

Chisholm

SHORT COURSE GUIDE

July – December 2019

CHASE YOUR CALLING.

TAFE VICTORIA

1300 244 746 chisholm.edu.au

On campus | Online | Workplace | International



WHY CHISHOLM?

We're passionate about inspiring and transforming people's lives through quality education and training.

At Chisholm, we're here to help you gain the skills you need for work and life. Our courses are designed by experts in the field and devised in close consultation with industry. Whether you study with Chisholm on campus, in your workplace or online, our skilled and passionate teachers, student support services and world-class facilities will help you gain practical, up-to-date skills and knowledge.

THE CHISHOLM ADVANTAGE

- > Skilled, passionate teachers
- > Government-owned education and training
- > One of the largest vocational education and training providers in Victoria
- > Flexible learning options
- > State-of-the-art facilities and equipment
- > Cutting edge, up-to-date training
- > Multiple locations plus online and in the workplace
- > Specialist courses to meet industry needs
- > Practical programs for real outcomes
- > Learning and support services.

**CHASE YOUR
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Chisholm

CHISHOLM HAS A SHORT COURSE FOR YOU

Whether you want to upgrade your skills, chase an interest or have a taster before committing to a certificate course, we can help. Our short courses are designed to give you real skills for the real world. You'll be taught by professionals who are experienced both as teachers and in the course subject.

You'll learn the latest techniques being used by trades and industry, and have access to state-of-the-art facilities, professional training and support. Because you're at Chisholm, you'll also have the status and security that comes from studying at a government-owned TAFE institute.

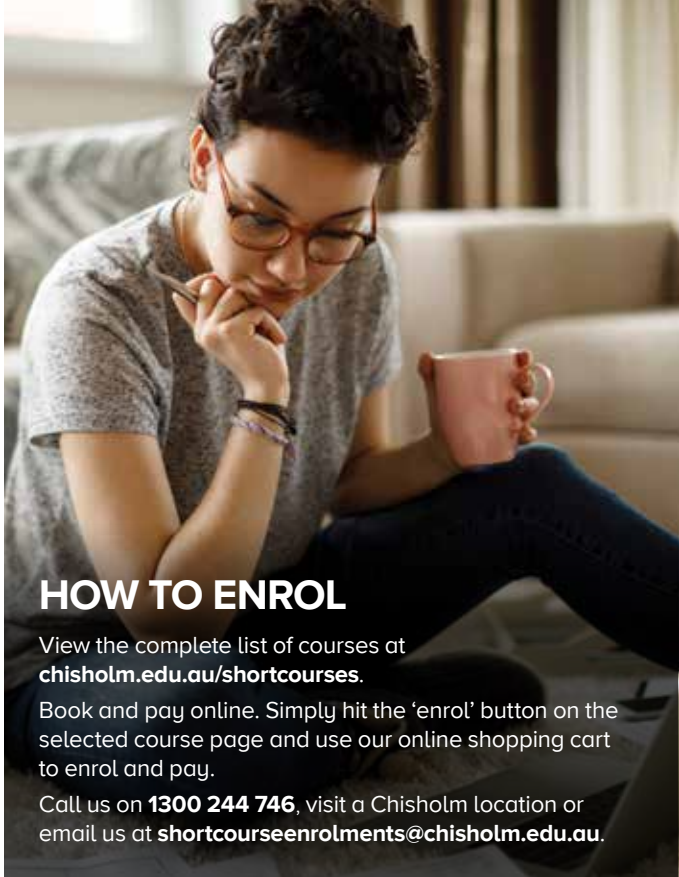
PROFESSIONAL DEVELOPMENT

We have the workplace training solutions, corporate programs and customised training you need for your business or professional development.

Contact us to find out how we can tailor a program to match your organisational training and development requirements.

Organisation and group enrolments are now even easier for employers – pay online or by invoice.

chisholm.edu.au/grouptraining



HOW TO ENROL

View the complete list of courses at chisholm.edu.au/shortcourses.

Book and pay online. Simply hit the 'enrol' button on the selected course page and use our online shopping cart to enrol and pay.

Call us on **1300 244 746**, visit a Chisholm location or email us at shortcourseenrolments@chisholm.edu.au.



NATIONAL DISABILITY INSURANCE SCHEME (NDIS)

With about 105,000 people in Victoria expected to receive support as part of the NDIS, the disability workforce will need to expand to approximately double its current size to address increased demand. As the NDIS rolls out across Victoria, disability service providers need to prepare for the changes in service provision, client relationship management and demand for particular services. We deliver an accredited Course in Introduction to the National Disability Insurance Scheme (22469VIC) – to provide direct support workers with the skills and knowledge they'll need to work effectively. Training to eligible students is delivered with Victorian and Government funding.

ONE-DAY FIRST AID

No matter your age, or whether you need first aid training for work or home, our new one-day course features online learning to fit in with your life.

This course is suitable for managers, supervisors, health and safety representatives and employees responsible for first aid in the workplace. It's also useful for anyone wanting to become confident in their ability to recognise and respond to common injuries and illnesses.

LICENSED ELECTRICIANS ASSESSMENT (LEA) COACHING

This coaching program prepares electrical apprentices to successfully complete their LEA assessments. These assessments are essential for electrical apprentices to work as licensed electricians in Victoria.

The program is conducted in the new LEA training facilities at our Dandenong and Frankston locations it provides electrical apprentices with the opportunity to gain the skills and knowledge they need to prepare and practise for the assessments.

This program also ensures long-term understanding of the safety concepts required by electrical professionals to work safely through their entire career in the industry.

SHORT COURSES

BUSINESS AND INFORMATION TECHNOLOGY



Accounting

MYOB The Complete Package (SC006) \$580

9am – 4pm (3 sessions) **D** Tue 16 Jul, **F** Tue 15 Oct

Xero – Cloud Accounting (SC012) \$400

9am – 4pm (2 sessions) **B** Mon 2 Sep, **D** Tue 6 Aug, **F** Tue 12 Nov

Business Administration

Bookkeeping Fundamentals (SC002) \$580

6pm – 9pm (6 sessions) **F** Wed 14 Aug

Computer Keyboarding and Touch Typing (SC312) \$350

9.15am – 2.45pm (3 sessions) **D** Mon 14 Oct, **F** Mon 5 Aug

Medical Reception and Billing (SC003A) \$475

9.30am – 2.30pm (4 sessions) **C** Fri 11 Oct, **D** Tue 16 Jul, Tue 12 Nov,
F Fri 8 Nov, Sat 3 Aug, 5.45pm – 9pm (6 sessions) Wed 9 Oct

Medical Terminology for Administration (SC003D) \$550

9.30am – 2.30pm (5 sessions) **D** Tue 13 Aug, **F** Fri 19 Jul, Sat 12 Oct

Medical Audio Typing (SC003E) \$350

9.30am – 2.30pm (3 sessions) **D** Tue 8 Oct, **F** Fri 23 Aug, Sat 16 Nov

Reception and Basic Office Skills (SC317) \$475

9.30am – 2.30pm (4 sessions) **F** Mon 30 Sep

Business Management

How to Manage Your Own Small Business (SC009) \$400

6pm – 9pm (5 sessions) **F** Wed 23 Oct

Leadership and Supervisory Skills (SC010) \$450

6pm – 9pm (6 sessions) **D** Mon 5 Aug

Information Technology

Excel Level 1 (SC314A) \$195

6pm – 9pm (2 sessions) **B** Wed 30 Oct, 9am – 4pm **D** Mon 15 Jul,
Thu 10 Oct, **F** Fri 30 Aug

Excel Level 2 (SC314B) \$195

6pm – 9pm (2 sessions) **B** Wed 13 Nov, 9am – 4pm **D** Mon 22 Jul,
Thu 17 Oct, **F** Fri 6 Sep

Excel Level 3 (SC314C) \$225

6pm – 9pm (2 sessions) **B** Wed 27 Nov, 9am – 4pm **D** Mon 29 Jul,
Thu 24 Oct, **F** Fri 20 Sep

CONSERVATION AND LAND MANAGEMENT



Operate and Maintain Chainsaws (SC502)

\$225

*AHCMOM213 Operate and Maintain Chainsaws

8.30am – 4pm **C** Thu 11 Jul, Thu 8 Aug, Thu 12 Sep, Thu 24 Oct,
Thu 28 Nov

ENGINEERING



Engineering

Advanced Welding Techniques MIG, TIG and ARC (SC272)

\$695

5.30pm – 9.30pm (7 sessions) **D** Mon 14 Oct, **F** Thu 17 Oct

Introduction to Welding MIG and ARC (SC271)

\$625

5.30pm – 9.30pm (6 sessions) **D** Mon 29 Jul, **F** Thu 1 Aug

EARLY CHILDHOOD EDUCATION



Early Childhood Education

Connecting with Families and the Community in Early Education (SC066)

\$75

6pm – 8pm **D** Tue 23 Jul

Critical Reflection and Documentation in Early Education and Care (SC060)

\$75

6pm – 8pm **F** Tue 8 Oct

Educational Leadership: What does this mean for me? (SC064)

\$250

5pm – 8pm (4 sessions) **B** Wed 7 Aug

Embedding STEM in Your Early Education Program (SC068)

\$75

6pm – 8pm **B** Thu 25 Oct

Intentional Teaching: Taking an active role in children's learning (SC059)

\$75

6pm – 8pm **D** Wed 13 Nov

Mindfulness and Wellbeing in Early Education (SC067)

\$75

6pm – 8pm **F** Mon 12 Aug

Practical Ways to Embed Music in Your Early Education Program (SC069)

\$75

6pm – 8pm **D** Thu 18 Jul

Promoting Enjoyment and Wellbeing of School Age Children in an OSHC Setting (SC070)

\$75

10am – 12pm **B** Wed 18 Sep

Strength Based Approach: Supporting children with challenging behaviours (SC062)

\$75

6pm – 8pm **D** Thu 12 Sep

* Nationally recognised unit of competency

Locations:

DC @ 311 Lonsdale St Dandenong, **B** Berwick, **BC** Bass Coast, **C** Cranbourne, **D** Dandenong,

F Frankston, **MP** Mornington Peninsula, **O** Online

HOSPITALITY



Cookery and Patisserie

Gluten Freedom by Chisholm (SC519)	\$175
9.30am – 2.30pm D Sat 24 Aug	
Safe Food Handling Hospitality Industry (SC558C)	\$200
*SITSXFSA001 Use Hygienic Practices for Food Safety (Hospitality Industry)	
5pm – 9pm D Fri 26 Jul, Wed 31 Jul, Fri 20 Sep, Fri 29 Nov, F Mon 26 Aug, Mon 28 Oct, Mon 16 Dec, 9am – 1pm MP Fri 16 Aug, Fri 18 Oct, Fri 13 Dec, BC Thu 1 Aug, Thu 31 Oct, Thu 5 Dec	

Hospitality and Event Management

Barista and Coffee Training (SC551A)	\$200
9am – 3.30pm D Fri 16 Aug, Fri 27 Sep, Fri 29 Nov, F Sat 31 Aug, Sat 26 Oct, MP Mon 5 Aug, Mon 2 Dec, BC Mon 22 Jul, Mon 14 Oct	
Introduction to Coffee (SC551B)	\$90
9am – 12pm D Fri 2 Aug, Fri 20 Sep, Fri 15 Nov, F Sat 17 Aug, Sat 12 Oct, MP Mon 15 Jul, Mon 9 Sep, Mon 18 Nov, BC Mon 23 Sep	
Responsible Service of Alcohol (RSA) (SC557A)	\$98
9am – 1pm D Sat 10 Aug, 9am – 1pm D Sat 16 Nov, MP Mon 16 Sep, Mon 25 Nov, BC Mon 2 Sep, Mon 11 Nov, 5pm – 9pm F Mon 12 Aug, Mon 14 Oct, Mon 2 Dec	

HEALTH AND COMMUNITY SERVICES



Art Therapy

Art Therapy Health and Wellbeing (SC167)	\$275
5pm – 8pm (5 sessions) F Tue 13 Aug, 10am – 3.30pm (3 sessions) F Sat 24 Aug	
Art Therapy Healthy Mind (SC167A)	\$275
10am – 3.30pm (3 sessions) F Sat 10 Aug	
Art Therapy Exploring the Inner Self (SC167B)	\$275
10am – 3.30pm (3 sessions) F Sat 12 Oct, 5pm – 8pm (5 sessions) F Tue 23 Jul	
Art Therapy Specific Applications (SC167C)	\$275
10am – 3.30pm F Sat 20 Jul	

First Aid

Cardiopulmonary Resuscitation CPR Course (SC101)	\$95
*HLTAID001 Provide Cardiopulmonary Resuscitation	
9am – 12pm F Tue 30 Jul, Thu 29 Aug, Mon 23 Sep, Mon 30 Sep, Mon 25 Nov, Mon 2 Dec	
Provide Emergency First Aid (SC103)	\$195
*HLTAID003 Provide First Aid	
9am – 3pm F Tue 30 Jul, Thu 29 Aug, Mon 23 Sep, Wed 30 Oct, Mon 25 Nov, Mon 2 Dec	
Provide an Emergency First Aid Response in an Educational and Care Setting (SC104A)	\$270
*HLTAID004 Provide an Emergency First Aid Response	
9am – 3pm (2 sessions) F Tue 30 Jul, Thu 29 Aug, Mon 23 Sep, Wed 30 Oct, Mon 25 Nov, Mon 2 Dec	

HAIR, MASSAGE, BEAUTY AND MAKE-UP



Make-Up

Bridal Make-Up Basics (SC229) \$150
6pm – 9pm **D** Mon 5 Aug, **F** Mon 14 Oct

Make-Up Basics (SC202A) \$150
6pm – 9.30pm **D** Mon 9 Sep

Massage

Introduction to Relaxation Massage (SC205) \$150
9am – 4pm **F** Sat 27 Jul, Sat 7 Dec

Full Body Swedish Massage for Relaxation (SC220) \$245
9am – 4pm (1 session) **F** Fri 5 Jul, Sat 9 Nov

Recovery Massage (SC226) \$195
9am – 4pm **F** Sat 20 Jul, Sat 26 Oct

Sports Massage (SC227) \$195
9am – 4pm **F** Sat 12 Oct

Beauty Services

Apply Eyelash Extensions (SC514) \$395
*SHBBMUP001 Apply Eyelash Extensions

9am – 3.30pm (4 sessions) **B** Mon 23 Sep, 6pm – 9pm (8 sessions)
D Mon 15 Jul, 9am – 3.30pm (4 sessions) **MP** Thu 10 Oct

Henna Brows (SC221) \$150
6pm – 9pm **B** Tue 12 Nov, 9am – 12pm **D** Sat 20 Jul

Lash Lifting (SC222) \$150
6pm – 9pm **B** Wed 13 Nov, 1pm – 4pm **D** Sat 20 Jul

Microblading (SC225) \$1395
9am – 3.30pm (4 sessions) **B** Mon 30 Sep, **D** Mon 1 Jul

Apply Cosmetic Tanning Products (SC204) \$195
*SHBBBOS001 Apply Cosmetic Tanning Products
5pm – 8pm (3 sessions) **F** Mon 19 Aug

Volume Lash Extensions (SC228) \$395
9am – 3.30pm (3 sessions) **D** Mon 23 Sep, **F** Mon 1 Jul

Hairdressing

Creative Hair Braiding (SC206) \$275
6pm – 9pm (3 sessions) **F** Mon 2 Sep

Mastering Clipper Fades (SC223) \$150
9am – 4pm **B** Mon 30 Sep

Mastering the Art of Cutthroat Shaves (SC224) \$150
9am – 4pm **B** Mon 23 Sep

* Nationally recognised unit of competency

Locations:

DC @ 311 Lonsdale St Dandenong, **B** Berwick, **BC** Bass Coast, **C** Cranbourne, **D** Dandenong,
F Frankston, **MP** Mornington Peninsula, **O** Online

PHOTOGRAPHY AND VISUAL ARTS



Photography and Visual Arts

Beginners Guide to Drawing (SC150)	\$300
6pm – 9pm (5 sessions) D Tue 3 Sep, 10am – 1pm (5 sessions) F Sat 3 Aug	
Bronze Sculpture (SC623)	\$550
6pm – 9pm (6 sessions) F Thu 4 Jul, Thu 5 Sep	
Creative Writing Starting Out (SC624)	\$350
6pm – 9pm (6 sessions) B Thu 8 Aug	
Digital Concept Art (SC625)	\$500
6pm – 9.30pm (5 sessions) D Mon 5 Aug, 9pm – 12.30pm (5 sessions) F Sat 3 Aug	
Digital SLR Photography (SC154)	\$400
6pm – 9pm (6 sessions) D Thu 1 Aug, F Tue 8 Oct	
Develop Your Painting Skills (SC622)	\$400
6pm – 9pm (6 sessions) D Wed 04 Sep, F Thu 1 Aug	
Interior Design and Decoration (SC152)	\$400
6pm – 9pm (8 sessions) F Wed 24 Jul	
Jewellery Making Course (Silver Clay) (SC153)	\$445
6pm – 9pm (6 sessions) F Wed 9 Oct	
Jewellery from Recycled Found Objects (SC626)	\$250
9am – 5pm (2 sessions) F Sat 17 Aug, Sat 12 Oct	

TRADES



Automotive

Automotive Vinyl Wrapping Application (SC651)	\$165
6pm – 9pm (2 sessions) D Wed 7 Aug	
Basic Skills in Vehicle Restoration (Includes panel and paint of vehicle body) (SC671)	\$650
6pm – 9pm (14 sessions) D Tue 23 Jul	
High Voltage Electric and Hybrid Vehicle Safety Awareness (SC659)	\$140
9am – 3.30pm D Sat 24 Aug, Sat 16 Nov	

Building and Construction

Construction Induction (SC352)	\$175
*CPCCWHS1001 Prepare to Work Safety in the Construction Industry 8.30am – 2.30pm B Tue 1 Oct, C Thu 18 Jul, D Mon 19 Aug, Tue 29 Oct, F Tue 3 Sep, MP Thu 25 Jul, Thu 22 Aug, Thu 17 Oct, Thu 5 Dec	

Electrical

Electrical Contractors Registration Course Commercial (SC256)	\$610
*UEENEEG175A - Develop Compliance Policies and Plans to Conduct an Electrical Contracting Business	
5.30pm – 9.30pm (9 sessions) B Mon 11 Nov, D Mon 14 Oct, F Mon 19 Aug	
Licensed Electricians Theory (LET) Coaching (SC258A)	\$395
8am – 4.30pm (2 sessions) D Tue 23 Jul, Thu 24 Oct, F Thu 25 Jul, Thu 24 Oct	
Licensed Electricians Practice (LEP) Coaching (SC258B)	\$500
8am – 4.30pm (3 sessions) D Mon 5 Aug, Wed 06 Nov, F Tue 13 Aug, Wed 06 Nov	
Restricted Electrical Licence – Class 2 (disconnect/reconnect) (SC260A)	\$850
*UEENEEP010A Disconnect/Reconnect Appliances Connected to Low Voltage Installation Wiring	
*UEENEEP012A Disconnect/Reconnect Composite Appliances Connected to Low Voltage Installation Wiring	
*UEENEEP014A Disconnect/Reconnect Water Heaters Connected to Low Voltage Installation Wiring	
*UEENEEP015A Disconnect/Reconnect Motors Connected to Low Voltage Installation Wiring	
8am – 4.30pm (5 sessions) D Mon 16 Sep, Mon 25 Nov	
Registered Electrical Contractor Short Course – Online (SC699)	\$810
*VU21527 Conduct an Electrical Contracting Business	
O Mon 1 Jul, 15 Jul, 29 Jul, 12 Aug, 26 Aug, 9 Sep, 23 Sep, 7 Oct, 21 Oct, 4 Nov	
Safe Working Practices (SWP) Coaching (SC258C)	\$195
8am – 4.30pm D 29 Jul Mon, Tue 29 Oct, F Tue 30 Jul, Wed 30 Oct	
Testing and Tagging (SC262)	\$295
*UEENEEP026A - Conduct In-service Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies	
*UEENEEE101A - Apply Occupational Health and Safety Regulations, Codes and Practices in the Workplace	
5.30pm – 9.30pm (4 sessions) D Mon 9 Sep, Mon 18 Nov	

Plumbing

* Nationally recognised unit of competency

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Plumbing Licence Preparation Short Course – Online (SC700)

\$1.1K

*BSBSMB401 - Establish Legal and Risk Management Requirements of Small Business

*CPCPCM4011A - Carry Out Work-based Risk-control Processes

*CPCPCM4012A - Estimate and Cost Work

(10 weeks) **O** Mon 15 Jul – 20 Sep, 7 Oct – 13 Dec

TRAINING AND ASSESSMENT**Occupational Preparation Program (SC457)**

\$450

6pm – 9pm (10 sessions) **D** Tue 16 Jul, **F** Wed 9 Oct

WORK SAFETY**Building and Construction, Work Safety****Confined Space Refresher Industry (SC707)**

\$235

8am – 4pm **C** Thu 11 Jul, Thu 25 Jul, Thu 8 Aug, Thu 22 Aug, Thu 5 Sep, Thu 19 Sep, Thu 3 Oct, Thu 17 Oct, Thu 31 Oct, Fri 15 Nov, Fri 29 Nov, Fri 13 Dec, **D** Wed 3 Jul, Wed 17 Jul, Wed 31 Jul, Wed 14 Aug, Wed 28 Aug, Wed 11 Sep, Wed 25 Sep, Wed 9 Oct, Wed 23 Oct, Thu 7 Nov, Thu 21 Nov, Thu 5 Dec

Work Safety**HSR Initial OHS Training Course (SC656)**

\$895

8.30am – 4.30pm (5 sessions) **B** Tue 23 Jul, Tue 17 Sep, Wed 13 Nov, **C** Tue 2 Jul, Thu 1 Aug, Tue 27 Aug, Thu 26 Sep, Fri 25 Oct, **D** Wed 10 Jul, Fri 9 Aug, Wed 04 Sep, Wed 30 Oct

HSR Refresher OHS Training (SC657)

\$242

8.30am – 4.30pm **B** Wed 17 Jul, Wed 11 Sep, Thu 7 Nov, **C** Thu 25 Jul, Thu 19 Sep, Fri 15 Nov, **D** Mon 5 Aug, Mon 30 Sep, Tue 26 Nov,

*Nationally recognised unit of competency

F Thu 22 Aug, Thu 17 Oct

Seven locations plus online and in the workplace**D – Dandenong** 121 Stud Rd, Dandenong**DC – Chisholm @ 311** 311 Lonsdale St, Dandenong**F – Frankston** Fletcher Rd, Frankston**B – Berwick** Kangan Drive, Berwick**C – Cranbourne** New Holland Drive, Cranbourne**MP – Mornington Peninsula**

Corner Henry Wilson Dr and Boneo Rd, Rosebud

BC – Bass Coast

Corner Bass Hwy and South Dudley Rd, Wonthaggi

O – Online visit chisholm.edu.au/onlineTo apply visit chisholm.edu.au/shortcourses or call **1300 244 746**.Visit chisholm.edu.au/tailored-workplace-training.

STAY IN TOUCH

Apart from our website and dedicated contact centre, you can connect with us on our social channels. We regularly update our community and share exciting news, events and achievements. This means you can start participating in Chisholm life before your start your journey with us or once you've completed it.



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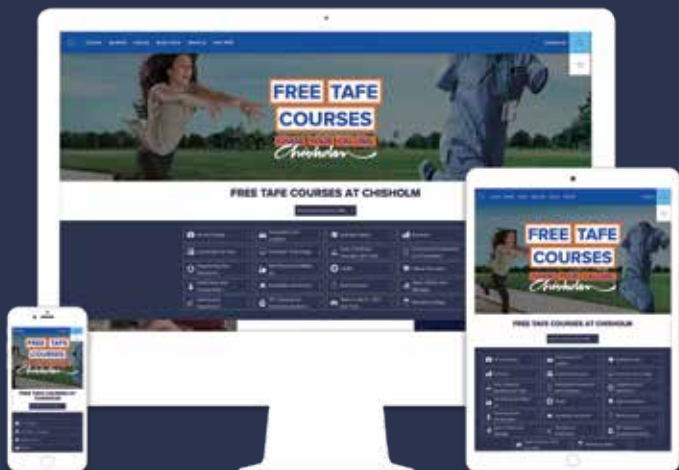
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For the latest information, visit chisholm.edu.au or call **1300 244 746**.



Chisholm

OPEN NIGHTS

Open Nights take place at Chisholm locations throughout the year. Drop by to learn more about what we have to offer you.

Visit our website for dates and locations.

chisholm.edu.au/open



CHASE YOUR CALLING.

This is a listing of courses only. To enable you to make an informed decision, full details of each course can be found at chisholm.edu.au/shortcourses. All prices are inclusive of GST where applicable in accordance with current GST legislation. We have made every reasonable effort to ensure the most current information is available in this publication. For updated information refer to our website chisholm.edu.au or phone **1300 244 746**.