **BSB30120 Certificate III in Business - ONLINE Delivery**

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 payable/receivable clerk
• Clerk
• Data entry operator
• Junior personal assistant
• Office administration/ Assistant
• Word processing operator

Core Units (6)

BSBCRT311 Apply critical thinking skills in a team environment

BSBPEF201 Support personal wellbeing in the workplace

BSBSUS211 Participate in sustainable work practices

BSBTWK301 Use inclusive work practices

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

Elective Units (7)

BSBTEC301 Design and produce business documents

BSBTEC302 Design and produce spreadsheets

BSBPEF301 Organise personal work priorities

BSBPOS301 Maintain business resources

BSBXTW301 Work in a team

BSBOPS304 Deliver and monitor a service to customers

BSBOPS303 Organise schedules

COURSE DURATION:
over 12 months

COURSE CONTENT:
Total number of units = 13
6 core units plus
7 elective units

MODE OF DELIVERY:
Online Delivery

ON COMPLETION:
On successful completion of ALL units a Certificate will be issued.

LOCATION:
Murray ACE Swan Hill Inc
429 Camplbell Street
Swan Hill Vic 3585

WORK PLACEMENT:
Not required

LANGUAGE, LITERACY AND NUMERACY

▶ **FSK20119 Certificate II in Skills for Work and Vocational**

Pathways

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require:

• A pathway to employment or vocational training

• Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3

• Entry level digital literacy and employability skills

• A vocational training and employment plan.

Core Units (1)

FSKLRG011 Use routine strategies for work-related learning

Elective Units (13)

FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015 Estimate, measure and calculate with routine metric measurements for work
FSKNUM017 Use familiar and routine maps and plans for work
FSKNUM018 Collect data and construct routine tables and graphs for work
FSKDIG003 Use digital technology for non-routine workplace tasks
FSKLRG009 Use strategies to respond to routine workplace problems
FSKOCM007 Interact effectively with others at work
FSKRDG010 Read and respond to routine workplace information
FSKLRG010 Use routine strategies for career planning
FSKWTG009 Write routine workplace texts
BSBWRT311 Write simple documents
BSBTEC303 Create electronic presentations
BSBTEC302 Design and Produce spreadsheets

COURSE DURATION:
3 day per week over
20 weeks

COURSE CONTENT:
Total number of units =
14
1 core units plus
13 elective units

MODE OF DELIVERY:
Face to Face in the class
Room

ON COMPLETION:
On successful
completion of ALL units
a Certificate will be
issued.

LOCATION:
Murray ACE Swan Hill
Inc 429 Camplbell Street
Swan Hill Vic 3585

**Pre-Accredited
Programs**
This course will include
Careers,Goals and
Pathways and My
Career, My Choice
funded by ACFE

LANGUAGE, LITERACY AND NUMERACY

▶ **22474VIC 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 needsas 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.

UNITS INCLUDE:

VU22434 Evaluate pathway options, design a learning plan and compile a portfolio

VU22435 Engage with a range of highly complex texts for personal purposes

VU22437 Engage with a range of highly complex texts for employment purposes

VU22439 Create a range of highly complex texts for personal purposes

BSBWRT411 Write complex documents

BSBWHS311 Assist with maintaining workplace safety

BSBXCM301 Engage in workplace communication

FNSFLT311 Develop and apply knowledge of personal finances

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 following programs:

▶ **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.

▶ **My Career, My Choice***

This course is designed to address the issue that many students face; not having a planned career pathway to further education, training at Murray ACE or potential employment that aligns to their interests, skills and aptitudes. This program will assist students to identify their transferable skills and develop the necessary employability skills needed to seek opportunities in today's every changing world of work environment.

Pre-requisites: There are no pre-requisites. Literacy/numeracy assessment will be conducted as part of the program. If digital skills are required students will be referred to Intel Easy Steps.

Funded by ACFE

COURSE DURATION:
3 days per week over 20 weeks

COURSE CONTENT:
Total number of units = 8
5 core units plus
3 Special Interest elective units

MODE OF DELIVERY:
Face to Face in the class Room

ON COMPLETION:
On successful completion of ALL units a Certificate will be issued.

LOCATION:
Murray ACE Swan Hill Inc
429 Camplbell Street
Swan Hill Vic 3585

ADDITIONAL PROGRAMS
Includes the Careers Goals and Pathways and MyCareer, My Choice that are Preaccredited programs funded by ACFE (Adult Community Further Education)

COMMUNITY SERVICES

▶ **CHC33021 - Certificate III in Individual Support**

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. 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.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

To achieve this qualification, the candidate must have completed at least 120 hours of work 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 and be willing to obtain an NDIS Worker Screening Check prior to practical placement and are responsible for all costs associated. Applicants must also be willing to provide proof of their up-to-date immunization status for Covid-19 to employers to undertake practical placement if requested.

Delivery & Assessment: Combines face-to-face training, led theory classes and practical sessions involving small group and individual activities and assessment in the workplace.

Pathways: Individuals may choose to undertake further study in CHC42121 Certificate IV in Disability Support

Core Units (9)
CHCCCS031: Provide individualised support

CHCCCA038: Facilitate the empowerment of people recieving support

CHCCCS040: Support independence and well being

CHCCCS041: Recognise healthy body systems

CHCCOM005: Communicate and work in health or community services

CHCDIV001: Work with diverse people

CHCLEG001: Work legally and ethically

HLTINF006: Apply basic principals of infection preventionand control

HLTWHS002: Follow safe work practices for direct client care

Group A Electives – AGEING Specialisation
CHCAGE011: Provide support to people living with dementia

CHCAGE013: Work effectively in aged care

CHCPAL003: Deliver care srvices using a pallaitive approach

Group B Electives - DISABILITY Specialisation

CHCDIS011: Contribute to ongoing skills development using a strenghts-based support

CHCDIS012: Support community participation and social inclusion

CHCDIS020: Work effectively in disability support

COURSE DURATION:
2 Days per week over
15 months

COURSE CONTENT:
Total number of units
 = 15
9 core units plus
6 elective units

MODE OF DELIVERY:
Face to Face in the class
Room

ON COMPLETION:
On successful
completion of ALL units
a Certificate will be
issued.

LOCATION:
Murray ACE Swan Hill
Inc 429 Camplbell Street
Swan Hill Vic 3585

WORK PLACEMENT:
120 hours

COMMUNITY SERVICES

▶ **CHC30121 Certificate III in Early Childhood Education and Care**

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures.

They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification,the candidate must have completed a minimum **160 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.

Pathways: Upon successful completion of CHC30121 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 Certificate IV in Education Support or similar.

Core Units (15)

CHCECE030 Support inclusion and diversity

CHCECE031 Support children's health, safety and wellbeing

CHCECE032 Nurture babies and toddlers

CHCECE033 Develop positive and respectful relationships with children

CHCECE034 Use an approved learning framework to guide practice

CHCECE035 Support the holistic learning and development of children

CHCECE036 Provide experiences to support children's play and learning

CHCECE037 Support children to connect with the natural environment

CHCECE038 Observe children to inform practice

CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

CHCECE055 Meet legal and ethical obligations in children's education and care

CHCECE056 Work effectively in children's education and care

CHCPRT001 Identify and respond to children and young people at risk

HLTAID012 Provide first aid in an education and care setting

HLTWHS001 Participate in workplace health and safety

Electives (2)

CHCDIV001 Work with diverse people

BSBPEF301 Organise personal work priorities

COURSE DURATION:
2 Days per week over
15 months

COURSE CONTENT:
Total number of units
= 17
15 core units plus
2 elective units

MODE OF DELIVERY:
Face to Face in the class
Room

ON COMPLETION:
On successful
completion of ALL units
a Certificate will be
issued.

LOCATION:
Murray ACE Swan Hill
Inc 429 Camplbell Street
Swan Hill Vic 3585

WORK PLACEMENT:
160 hours

COMMUNITY SERVICES

▶ **CHC43121 Certificate IV in Disability Support**

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.

Entry Requirements:
Completion of: CHC33021 Certificate III in Individual Support (Disability) *OR*
Completion of: CHC33015 Certificate III in Individual Support (Disability) *OR*
Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

Candidates will also require: Current Police Check, Working with Children Check and a current Provide First Aid Certificate and be willing to obtain an NDIS Worker Screening Check prior to practical placement and are responsible for all costs associated. Applicants must also be willing to provide proof of their up-to-date immunization status for Covid-19 to employers to undertake practical placement if requested.

Delivery & Assessment: Combines face-to-face training, led theory classes and practical sessions involving small group and individual activities.

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

Core Units (7)

CHCCCS044: Follow established person-centred behaviour supports

CHCDIS017: Facilitate community participation and social inclusion

CHCDIS018: Facilitate ongoing skills development using a person-centred approach

CHCDIS019: Provide person-centred services to people with disability with complex needs

CHCLEG003: Manage legal and ethical compliance

CHCMHS001: Work with people with mwental health issues

HLTWHS003: Maintain work health and safety

Electives (3)

CHCCCS026: Transport individuals

CHCDIS015: Develop and provide person-centred service responses

CHCDIV003: Manage and promote diversity

COURSE DURATION:
2 Days per week over 15 months

COURSE CONTENT:
Total number of units = 10
7 core units plus 3 elective units

MODE OF DELIVERY:
Face to Face in the class Room

ON COMPLETION:
On successful completion of ALL units a Certificate will be issued.

LOCATION:
Murray ACE Swan Hill Inc 429 Camplbell Street Swan Hill Vic 3585

COMMUNITY SERVICES

▶ CHC32015 Certificate III in Community Services

This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs. At this level, work takes place under the direction of others and supervision may be direct or indirect. Work may take place in a range of community services organisations. 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: 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.

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 CHC32015 Certificate III in Community Services, Individuals may gain supervisory employment in the Community Services Industry, or follow further education in Diploma of Community Services.

Core Units (5)

CHCCCS016: Respond to client needs
CHCCOM005: Communicate and work in health or community services
CHCDIV001: Work with diverse people
HLTWHS002: Follow safe work practices for direct client care
HLTWHS006: Manage personal stressors in the work environment

Electives (7)

CHCADV001: Facilitate the interests and rights of clients
CHCCCS009: Facilitate responsible behaviour
CHCCCS019: Recognise and respond to crisis situations
CHCCOM001: Provide first point of contact
CHCMHS001: Work with people with mental health issues
CHCYTH013: Engage respectfully with young people
CHCLEG001: Work legally and ethically

COURSE DURATION:
2 Days per week over 12 months

COURSE CONTENT:
Total number of units = 12
5 core units plus
7 elective units

MODE OF DELIVERY:
Face to Face in the class Room

ON COMPLETION:
On successful completion of ALL units a Certificate will be issued.

LOCATION:
Murray ACE Swan Hill Inc 429 Camplbell Street Swan Hill Vic 3585

WORK PLACEMENT:
120 hours

HAIR AND BEAUTY

▶ **SHB20216 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 us 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
30 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)

BBSBWHS211 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
SHBXCCS007 Conduct salon financial transactions
SHBXCCS009 Greet and prepare clients for salon services
SHBXIND003 Comply with organisational requirements within a person services environment
SHBXIND005 Communicate as part of a salon team

Electives (4)

SHBHBAS002 Provide head, neck and shoulder massages for relaxation
SHBHCLS001 Apply hair colour products
SHBHDES002 Braid hair
SHBXCCS004 Recommend products and services

COURSE DURATION:
1 Days per week over
12 months

COURSE CONTENT:
Total number of units
 = 12
8 core units plus
4 elective units

MODE OF DELIVERY:
Face to Face in the class Room

ON COMPLETION:
On successful completion of ALL units a Certificate will be issued.

LOCATION:
Murray ACE Swan Hill Inc 429 Camplbell Street Swan Hill Vic 3585

WORK PLACEMENT:
30 hours that can be be achieved in the 'MACE on Gray' Salon

HAIR AND BEAUTY

▶ SHB30416 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 **60 hours of work experience** which can be achieved in "MACE on Gray" Salon and/or 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 design
SHBHIND001: Maintain and organise tools, equipment and work areas
SHBHIND003: Develop and expand a client base
SHBHREF002: Straighten and relax hair with chemical treatments
SHBHTRI001: Identify and treat hair and scalp conditions
SHBXCCS001: Conduct salon financial transaction
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
SIRRINV001: Receive and handle retail stock
SHBHREF001: Curl and volumise hair with chemical treatments
SHBHDES002: Braid hair

COURSE DURATION:
3 Days per week over 18 months

COURSE CONTENT:
Total number of units = 28
21 core units plus
7 elective units

MODE OF DELIVERY:
Face to Face in the class Room

ON COMPLETION:
On successful completion of ALL units a Certificate will be issued.

LOCATION:
Murray ACE Swan Hill Inc 429 Camplbell Street Swan Hill Vic 3585

WORK PLACEMENT:
60 hours that can be achieved in the 'MACE on Gray' Salon Students are assessed on paying clients in the 'MACE on Gray' Salon

Thia is also avalaible as an Apprenticship, please ask for details.

HAIR AND BEAUTY

▶ SHB30121 - Certificate III in Beauty Services

This qualification reflects the role of individuals who are competent in interacting with customers, providing 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. Allow 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 SHB30121 Certificate III in Beauty Services, individuals will be qualified to work the Beauty industry as a Beauty Therapist. Individuals may wish to further their study by undertaking SHB40121 Certificate IV in Beauty Therapy, or SHB50121 Diploma of Beauty Therapy.

Core Units (14)

SHBBBOS007: Apply cosmetic tanning products
SHBBCCS005: Advise on beauty products and services
SHBBFAS004: Provide lash and brow services
SHBBHRS010: Provide waxing services
SHBBMUP009: Design and apply make-up
SHBBNLS007: Provide manicure and pedicure services
SHBBNLS011: Use electric file equipment for nail services
SHBBRES003: Research and apply beauty industry information
SHBXCCS007: Conduct salon financial transaction
SHBXCCS008: Provide salon services to clients
SHBXIND003: Comply with organisational requirements within a personal services environment
SHBXWHS003: Apply safe hygiene, health and work practices
SIRXOSM002: Maintain ethical and professional standards when using social media and online platforms
SIRXSLS001: Sell to retail customers

Electives (4)

SHBBINF002: Maintain infection control standards
SHBBSKS006: Pierce ear lobes
SHBXCCS009: Greet and prepare clients for salon services
SHBBHRS002: Apply gel and dip powder nail enhancement

COURSE DURATION:
2 Days per week over 12 months

COURSE CONTENT:
Total number of units = 18
14 core units plus 4 elective units

MODE OF DELIVERY:
Face to Face in the class Room

ON COMPLETION:
On successful completion of ALL units a Certificate will be issued.

LOCATION:
Murray ACE Swan Hill Inc 429 Camplbell Street Swan Hill Vic 3585

WORK PLACEMENT:
120 hours that can be achieved in the 'MACE on Gray' Salon
Students are assessed on paying clients in the 'MACE on Gray' Salon

HAIR AND BEAUTY

▶ **SHB50121 Diploma in Beauty Therapy**

This qualification reflects the role of individuals employed as beauty therapists to provide a broad range of beauty therapy treatments and services including facial treatments, body massage and treatments, hair removal, lash and brow treatments, nail and make-up services. This includes consultation with clients to provide beauty advice, recommend beauty treatments and services, and sell retail skin-care and cosmetic products.
Pre-requisites: Basic English as a Language.

Delivery & Assessment: Combines face-to-face training, led theory classes and practical sessions in our fully operational 'MACE on Gray' Salon.

Pathways: Students can follow their passion into roles such as Senior Beauty Therapist, Beauty Therapy Salon Manager/Owner, Spa Therapist/Manager/Owner and/or Beauty Trainer

Core Units (20)

SHBBBOS008: Provide body massages
*SHBBCCS005: Advise on beauty products and services
*SHBBFAS004: Provide lash and brow services
SHBBFAS005: Provide facial treatments and skin care recommendations
SHBBFAS006: Provide specialised facial treatments
*SHBBHRS010: Provide waxing services
*SHBBMUP009: Design and apply make-up
*SHBBNLS011: Use electric file equipment for nail services
*SHBBRES003: Research and apply beauty industry information
SHBBSSC001: Incorporate knowledge of skin structure and functions into beauty therapy
SHBBSSC002: Incorporate knowledge of body structure and functions into beauty therapy
SHBXCCS005: Maintain health and wellbeing in a personal services setting
SHBXCCS006: Promote healthy nutritional options in a beauty therapy context
*SHBXCCS007: Conduct salon financial transactions
*SHBXCCS008: Provide salon services to clients
*SHBXIND003: Comply with organisational requirements within a personal services environment
*SHBXWHS003: Apply safe hygiene, health and work practices
*SIRXOSM002: Maintain ethical and profesional standards when using social media and online platforms
*SIRXSLS001: Sell to retail customers

Electives (9)

*SHBBINF002: Maintain infection control standards
SHBBBOS009: Provide aromatherapy massages
SHBBSPA005: Work in a spa therapies framework
SHBBSPA006: Provide spa therapies
SHBBSPA007: Provide stone therapy massage
BSBESB401: Research and develop business plans
BSBESB404: Market new business ventures
BSBESB407: Manage finances for new business ventures
*SBBNLA008: Apply gel and dip powder nail enhancements

Reconnect 2021 - 24 is designed to support Victorians experiencing disadvantage. The program assists participants to overcome the barriers preventing them from engaging in education, training and employment and provides support into further study or employment pathways and the program is FREE to eligible participants.

PROGRAM ELEMENTS:

Engagement:
- engage non-service-connected participants via outreach activities
- develop and maintain place-based partnerships and connections with organisations and the community to facilitate referral pathways into the program
- Assess participants' suitability for the program

Learner wrap-around supports
- identify the support needs of participants
- refer participants to support services through partnerships and connections
- identify personal interests and identify opportunities for community participation.

Education, training, and employment:
- identify education and training needs and goals
- facilitate participation in in pre-accredited Vocational Education and Training
- facilitate participation in Accredited Vocational Education and Training
- identify employment needs and goals and facilitate employment opportunities with industry partners.

Pathways:
- support participants to transition into an appropriate pathway out of the program into education, training, employment, or further service provision at a partner organisation.

Eligibility

Learners referred to the Reconnect program must be:
- Young people aged between 17- 19 years not engaged in education or training for six months or more (less than 8 hours per week).
- Mature participants aged between 20-64 years; Unemployed for six months or more (less than 8 hours per week) and not engaged in education or training for six months or more (less than 8 hours per week).
- Young people (17 to 24 years of age) who have been, or are currently on, Youth Justice Orders.
- Asylum Seekers: A person without citizenship but holds a valid: Bridging Visa Class E (BVE); Safe Haven Enterprise Visa (SHEV); Temporary Protection Visa (TPV), Humanitarian Stay (Temporary) (subclass 449) visa; or Temporary Humanitarian Concern (subclass 786) visa.
- Out of Home Care: Aged 17-64: A person that has a current or previous experience with Child Protection.

STATEMENT OF FEES

Murray ACE Courses	Government Contribution per Funded Student (approx. per qualification)	Student Tuition Fee (Which ever applies to each individual)				Additional Course Fees	
		Hardship (Funded)	Fee for Services (FFS)	Non Concession (Funded)	Concession (Funded)	Student Amenity Fee (SAF)	Resource Fee
FSK20119 Certificate II in Skills for Work and Vocational Pathways	$1,290	$414	$1,376	$430	$86	$160	$254
22474VIC Certificate III in General Education for Adults	$2,400	$472	$2,560	$640	$128	$240	$232
SHB20216 Certificate II in Salon Assistant	$3,465	$950	$2,640	$825	$165	$160	$790
SHB30416 Certificate III in Hairdressing	$9,225	$3,730	$8,200	$2,563	$513	$720	$3,010
SHB30121 Certificate III in Beauty Service	$4,745	$1,505	$5,840	$1,825	$365	$400	$1,105
SHB50121 Diploma in Beauty Therapy	$5817	$2,662	$7,160	$3,132	$623	$560	$2,105
CHC32015 Certificate III in Community Services	$4,462	$702	$4,760	$1,488	$298	$320	$382
CHC30121 Certificate III in Early Childhood Education and Care	$8,310	$736	$8,864	$2,770	$554	$480	$256
CHC33021 Certificate III in Individual Support (Ageing and Disability)	$8,505	$827	$7,560	$2,363	$473	$400	$427
CHC43121 Certificate IV in Disability Support	$5,250	$735	$5,600	$1,750	$350	$320	$415
FNS30322 Certificate III in Accounts Administration	$3,080	$580	$3,520	$1,100	$2020	$240	$340
FFS – Fee for Service Courses – NO Funding Available							
SITHFAB021 Responsible Service of Alcohol	N/A	N/A	$55	N/A	N/A	$2	$23
SITXFSA105 Use Hygiene Practices for Food Safety	N/A	N/A	$55	N/A	N/A	$2	$33
BSB30120 Certificate III in Business - Online	N/A	N/A	$2,118	N/A	N/A	$30	$352
Farm Chemical Users Course	N/A	N/A	$308	N/A	N/A	$8	$64
White Card Course	N/A	N/A	$156	N/A	N/A	$4	$30
HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)	N/A	N/A	$65	N/A	N/A	$2	$18
HLTAID011 Provide First Aid	N/A	N/A	$125	N/A	N/A	$5	$35
HLTAID012 Provide Emergency First Aid Response in an Education and Care Setting	N/A	N/A	$155	N/A	N/A	$5	$25
Pre Accredited – ACFE Funded Courses for Learn Local Providers							
Careers Goals and Pathways	$546	N/A	$0	$0	$0	$0	$0
My Career, My Choice	$546	N/A	$0	$0	$0	$0	$0
Migrant English	$910	N/A	$0	$0	$0	$0	$0
Skills Review	$91	N/A	$0	$0	$0	$0	$0
Digital Literacy Essentials - Level 1	$273	N/A	$0	$0	$0	$16	$34
Digital Literacy Essentials - Level 2	$273	N/A	$0	$0	$0	$16	$34

NATIONALLY RECOGNISED TRAINING

Learn Local

MACE on Gray

HAIR & BEAUTY SALON
Open Monday to Friday - For an appointment call 5032 3719

Office Hours: 9.00am – 4.00pm | 429 Campbell Street, Swan Hill
Ph: 03 5032 3719 **www.macesh.vic.edu.au**
Registered Training Organisation No.3776