

SHORT COURSES AND PROFESSIONAL DEVELOPMENT

July – December 2018

Chisholm



1300 244 746 chisholm.edu.au

On campus | Online | Workplace | International

TRY A SHORT COURSE WITH CHISHOLM

Whether you're looking to upgrade your skills, or pursue training as a personal interest, Chisholm has a short course for you. All our short courses are taught by industry professionals with real-world experience, ensuring you learn the latest methods being used by trades and industry.

We have state-of-the-art facilities, access to professional training and support, and the status and security of a government owned TAFE – you'll enjoy studying at Chisholm!



HOW TO ENROL

View full course information, the full list of courses and available sessions at chisholm.edu.au/shortcourses. Book and pay online. Just hit the 'enrol' button on the selected course page and use our online shopping cart to enrol and pay

OR

Call us on 1300 244 746

OR

Visit a Chisholm location

OR

Email at shortcourseenrolments@chisholm.edu.au

WORKPLACE TRAINING SOLUTIONS, CORPORATE BOOKINGS AND CUSTOMISED TRAINING PACKAGES

Contact us about tailoring programs to match your organisational training and development requirements. Organising group enrolments is now even easier for employers – pay online or by invoice. Visit chisholm.edu.au/grouptraining

NEW! INTRODUCTION TO THE NATIONAL DISABILITY INSURANCE SCHEME

With about 105,000 people in Victoria expected to receive support as part of the NDIS program, 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 have developed Introduction to the NDIS to provide direct support workers with the skills and knowledge they'll need to work effectively with NDIS participants.

If you intend to work for the NDIS and want to stand ahead of the rest, call or apply now. Visit chisholm.edu.au/ndis

CHASE YOUR CALLING WITH A NATIONALLY RECOGNISED QUALIFICATION

A short course is a great way to work out if a certain career is for you. We offer over 300 nationally recognised courses on campus, online and in the workplace, Chisholm is the largest government-owned TAFE in south east Victoria, providing quality training geared to industry needs. To view the full range of our professional qualifications, from certificates through to degrees, visit chisholm.edu.au



Ten locations plus online and in the workplace

Online: Visit chisholm.edu.au/online

Workplace delivery: Visit chisholm.edu.au/tailored-workplace-training

To apply visit chisholm.edu.au/shortcourses or call **1300 244 746**

SHORT COURSES

Business and Information Technology

Accounting

Bookkeeping Fundamentals (SC002) \$580
6 – 9pm (6 sessions) **F** Thu 26 Jul, **D** Tue 9 Oct

MYOB – The Complete Package (SC006) \$580
9am – 3pm (3 sessions) **F** Thu 2 Aug, **D** Thu 1 Nov

Xero – Cloud Accounting (SC012) \$400
9am – 3.30pm (2 sessions) **F** Thu 23 Aug, Thu 27 Sep, **D** Thu 22 Nov

Business Administration

Medical Reception and Billing (SC003A) \$475
(4 or 6 sessions) **D** (9.30am – 2.30pm, 4 sessions) Tue 17 Jul, Tue 27 Nov,
F (9.30am – 2.30pm, 4 sessions) Fri 31 Aug, Fri 9 Nov,
Sat 13 Oct **F** (5.45pm – 8.45pm, 6 sessions) Wed 1 Aug

Medical Terminology for Administration (SC003D) \$550
(5 or 7 sessions) **D** (9.30am – 2.30pm, 5 sessions) Tue 16 Oct, **F** (9.30am –
2.30pm, 5 sessions) Fri 27 Jul, Sat 18 Aug, **F** (5:45 - 9pm, 7 sessions) Wed 10 Oct

Medical Audio Typing (SC003E) \$350
9.30am – 2.30pm (3 sessions) **D** Tue 14 Aug, **F** Sat 21 Jul, Fri 12 Oct

Computer Keyboarding and Touch Typing (SC312) \$350
9.30 – 2.30pm (3 sessions) **F** Mon 20 Aug

Reception and Basic Office Skills (SC317) \$475
9.30am – 2.30pm (4 sessions) **F** Mon 16 Jul, Mon 8 Oct

Business Management

How to Manage Your Own Small Business (SC009) \$400
6pm – 9pm (5 sessions) **F** Wed 1 Aug

Leadership and Supervisory Skills (SC010) \$450
6pm – 9pm (6 sessions) **D** Mon 30 Jul

Marketing

Marketing for Business (SC319) \$425
9am – 2.30pm (3 sessions) **F** Thu 11 Oct

Digital Marketing (SC308) \$825
(3 or 6 sessions) **F** Thu 11 Oct (6pm – 9pm, 6 sessions),
B Tue 7 Aug (9am – 3pm, 3 sessions)

Digital Marketing – Introduction (SC308A) \$275
(1 or 2 sessions) **F** (6pm – 9pm, 2 sessions) Thu 11 Oct,
B (9am – 3pm, 1 session) Tue 7 Aug

Social Media Marketing (SC308B) \$275
(1 or 2 sessions) **F** Thu 25 Oct (6pm – 9pm, 2 sessions),
B Tue 14 Aug (9am – 3pm, 1 session)

Digital Marketing – Analytics (SC308C) \$275
(1 or 2 sessions) **F** Thu 8 Nov (6pm – 9pm, 2 sessions),
B Tue 21 Aug (9am – 3pm, 1 session)

Information Technology

Enhance Digital Images using Photoshop (SC303A) \$395
9am – 3.30pm (2 sessions) **D** Mon 15 Oct

Excel Level 1 (SC314A) \$195
(1 or 2 sessions) **D** Mon 16 Jul (6pm – 9pm, 2 sessions),
B Thu 6 Sep (9am – 3pm, 1 session), **F** Sat 20 Oct (9am – 12 noon, 2 sessions)

Excel Level 2 (SC314B) \$195
(1 or 2 sessions) **D** Mon 30 Jul (6pm – 9pm, 2 sessions),
B Thu 13 Sep (9am – 3pm, 1 session), **F** Sat 10 Nov (9am – 12 noon, 2 sessions)

Excel Level 3 (SC314C) \$195
(1 or 2 sessions) **D** Mon 13 Aug (6pm – 9pm, 2 sessions),
B Thu 20 Sep (9am – 3pm, 1 session), **F** Sat 24 Nov (9am – 12 noon, 2 sessions)

Build Modern and Responsive Websites (SC315) \$425
9am – 4pm (3 sessions) **F** Fri 20 Jul

Video Production for Commercial Business (SC166) \$1,200
6pm – 9pm (8 sessions) **DC** 23 Jul

Training and Assessment

Occupational Preparation Program (SC457) \$450
Police force, defence force, nursing, or as a protective services officer (PSO)
6pm – 9pm (10 sessions) **D** Wed 18 Jul, **F** Wed 10 Oct

Work, Health and Safety

HSR Initial OHS Training Course (SC656) \$895
8.30am – 4.30pm (5 sessions) **D** Wed 4 Jul, Tue 7 Aug, Mon 1 Oct,
C Mon 2 Jul, Thu 9 Aug, Wed 3 Oct, **B** Thu 13 Sep

HSR Refresher OHS Training (SC657) \$242
8.30am – 4.30pm **B** Fri 10 Aug, **D** Thu 26 Jul, Tue 25 Sep, **C** Wed 14 Nov

Hair, Massage, Beauty and Make-Up

Hair

Creative hair braiding (SC206) 6pm – 9pm (3 sessions) **F** Mon 16 Jul \$275

Massage

Introduction to Relaxation Massage (SC205) \$150
9am – 3pm, **F** Sat 25 Aug, **B** Sat 17 Nov

Beauty

Chemical Peels for Professionals (SC208) \$240
6pm – 9pm (2 sessions) **F** Mon 6 Aug

DIY Cosmetics (SC214) 9am – 12.30pm **F** Sat 6 Oct \$150

Learn the Basics of Spa Therapies (SC213) \$350
6pm – 9pm (3 sessions) **B** Mon 20 Aug

Introduction to skin care basics (SC216) 6pm – 9pm **B** Tue 17 Jul \$150

Apply Eyelash Extensions (SC514) \$350
9am – 4pm (3 sessions) **MP** Thu 12 Jul, Thu 15 Nov, **D** Mon 24 Sep

Make-up

Bridal Make-Up (SC201) 9am – 12.30pm **D** Sat 25 Aug, **B** Sat 20 Oct \$150

Make-Up Basics (SC202) 6pm – 10pm **D** Mon 8 Oct \$150

Live performance make-up – Mrs Doubtfire Transformation (SC211) \$65
12 noon – 1.30pm **D** Sat 22 Sep

Trades

Automotive

Automotive Vinyl Wrapping application (SC651) \$165
6pm – 9pm (2 sessions) **D** Tue 11 Sep

Automotive Detailing (SC652) 9am – 2pm (2 sessions) **D** Sat 15 Sep \$195

High Voltage Electric and Hybrid Vehicle Safety Awareness (SC659) \$140
9am – 3.30pm **D** Sat 25 Sep

Building and Construction

Construction Induction (SC352) \$175
1 day program. Session times vary.

MP Thu 23 Aug, Thu 11 Oct, Thu 29 Nov, **BC** Thu 30 Aug,
D Wed 15 Aug, Mon 17 Sep, Mon 19 Nov, **F** Mon 20 Aug, Sat 15 Sep,
C Mon 6 Aug, Mon 8 Oct, **B** Fri 3 Aug, Sat 27 Oct

Electrical

Licensed Electrician's Theory (LET) Coaching (SC258A) 8am – 4.30pm (2 sessions) D Wed 8 – Thu 9 Aug, Wed 3 – Thu 4 Oct	\$395
Licensed Electrician's Practical (LEP) Coaching (SC258B) 8am – 4.30pm (3 sessions) D Wed 15 – Fri 17 Aug, Wed 10 – Fri 12 Oct	\$425
Safe Working Practices (SWP) Coaching (SC258C) 8am – 4pm D Fri 17 Aug, Fri 5 Oct	\$195
Registered Electrical Contractor Online Course (SC699) Online self-paced six week course. Fortnightly start dates.	\$810

Plumbing

Plumbing Licence Preparation Online Course (SC700) Complete three mandatory units required to apply for the VBA specialised licence exam. This is an online ten week course. Start dates: 16 Jul, 15 Oct	\$1,116
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Engineering

Introduction to Welding – MIG and ARC (SC271) 5.30pm – 9.30pm (6 sessions) D Tue 24 Jul, F Thu 26 Jul	\$625
Advanced Welding Techniques – MIG, TIG and ARC (SC272) 5.30pm – 9.30pm (7 sessions) D Tue 9 Oct, F Thu 11 Oct	\$695

Conservation and Land Management

Operate and Maintain Chainsaws (SC502) 8.30am – 4pm C Thu 5 Jul, Thu 2 Aug, Thu 6 Sep, Thu 4 Oct, Thu 1 Nov, Thu 6 Dec	\$195
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Health and Community Services

First Aid

CPR – Cardiopulmonary Resuscitation (SC101) 9am – 1pm F Fri 10 Aug, Wed 12 Sep, Fri 19 Oct, Wed 21 Nov	\$95
Provide First Aid (SC103) 9am – 5pm (2 sessions) F Mon 6 – Tue 7 Aug, Thu 13 – Fri 14 Sep, Tue 16 – Wed 17 Oct, Mon 19 – Tues 20 Nov	\$199

Community Services and Development

Introduction to Community Services (SC112) 5.30pm – 8.30pm (4 sessions) F Tue 17 Jul, Thu 8 Nov	\$250
Introduction to Case Management in Community Services (SC111) 5.30pm – 8.30pm (2 sessions) F Tue 23 Oct	\$150
Art Therapy Series One (SC167) 10am – 3.30pm (3 sessions) F Sat 21 Jul, FL 5pm – 7.30pm (6 sessions) Tue 7 Aug	\$225
Art Therapy Series Two (SC167A) 10am – 3.30pm (3 sessions) F Sat 11 Aug	\$225
Art Therapy Series Three (SC167B) 10am – 3.30pm (3 sessions) F Sat 8 Sep	\$225

Hospitality

Cookery and Patisserie

Safe Food Handling – Hospitality Industry (SC558C) 9am – 1pm MP Fri 13 Jul, Fri 31 Aug, Fri 26 Oct, Fri 16 Nov, F Fri 20 Jul, Sat 8 Sept, Fri 2 Nov, BC Thu 9 Aug, Thu 4 Oct, D 17 Aug, Sat 13 Oct	\$200
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Hospitality Management

Barista and Coffee Training (SC551A) 9am – 3.30pm F Sat 25 Aug, Sat 27 Oct, D Sat 29 Sep, Sat 17 Nov	\$200
Introduction to Coffee (SC551B) (5pm – 8pm) D Thu 9 Aug, Thu 6 Sep, Thu 4 Oct, F Thu 19 Jul, Thu 23 Aug, Thu 25 Oct, Thu 22 Nov, (9am - 12 noon) MP Mon 6 Aug, Mon 12 Nov, Mon 3 Dec, BC Thu 27 Sep	\$90

Responsible Service of Alcohol – RSA (SC557A)	\$98
5pm – 9pm D Thu 26 Jul, Thu 8 Nov, F Thu 11 Oct, BC Thu 19 Jul	
9am – 1pm D Sat 1 Sep, Sat 27 Oct, F Sat 4 Aug, Sat 24 Nov, BC Sat 20 Oct,	
B Fri 3 Aug, Sat 27 Oct, Fri 9 Nov, MP Mon 30 Jul, Mon 1 Oct, Mon 19 Nov	

Early Childhood Education

Intentional Teaching: Taking an Active Role in Children’s Learning (SC059)	\$75
6pm – 8pm D Thu 20 Sep	

Critical Reflection and Documentation in Early Education and Care (SC060)	\$75
6pm – 8pm D Wed 8 Aug	

Strength Based Approach: Supporting Children With Challenging Behaviours (SC062)	\$75
6pm – 8pm D Tue 17 Jul	

Educational Leadership: What Does This Mean For Me? (SC064)	\$250
5pm – 8pm (4 sessions) D Tue 21 Aug	

Connecting with Families and the Community in Early Education (SC066)	\$75
6pm – 8pm D Tue 13 Nov	

Mindfulness and Wellbeing in Early Education (SC067)	\$75
6pm – 8pm D Mon 15 Oct	

Photography and Visual Arts

Digital SLR Photography (SC154)	\$350
6pm – 8pm (8 sessions) D Thu 2 Aug, FL Tue 9 Oct	

Beginners Guide to Drawing (SC150)	\$275
10am – 12.30pm (5 sessions) F Sat 21 Jul	

Interior Design and Decoration (SC152)	\$380
6pm – 9pm (8 sessions) F Wed 10 Oct	

Jewellery Making Course (Silver Clay) (SC153)	\$425
6pm – 9pm (6 sessions), F Tue 7 Aug, Wed 3 Oct	

Printmaking Workshop (SC155C)	\$180
10am – 3pm (2 sessions), F Wed 5 – Thu 6 Dec	

Video Production for Commercial Business (SC166)	\$1,200
6pm – 9pm (8 sessions) DC 23 Jul	

Location key

D – Dandenong 121 Stud Rd, Dandenong

DC – Chisholm @ 311 311 Lonsdale St, Dandenong

F – Frankston Fletcher Rd, Frankston

B – Berwick 25 Kangan Drive, Berwick

C – Cranbourne New Holland Drive, Cranbourne

MC – Melbourne City 399 Lonsdale St, Melbourne

FL – Flinders Lane 234 Flinders Lane, Melbourne

MP – Mornington Peninsula

Corner Henry Wilson Dr and Boneo Rd, Rosebud

BC – Bass Coast

Corner Bass Highway and South Dudley Rd, Wonthaggi

O – Online visit chisholm.edu.au/online

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. Chisholm has 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.

FREE TAFE*

**FOR PRIORITY
COURSES AVAILABLE
AT CHISHOLM IN 2019**

Health and Community Services, Trades,
Accounting, Horticulture, Education and more.

Secure your future by studying one of the many free courses that lead to priority occupations in demand from employers in the Victorian economy. *This Victorian Government program covers your tuition fees if you commence a selected course at Chisholm in 2019 and you're eligible for government subsidy.

Find out more at chisholm.edu.au/freetafe

Correct at time of publishing. Final list of free courses is yet to be finalised. Full list of tuition fee-free courses can be found at chisholm.edu.au/freetafe. Subject to Victorian Government policy change. For more information go to education.vic.gov.au

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