FURTHER INFORMATION & ENROLMENT

Short Course enquiries
p: 03 9269 8615
e: shortcourses@melbournepolytechnic.edu.au

Course enquiries
p: 03 9269 8400
www.melbournepolytechnic.edu.au

International student enquiries
For information on courses available to international students:
p: +61 3 9269 1666
   (International Office)
e: international@melbournepolytechnic.edu.au
   www.melbournepolytechnic.edu.au/international

Be social
facebook.com/melbournepolytechnic
twitter.com/melbpoly
instagram.com/melbpoly
youtube.com/melbpoly

MELBOURNE POLYTECHNIC LOCATIONS

CAMPUSES

Collingwood
20 Otter St
Collingwood VIC 3066

Epping
Corner Cooper St and Dalton Rd
Epping VIC 3076

Fairfield
Yarra Bend Rd
Fairfield VIC 3078

Heidelberg
Corner Waterdale Rd and Bell St
Heidelberg West VIC 3081

Prahran
144 High St
Prahran VIC 3181

Preston
77 St Georges Rd
Preston VIC 3072

RETAIL

Northland Shopping Centre
Shop F 007
2-50 Murray Road
Preston VIC 3072

Westfield Plenty Valley
Shop 23
415 McDonalds Rd
Mill Park VIC 3082

TRAINING CENTRES

Ararat
Grano St
Ararat VIC 3377

Northern AMEP Centre
Corner Belfast and Blair St
Broadmeadows VIC 3047

Northern Lodge, Eden Park
Glen Robin Court
Eden Park VIC 3757

Northern Lodge, Yan Yean
2005 Plenty Rd
Yan Yean VIC 3755
# Melbourne Polytechnic Short Courses

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| ENROLMENT FORM | |

As of 1 January 2015, students wishing to enrol in all short courses that show a National Recognised Training symbol, will need to provide Melbourne Polytechnic with a Unique Student Identifier number (USI). To create this number please visit usi.gov.au

Melbourne Polytechnic makes every effort to ensure that information advertised in this publication is accurate at the time of publishing. Melbourne Polytechnic reserves the right to change or postpone courses and to alter session times, locations, fees and trainers.

Check out the latest updates in Short Courses at www.melbournepolytechnic.edu.au/shortcourses
Construction Induction Card (formerly Red Card Training)

Course code: SMM069
Module code: MMCOHS1001A

Heidelberg • 1 session • $175
(includes $27 for issue of Construction Induction Card)

Day | Date | Time
--- | --- | ---
Wed | 17/2 | 8.30am-4.30pm
Wed | 16/3 | 8.30am-4.30pm
Wed | 20/4 | 8.30am-4.30pm
Wed | 18/5 | 8.30am-4.30pm
Wed | 15/6 | 8.30am-4.30pm
Wed | 20/7 | 8.30am-4.30pm
Wed | 17/8 | 8.30am-4.30pm
Wed | 14/9 | 8.30am-4.30pm
Wed | 19/10 | 8.30am-4.30pm
Wed | 16/11 | 8.30am-4.30pm
Wed | 14/12 | 8.30am-4.30pm

The Construction Induction Card (formerly Red Card Training), is now known as the nationally recognised White card. This card will qualify you to work safely in the construction industry. This course is recognised by WorkSafe in the registration of construction workers for OH&S induction. Under WorkSafe Victoria requirements, all persons participating in on-site activities in the building and construction industry must undertake Construction Induction Card training prior to entering a construction workplace.

**Topics include:** OH&S legislative requirements; construction hazards and control measures; OH&S communication and reporting processes; and OH&S incident response procedures.

**Please note:** At the completion of the Construction Induction Card course, participants will be issued with a statement of attainment on the day of training. This statement, which is valid for 60 days, allows the participant to perform construction work while WorkSafe processes their Construction Induction Card. You will be required to present photo ID on the day of training.

**Career/study pathways:** The Construction Induction Card course will provide credit for the unit of competency CPCCOHS1001A Work Safely in the Construction Industry.

Manual Handling

Course code: SMM006
Module code: TS860

4 hours
This course is only offered as a consultancy.

For further information call 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Pick it up and put it down - sounds simple but OH&S statistics show that many workers don’t know the correct methods for handling heavy objects or even lighter items that require repetitive or awkward handling. This nationally accredited training effectively teaches participants to manually handle loads in the correct manner.

**This course consists of the following unit of competency:**
TLID1001 Shift Materials Safely Using Manual Handling methods

Working Safely at Heights

Course code: SMM063
Module code: MMWHS204A

Heidelberg • 1 session • $250

Day | Date | Time
--- | --- | ---
Thu | 18/2 | 8.30am–5.00pm
Thu | 17/3 | 8.30am–5.00pm
Thu | 14/4 | 8.30am–5.00pm
Thu | 19/5 | 8.30am–5.00pm
Thu | 23/6 | 8.30am–5.00pm
Thu | 21/7 | 8.30am–5.00pm
Thu | 18/8 | 8.30am–5.00pm
Thu | 22/9 | 8.30am–5.00pm
Thu | 20/10 | 8.30am–5.00pm
Thu | 17/11 | 8.30am–5.00pm
Thu | 15/12 | 8.30am–5.00pm

Working at heights can be extremely hazardous. However, adhering to correct procedure and using the right equipment can significantly reduce the risks. Learn how to work at height safely with our industry-experienced instructors as they deliver a course with the right mix of theory and practical experience. You can be sure to learn valuable skills that can be applied in your own workplace.

**Topics include:** conform to legislative requirements; identify height related work scenarios and know how best to respond to them; care for height safety equipment.

**This course consists of the following unit of competency:**
RIIWH5204D Work Safely at Heights
Working In a Confined Space

Course code: SMM061
Module code: EPER205C
Heidelberg • 1 session • $250

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Working in confined spaces can be dangerous if the correct procedures aren’t in place and the correct equipment is not used. If you need to work in or manage those working in a confined space, our nationally accredited Working in a Confined Space course, run by industry-experienced instructors, will teach you the necessary mix of theory and practical skills to improve your workplace safety.

Topics include: risk assessment; hazard response; atmospheric monitoring and all legislative requirements.

This course consists of the following units of competency:

- MSAPMPER205C Enter Confined Space
- MSAPMPER200C Work in accordance with an issued permit

Traffic Controller with Stop/Slow Bat

Course code: SMM083
Module code: TS1074 & TS1075
Heidelberg • 1 session • $250

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Control traffic with a stop/slow bat (traffic controller) is for students, who wish to work as a traffic controller on public roads and other designated traffic management areas.

This course allows operators to work safely setting up traffic control equipment and directing traffic around work areas. At the end of the course students will have the knowledge and skills required to safely control traffic with a stop/slow bat in accordance with VicRoads requirements.

Pre-requisites: Applicants must be over 18 years of age; hold a Construction Induction card or to be in the process of obtaining the Construction Induction card.

Topics include: plan and prepare; coordinate traffic; operate radio; clean up.

On successful completion of this program, participants will receive a certificate and card.

This course consists of the following unit of competency:

- RIWH5205D Control traffic with stop-slow bat
- RIWH5302D Implement Traffic Management Plan

Work With an Issued Permit
(to be delivered in conjuction with Working in a Confined Space)

Course code: SMM071
Module code: EPER200C
Heidelberg • 1 session

This course will provide students with knowledge to understand the system, requirements and the limitations of the permit under which they are working.

Topics include: apply for permit(s); identify the scope of the permit; prepare for permitted work; work in accordance with an issued permit; complete permit(s) to work.

At the end of the course participants will be able to: identify the range and scope of work covered by the permit; check that the correct permit has been issued for the job; prepare for the job including safety equipment and PPE; undertake work within provisions of the permit; maintain correct housekeeping with permit activities; complete work in accordance with the permit requirements; query or raise matters about the permit if the scope of work varies from that covered by the work permit.

This course consists of the following unit of competency:

- MSAPMPER200C Work in accordance with an issued permit
Microsoft Word – Level 1

Course code: SBE261
Module code: TS1013
Preston • 4 sessions • $425

Day       Start-End       Time
Mon       15/2 – 7/3       6.00-9.00pm
Wed       27/4 – 18/5      6.00-9.00pm
Mon       25/7 – 15/8      6.00-9.00pm
Wed       19/10 – 9/11     6.00-9.00pm

Learn how to create memos, letters, reports and schedules using text processing features with Melbourne Polytechnic’s short course in Microsoft Word Level 1.

Topics include: new document creation – save, save as; 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.

Microsoft Excel – Level 1

Course code: SBE263
Module code: TS1015
Preston • 4 sessions • $425

Day       Start-End       Time
Mon       11/4 – 9/5       6.00-9.00pm
Wed       25/5 – 15/6      6.00-9.00pm
Mon       22/8 – 12/9      6.00-9.00pm
Wed       16/11 – 7/12     6.00-9.00pm

Learn how to use macros and streamline your spread sheeting and build on the skills you picked up in Microsoft Excel Level 1.

Topics include: data lists; consolidation techniques; validation of data; nested functions and macros.

Office Accounts and Bookkeeping

Course code: SBE210
Module code: TS101
Preston • 8 sessions • $595

Day       Start-End       Time
Wed       17/2 – 20/4      6.00-9.00pm
Wed       27/7 – 14/9      6.00-9.00pm

Are you working in an office and ignoring the bookwork because it’s confusing and overwhelming? Forget all that with this helpful short course! Melbourne Polytechnic’s Office Accounts and Bookkeeping will set you on the right path for a smooth running office and sort out your books to immaculate in no time!

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

Computerised Office Accounts – MYOB

Course code: SBE210
Module code: TS102
Preston • 9 sessions • $695

Day       Start-End       Time
Thu       28/4 – 23/6      6.00-9.00pm
Thu       6/10 – 1/12      6.00-9.00pm

Is it time for you to Mind Your Own Business (MYOB) and take control of your office accounts and payroll? Melbourne Polytechnic’s Computerised Office Accounts MYOB is the course to set you on the right path.

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

Recommended: Some knowledge of bookkeeping and computing is required.
Starting a Successful Small Business

Course code: SBE011
Module code: TS114
Preston • 7 sessions • $575

Day Start-End Time
Wed 20/4 – 1/6 6.00-9.00pm
Wed 19/10 – 30/11 6.00-9.00pm

Develop a proposal and plan and determine resource requirements for your microbusiness. Take the first step to success today!

Topics include: your new viable business – structure and location; law and regulations; targets, financial implications, tax (including BAS), and computer generated invoicing; cash flow projections; marketing; research and analysis; advertising; pricing and sales targets; internet marketing and promotion; the business plan.

Gain a competitive edge for your new business in a world fraught with risk.

Medical Office Administration

Course code: 29MOA
Module code: PSM200, PSM201, PSM202, PSM210, PSM211, PSM212, PSM213, PSM214, PSM220, PSM230, PSM240, PSM241, PSM242
Preston • 22 sessions

• Full course $1650
• Medical Office $575
• Medical Computing $640
• Medical Terminology $400
• Treatment Rooms Procedures $350
• Medical Practices $450

Course Day Start-End Time
Office Fri 19/2 – 29/4 9.00am - 12.00pm
Computing Fri 19/2 – 29/4 1.00pm - 4.00pm
Terminology Thu 18/2 – 10/3 9.00am - 4.00pm
Treatment Thu 17/3 – 31/3 9.00am - 4.00pm
Practices Thu 7/4 – 28/4 9.00am - 4.00pm

Melbourne Polytechnic’s Medical Practice Administration short course is essential for all practice managers and medical administration staff or for those aspiring to such positions. Completion of this cluster will earn you credits towards attaining the Course in Medical Office Administration.

Topics include: writing policy and procedure; understanding access; confidentiality and privacy laws; arranging and conducting staff meetings; calculating superannuation and tax payable for employees; processing payroll; report and newsletter writing.

Please note: In Medical Office Administration qualifications consists of five short clusters. Participants have the option of enrolling in one or all five clusters at one time.

Study Pathways: This course meets all the requirements of the national units of competency, and the participants may apply for Skills Recognition towards the following units (additional fees may apply):

BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment.
BSFIA302 Process payroll
BSBWRT301 Write simple documents
**HOSPITALITY**

FURTHER INFORMATION AND ENROLMENT p 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

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**Introduction to Espresso Coffee Making**

Course code: SHS067  
Module code: TS989  
Preston • 1 session • $115

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Melbourne Polytechnic’s strong, dark short course on coffee is suitable for beginners and will provide the skills to help you gain employment in a café, bar or restaurant.

**Topics include:** history of coffee; different types of coffees; roasting blends; coffee service espresso; extraction milk frothing/texturing; operating, cleaning and maintaining coffee machines and grinders; prepare and serve different styles of coffee including cappuccinos, cafe lattes, ristretto, macchiato, mocha and espresso.

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**Food Hygiene for Handlers**

Course code: 29FOO  
Module code: TS1032  
Preston • 1 session • $195

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Melbourne Polytechnic’s Food Hygiene Handlers program is essential for anyone involved in food handling, providing the skills and knowledge required to apply good food hygiene practices within the hospitality and retail sectors.

**Topics include:** food safety legislation; responsibility of a food handler; responsibility of business/organisations; food safety programs; personal hygiene; food poisoning; food allergies and intolerances; temperature danger zone; cross contamination; cleaning and sanitation; food storage; food preparation; pest control.

**Prerequisite:** Food Hygiene for Handlers (TS1032) & a certificate will need to be provided as proof of completion.

**Topics include:** understanding federal, state and local government food safety legislations; how to calibrate use and clean a temperature probe; responsibility of a food safety supervisor; consequences of failure to observe food safety policies and procedures; risk of harm to high risk customer groups; food safety programs; hazard analysis; critical control points; record Keeping (food safety records).

**PLEASE NOTE**

To successfully complete this course you are required to have access to a fully equipped industry food preparation environment, such as a commercial kitchen or food outlet using a range of equipment.

Assessments include workplace assignment, completed workplace food safety records and a third party report.

**This course consists of the following unit of competency:**

SITXFSA201 Participate in Safe Food Handling Practices
Food Safety Package
Course code: 29FOO
Module code: TS1032 & TS1033
Preston • 2 session • $360
This package is made up of Food Hygiene for Handlers and Food Safety Supervisors.

Please refer to the individual courses for dates and times. (see previous page)

Responsible Service of Alcohol (RSA)
Course code: 29BAR
Module code: TS167
Preston • 1 session • $75

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A necessary qualification if you wish to work in the hospitality industry. This course provides the necessary skills and fulfils legal requirements to sell and serve alcohol and is accredited by Liquor Licensing Victoria.

Participants will receive a manual and certificate issued by Liquor Licensing Victoria.

Topics include: legal requirements for the sale and service of alcohol; harm minimisation and duty of care; problems and managing patrons; assessment and monitoring of patron intoxication levels; advising patrons on ‘standard drinks’ and the effects of alcohol.

OPERA Operations
Course code: SHS054
Module code: TS822, TS823, TS824
Preston • 2 session • $175

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Melbourne Polytechnic’s OPERA (Hotel Management Computer System) Operations program will provide participants with the skills and knowledge to operate the accommodation reservation system, OPERA. This system is utilised by a number of major hotels, motels, guest houses, caravan parks and lodges in Victoria.

Topics include: prepare for guest arrivals and departure; welcome and register guests; prepare front office records; monitor financial transactions; record and update reservations; advise others on reservations details.
Home Butchery

Course code: SAH028
Module code: AHMP11C & AHMSR301B
Epping • 1 sessions • $480
(half a side of sheep is included in the cost)

Day | Date | Time
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Sat | 23/4 | 8.45am–5.00pm
Sat | 13/8 | 8.45am–5.00pm
Sat | 12/11 | 8.45am–5.00pm

The Home Butchery short course will cover the skills of knife sharpening and the processes involved in breaking down a sheep carcass.

This course will provide the skills for participants to dress and process livestock on their own property.

**Topics include:** plant tour; knife sharpening; mutton boning demonstration and practice; roll and net roast; bone mutton leg and shoulder, season and roll and pack; sausage making; beef boning demonstration (if beef available).

At the end of this course participants will be able to break a mutton into primal cuts and sharpen and maintain knives.

**Materials:** Fees could vary due to carcase price variation.

Beef and Sheep Livestock Handling

Course code: SAH015
Module code: TS775
Yan Yean Farm • 2 sessions • $255

Day | Date | Time
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Sat | 23/7 & 30/7 | 5.00pm-9.00pm

Once you have completed your weekend workshops and the nationally recognised units of competency, you will have earned credit towards attaining the Certificate III in Agriculture.

**Topics include:** animal nutrition; herd health; mating requirements; bull selection; monitoring performance; breeding classes; cycle identification; bull introduction; managing cow nutrition during pregnancy and lactation; paddock selection for calving; husbandry procedures; record keeping.

Grazing Management (Prograze)

Course code: SAH011
Module code: TS7771
Epping • 9 sessions • $520

Day | Date | Time
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Mon | 2/5 - 6/11 | 10.00am-4.00pm

Dates are: 2/5, 16/5, 17/7, 14/8, 28/8, 11/9, 9/10, 23/10 & 6/11.

More profitable and sustainable pasture management lies within the grasp of every producer. It’s a matter of obtaining the knowledge and skills concerning grazing management practices and understanding pasture and animal requirements.

This course is conducted as a series of weekend workshops at Melbourne Polytechnic's farm in Yan Yean.

Completion of the unit of competency AHCBAC401A Manage pastures for livestock production will earn you credit towards attaining a nationally recognised qualification in Agriculture (Certificate I-IV and Diploma).

Producers can obtain the necessary grazing management skills for profitable and sustainable grazing through PROGRAZE, a skills course developed by the Meat Research Corporation and State Departments of Agriculture.

**Topics include:** develop pasture and animal assessment skills (fat score sheep and cattle; understand how to use these skills to improve the probability and sustainability of pasture grazing systems; estimate animal production from pasture of differing quality and quantity; set benchmarks to optimise livestock performance and pasture production; learn about pasture management; learn how to achieve market targets for meat through pasture and livestock management.

Using a hands-on approach with sessions conducted on-farm and in the paddock, the course focuses on discussions with producers and practical sessions are combined so participants have a full learning experience.

The course is presented with a strong focus on pasture ecology and managing pasture (native, volunteer, introduced, forbes/shurbs or a mixture of these).

All information in relation to workshops and examining are on the website.
Introduction to Tractors

Course code: SAH009
Module code: ARE3309A
Yan Yean Farm • 3 sessions • $325

Day  Date          Time
Sat & Sun 21/5 - 29/5 10.00am-4.00pm
Sat & Sun 8/10 - 16/10 10.00am-4.00pm

This unique short course is offered as a series of weekend workshops at Melbourne Polytechnic's fabulous farm in Yan Yean. Along with a theory session at the Epping campus, this course will provide you with the essentials for using and driving a tractor.

Topics include: introduction to subject and assessment method; basic description on types of tractors available; tractors safety including legislation and video; look over basic components and safety features of tractors; perform pre-start checks; routine safety checks; mechanical hazards; tractor operation; attach equipment; operate tractors in a range of different environments; selection of equipment to match tractor performance; attach, reverse and remove a trailed implement fitted with remote hydraulics; attach, operate and remove a PTO driven implement; operate a tractor and implement in field conditions; final tractor assessment.

Chainsaw Operation and Safety

Course code: SOH017
Module code: TS787
Fairfield • 1 session $250

Day  Start-End          Time
Mon   29/2               8.30am-3.30pm
Mon   21/3               8.30am-3.30pm
Mon   18/4               8.30am-3.30pm
Mon   23/5               8.30am-3.30pm
Mon   20/6               8.30am-3.30pm
Mon   18/7               8.30am-3.30pm
Mon   22/8               8.30am-3.30pm
Mon   19/9               8.30am-3.30pm
Mon   24/10              8.30am-3.30pm
Mon   21/11              8.30am-3.30pm
Mon   12/12              8.30am-3.30pm

This short course will focus on chainsaw safety procedures identified in the owner-operator's manual.

Emphasis is placed on the individual's responsibility to ensure safe working practice is maintained while operating a chainsaw.

This course is applicable to professional users and the casual operator alike and benefits anyone who may use a chainsaw around the home or farm.

Topics include: describe how a chainsaw can be operated safely; dismantle, clean and reassemble; select correct chain bar and chain; correctly adjust and sharpen a chain; start, stop and apply emergency chain brake; determine a safe working zone; wear appropriate safety gear; cut the logs and limbs in an appropriate and correct manner.

Whole Farm Planning

Course code: SAH016
Module code: TS777
Yan Yean Farm • 4 sessions • $493

Day  Date          Time
Sat  16/4 – 21/5   9.00am-4.00pm

This course runs over 4 Saturdays including a field trip (16/4, 30/4, 7/5 & 21/5).

Learn the full set of basics on Farm Planning at Melbourne Polytechnic’s farm in Yan Yean and feel confident and well on the way to your life on the land.

Topics include: introductions and aims; history of whole farm planning; purchase of aerial photographs; land classification and capabilities; the planning process; sustainable land management; soils, limiting factors for land use; soil sampling and understanding analysis results; soils practical exercise; using and understanding aerial photographs; itemising physical and natural resources and infrastructure; protecting wetlands and waterways; soil erosion and Landcare; managing water requirements on farms; designs of troughs tanks and water reticulation; protection against fire and drought; managing pastures, ewes and pests; livestock health and welfare; identifying the legal requirements of land management; protecting endangered species and areas of cultural significance; developing risk management strategies; managing climate and direction for the business; SWOT analysis; selecting and enterprise; land mapping using a GPS Electronic mapping and computer applications, e.g. Tumaus; developing an action calendar of operations; implementation of your whole farm plan; funding opportunities for revegetation and land care works; establishing budgets for planned projects; monitor and review your plan.

Materials: Students will be required to purchase or supply aerial photograph of their case study property. The Yan Yean Training Centre can be used for students who do not have a property of their own place.

Assessment: Students will present their whole farm plans to the group

Farm Chemical Users Course

Course code: SAH014
Module code: TS774 & TS776
Yan Yean Farm • 3 sessions • $395

Day  Date          Time
Wed-Fri 11/5 – 13/5 9.00am-4.00pm
Wed-Fri 10/8 – 12/8 9.00am-4.00pm
Wed-Fri 9/11 – 11/11 9.00am-4.00pm

For farm owners or farm labourers needing to understand farm chemicals, this course offers core units which are an essential requirement to acquire an Agricultural Chemical Users Permit (ACUP) in the primary industries.

Area of Operation

Completion of the Farm Chemical Users Course is an essential requirement to gain an Agricultural Chemical User’s Permit (ACUP) in the primary industries.
Users of agricultural chemicals are required to hold an ACUP permit for application of: schedule 7 agricultural chemicals; certain ester herbicide formulations; atrazine soil residual herbicide.

Further, it is most advisable that agricultural chemical users are familiar with legislation relating to off-label use, pesticide drift, record keeping and Chemical Control Areas.

Calibration of spray equipment is an essential facet of the course.

If you would like to undertake a refresher course, please provide the Primary Industries Department with evidence that you have completed the full Farm Chemical Training Course – presumably you will have a certificate from Auschem (formerly Chemcert Vic) or other organisation, you may even have received a reminder notice from this organisation to enrol in a refresher course. If you have misplaced your certificate, we advise you contact the relevant organisation and request your registration number. If it is a significant time since you undertook your initial course, we strongly suggest you re-take the full course.

Melbourne Polytechnic provides a targeted state-wide program of specially designed Farm Chemical Users Courses enabling qualification for ACUP registration.

Participants requiring a Commercial Operators Licence should contact the Agriculture and Animal Science Department for course requirements.

Completion of the units of competency AHCCHM303A Prepare and apply chemicals and AHCCHM304A Transport, handle and store chemicals will earn you credit towards attaining a nationally recognised qualification in Agriculture (Certificate/s I-IV and Diploma).

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FIRST AID

FURTHER INFORMATION AND ENROLMENT p. 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Provide First Aid

Course code: SPS101
Module code: TS825
Preston • 2 sessions • $230

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Assessment • Online • $175

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This course will also assist you in administer and manage emergencies including: unconscious, bleeding, fractures and soft tissue, anaphylaxis, asthma, diabetes, shock, bites and stings, poisoning.

The course is the benchmark standard that is suitable for anyone requiring a first aid certificate for the workplace, home, sport or recreational use. It is also the advised minimum requirement by workplace health and safety legislation for the workplace first aider.

The course consists of a 1 day practical program with an online assessment.

The course consists of the following unit of competency:
HLTAID003 Provide Fist Aid

Basic First Aid - Level 1
Provide Initial First Aid Response

Course code: SMM070
Module code: EOHS220A
8 hours
This course is only offered as a consultancy.

For further information call 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Knowing what to do in the first few minutes following an accident can be the difference between life and death. This nationally accredited course is specifically designed for the workplace and provides participants with the knowledge, skills and confidence to provide initial emergency care in accordance with approved first aid principles.

Topics include: safety at the scene/calling for assistance; airway management; expired air resuscitation (EAR) technique; assessment of casualty’s circulation; cardio-pulmonary resuscitation (CPR) techniques; external haemorrhage control; and post-recovery management.

This course consists of the following unit of competency:
MSAPMOHS220A Provide initial first aid response
Perform CPR
Course code: SPS105
Module code: TS826
Preston • 1 sessions • $230

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Are you First Aid trained (Level 1, 2 or Senior)? If so, is your certificate current?

For your certificate to be current, the Australian Resuscitation Council (ARC) recommend (and industry requirements often specify) that your CPR assessment be updated every 12 months to ensure current competency.

So come along and update your skills. It’s simply lifesaving!

The course consists of the following unit of competency:

| HLTAID001  | Provide cardiopulmonary resuscitation |

Anaphylaxis
Course code: SPS104
Module code: TS737
Preston • 1 sessions • $60

All enquiries, please call 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

This course provides skills and knowledge for staff and carers who require mandatory training in anaphylaxis management under the Children’s Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008, The Children’s Services Regulations Act.

Topics include: anaphylaxis legislation; what is an allergy?; allergic reactions (signs and symptoms); common allergies; adrenaline Auto injectors; anaphylaxis action plans; first aid management of anaphylaxis; administering EpiPen * an Anapen *

The course consists of the following state recognised qualification:

| 101313NAT | Anaphylaxis Awareness |

BEAUTY

FURTHER INFORMATION AND ENROLMENT p. 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Basic Massage
Course code: SPS097
Module code: TS053
Preston • 1 sessions • $250

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Have you considered a career as a massage therapist? Could you add massage to your list of skills to increase your career options? Or are you just interested in massage and want to learn more about it?

Topics include: learn a range of basic massage techniques; gain knowledge about some of the related health issues and contraindications for massage; find out about educational pathways and qualifications for careers in massage.

Hot Stone Massage
Course code: SPS106
Module code: TS838
Preston • 1 sessions • $295

All enquiries, please call 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Melbourne Polytechnic’s Hot Stone Massage short course has been tailored for massage and beauty therapists who would like to integrate hot stone massage into their treatments.

This ancient art of healing uses smooth heated and cooled stones to relieve muscles stiffness and tension and enhance relaxation.

Topics include: occupational health and safety; history of hot stone massage; benefits and indications of hot stone massage; effects of cold and heat on the body; temperature settings; massage routine; aftercare advice; cleaning stones correctly.

Materials: Participants are required to supply two large towels and one hand towel each session.
JEWELLERY

FURTHER INFORMATION AND ENROLMENT p 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Introductory Jewellery
Course code: SMM001
Module code: TS203
Fairfield • 8 sessions • $395

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Topics include: safe operating procedures in jewellery production, filing techniques, soldering procedures and saw piercing skills.

Projects include: a saw pierced brooch with riveted pin, a ring, a silver wire pendant and textured dome earrings.

Intermediate Jewellery
Course code: SMM004
Module code: TS751
Fairfield • 8 sessions • $395

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Topics include: Producing a finished prototype of a cast sterling silver ring using the method of wax carving for the lost wax casting process, producing a bracelet using traditional chain manufacturing techniques, producing a hollow formed circular bead and wire cable type necklet, studying roller printing an oxidizing techniques, gaining an understanding of the safe production techniques and Work Health and Safety (WHS) standards involved in these projects.

Projects: cast ring production, linked bracelet and hollow bead on necklet.

Gem Setting
Course code: SMM048
Module code: TS575
Fairfield • 8 sessions • $660

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Please note: This is not a beginner’s course.

This Intermediate Gem Setting Course is designed especially for both professional jewellers and jewellery students who have existing fabrication skills and wish to enhance their skills in setting gemstones.

Topics include: an introduction on how to make basic setting equipment/tools; four designated types of stone setting; rub over, claw, channel and gypsy setting; each of these setting areas will be covered in a two-class time frame and each of the areas will be demonstrated and discussed by the teacher.

Students will be issued with silver rings, synthetic gemstones and a series of drills and burs that will allow them to practice the techniques that they learn during the course. The student will retain the completed rings as part of their instructional program.

Pre-Requisites: Experience in the use of jewellery hand tools/ equipment and have existing fabrication skills. Students are required to provide their own tools.

Jewellery Enamelling
Course code: SMM084
Module code: TS742
Fairfield • 8 sessions • $695

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The projects can be worked through by each student at their own pace and each project is designed to be completed in order from introductory to more advanced standards. Projects are designed to be accessible to student with little or no Jewellery working experience and provides the opportunity to incorporate more complex metal working into their enamelled designs. Some more advanced projects require basic jewellery making skills, such as sawing, drilling and filing.

No prior enamelling experience is necessary.

Topics include: Safely use the jewellery kiln to fire enamel onto metal surfaces, understand the correct techniques in handling enamelling materials, apply the Work health and Safety (WHS) requirements for the use of the facilities and the enamelling materials, apply a range of enamelling techniques to metal.

Extra information on website
CAD 3Design for Jewellery

Course code: SMM085
Module code: TS743
Fairfield • 8 sessions • $625

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This course enables participants to develop skills relating to a range of Jewellery CAD processes.

The projects are worked through by each student at their own pace and each project is designed to be completed in order from introductory to more advanced standards.

**Topics include:** use the 3D design CAD program; save files for use with jewellery casting manufactures; create a prototype item from their files.

Projects are designed to be accessible to students with little or no jewellery or CAD experience.

At the end of the course participants will be able to:

- use the 3D design CAD program
- save files for use with Jewellery casting manufacturers
- create a prototype item from their files.

**Extra information on website**

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Silversmithing

Course code: SMM003
Module code: TS205
Fairfield • 8 sessions • $580

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This course has been designed for participants to develop general art metal work skills. The course will present a range of individual silversmithing subjects in response to participant interest and need. Some experience is an advantage but not necessary.

**Topics include:** forged utensils; hollow containers; items of sculpture.

At the end of the course, participants will have skills in silversmithing that enable them to produce bowls, goblets, candlesticks and smaller pieces in precious and base metals.

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PHOTOGRAPHY

**FURTHER INFORMATION AND ENROLMENT** p: 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Basic Digital Camera

Course code: SVA044
Module code: TS538
Prahran • 3 sessions • $420

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Practical demonstrations in composition, lighting and camera controls will give you a good grounding in digital photography techniques.

**Topics include:** components of a camera; viewfinders; resolution; recording mediums; white balancing; lenses; apertures; ISO/sensitivity; downloading images; shutters; exposure; practical photo shoots; image editing/Photoshop.
Children's Book Illustration – Introduction

Course code: SVA069
Module code: TS724
Preston • 5 sessions • $400

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Children's books have entertained readers for centuries. This course explores the art of creating images for different types of children's picture books by exploring basic drawing techniques, page composition and storytelling through pictures.

**Topics include:** picture book genres; using different media; materials and techniques; choosing subject matter; and exploring concept development through practical tasks.

Intro to Screen Printed T-shirts/bags

Course code: SVA072
Module code: TS538
Preston • 3 sessions • $320

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Student will learn about hand-drawn and cut stencils, photo emulsion stencils, ink types and simple printing techniques using paper, fabric and other media.

**Topics include:** introduction to screen printing, table preparation, screen preparation, dos and don'ts creating a simple design and cutting a stencil, mixing and matching colours, learning about drop-out.

Preparing for a Music Audition

Course code: SPA058
Module code: TS606
Fairfield • 2 sessions • $280

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**Topics include:** audition performance skills; aural skills; music theory and sight reading skills and personal presentation.
Basic Carpentry

Course code: SBU020
Module code: TS186

Heidelberg • 8 sessions • $770

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This practical course gives participants the opportunity to develop knowledge, skills and practical experience in basic carpentry combined with related OH&S requirements.

**Topics include:** basic tools (use and maintenance selected for task); construction joints identified and manufactured; hand power tools are safely and correctly used; a selected project to be constructed using the above skills; safe work practices to be followed according to OH&S.

At the end of the course participants will have a basic understanding in safety; correct identification of construction joints; safe and correct use of basic hand tools; safe and correct use of hand power tools/ construction of a basic project.

Furniture Making

Course code: SFM001
Module code: TS185

Heidelberg • 10 sessions • $770

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This course will enable participants to use hand tools to construct a simple piece of furniture incorporating a range of basic furniture joints and fastenings.

**Topics include:** develop hand skills; identify a range of hand tools; use correctly and maintain in good condition a basic range of hand tools; construct a range of basic joints; use correctly and maintain in good condition a range of powered tools and equipment; construct a simple piece of furniture incorporating a range of joints, fastening and finish ready for a clear lacquer.

At the end of the course participants will develop the skills and knowledge to correctly use a range of hand tools, construct a range of basic furniture joints and construct a simple piece of furniture.

Introduction to Wall & Floor Tiling

Course code: SBU033
Module code: TS441

Heidelberg • 8 sessions • $550

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This course gives participants the knowledge and skills to undertake wall and floor tiling projects.

**Topics include:** selection of materials; laying tiles; set out procedures, adhesives applications; grout application.

On completion of this course participants will have the ability to understand basic technology relating to tile laying, recognise and carry out safe practices, develop skills necessary to prepare surfaces adequately for laying tiles, develop skills necessary to prepare layout, cut tiles, lay tiles and group tiles.

Basic Bricklaying

Course code: SBU008
Module code: TS190

Heidelberg • 8 sessions • $660

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This practical course will give you the opportunity to gain skills in Basic Bricklaying.

**Topics include:** tools and equipment; materials; mortar batching and mixing; bonding; simple wall construction; joint finishing.

On completion of this course participants will have the ability to identify and use basic bricklaying tools and equipment safely and effectively, identify the various materials required to build brick walls, understand correct mortar batching and mixing techniques, understand and use correct bonding techniques, construct simple brick walls and other small projects to an acceptable standard, finish brickwork by jointing and raking out to an acceptable standard.
**Plan Reading**

Course code: SBU071  
Module code: TS1068  
Heidelberg • 5 sessions • $360

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Participants will develop the skills and knowledge required to read and interpret construction plans.

This course is the pre-requisite for Estimating, Costing and Contracting for the Building Industry - Intermediate Level.

**Topics include:** architectural drawings; interpreting plan scales; site plans, floor plans, elevations plans, sections plans etc.; understanding contours

On completion of this course participants will develop the skills and knowledge required to read and interpret construction plans.

**Introduction to Waterproofing**

Course code: SBU067  
Module code: TS1103  
Heidelberg • 8 sessions • $550

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This course gives participants the knowledge and skills to undertake basic waterproofing for internal wet areas.

**Topics include:** tools and equipment, selection of materials, surface and substrate preparations, liquid applied waterproof membrane systems, industry standards and OH&S.

On completion of this course participants will have the ability to: identify and use basic waterproofing tools and equipment; identify various materials required to waterproof internal wet areas, understand correct preparation techniques for various surfaces and substrates, understand and apply liquid membrane systems to internal wet areas, use all specified materials and steps in accordance with system specifications, and ensure completed waterproofing systems are checked and protected to acceptable industry standards.

**Estimating, Costing and Contracting for the Building Industry - Intermediate level**

Course code: SBU032  
Module code: TS120  
Heidelberg • 5 sessions • $520

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This course has been designed to give the participants the knowledge and skills to estimate, cost and contract a domestic dwelling.

**Prerequisite:** Plan Reading

**Topics include:** the domestic dwelling plan, construction of a dwelling; estimating and costing techniques; contracting mechanisms.

On completion of this course participants will be able to read and cost a domestic dwelling; identify traders required constructing a domestic dwelling; describe the process for providing specialised contracting services; use a computerised estimating package; apply estimating techniques; apply appropriate contacting mechanisms.

**Fork Lift Licence**

Course code: SAH020  
Module code: TS810  
Epping • 5 sessions

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**Pre requisites:** Participants must be over 18 years old. Proof of age (Photo ID) and proof of citizenship/residency will be required for the assessment and licence application.

Our Forklift Licence Training Course is designed for people with little or no previous Forklift driving experience, as well as advanced Forklift drivers wishing to get their licence for the first time.

Upon successful completion you will be issued with a Licence to Perform High Risk Work card issued by WorkSafe Victoria (LF - Class).

**Licence application fee:** $60.00 per notice of assessment. Payable to Victorian WorkCover Authority or Australia Post.

**The course consists of the following unit of competency:**

TLILIC2001A Licence to operate a forklift truck.
Elevated Work Platform, Operator Licence “Yellow Card” (NSW)

Course code: SBU068
Module code: TS1004
Epping • 1 sessions • $440

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This program enables participants to develop a basic knowledge, understanding and use of an elevated work platform and the role of the elevated work platform within the building construction industry.

On completion of this course participants will have developed basic skills and knowledge about using a typical EWP to a maximum height of 10.9 metres.

Candidates can make an application for a licence/yellow card via the Elevated Work Platform Operator’s Association.

Elevated Work Platform WP Licence

Course code: SBU072
Module code: BULIC2005A
Epping • 3 sessions • $550

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The building and construction industry requires workers to perform tasks at height greater than eleven metres above the ground. This training program instructs the participants in the correct use of Elevated Work Platforms (EWPs) and allows the participant to apply for a licence in this area.

On completion of this course participants will develop an understanding of the roles and responsibilities associated with the safe operation of an Elevated Work Platform.

This program will provide participants with the skills and knowledge to position, operate and perform work safely at heights above eleven metres but will not include certification to operate a truck mounted elevating work platform.

This course consists of the following units of competency:

TLILIC2005A Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

Conduct and Apply Bushfire Attack Level (BAL) Assessment

Course code: SCE058
Module code: TS977, TS978
Preston • 8 sessions • $750

All enquiries, please call 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

This unit describes the outcomes required to conduct and apply a Bushfire Attack Level (BAL) assessment. This includes relevant theoretical knowledge of fire, understanding of the regulatory framework, assessing a location and education of and consultation with clients about the benefits of achieving the required fire resistance.

The application is aimed at determining the BAL of a site by following steps to assess the bushfire risk of a site and using this information to select the BAL from appropriate tables of information using Method 1. (The simplified bushfire risk method from AS3959)

**Topics include:** learn about bushfires; identify site conditions; determine the BAL; limitations of the BAL; role and authorities, legislation, standards, stakeholders; collection of information/data; outcomes of your assessment.

This course consists of the following units of competency:

VU 20716 Conduct a Bushfire Attack Level (BAL) Assessment
VU 20717 Apply Bushfire Attack Level (BAL) Assessment

On successful completion of this program, participants will be able to apply to the Building Commission for accreditation.
Scaffolding Licence
- Erect, Alter and Dismantle
Scaffolding Basic Level

Course code: SBU062
Module code: TS993
Epping • 5 sessions • $1195

Day          Start-End     Time
Mon-Fri 7/3 – 11/3   8.00am–5.00pm
Mon-Fri 9/5 – 13/5   8.00am–5.00pm
Mon-Fri 15/8 – 19/8  8.00am–5.00pm
Mon-Fri 14/11 – 18/11 8.00am–5.00pm

This course gives participants the required skills to erect, alter and dismantle modular scaffolding systems to provide work platforms for construction purposes and all work associated with modular scaffolding systems. This includes edge protection, access ways and falsework.

Prerequisite: Applicants must be 18 years of age and able to read and write English fluently.

Topics include:
- Plan a job, select and inspect plant and equipment,
- Setup tasks, erect scaffold and scaffold equipment, dismantle scaffold and scaffold equipment.

This course consists of the following unit of competency:

CPCCSLF2001A Licence to erect, alter and dismantle scaffolding basic level

Upon completion of this course participants will have developed the basic skills and knowledge to erect, alter and dismantle scaffolding at the basic level. This will consist of scaffolding work connected with the operation or use of modular or pre-fabricated scaffolds.

Participants can apply to WorkSafe for a Basic Scaffolding Licence.

Scaffolding Licence
- Erect, Alter and Dismantle
Scaffolding Intermediate Level

Course code: SBU063
Module code: TS1004
Epping • 5 sessions

This course is only offered as a consultancy.

All enquiries, please call 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

This course gives participants the required skills to erect, alter and dismantle scaffolding at the intermediate level. This includes use and operation of cantilevered crane-loading platforms, cantilevered and spurred scaffolds, barrow ramps and sloping platforms, perimeter safety screens and shutters, mast climbers and tube and coupler scaffolds (including tube and coupler covered ways and gantries) for licencing purposes.

Pre requisite: Applicants must be 18 years of age and must be able to read and write English fluently. Applicants must hold CPCCSLF2001A Licence to erect, alter and dismantle scaffolding.

Topics include:
- Plan a job, select and inspect plant and equipment,
- Setup tasks, erect scaffold and scaffold equipment, dismantle scaffold and scaffold equipment.

This course consists of the following unit of competency:

CPCCSLF3001A Licence to erect, alter and dismantle scaffolding intermediate level

Upon successful completion, you can apply to WorkSafe for an Intermediate level Scaffolding Licence.

PLASTERING AND WALLPAPERING

FURTHER INFORMATION AND ENROLMENT p. 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

How to Build a Plaster Wall and Ceiling

Course code: SBU065
Module code: TS1001
Epping • 4 sessions • $440

Day    Starting   Time
Every Tue 16/2  5.30-9.30pm

This practical course gives participants the opportunity to develop knowledge, skills and practical proficiency in installing plasterboard

Topics include: surface preparation, plasterboard products.

Upon completion of the course participants will be able to identify tools and equipment, demonstrate the safe and effective use of all tools and equipment, identify plasterboard products, apply plasterboard products to straight walls, ceilings and internal and external corners, trowel plasterboard products to ceilings and walls, and install basic cornices.

Basic Wallpapering for Master Painters Association

Course code: SBU051
Module code: TS1002
Epping • 1 sessions • Member $250 & Non-members $330

Day    Starting   Time
Every Tue 16/2  5.30-9.30pm

This course gives a qualified painter the knowledge and skills to proficiently apply wall paper.

Prerequisite: Participants must already be qualified painters

Topics include: surface preparation; various type of wall paper.

Upon completion of this course qualified painters will be able to identify tools and equipment, demonstrate the safe and effective use of all tools and equipment, identify various types of wall paper, apply wall paper to straight walls – internal and external corners, cutting around light fittings and fixtures, apply long lengths, types of adhesives and self-adhesive paper.
PLUMBING

FURTHER INFORMATION AND ENROLMENT p: 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Plumbing Practice

Course code: SBU059
Module code: TS736
Heidelberg • 2 sessions • $230 - Melbourne Polytechnic Apprentices
$364 - External Applicants

Melbourne Polytechnic Apprentices Only

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External Applicants

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This course is a tutorial to assist participants in preparing for the Victorian Building Authority (VBA) - Plumbing Registration Exam. It assists participants to improve their hand skills to exam standard, revise and become familiar with the registration exam processes.

Prerequisite: Applicants needs to be a plumbing apprentice or provide a letter from the Victorian Building Authority - Plumbing Registration Board indicating training needs.

Topics include: encompass training not completed or offered during normal day trade training.

At the end of this course participant will be able to follow instructions, complete set practical tasks and obtain skills in plumbing areas.

Converting `A' Type Gas Appliances

Course code: SBU045
Module code: TS607
Heidelberg • 1 sessions • $900

Day  | Start-End | Time
---   |-----------|-----
Mon  | 7/3       | 8.00am-5.30pm
Mon  | 18/7      | 8.00am-5.30pm

This course provides knowledge for the plumbers wanting to correctly convert ‘A’ type appliances from one gas type to another using the correct components within these appliances using the correct installation procedure.

Topics include: Technical equipment and safety; pipe sizing and appliance ventilation; burner and burner aeration; appliance components.

Please note: The external examination is set by Victorian Building Association – Plumbing.

Prerequisite: Licensed Plumber in Gas fitting

Gas Refresher Course

Course code: SBU043
Module code: TS612
Heidelberg • 2 sessions • $800

Day  | Start-End | Time
---   |-----------|-----
Mon & Wed 21/3 - 23/3 | 5.30-9.30pm
Mon & Wed 25/7 - 27/7 | 5.30-9.30pm

Victorian Building Authority (VBA) - Plumbing requires all plumbers and gasfitters to undergo a skill assessment in gas fitting.

This course enables plumbers to develop skills in the use and manufacture of manometers and to increase the participant’s knowledge of safety and commissioning and relevant regulations associated with gas fittings.

Topics include: Making two monometers, one consumer piping and one appliance commission; safety and commissioning; understanding and awareness of Australian Gas Association Installation code (AG601).
AutoCAD Level 1

Course code: SMM012  
Module code: TS139  
Heidelberg • 8 sessions • $695

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If you have ever wanted to learn to use AutoCAD or improve your 2D drafting skills, then this course provides the ideal introduction to the basic features and capabilities of the software so 2D drawings and documentation can be created from 2D models. This intensive, non-discipline specific course does not require you to have previous computer drafting experience, and one-on-one tuition is provided during the class to help students.

Topics include: basic drawing and drafting techniques; lines, layers, tools and views; creating and editing text; dimensions, plotting and many other AutoCAD fundamentals.

Materials: All training notes included

AutoCAD Level 2

Course code: SMM013  
Module code: TS140  
Heidelberg • 8 sessions • $695

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This short course introduces the 3D modelling features and capabilities of AutoCAD with participants learning to create 2D drawings and documentation from 3D models. This intensive, non-discipline specific course will suit those who want to learn how to use AutoCAD 3D drafting skills, and one-on-one tuition is provided during the class to help students.

Topics include: 3D views and models; splines, polylines and surfaces; solid modelling and editing; drawing creation with 3D model; views and layer control; dimension views; writing blocks; assembly modelling; and many other AutoCAD 3D modelling essential functions.

Autodesk Inventor*

Course code: SMM076  
Module code: TS842  
Heidelberg • 8 sessions • $695

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Inventor is a parametric 3D solid modelling CAD package specifically designed to suit component and multi-part assemblies. Inventor offers a more visual and flexible approach to modelling with a focus on ease of use and productivity gain compared to other 3D modelling techniques; it is also an alternative to traditional 2D modelling packages.

This short course introduces the basic features and capabilities of Inventor so parts, assemblies and drawing documentation can be created. No previous computer drafting experience is required to learn how to use Inventor and one-on-one tuition is provided during the class to help students. This course is suited to those working or studying in manufacturing design.

Topics include: sketched features; placed features; work planes, axis and points; assemblies and constraints; motion, interference checking and modelling; drawing view; drawing templates; and bill of materials.

Materials: All training notes included

AutoCAD Inventor*

ArchiCAD Basic

Course code: SCE059  
Module code: TS734  
Heidelberg • 6 sessions • $450

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ArchiCAD is a 3D modelling software program. This course enables participants to develop basic knowledge and understanding of computer aided drafting (CAD) systems and the role of CAD within the Building Construction industry.

Topics include: Introduction to ArchiCAD; drawing techniques; conventions and standards; tools and libraries; drawing production.

Upon completion of this course participants will have developed basic skills and knowledge about ArchiCAD computer aided drafting system.
Revit for Beginners

Course code: SET089  
Module code: SET089  
Heidelberg & Prahran • 5 sessions • $550

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Revit for Beginners will help bring your designs into reality with the aid of Revit's 3D technology. Revit is a virtual building world in full 3D.

The Revit software automatically creates drafting sheets and material schedules from your 3D model.

Reinforce what you learn in class with Melbourne Polytechnic’s online learning Moodle based Video MP4 animations, covering every topic in the course.

Revit MEP Essentials

Course code: SET090  
Module code: SET090  
Heidelberg & Prahran • 5 sessions • $550

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Melbourne Polytechnic rounds off its Revit short courses with this necessary tool for the modern designer - Revit Mechanical, Electrical and Plumbing (MEP) Essentials.

Learn to use Revit MEP to populate a 3D Revit Architecture model with heating, venting and air-conditioning (HVAC) components, plus systems and reticulation including hot, cold and sanitation water and fire protection systems. Setting up systems with the System Browser and creation of cavities and service shafts.

Make good use of Revit MEP with electrical light and power analysis and communication lines.

Revit Level 1

Course code: SET091  
Module code: SET091  
Heidelberg & Prahran • 5 sessions • $550

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Melbourne Polytechnic can help extend your training in Revit with this fabulous new short course for Designers. Revit Level 1 will enable you to include advanced architectural, structural and documentation features in your 3D design work.

Learn to compose presentations with rendering, storyboards and walkthroughs.

Reinforce what you learn in class with Melbourne Polytechnic's online learning Moodle base Video MP4 animations covering every topic.
Intro to Welding - MIG, ARC & Oxyacetylene

Course code: SMM039
Module code: TS489
Heidelberg • 8 sessions • $595

Day       Start-End      Time
Mon 1/2 – 21/3  5.30-9.30pm
Wed 3/2 – 23/3  5.30-9.30pm
Fri 5/2 – 25/3  8.30am-12.30pm
Mon 2/5 – 20/6  5.30-9.30pm
Wed 4/5 – 22/6  5.30-9.30pm
Fri 6/5 – 24/6  8.30am-12.30pm
Mon 11/7 – 29/8 5.30-9.30pm
Wed 13/7 – 31/8 5.30-9.30pm
Fri 15/7 – 2/9  8.30am-12.30pm
Mon 17/10 – 5/12 5.30-9.30pm
Wed 19/10 – 7/12 5.30-9.30pm
Fri 14/10 – 2/12 8.30am-12.30pm

Learn how to safely weld and cut a wide range of metals (ferrous and non-ferrous) using the three most widely used welding practices in industry - manual ARC welding, MIG welding and oxyacetylene welding.

Participants will learn butt welds and fillet type joints in flat positions.

This course is suitable for:
- the handyman or hobbyist
- participants seeking an entry level/production welding job ie welding of hand rails, steel fencing, exhaust pipes
- participants seeking work as a tack welder
- sculptures/artists
- participants who want a taste of welding before enrolling in Certificates II or IV Engineering (Fabrication).

Recommended: Participants should have a reasonable level of English language skill to meet the learning and OH&S requirements of this course.

Upon completion of this course, participants can apply for recognition for elements within the following units of competency:
MEM05012 Perform routine metal arc welding
MEM05050 Perform routine gas metal arc welding (MIG)
MEM05004 Perform routine oxyacetylene welding
MEM05007 Perform manual heating and thermal cutting.

Advanced MIG/Arc Welding

Course code: SMM058
Module code: TS592
Heidelberg • 8 sessions • $595

Day       Start-End      Time
Mon 1/2 – 21/3  8.00am-12.00pm
Mon 2/5 – 20/6  8.00am-12.00pm
Mon 11/7 – 29/8 8.00am-12.00pm
Mon 17/10 – 5/12 8.00am-12.00pm

Learn the finer points of MIG and ARC welding including operating principles, equipment, consumables and safety requirements.

Participants will learn butt welds and fillet joints out of position or positional and the preparation of their own plates.

Topics include: gases and consumables theory; storage and handling of consumables; practical welding in all positions with a range of materials; troubleshooting/fault finding; weld defects and remedies; safety operations of machines and safety in confined spaces.

Recommended: Participants should have some prior welding experience and a reasonable level of English language skill is required to meet the learning and OH&S requirements of this course.

Upon completion of this course, participants can apply for recognition for elements within the following units of competency:
MEM05017 Perform gas metal arc welding (Advanced MIG)
MEM05015 Perform manual metal arc welding (Advanced).
Disconnect Reconnect Restricted Electrical Workers Licence - Class 2

Course code: SET069
Module code: TS971, TS972, TS973, TS974, TS975
Preston • 14 sessions • $850 • Plus $180.00 for exam

Day   Start-End   Time
Mon & Thu  8/2 - 24/3  5.30-9.30pm
Mon & Thu  2/5 - 20/6  5.30-9.30pm
Mon & Thu  25/7 - 8/9  5.30-9.30pm
Mon & Thu  24/10 - 8/12 5.30-9.30pm

Prerequisite: A relevant trade.

Included in this course: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace.

This course gives the participants the skills and knowledge required in electrical safety and basic electrical principles to enable them to apply to Energy Safe Victoria (ESV) for their RESTRICTED ELECTRICAL WORKERS LICENCE Class 2. This licence allows you to safely disconnect and reconnect low voltage electrical equipment for the purposes of repair, replace and maintenance purposes according to the prescribed procedures.

Recommended: Persons who are considering obtaining this licence must contact ESV on 1800 815 721 to confirm the suitability of the primary work function and clarify which categories they will be eligible. Especially if they are not the standard plumber replacing a hot water service or fitter replacing a motor. ESV will deem applicants eligible and advise them in which category they can be assessed.

Please note: A RESTRICTED ELECTRICAL WORKERS LICENCE CLASS 2 will not be automatically issued to participants who have completed the course work. ESV requires participants to successfully pass individual testing in each category requiring endorsement.

Participants are able to select from the following:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>UNIT OF COMPETENCY</th>
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<tbody>
<tr>
<td>Air conditioning and refrigeration</td>
<td>UEENEEP012A Disconnect / reconnect composite appliances connected to low voltage installation wiring</td>
</tr>
<tr>
<td>Instrumentation</td>
<td>UEENEEP013A Disconnect - reconnect control devices connected to low voltage installation wiring</td>
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<tr>
<td>Electronics</td>
<td>UEENEEP012A Disconnect / reconnect composite appliances connected to low voltage installation wiring</td>
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<tr>
<td>Water Heaters</td>
<td>UEENEEP014A Disconnect - reconnect water heaters connected to low voltage installation wiring</td>
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<tr>
<td>Electrical Appliances</td>
<td>UEENEEP010A Disconnect - reconnect appliances connected to low voltage installation wiring</td>
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<tr>
<td>Composite equipment</td>
<td>UEENEEP012A Disconnect / reconnect composite appliances connected to low voltage installation wiring</td>
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<tr>
<td>Control devices</td>
<td>UEENEEP013A Disconnect - reconnect control devices connected to low voltage installation wiring</td>
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<tr>
<td>Gas appliances</td>
<td>UEENEEP012A Disconnect / reconnect composite appliances connected to low voltage installation wiring</td>
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<tr>
<td>Motors</td>
<td>UEENEEP015A Disconnect - reconnect motors connected to low voltage installation wiring</td>
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Testing and Tagging of Portable Electrical Appliances

Course code: SET015
Module code: TS965
Heidelberg • 4 sessions • $295

Day Start-End Time
Tue 16/2 – 8/3 5.30-9.30pm
Tue 5/4 – 26/4 5.30-9.30pm
Tue 10/5 – 31/5 5.30-9.30pm
Tue 7/6 – 28/6 5.30-9.30pm
Tue 12/7 – 2/8 5.30-9.30pm
Tue 23/8 – 13/9 5.30-9.30pm
Tue 4/10 – 25/10 5.30-9.30pm
Tue 8/11 – 29/11 5.30-9.30pm

Included in this course: UENEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace

Are your portable electrical appliances and extension leads safe? If you need to be able to correctly test and tag portable equipment, Melbourne Polytechnic’s Testing and Tagging short course covers the principle requirements specified in Australian Standards AS/NZS 3760:2010. Many electrical accidents have been caused by damaged portable appliances and extension cords.

In-service inspection and testing provides a cost-effective approach to safety without excessive equipment down time or jeopardising personnel safety, and this course is ideal for organisations developing OH&S procedures in this area.

Topics include: personal safety; basic electrical terminology; Australian/New Zealand standard AS/NZS 3760 & 3012; inspecting and testing equipment; tagging and document control; insulation resistance and continuity test; and using the Insulation Resistance and Continuity Tester and the Portable Appliance Tester.

This course consists of the following unit of competency:

UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies

Prerequisites: This course is suitable for qualified electricians, carrier-trained technicians/lines persons (i.e. Telstra) or persons with equivalent qualifications who have an aggregated six months relevant cabling experience. Relevant cabling experience means experience in installing telecommunications, electrical, data, security alarm, fire alarm, or lift cables. If you don’t fall within any of these categories you will require an assessment by a workplace/RPL assessor to determine other modules required to meet ACA Open Registration competency standards.

Topics include: basic telephony and sound characteristics; switching systems overview; regulatory framework 2 – standards and regulations; telecommunication cabling installation.

At the end of the course, successful trainees will receive a Statement of Attainment for: ICTCBL2137B Install, maintain and modify customer premises communications cabling: ACMA Open Rule. This statement supersedes NTC004, NTC014, NTC017, and NTC111 and is recognised by all Registrars for Open Cabling Registration.

On successful completion of this course, participants will be able to meet the requirements of the Telecommunications Training Advisory Board (TTAB) and be eligible to apply for ACMA registration.

Pathways: Successful applicants will be eligible to enrol in Optical Fibre Endorsement ICTBLC3010A course.

Open Cabling Registration (ACMA Cabling)

Course code: SET072
Module code: ETCBL2137B
Preston • 10 sessions • $840

Day Start-End Time
Tue & Thu 3/5 – 2/6 5.30-9.30pm
Tue & Thu 4/10 – 8/11 5.30-9.30pm

Open Registration permits all types of telecommunications and data cabling to be installed on the customer’s side of the network boundary in domestic, commercial and industrial premises, including multi-building campus environments.

This course will provide knowledge, awareness and practical experience of Australian Communications and Media Authorities (ACMA) regulations on the telecommunications cabling industry and meet the competency requirements for the ACMA Open (cabler provider rules) Cabling Licence.

Prerequisites: Open Cabling registration (ACMA cabling licence)

The National Broadband Network (NBN) rollout will increase the demand for greater skills/knowledge in this future growth area of Telecommunications.

This course will develop and enhance the skills and knowledge to effectively Install, Terminate, Fusion Splice and Test Optical Fibre Cable within Customer Premises.

This course will provide the participants’ with the competency standards and ability to: Install, Terminate and Test Optical fibre cable within Customer Premises and to add the Optical Fibre endorsement to the existing (ACMA) open registration cabling licence.

Topics include: optical fibre characteristics and types; OHS procedures and safe handling; mechanical and fusion splicing; connector types; testing.

Materials: Students will receive a free pair of safety glasses.

This course consists of the following unit of competency:

ICTCBL3010B Install and terminate optical fibre cable on customer premises

Optical Fibre Endorsement

Course code: SET070
Module code: ETCBL3010B
Preston • 5 sessions • $650

Day Start-End Time
Wed 24/2 – 23/3 5.30-9.30pm
Wed 25/5 – 22/6 5.30-9.30pm
Wed 17/8 – 14/9 5.30-9.30pm
Wed 12/10 – 9/11 5.30-9.30pm

Prerequisites: Open Cabling registration (ACMA cabling licence)

This course will develop and enhance the skills and knowledge to effectively Install, Terminate, Fusion Splice and Test Optical Fibre Cable within Customer Premises.

This course will provide the participants’ with the competency standards and ability to: Install, Terminate and Test Optical fibre cable within Customer Premises and to add the Optical Fibre endorsement to the existing (ACMA) open registration cabling licence.

Topics include: optical fibre characteristics and types; OHS procedures and safe handling; mechanical and fusion splicing; connector types; testing.

Materials: Students will receive a free pair of safety glasses.

This course consists of the following unit of competency:

ICTCBL3010B Install and terminate optical fibre cable on customer premises
Coaxial Cabling Endorsement

Course code: SET086
Module code: ETCBL3011B
Preston • 4 sessions • $295

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This course enables participants to install and terminate coaxial cabling. The endorsement for Coaxial Cabling will provide the participants with the necessary skills, knowledge and competency to install, maintain, modify and certify structured cabling to the level required by the Telecommunications industry.

Topics include: Telecommunications Standards; Wiring rules AS/NZS S009:2006; AS/NSZ 1367: 2007, Coaxial Transmission Principles and Terminology, Coaxial cabling types, installation techniques, use of time domain reflectometer (TDR) for testing.

This course consists of the following unit of competency:
ICTCBL3011B Install and terminate coaxial cable.

Pre requisite: ACMA Open Cabling Registration/Licence or ICTCBL2137A Install, maintain and modify customer premises communications cabling: ACMA Open Rule or Equivalent Qualification.

Structured Cabling Endorsement

Course code: SET086
Module code: ETCBL3009B
Preston • 5 sessions • $595

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<tr>
<th>Day</th>
<th>Start-End</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon &amp; Wed</td>
<td>11/4 – 27/4</td>
<td>5.30-9.30pm</td>
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<td>Mon &amp; Wed</td>
<td>6/6 – 20/6</td>
<td>5.30-9.30pm</td>
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<td>Mon &amp; Wed</td>
<td>3/10 – 17/10</td>
<td>5.30-9.30pm</td>
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<tr>
<td>Mon &amp; Wed</td>
<td>7/11 – 21/11</td>
<td>5.30-9.30pm</td>
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This course will enable the participant to Plan, install and certify structured cabling installation, including Category 5A, 6 and 7.

The endorsement for structure cabling will provide the participant with the necessary skills, knowledge and competency to install, maintain, modify and certify structured cabling to the level required by the Telecommunication industry.


This course consists of the following unit of competency:
ICTCBL3009B Install, terminate and certify structured cabling installation.

Licensed Electrical Assessment (LEA) - Safe Working Practice (SWP) – Tutorial

Course code: SET045
Module code: TS539
Preston • 1 session • $195

Day     | Starting     | Time     |
---------|--------------|----------|
Mon     | 8/2          | 8.00am-4.30pm  |

(Contact 9269 8615 for more dates)

All session times are 8.00am - 4.30pm.

At the completion of this course you will demonstrate the knowledge and skills to undertake safe working practices in the disconnection and reconnection of electrical equipment and its associated wiring from the mains supply.

This course will help you prepare for the LEA-SWP assessment for electricians.

Licensed Electrical Assessment (LEA) - Electrical Theory (LET) – Tutorial

Course code: SET044
Module code: TS540
Preston • 3 sessions • $480

Day     | Starting     | Time     |
---------|--------------|----------|
Tue-Thu  | 9/2 – 11/2   | 8.00am-4.30pm  |

(Contact 9269 8615 for more dates)

All session times are 8.00am - 4.30pm.

This course will help you prepare for the LEA-LET assessment for electricians.

Topics include: electrical safety; wiring rules and regulations; selection of cables; maximum demand; voltage drop; transformers; MEN system of earthing; electric motors and motor starters.
Licensed Electrical Assessment (LEA) - Electrical Practice (LEP) – Tutorial

Course code: SET046  
Module code: TS541  
Preston • 3 session • $445

Day   Starting   Time
Tue-Thu  2/2 – 4/2  8.00am-4.30pm
(Contact 9269 8615 for more dates)
All session times are 8.30am - 4.00pm.

This course will help you to prepare for the LEA-LEP assessment for electricians.

Topics include: visual inspection; testing of an electrical installation; fault-loop impedance; connection of consumer’s mains and final sub-circuit conductors to the main switchboard; and the MEN system of earthing.

Licensed Electrician Practical (LEP) – Assessment

Course code: SET054  
Module code: TS688  
Preston • 1 session • $255

Day   Starting
Mon-Fri  21/1
Sat     13/2

For more dates and times, contact the LEA assessment booking office. See contact details at top of this page.

Licensed Electrician Practical (LEP) is a practical, four hour assessment testing your competency in wiring a meter box and switchboard; MEN system testing; identifying visual defects; and testing an installation.

Licensed Electrician Theory (LET) – Assessment

Course code: SET054  
Module code: TS687  
Heidelberg • 1 session • $93

Day   Starting  
Friday  29/1
(once a month)

For times, contact the LEA assessment booking office. See contact details at top of this page.

Licensed Electrician Theory (LET) is a two hour assessment which tests your broad knowledge as an Electrician including electrical safety; wiring rules and regulations; selection of cables; maximum demand; voltage drop; current overload and short-circuit current; and MEN system of earthing.

Safe Work Practice (SWP) – Assessment

Course code: SET054  
Module code: TS686  
Epping • 1 session • $143

Day   Starting   $143
Tue     19/1

For times, contact the LEA assessment booking office. See contact details at top of this page.

Safe Working Practice (SWP) for electricians is a 40 minute assessment which tests your ability to undertake safe working practices in the disconnection and reconnection of electrical equipment and its associated wiring from the mains supply.

LEA EXAMINATIONS FOR ELECTRICAL WORKERS

Melbourne Polytechnic is pleased to announce the opening of the LEA Assessment Centre at the Preston campus.

The LEA is a combination of three separate assessments, sat at three different times as part of the requirements of obtaining an electrician’s licence in Victoria.

The Computer Systems & Electrotechnology Department now offers a range of assessment options for electrical licence applicants including A, L and D Class.

Melbourne Polytechnic is authorised by ESV to undertake the LEA assessments as part of the process of gaining the qualification necessary to apply for an A Class electrician’s licence.

For all enquiries email shortcourses@melbournepolytechnic.edu.au or phone 03 9269 8615

Please Note: To apply for your electrical licence you will need to provide your three exam result letters and the MELBOURNE POLYTECHNIC statements of results to ESV. A fee will be charged to reprint these documents.

Prerequisites: Candidates must provide one of the following:

- an Eligibility Letter, or
- an Australian Trades Recognition Certificate, or
- an Electrician (Supervised) Worker’s Licence (ES licence), or
- a Supervised Worker’s Licence (L Licence).
RENEWABLE ENERGY

FURTHER INFORMATION AND ENROLMENT p: 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Grid Connect Install for Qualified Electricians

Course code: SET058
Module code: TS961, TS962
Epping • 4 sessions • $650

<table>
<thead>
<tr>
<th>Day</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Mon-Thu</td>
<td>18/4 – 21/4</td>
<td>8.00am-5.00pm</td>
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<tr>
<td>Mon-Thu</td>
<td>22/8 – 25/8</td>
<td>8.00am-5.00pm</td>
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</table>

This course is designed for qualified licenced electricians. Completing this course will provide participants with the skills and knowledge to plan, configure and install photovoltaic systems safely to the power grid. The theory and practical components will develop skills necessary for accreditation. As an installer your customers will be able to claim the government rebate. This will allow your customers to enjoy generating their own power and minimising their electricity consumption from the grid.

**Topics include:** Occupational Health and Safety principles; electrical safe working practice; photovoltaic power systems; and grid connected inverters. At the end of the course participants will be able to connect renewable energy technologies to the power grid according to industry guidelines and approved safety standards.

On completion of the course participants can apply for accreditation from the Clean Energy Council (formerly Business Council for Sustainable Energy (BCSE)).

**Upon successful completion, participants will be awarded the following units of competency:**

- UEEEN125A Solve basic problems in photovoltaic energy apparatus and systems
- UEEEN148A Install, configure and commission LV grid connected photovoltaic power systems

Grid Connect Design

Course code: SET059
Module code: TS963
Epping • 4 sessions • $650

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<thead>
<tr>
<th>Day</th>
<th>Start-End</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon-Thu</td>
<td>16/5 – 19/5</td>
<td>8.00am-5.00pm</td>
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<tr>
<td>Mon-Thu</td>
<td>14/11 – 17/11</td>
<td>8.00am-5.00pm</td>
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Completion of this course will provide participants with the skills and knowledge to plan and design solar systems to be connected to the power grid.

**Topics include:** technical standards, regulations and codes for general electrical installations; electricity distributors, supply requirements; electrical metering arrangements; Occupational Health and Safety principles; electrical safe working practices; and grid connected inverters.

**PRE REQUISITES:** Participants must have prior learning/pre-requisites before entry to the course:

- UEEENE104A Solve problems in D.C. circuits
- UEEENE137A Document and apply measures to control OHS risks associated with electrotechnology work

AND

- UEEENE108A Lay wiring/cabling and terminate accessories for extra-low voltage (ELV) circuits
- UEEENEG106A Terminate cables, cords and accessories for low voltage circuits
- UEEEN125A Solve basic problems in photovoltaic energy apparatus and systems

On completion of the course participants can apply for accreditation from the Clean Energy Council (formerly Business Council for Sustainable Energy (BCSE)).

**Upon successful completion, participants will be awarded the following unit of competency:**

- UEEEN135A Design grid connected photovoltaic power supply systems
Stand Alone Power Supply Systems (SPS)

Course code: SET080
Module code: TS961, TS966, TS967, TS968, TS969, TS970

Epping • 9 sessions • $1300

Day          Start-End     Time
Mon-Wed 11/7 – 27/7 8.00am-5.00pm
Mon-Wed 10/10 – 26/10 8.00am-5.00pm

*Monday to Wednesday over three weeks.

This program will teach participants how to install and design standalone power systems using renewable energy sources to charge batteries and inverters to supply 230V AC power to appliances, thus eliminating the need for a grid power connection.

Participants will develop skills and knowledge in PV array sizing, battery sizing, ELV cable sizing and inverter sizing. This will allow the participant to design and install a standalone power system that suits the energy requirements for a specific application or client.

Prerequisites: Participants must be a fully qualified electrician, electrical or electronics engineer or have completed the basic electrical pre requisites of the Certificate III in Renewable Energy as required by the Clean Energy Council for accreditation.

Topics include: OH&S for the installation of Standalone Power Systems; electrical safe working practices; introduction to renewable energy technologies; photovoltaic power systems; fault finding techniques; renewable energy system electronics; standalone renewable energy system components; technical standards, regulations and code for extra-low voltage work.

This course consists of the following units of competency:

- UEENEEK123A Carry out basic repairs to renewable energy apparatus
- UEENEEK125A Solve basic problems in photovoltaic energy apparatus and systems
- UEENEEK127A Diagnose and rectify faults in renewable energy control systems
- UEENEEK128A Solve problems in stand-alone renewable energy systems
- UEENEEK134A Install ELV stand-alone photovoltaic power systems
- UEENEEK139A Design stand-alone renewable energy (RE) systems

Materials: Participants will need to have a notebook computer with either a RS232 port or an USB to RS232 adaptor. The computer will need to have a copy of Microsoft Excel.

On successful completion of this program, participants will be able to apply for Standalone Power Systems Install and Design accreditation from the Clean Energy Council. This accreditation is necessary if installers or designers want their clients to be eligible for government incentives such as Renewable Energy Certificates.
Police Preparatory Course

Course code: SPP020
Module code: TS2000

Epping • 16 sessions • $480

Day Starting Time
Tue & Wed 2/2 – 23/3 6.00-9.00pm
Tue & Wed 3/5 - 22/6 6.00-9.00pm
Tue & Wed 26/7 – 14/9  6.00-9.00pm
Tue & Wed 4/10 – 29/11 6.00-9.00pm

Set your sights on a career with Victoria Police.
Maximise your chances of selection by completing this preparatory course.

Selection for the Victoria Police Academy is a physically and mentally demanding.
Melbourne Polytechnic is an approved ACER testing site for Victoria Police Recruitment Services.

This Police Preparatory Course will:
help you understand what to expect from the police entrance exam
teach you the English, mathematics and logical reasoning skills
required give you strategies to maximise your chances of passing the exam

Topics include:
→ Practice tests designed to reflect the ACER Police Entrance Exam.
→ Summary and extended writing
→ Verbal reasoning
→ Numerical reasoning
→ Oral Communication skills
→ Computer skills.

Applicants preparing for other occupations, such as the Australian Defence Force, may also find this course helpful.

Policing work has more variety than ever before, and there are lots of different areas where you can specialise. If you like the idea of being of service to the community, think about applying for this short course.

Cooling Towers for Auditors

Course code: SBE269
Module code: TS1021

Preston • 4 sessions • $1,395

Day Starting Time
Tue-Fri 19/4 – 22/4 9.00am-4.00pm
Tue-Fri 15/11 – 18/11 9.00am-4.00pm

The Public Health and Wellbeing Act 2008 and the Public Health and Wellbeing Regulations 2009 require owners of land on which cooling tower systems are located to develop a Risk Management Plan (RMP).

These plans must address the risk 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 Tower Systems for Auditors course.
As mentioned, successful participants can apply to the Department of Health Services for certification as an approved auditor.

Topics include:
→ auditing; legionella – causes, consequences and risk factors, legal requirements of building owners, operators and auditors; cooling tower design and terminology, Australian Standards 3666: brief overview; audit approach and methodology review; inspection of documentation; record keeping; reporting non-compliance; completing the auditing certificate; practice audit.

IELTS Testing Dates

Preston & Collingwood • 1 sessions • $330

IELTS, the International English Language Testing System, is designed to access the language ability of candidates who seek to study or work where English is the language of communication.
IELTS is recognized by over 9,000 organisations worldwide, including universities, employers, professional bodies, immigration authorities and other government agencies.

Times 9.00am-12.30pm
Day Date Date Date Date Date Date
Sat 9/1 12/3 21/5 16/7 10/9 19/11
Sat 23/1 19/3 28/5 30/7 24/9 26/11
Sat 13/2 2/4 4/6 13/8 8/10 3/12
Sat 20/2 16/4 18/6 20/8 22/10 10/12
Sat 27/2 30/4 25/6 27/8 29/10
Sat 5/3 7/5 9/7 3/9 5/11

To enrol, www.melbournepolytechnic.edu.au/ielts/how-to-apply/
You must arrive at the centre by 8.00am on test day to register.
WORK EDUCATION

FURTHER INFORMATION AND ENROLMENT p. 03 9269 8615 or email shortcourses@melbournepolytechnic.edu.au

Textile Arts
Course code: SWE010
Module code: TS1057
Preston & Prahran • 7 sessions • $495
Day       Date       Time
Wed 20/4 – 1/6 9.00am–12.00pm
Wed 20/7 – 31/8 9.00am–12.00pm

This Melbourne Polytechnic program will allow students with a disability and/or learning difficulties to explore everyday art and sculptures, and participate in community art projects. Students will also explore working with a variety of materials. The program has been designed so students can plan, collect material, and create their own art project.

Topics include: working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

Skills gained and benefits through participation may include:
working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.

Garden Maintenance
Course code: SWE007
Module code: TS1054
Preston & Prahran • 7 sessions • $495
Day       Date       Time
Wed 20/4 – 1/6 9.00am–12.00pm
Wed 20/7 – 31/8 9.00am–12.00pm

In this Melbourne Polytechnic program, students with a disability and/or learning difficulties will plan a garden project.

Topics include: look at gardening tools; participate in the care and maintenance of gardening tools; learn about occupational health and safety; create and maintain garden beds and planter boxes; participate in potting plants; participate in sowing seeds; participate in weeding; participate in lawn mowing.

Skills gained and benefits through participation may include:
working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.

Animation
Course code: SWE003
Module code: TS1050
Preston & Prahran • 7 sessions • $495
Day       Date       Time
Wed 20/4 – 1/6 9.00am–12.00pm
Wed 20/7 – 31/8 9.00am–12.00pm

In this Melbourne Polytechnic program, students with disabilities and/or learning difficulties will explore different aspects of animation and its use in the commercial world. Commercials, cartoons, films and comics are included.

The course will enable participants to develop animation skills, develop storylines and explore computer animation programs, as well as hand drawing.

Topics include: computer animation; story boards; hand drawn animation.
Choir

Course code: SWE006
Module code: TS1053
Preston & Prahran • 7 sessions • $495

Day  Date  Time
Wed 20/4 – 1/6  9.00am–12.00pm
Wed 20/7 – 31/8  9.00am–12.00pm

Get in tune with Melbourne Polytechnic’s short course choir! Students with disabilities and/or learning difficulties will explore various musical styles.

**Topics include:** look at their individual music preferences; work as a team to select pieces of music to sing; experience singing as a choir; increase self-confidence and self-esteem

**Skills gained and benefits through participation may include:** working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.

Woodcraft

Course code: SWE011
Module code: TS1058
Preston & Prahran • 7 sessions • $495

Day  Date  Time
Wed 20/4 – 1/6  9.00am–12.00pm
Wed 20/7 – 31/8  9.00am–12.00pm

This Melbourne Polytechnic course allows students with disabilities and/or learning difficulties to explore working with wood through simple projects.

**Topics include:** looking at workshop hand tools; learning about occupational health and safety; care and maintenance of hand tools; construction of small wooden items such as trays, toys, tool boxes; looking at simple plans; planning a job.

**Skills gained and benefits through participation may include:** working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.

Personal Presentation

Course code: SWE009
Module code: TS1056
Preston & Prahran • 7 sessions • $495

Day  Date  Time
Wed 20/4 – 1/6  9.00am–12.00pm
Wed 20/7 – 31/8  9.00am–12.00pm

This Melbourne Polytechnic program aims to give students with a disability and/or learning difficulty hands-on experiences to assist with personal presentation.

**Topics include:** explore the personal services focusing on nails; makeup and hair; dress sense; pampering and relaxation.

**Skills gained and benefits through participation may include:** working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.

Café Culture

Course code: SWE005
Module code: TS1052
Preston & Prahran • 7 sessions • $495

Day  Date  Time
Wed 20/4 – 1/6  9.00am–12.00pm
Wed 20/7 – 31/8  9.00am–12.00pm

In this Melbourne Polytechnic program, students with disabilities and/or learning difficulties will explore the industry via visits to coffee shops.

Students will practise making coffee, tea and other beverages.

**Topics include:** what is cafe culture? exploring coffee shops; what are the ingredients of a successful cafe?; hands on experience making tea, coffee and other drinks.

**Skills gained and benefits through participation may include:** working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.
Life Skills Cooking

Course code: SWE008
Module code: TS1055
Preston & Prahran • 7 sessions • $495

Day  Date Time
Wed  20/4 – 1/6  9.00am–12.00pm
Wed  20/7 – 31/8  9.00am–12.00pm

In this Melbourne Polytechnic program, students with disabilities and/or learning difficulties will learn how to stock a pantry with cooking essentials, and to cook simple meals on a budget.

Topics include: looks at food nutrition and students will learn how to cook simple meals.

Skills gained and benefits through participation may include:
working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.

A Fitter Me

Course code: SWE004
Module code: TS1051
Preston & Prahran • 7 sessions • $495

Day  Date Time
Wed  20/4 – 1/6  9.00am–12.00pm
Wed  20/7 – 31/8  9.00am–12.00pm

In this Melbourne Polytechnic training program, students with disabilities and/or learning difficulties will learn about improving their health and wellbeing.

Topic includes: nutrition, exercise and diet, lifestyle choices and barriers to a healthy lifestyle.

Skills gained and benefits through participation may include:
working as part of a team; communication skills; new friendship networks; a “Taster” for students considering studying at TAFE; self management / independence; increasing self confidence and self esteem.

There are no prerequisites for this program.

This short course does not provide credits, however, will assist students to experience the benefits of studying at Melbourne Polytechnic and can provide pathways to accredited courses within the Work Education Centre.

Intro to Hospitality

Course code: SWE013
Module code: TS1102
Preston • 36 sessions • $1,650

Day  Date Time
Tue & Thu  8/2 – 25/11  9.00am–12.00pm

In this Melbourne Polytechnic training program, students with disabilities and/or learning difficulties will have an opportunity for students to work together in a project based setting to enhance skills in cleaning and maintaining kitchen and equipment, hygiene and food safety, basic food preparation and venue set up.

This program meets the needs of students with learning needs and intellectual disabilities by expanding their experiences through hands on and project based learning. The course provides a taster into the hospitality industry with the option of undertaking accredited course on completion.

Intro to Hospitality will give students an insight into the hospitality industry and work opportunities.

Topics include: identifying different types of appropriate workplace communication; participate in group discussions and activities; learning to work in a team; rights & responsibilities of employees & employers; learning the difference between positive & negative criticism; develop skills in this industry; learn about different jobs in this industry; use various equipment; teamwork; problem solving; WH & S.

Participate in a range of routine and predictable hospitality work activities.

This program will provide participants with a Participation Certificate in Intro to Hospitality.
Performing Arts

Course code: SWE014
Module code: TS1103

Preston • 36 sessions • $5,500

Day Date Time
Tue & Thu 8/2 – 25/11 9.00am–4.00pm

In this Melbourne Polytechnic training program, students with disabilities and/or learning difficulties will have an opportunity for students to work together in a project based setting to enhance skills in theatre and production, set design and construction, staging and production and performing arts industry.

This program meets the needs of students with learning needs and disabilities by expanding their experiences through hands on and project based learning.

Performing Arts will give students a taster and insight into the creative arts industry and work opportunities.

**Topics include:** identifying different types of appropriate workplace communication; participate in group discussions and activities; learning to work in a team; rights & responsibilities of employees & employers; learning the difference between positive & negative criticism; develop skills in this industry; (performance making, the Industry, theatre in context); learn about different jobs in this industry; use various equipment; problem solving; WH&S; work skills.

This program will provide participants with a Participation Certificate in Performing Arts.

Dance and Movement

Course code: SWE015
Module code: TS1104

Prahran • 7 sessions • $495

Day Date Time
Wed 20/4 – 1/6 9.00am–12.00pm
Wed 20/7 – 31/8 9.00am–12.00pm

In this Melbourne Polytechnic training program, students with disabilities and/or learning difficulties will have an opportunity for students to work together in a project based setting to enhance skills dance and movement, production and performing arts industry.

This program meets the needs of students with learning needs and disabilities by expanding their experiences through hands on and project based learning.

Dance and Movement will give students a taster and insight into the arts industry and work opportunities.

**Topics include:** identifying different types of appropriate workplace communication; participate in group discussions and activities; learning to work in a team; rights & responsibilities of employees & employers; learning the difference between positive & negative criticism; develop skills in this industry; problem solving; WH&S; work skills.

This program will provide participants with a Participation Certificate in Dance and movement.
**SECTION A: STUDENT TO COMPLETE - PERSONAL DETAILS - PLEASE PRINT CLEARLY. All information must be provided or enrolment may be denied.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Is this your first Melbourne Polytechnic course?</td>
<td>Yes [ ] No [ ]</td>
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<tr>
<td>Legal Family Name</td>
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<td>Legal Given Names</td>
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<td>Gender</td>
<td>Female [ ] Male [ ]</td>
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<tr>
<td>Domestic/International student</td>
<td>[ ]</td>
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<tr>
<td>Do you require special assistance because of the disability?</td>
<td>[ ] Vision [ ] Medical Condition [ ] Other [ ]</td>
</tr>
<tr>
<td>Do you have a Victorian Student Number (VSN)?</td>
<td>Yes [ ] No [ ] Please specify [ ]</td>
</tr>
<tr>
<td>Do you have a USI?</td>
<td>YES [ ] Please specify [ ] NO go to: <a href="http://www.usi.gov.au">www.usi.gov.au</a> to be issued with your personal USI</td>
</tr>
<tr>
<td>Do you give permission for your student ID photo to be printed on documents for Melbourne Polytechnic internal use and documents requested by authorised external agencies (eg Centrelink)?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Labor Force Status</td>
<td>Full-time employee [ ] Part-time employee [ ] Self-employed - not employing others [ ] Employer [ ]</td>
</tr>
<tr>
<td>Current or Recent Occupation</td>
<td>Manager [ ] Technician/Trade Worker [ ] Clerical/Admin Worker [ ] Machinery Operator/Driver [ ] Other [ ]</td>
</tr>
<tr>
<td>Most recent Victorian School or registered training provider with which you have participated in training in Victoria</td>
<td>[ ]</td>
</tr>
<tr>
<td>Do you consider you have a disability, impairment or long-term condition?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>In which country were you born?</td>
<td>[ ] Australia [ ] Other - Please specify [ ]</td>
</tr>
<tr>
<td>Do you speak a language other than English at home?</td>
<td>Yes, Other - Please specify [ ] No, English only [ ]</td>
</tr>
</tbody>
</table>

**10. Are you of Aboriginal or Torres Strait Islander origin?**
- Aboriginal [ ]
- Both (Aboriginal and Torres Strait Islander) [ ]
- Torres Strait Islander [ ]
- Neither [ ]

**11. Do you consider you have a disability, impairment or long-term condition?**
- Yes [ ]
- No [ ]

**12. Do you require special assistance because of the disability?**
- Yes [ ]
- No [ ]

**13. Are you still attending secondary school?**
- Yes [ ]
- No [ ]

**14. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?**
- To get a job [ ]
- To develop my existing business [ ]
- To try for a different career [ ]
- A requirement of my job [ ]
- I want extra skills for my job [ ]
- To get into another course of study [ ]
- Other reasons [ ]

**15. Select ALL the qualifications you have SUCCESSFULLY completed in Australia, overseas, or as part of a VCAL or Vet in Schools (VETiS) program.**

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Australian Qualifications</th>
<th>VCAA/ VET in Schools (VETiS)</th>
<th>International qualifications formally recognised in Australia</th>
<th>International qualifications NOT recognised in Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor or Higher Degree</td>
<td>008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adv Diploma or Ass Degree</td>
<td>009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma or Ass Diploma</td>
<td>010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert IV or Adv Cert/Technician</td>
<td>011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert III or Trade Cert</td>
<td>012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert II</td>
<td>013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert I</td>
<td>014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert other than above</td>
<td>015</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION B: STUDENT/ENROLLING OFFICER TO COMPLETE THIS SECTION - Course and Payment details

Course Name: 
Internal Course Code: 
Fund Source: 
Start Date: 
Campus: 
Estimated Fees: 
Materials Code: 
Amount: 
Institute Accredited Course: 
Materials & Ancillaries: 
Other: 
Total: 

SECTION C: INFORMATION SERVICES OFFICER to complete this section.

Register operator: 
Date: 
Receipt No: 
Enrolled on Strata by: 
Date: 

SECTION D: STUDENT TO READ - Terms and Conditions

Payment: Enrolment cannot be accepted unless full payment of fees is made. You can pay by cash, EFTPOS, cheque, money order, Visa or MasterCard. Please note: Diners and AMEX are not accepted. Write your name on the back of your cheque or money order. Make cheques payable to Melbourne Polytechnic.

Third party payment arrangements: If this enrolment is to be paid by a third party, a letter of authority and a ‘Request for Invoice’ must be attached to this enrolment. GST: Where GST is applicable, it is included in the fee.

Who can enrol: Anyone 16 years and over. Some courses may require you to be over 18 years old and some courses specify prerequisites.

Refunds: A handling charge may be deducted from each refund. Under normal circumstances requests for refunds less than five working days prior to the course commencement cannot be considered. Application for refunds must be made on the official 2015 Melbourne Polytechnic Application for Refund of Fees form.

Transfers: Under normal circumstances requests for transfers less than five working days prior to the course commencement cannot be considered. Application for transfers less than five working days prior to the course commencement cannot be considered. Application for transfers less than five working days prior to the course commencement cannot be considered.

Course cancellation or postponement: Courses with low enrolment may be cancelled or deferred. You will be notified of this 48 hours prior to course commencement. In the case of cancellation, you will be offered a transfer, or full refund. Refunds may take up to three weeks.

Course Locations: Campus locations can be found at www.melbournepolytechnic.edu.au/campuses/

Please note: Classes do not run on public holidays or during Melbourne Polytechnic semester breaks (unless otherwise advised).

Materials and textbooks: Bring a notepad and pen to all courses. Materials and textbooks specified in course descriptions may be bought at Melbourne Polytechnic Bookshops at all campus libraries.

Enrolment Form: To enrol in more than one course, photocopy the form. Please ensure you fill in all contact details as we may need to contact you regarding changes to courses.

Class sizes: Class sizes are limited. Early payment of fees is advisable.

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

SECTION E: STUDENT TO COMPLETE - Student Declaration

Victorian Government VET Student Enrolment Privacy Notice: The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2004 (Vic) and the Health Records Act 2001 (Vic).

Collection of your Data: Melbourne Polytechnic is required to provide the Department with student and training activity data. This includes personal information collected in the Melbourne Polytechnic enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth’s Unique Student Identifier (USI). Melbourne Polytechnic provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: www.education.vic.gov.au/training/providers/sri/Pages/datatablescollection.aspx.

Use of your Data: The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning. A student’s USI may be used for specific VET purposes including the verification of student data provided by Melbourne Polytechnic; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your Data: As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory: The Department’s collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey Participation: You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your Information: Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, Correction and Complaints: You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Melbourne Polytechnic’s Privacy Officer in the first instance by phone 03 9269 1200 or email privacy@melbournepolytechnic.edu.au

Further Information: For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: www.education.vic.gov.au/Pages/privacypolicy.aspx.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: www.usi.gov.au/Students/Pages/student-privacy.aspx.

I acknowledge that I have read the Victorian Government’s VET Student Enrolment Notice.

Student Signature: 
Date: 

HOW and WHERE TO ENROL

Phone: Enrolments by credit card or Visa or MasterCard ONLY. (Diners and AMEX not accepted) 
03 9269 8615

Facsimile: Enrolments by credit card or Visa or MasterCard ONLY. (Diners and AMEX not accepted) 
03 9269 8638

Mail: Completed enrolment application to: 
Short Courses, Melbourne Polytechnic, PO Box 136, West Heidelberg VIC 3081

In person: Enrolment application and payment to any Melbourne Polytechnic campus. Hours: Mon-Fri 8.45am-5.00pm

Email: shortcourses@melbournepolytechnic.edu.au

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MELBOURNE POLYTECHNIC LOCATIONS

CAMPUSSES

Collingwood
20 Otter St
Collingwood VIC 3066

Epping
Corner Cooper St and Dalton Rd
Epping VIC 3076

Fairfield
Yarra Bend Rd
Fairfield VIC 3078

Heidelberg
Corner Waterdale Rd and Bell St
Heidelberg West VIC 3081

Prahran
144 High St
Prahran VIC 3181

Preston
77 St Georges Rd
Preston VIC 3072

RETAIL

Northland Shopping Centre
Shop F 007
2-50 Murray Road
Preston VIC 3072

Westfield Plenty Valley
Shop 23
415 McDonalds Rd
Mill Park VIC 3082
WE OFFER HUNDREDS OF VOCATIONAL AND HIGHER EDUCATION COURSES FROM A VARIETY OF STUDY AREAS.

Animal Studies
Art and Design
Bridging and Preparation for Further Study
Building and Construction Trades
Business
Child Care, Teaching and Education
Earth Sciences
Electrical Engineering
English Language Skills
Hair and Beauty
Health and Community Services
Hospitality, Tourism and Events
Information Technology
Legal and Justice
Media and Communications
Music, Sound and Theatre
Victorian Certificate of Applied Learning (VCAL)
Work Education

www.melbournepolytechnic.edu.au/study-areas