Short Courses

2015

Melbourne Polytechnic
77-91 St Georges Road
Building A
Room A117
Preston VIC 3072

Tel: 03 9269 1581
Fax: 03 9269 1428
Email: bec@nmit.edu.au

Issue Date: February 2015
Office Administration

Preston • 12 sessions • Full Course: $895

Office Skills

Module code: TS1026
Preston • 6 sessions • $ 545
Day Start-End Time
Thursday 19 Feb – 26 Mar 9am - 12pm
Thursday 07 May – 11 Jun 9am - 12pm

Become familiar with and confident in the modern office environment.

Topics include: telephone skills; handling challenging customers; document presentation; report writing; mail and file management; purchase orders, delivery dockets, invoices and credit notes; statements, cheques, receipts and correcting irregularities within documents; and petty cash.

Word Processing

Module code: TS1012
Preston • 6 sessions • $ 395
Day Start-End Time
Thursday 19 Feb – 26 Mar 12:30pm - 3pm
Thursday 07 May – 11 Jun 12:30pm - 3pm

Learn the fundamentals of Microsoft Word for efficient word processing.

Topics include: computer fundamentals; keyboarding techniques; and basic and advanced features of Microsoft Word.

Study Options: The above can be undertaken separately, if required.

Materials: All training notes included.

Workplace based delivery available

Starting a Successful Business

Module code: TS114
Preston • 7 sessions • $575
Day Start-End Time
Wednesday 18 Feb – 1 April 6pm - 9pm
Wednesday 06 May – 17 Jun 6pm - 9pm

Starting your own business? If it’s going to be successful, then there’s a lot you need to know. This course provides you with a comprehensive overview of the key issues to consider when starting your own business.

Topics include: your new viable business (existing or new business, structure, location, law and regulations); improve your business skills (targets, financial implications, tax including BAS, computer generated invoicing, cash flow projections); marketing (objectives, market need, product/market orientation research and analysis, advertising, sales targets, internet marketing and promotion, price, product and place); and the business plan (includes free business plan template on disc).

Please note: There may be a requirement to complete a 1-hour home-based task between sessions.

Workplace based delivery available

Successful Meetings

Module code: TS857
Preston • 1 session • $295
Day Start-End Time
Tuesday 17 Mar 9am – 4pm
Tuesday 16 Jun 9am – 4pm

Preston • 2 sessions • $295
Day Start-End Time
Tues and Thurs 19 and 21 May 6pm - 9pm

Become more confident to conduct and participate in meetings!

Topics include: Meeting Purpose and preparation, agenda, chairing roles and responsibilities, taking minutes, recording actions and establishing timelines.
BUSINESS

Certificate in Office Bookkeeping

Preston • 8 sessions • Full Course $1175

Office Accounts and Bookkeeping
Module code: TS101
Preston • 8 sessions • $595

Day Start-End Time
Monday 9 Feb – 30 March 9am - 12.00pm
(No class 9 March – Labour Day)
Saturday 7 Feb – 28 March 9am - 12.00pm

Monday 27 April – 22 June 9am - 12.00pm
(No class 8 June – Queens Birthday)
Saturday 2 May – 20 June 9am - 12.00pm

Become confident in processing daily financial records for bookkeeping purposes.

Topics include: business documents; journals; debtors and creditors subsidiary ledgers; general ledger accounts and trial balances; bank reconciliation and introduction to Business Activity Statements (BAS).

Materials: Participants are requested to bring a basic calculator to class.

Computerised Office Accounts MYOB
Module code: TS102
Preston • 8 sessions • $695

Day Start-End Time
Monday 9 Feb – 30 March 12.30pm - 4pm
(No class 9 March – Labour Day)
Saturday 7 Feb – 28 March 12.30pm - 4pm

Monday 27 April – 22 June 12.30pm - 4pm
(No class 8 June – Queens Birthday)
Saturday 2 May – 20 June 12.30pm - 4pm

Expand your skills and employment prospects by learning to use Mind Your Own Business (MYOB) software to prepare and process office accounts including payroll.

Topics include: business documents; payroll preparation; debtors/creditors accounts; journal entries; create files; and print worksheets.

Pre-Requisites: intermediate English language and literacy, basic computing and keyboarding skills are required. Some knowledge of bookkeeping is recommended.

Study Options: The modules can be undertaken separately, if required.

COMPLIANCE

Cooling Towers for Auditors

Module code: TS1021
Preston • 4 sessions • $1395

Day Start-End Time
Tuesday- Friday 24 Mar – 27 Mar 9am - 4pm
Tuesday- Friday 13 Oct – 16 Oct 9am - 4pm

The Public Health and Wellbeing Act 2008 and the Public Health and Wellbeing Regulations 2009 requires owners of land on which cooling tower systems are located to develop a Risk Management Plan (RMP), which addresses the risks prescribed in the Regulations:

The Public Health and Wellbeing Act 2008 requires that the owner of the land take all reasonable steps to ensure that an audit is performed of the RMP.

Section 94 allows the Secretary to certify a person to conduct a risk management plan audit and approve that person for the purposes of the Act.

To be considered for certification, the applicant must satisfactorily complete Melbourne Polytechnic’s, Cooling Towers for Auditors course.

On completion of individuals can apply to the Department of Health Services for certification as an approved auditor.

Topics: Auditing, Legionella-Causes Consequences and Risk Factors; Legal Requirements of Building Owners, Operators and Auditors; Cooling Tower Design and Terminology; AS 3666, Cooling Tower Maintenance, Servicing and Operational Arrangements Audit Approach and Methodology review; Inspection of Documentation ;Record Keeping; Reporting Non Compliance; Completing the Audit Certificate; Practice Audit

NEIS - New Enterprise Incentive Scheme

NEIS is a Commonwealth Government program that assists eligible people to start their own business and create self employment opportunities.

To be eligible you:
• must be registered with Centrelink
• must be receiving unemployment allowances or other forms of qualifying Centrelink support
• must have a viable business idea

Training is conducted on a regular basis and applications are considered throughout the year.

Information sessions will run every Friday from 10 am
Preston Campus, Building A, Level 1, Room A105
Or phone 03 9269 1472
COMPUTING
FURTHER INFORMATION AND ENROLMENT p: 03 9269 1581

Microsoft Word Level 1
Module code: TS1013
Preston • 2 day sessions • $425
Day Start-End Time
Mon - Tues 23 Feb – 24 Feb 8:30am - 3pm
Mon - Tues 18 May – 19 May 8:30am - 3pm

Preston • 3 evening sessions • $425
Day Start-End Time
Mon 09 Feb – 23 Feb 6pm - 9pm
Mon 25 May – 15 Jun 6pm - 9pm
(No class 8 June – Queens Birthday)

Get more out of Microsoft Word 2010 and enhance your documents with a professional look. Learn how to create memos, letters, reports and schedules using text processing features. This course also includes an introduction to computer fundamentals and terminology; the Windows operating system and Windows applications.

Topics include: document creation new, save as , save – formatting bold italics, bullets, borders, font, indents, graphics document editing – cut paste, copy, spelling and grammar checking; enhancing layout - page numbering; headers/footers, page setup and printing features; and file management.

Workplace based delivery available

Microsoft Excel Level 1
Module code: TS1015
Preston • 2 day sessions • $425
Day Start-End Time
Wed - Thurs 25 Feb – 26 Feb 8:30am - 3pm
Wed - Thurs 20 May – 21 May 8:30am - 3pm

Preston • 4 evening sessions • $425
Day Start-End Time
Mon 02 Mar – 30 Mar 6pm - 9pm
(No class 9 March – Labour Day)
Mon 22 Jun – 13 Jul 6pm - 9pm

Learn how to use Microsoft Excel 2010 to construct spreadsheets for budgeting, financial planning, product listings, general calculations, and for displaying information in the form of charts.

Topics include: spreadsheet formatting and editing; basic formulas and functions; charting, page setup and printing features; and file management.

Workplace based delivery available

Certificate in Recruitment and Selection
Module code: TS853
This certificate is an industry enterprise partnership with the Recruiting and Consulting Services Association of Australia and New Zealand (RCSA).

This entry level program develops knowledge, understanding and skills in all areas of recruitment and selection. The course earns 25 Continuing Professional Education (CPE) points which meets the requirement for participants to apply for the RCSA’s Accredited Professional Recruiter status and is part of the Professional Emerging and Aspiring Recruitment Leaders program and the Melbourne Polytechnic /RCSA Certificate Pathway.

Designed for those currently working in the recruitment, employment services or human resources industries who require a qualification or for those who desire a career in recruitment, employment services or human resources.

Topics include: human resource life cycle, legal responsibilities; position description; person specification; selection criteria advertisements; screening, interviewing and selection; reference; checking induction.

Flexible – Online
Enrolment is available throughout the year.

Cost: $895

Customised Corporate Workshops
Melbourne Polytechnic are able to conduct customised corporate workshops for groups.

Career/study pathways: On completion of all assessment requirements this course can provide recognition for the national unit of competency: BSBHRM405A Recruit, Select and Induct Staff

You may also undertake the RCSA/Melbourne Polytechnic Advanced Certificate in Recruitment Practices.

Note: These courses are available using Microsoft (MS) Office 2013 package available upon request

© Melbourne Polytechnic 2015
Certificate in Advanced Recruitment Practices

**Module code: TS855**

This certificate is an industry enterprise partnership with the Recruiting and Consulting Services Association of Australia and New Zealand (RCSA).

This qualification is designed to develop advanced knowledge, understanding and skills in recruitment management practices. It has been designed for branch managers and employees involved in a management role in the recruitment and human resources sector.

The course earns 25 Continuing Professional Education (CPE) points which meets the requirement for participants to apply for the RCSA’s Accredited Professional Recruiter status and is part of the Professional Emerging and Aspiring Recruitment Leaders program and the Melbourne Polytechnic /RCSA certificate pathway.

Topics include: Leadership, team development, coaching and mentoring, continuous improvement, innovation, budgets/financial planning, marketing, advertising and promotions, customer service standards and systems, managing service delivery, dealing with problems and complaints

**Flexible – Online**
Enrolment is available throughout the year.

**Cost:** $1295

**Customised Corporate Workshops**
Melbourne Polytechnic is able to conduct customised corporate workshops for groups. Please contact us for as quote.

**Career/study pathways:** On completion of all assessment requirements this course can provide recognition for the national unit of competency:

- BSBINN301A Promote Innovation in a Team
- BSBCUS403B Implement customer service standards
- BSBLED401A Develop Teams and Individuals
- BSBMKG413A Promote products and services
- BSBFIM501A Manage Budgets and Financial Plans

Certificate in Recruitment Management

**Module code: TS856**

This certificate is an industry enterprise partnership with the Recruiting and Consulting Services Association of Australia and New Zealand (RCSA).

This program is designed for recruitment professionals who wish to develop advanced knowledge, understanding and skills in recruitment practices. This course builds on the entry level Certificate in Recruitment and Selection.

The course earns 25 Continuing Professional Education (CPE) points which meets the requirement for participants to apply for the RCSA’s Accredited Professional Recruiter status and is part of the Professional Emerging and Aspiring Recruitment Leaders program and the Melbourne Polytechnic /RCSA certificate pathway.

Topics include: Recruitment strategies, managing the recruitment processes for client organisations, evaluation of recruitment services, business development, networking, marketing, proposal writing, WHS-laws, consultation and training, hazards and risks, record keeping

**Pre-Requirements:** Certificate in Recruitment and Selection

**Flexible – Online**
Enrolment is available throughout the year.

**Cost:** $1295

**Customised Corporate Workshops**
Melbourne Polytechnic is able to conduct customised corporate workshops for groups. Please contact us for as quote.

**Career/study pathways:** On completion of all assessment requirements this course can provide recognition for the national units of competency:

- BSBEMS404B Manage the recruitment process for client organisations
- BSBEMS401B Develop and implement business development strategies to expand client base
- BSBREL401A Establish networks
- BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
Certificate in Work Health and Safety

Module code: TS854
This certificate is an industry enterprise partnership with the Recruitment and Consulting Services Association of Australia and New Zealand (RCSA) and Fisher Cartwright Berriman Pty Ltd (FCB Group). This qualification develops knowledge, understanding and skills regarding compliance to workplace health and safety (WH&S) responsibilities and requirements for those working in the on-hired employment industry.

It is suitable for staff responsible for WH&S, those conducting client pre-placement WH&S assessment, branch and operations managers. The course is suitable for those responsible for both on-hired employees and on-hired independent contractors.

There are no entrance requirements although this course presumes some knowledge of WH&S and the on-hired recruitment industry.

Flexible – Online
Enrolment is available throughout the year.

Cost: $1295

Customised Corporate Workshops
Melbourne Polytechnic is able to conduct customised corporate workshops for groups. Please contact us for a quote.

Career/study pathways: On completion of all assessment requirements this course can provide recognition for the national units of competency:

- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404A Contribute to WHS hazard and identification, risk assessment and risk control
Industry and On Demand Courses
FURTHER INFORMATION AND ENROLMENT p: 03 9269 1581

Advanced Computing
The Advanced Computing course will allow students to go further with Microsoft Office 2010 or 2013 and bring them to an advanced level. It involves completing the following:

- **Microsoft Word Level 2 (TS1025)**
  Topic include: importing data; style and table of contents; table and mail merge; and macros.

- **Microsoft Excel Level 2 (T1016)**
  Topics include: data lists; consolidation techniques; validation of data; nested functions and macros.

- **Microsoft PowerPoint (TS1014)**
  Topics include: presentation techniques; clip art and graphics; animations and navigation techniques; templates and schemes.

Study Options: All of the above can be undertaken separately if required.

This is a comprehensive training program for those who want to advance their skills in the Microsoft (MS) Office. This course is suitable for Intermediate computer uses.

Road Management Act

**Module code: TS744**

The roll out of the National Broadband network (NBN) has highlighted federal and state legislation overlaps. Presented by industry experts, this course is for Local Government Authority (LGA) employees and contractors who need a clear understanding of the Acts, Regulations, related legislation and how they interact and are enforced.

Topics: Relationships between federal, state and local government legislation, NBN rollout works and the related impact on local and state bodies; Where the Road Management Act 2004, Road Safety Act 1986 and Telecommunications Act 2007 intersect?; How do LGA employees recognise and walk the line between the Acts?; What responsibilities do Authorised Office have under the Acts and associated regulations; Approvals and completion requirements

Managing Work Health and Safety

**Module Code TS1076**

This training program will enable both government and business personnel operating across Victoria and interstate to acquire knowledge and skills to comply with specific Work Health and Safety (WHS) / Occupational Health and Safety (OHS) responsibilities and requirements as result of changes to government legislation. This one day course has been designed specifically to introduce and update managers in the requirements of the specific Victorian and harmonised national legislation commonly adopted in many states, including Occupational Health and Safety Act 2004 (Vic) and WHS / OHS regulations current and progressively being implemented.

Topics include: Legislation, History and difference of the current OHS/WHS Acts, Key Sections of the OHS Act, OHS/WHS framework, Due Diligence, Offences and Penalties, Duties of Officers, Meaning of workplace / PCBU and how it relates to business, OHS/WHS Committees, Powers of HSR, Compliance and Enforcement, OHS/WHS Regulations/ Codes of Practice, Incident Reporting & Investigation
For Further Information

MELBOURNE POLYTECHNIC
Building A, Room A117
77 St Georges Road
Preston VIC  3072

p: 03 9269 1581
(Monday to Friday 8.30am to 5pm)

f: 03 9269 1428

http://www.melbournepolytechnic.edu.au/

To obtain a copy of this brochure, please visit our website.

TO ENROL

1. Visit any Melbourne Polytechnic campus and enrol in person.

2. Complete a short course enrolment form (one form, per person per course) and return it (with payment) by post, email, fax or in person (see course contacts section above for more details). See Terms & Conditions for payment methods

A letter confirming your enrolment including date, time, course, location, receipt and parking permit will be mailed to you prior to the commencement of your course.

PLEASE NOTE

Classes do not run on public holidays (unless otherwise advised).

Course locations are included in course information contained in this brochure unless otherwise stated. Details, including a map, will be supplied with receipt.

Materials and Textbooks: Bring a notepad and pen to all courses. Materials and texts specified in course descriptions may be bought at Melbourne Polytechnic bookshops at all campus libraries. Bring materials and text books to first session.