



SHORT COURSES

ISSUE 1, January 2019



MELBOURNE
POLYTECHNIC

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

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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

Greensborough
Civic Drive
Greensborough VIC 3088

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

SKILLS AND JOBS CENTRES

Melbourne Polytechnic @ Northland Shopping Centre
[Shop F 007](#), 2-50 Murray Rd, Preston VIC 3072

Melbourne Polytechnic @ Westfield Plenty Valley
[Shop 23](#), 415 McDonalds Rd, Mill Park VIC 3082

RETAIL AND ENROLMENT

Melbourne Polytechnic @ Westfield Doncaster
[Level 1, Shop 1035](#), 619 Doncaster Rd, Doncaster VIC 3108

www.melbournepolytechnic.edu.au

TRAINING CENTRES

Ararat
Grano St
Ararat VIC 3377

Growling Frog Vineyard
1910 Donnybrook Rd
Yan Yean VIC 3755

Northern AMEP Centre
Corner Belfast and Blair St
Broadmeadows VIC 3047

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

Northern Lodge, Yan Yean
2005 Plenty Rd
Yan Yean VIC 3755

*This training may be delivered with Victorian and Commonwealth Government funding.
Information correct at December 2018 © MELBOURNE POLYTECHNIC*

| | | |
|--|---|---|
|  |  |  |
| National Provider No. 3075 CRICOS Provider 00724G 3693 SCFS 181218 | | |

Check out the latest updates in Short Courses at www.melbournepolytechnic.edu.au/short-courses

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FEE FOR SERVICE ENROLMENT FORM 2019

18, 19

ONLINE EDUCATION

Convenient and Affordable

Instructor Lead Format

Online Course Accessible 24/7

FIND YOUR COURSE TODAY

www.ed2go.com/r-melbpoly/

MELBOURNE POLYTECHNIC



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.

AGRICULTURE

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

Home Butchery

Course code: SAH028

Module code: TS1250

Epping • 1 session • \$245

(half a side of sheep is included in the cost)

| Day | Date | Time |
|-----|------|---------------|
| Sat | 23/2 | 8.30am–5.00pm |
| Sat | 23/3 | 8.30am–5.00pm |
| Sat | 25/5 | 8.30am–5.00pm |
| Sat | 22/6 | 8.30am–5.00pm |
| Sat | 20/7 | 8.30am–5.00pm |
| Sat | 24/8 | 8.30am–5.00pm |

The Home Butchery short course is a basic course that will give owners, operators of small livestock production enterprises and people involved in the hospitality industry wanting additional skills the knowledge in the 'paddock to plate' process.

This course will cover the skills and knife sharpening and breaking down a carcass (sheep or beef) into primal cuts.

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 carcass into primal cuts, processing the cuts into a variety of meat products such as roast and sausages.

Please note: Carcass prices may vary due to price variation.

Farm Chemical Users Course

Course code: SOH027

Module code: TS1260, TS1261

Fairfield • 2 sessions • \$350

| Day | Start-End | Time |
|-----------|-----------|---------------|
| Mon - Tue | 8/4-9/4 | 8.30am–4.00pm |
| Mon - Tue | 1/7-2/7 | 8.30am–4.00pm |
| Mon - Tue | 23/9-24/9 | 8.30am–4.00pm |

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

Our course has been designed for farm owners or farm labourers that are 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.

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 or are requiring a Commercial Operators Licence, please contact shortcourses@melbournepolytechnic.edu.au to discuss the requirements.

This course consists of the following unit of competency:

- AHCCHM303** Prepare and apply chemicals
- AHCCHM304** Transport and store chemicals

Completion of this Unit of Competency, you will earn credits towards a Nationally Recognised qualification in Agriculture (Certificate I-IV and Diploma).

Farm Fencing

Course code: SAH013

Module code: TS1298

Yan Yean Farm • 2 sessions • \$295

| Day | Start-End | Time |
|-----------|-----------|---------------|
| Sat - Sun | 18/5-19/5 | 9.00am–4.00pm |
| Sat - Sun | 7/9-8/9 | 9.00am–4.00pm |

Melbourne Polytechnic is providing training in the basic skills of conventional farm fencing for land owners and tenants of small farms or if you are building your knowledge to enable you to work in the rural areas.

Topics include:

- ▶ Introduction to subject and assessment method
- ▶ Equipment required to construct and maintain fences
- ▶ Identify fences appropriate for livestock
- ▶ Safety issues and legal requirements for fences
- ▶ Basic design and operation of a fence
- ▶ Electric fence design (temporary, cells and permanent)
- ▶ Selection of appropriate energiser
- ▶ Budgeting for fence construction
- ▶ Construction of permanent fence
- ▶ Demonstration safe use of equipment
- ▶ Selecting appropriate fencing knots
- ▶ Texting of voltage levels in fence
- ▶ Gate construction.

On completion of this course, participants will have developed the skills and knowledge to construct and maintain conventional farm fencing.

This course consists of the following unit of competency:

- AHCINF303** Plan and construct conventional fencing



Introduction to Tractors

Course code: SAH009

Module code: TS1229

Yan Yean Farm • 3 sessions • \$325

| Day | Date | Time |
|-----------|-------------|---------------|
| Sat - Sun | 27/4-5/5 | 9.00am-4.00pm |
| Sat - Sun | 12/10-20/10 | 9.00am-4.00pm |

This unique short course is offered over a weekend at Melbourne Polytechnic's farm in Yan Yean.

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.

This course consists of the following unit of competency:

AHCMOM202 Operate tractors

Whole Farm Planning

Course code: SAH016

Module code: TS1365

Yan Yean Farm • 5 sessions • \$450

| Day | Date | Time |
|------|-----------|---------------|
| Sat* | 20/7-14/9 | 9.00am-4.00pm |

(*Every second Saturday)

BEAUTY

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

Bridal Makeup for all Diversities

Course code: SVA096

Module code: TS1363

Prahran • 10 sessions • \$695 plus \$100*

(*Brush kit and consumables used for hygiene and OHS)

| Day | Date | Time |
|-----|-----------|----------------|
| Sat | 27/4-29/6 | 10.00am-3.30pm |

Melbourne Polytechnic Bridal Make Up For All Diversities short course will assist participants through a structured programme on various Bridal make up techniques and knowledge of all skin tones and product.

The course is designed to assist participants on various bridal makeup techniques, knowledge of skin tones, cultures, and products, and understand contracts and how to consult on a freelance basis on information required for the bridal industry.



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 land care
- ▶ 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.

This course consists of the following unit of competency:

AHCAGB505 Develop a whole farm plan

Completion of this Unit of Competency, you will earn credits towards a Nationally Recognised qualification in Agriculture (Certificate I-IV and Diploma).

Topics include:

- ▶ OHS
- ▶ Tools and equipment
- ▶ Skin theory, care and preparation
- ▶ Ingredients and benefits
- ▶ Face shapes
- ▶ Eye shapes
- ▶ Lip shapes
- ▶ Corrective contouring
- ▶ Colour analysis
- ▶ Preparing clients for service
- ▶ Contracts and consumer law
- ▶ Theory (and demonstration where possible) on asian, arabic, indian, dark skins, young/sensitive, and mature skins
- ▶ Lash application.

Vintage and Contemporary Bridal Hair

Course code: SVA097

Module code: TS1364

Prahran • 10 sessions • \$695 plus \$100*

(*Brush kit and consumables used for hygiene and OHS)

| Day | Start-End | Time |
|-----|-----------|----------------|
| Sat | 20/7-21/9 | 10.00am-3.30pm |

Melbourne Polytechnic Vintage and Contemporary Bridal Hair course assists participants through a structured programme on various hair preparation and styling techniques to increase the participant's technical knowledge and styling ability by completing various tasks throughout the weekly course.

Designed for people that have basic knowledge of hair styling. Techniques cover hair preparation, products, styling techniques to create vintage periods, and recreate for a contemporary, modern feel for Red carpet, Bridal, Editorial contexts.

Topics include:

- ▶ OHS
- ▶ Tools and equipment

- ▶ Adornments
- ▶ Theory and styles from 1920's, 1930's, 1940's, 1950's, 1960's and 1970's
- ▶ Use of padding
- ▶ Elements of braiding
- ▶ Pin curl sets
- ▶ Hot roller setting
- ▶ Modern techniques of wand/straightening irons.

At the end of the course, participants will be able to perform a range of designs and styling techniques authentic to period, and create and incorporate into modern day styling & have confidence in identifying tools and equipment for the preparation and creation of styling.

At the end of the course, participants will be able to consult and establish client needs, create a variety of wedding looks and themes; from vintage looks, beach weddings, winter weddings, and classic looks, to gain comprehensive knowledge on skin tones and colours and cultures, and be able to create various looks using techniques, tools utilised for diversity, to gain vital knowledge on consultation techniques, contract and consumer law and develop marketing skills to freelance in the Bridal Industry.

BUILDING AND CONSTRUCTION

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

Basic Carpentry

Course code: SBU020

Module code: TS186

Heidelberg • 3 sessions • \$770

| Day | Start-End | Time |
|-----|-------------|---------------|
| Sat | 16/2-1/3 | 8.00am-4.30pm |
| Sat | 11/5-25/5 | 8.00am-4.30pm |
| Sat | 3/8-17/8 | 8.00am-4.30pm |
| Sat | 12/10-26/10 | 8.00am-4.30pm |

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

Topics include:

- ▶ Introduction to carpentry hand tools and general safety
- ▶ Completion of hand tool exercises
- ▶ Intro to power tools starting with portable power saw and electric planer
- ▶ Slide compound, mitre saw and it's many functions
- ▶ Door frame and door hanging
- ▶ Bearers and Joists
- ▶ Timber wall
- ▶ Joining timber fastening systems

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 and portable power tools and construction of basic projects.

Construction Induction Card

(formerly Red Card Training)

Course code: SMM069

Module code: TS1269

Heidelberg • 1 session • \$175

| Day | Start-End | Time |
|-----|-----------|---------------|
| Wed | 20/2 | 8.30am-4.00pm |
| Wed | 20/3 | 8.30am-4.00pm |
| Wed | 17/4 | 8.30am-4.00pm |
| Wed | 22/5 | 8.30am-4.00pm |
| Wed | 19/6 | 8.30am-4.00pm |
| Wed | 24/7 | 8.30am-4.00pm |
| Wed | 21/8 | 8.30am-4.00pm |
| Wed | 18/9 | 8.30am-4.00pm |
| Wed | 23/10 | 8.30am-4.00pm |
| Wed | 20/11 | 8.30am-4.00pm |

The Construction Induction Card (White 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 WH&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:

- ▶ WH&S legislative requirements
- ▶ Construction hazards and control measures
- ▶ WH&S communication and reporting processes
- ▶ WH&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.

The course consists of the following unit of competency:

CPCWHS1001 Prepare to work safely in the construction industry



Cooling Towers for Auditors

Course code: SBE269

Module code: TS1021

Preston • 4 sessions • \$1395

| Day | Start-End | Time |
|---------|-------------|---------------|
| Tue-Fri | 14/5-17/5 | 9.00am-4.00pm |
| Tue-Fri | 22/10-25/10 | 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.

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.

As mentioned, successful participants can apply to the Department of Health Services for certification as an approved auditor.

Furniture Making

Course code: SFM001

Module code: TS185

Heidelberg • 10 session • \$770

| Day | Start-End | Time |
|-----|--------------|---------------|
| Tue | 12/2 - 17/4 | 6.00pm-9.00pm |
| Tue | 1/5 - 3/7 | 6.00pm-9.00pm |
| Tue | 23/7-24/9 | 6.00pm-9.00pm |
| Tue | 8/10 - 17/12 | 6.00pm-9.00pm |

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.

COMPUTER AIDED DESIGN

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

Online courses available: <https://www.ed2go.com/r-melbpoly/SearchResults.aspx?SearchTerms=computer+programs>

AutoCAD Level 1

Course code: SMM012

Module code: TS139

Preston • 5 session • \$550

| Day | Start-End | Time |
|-----|-------------|---------------|
| Mon | 25/2-1/4 | 5.30pm-9.30pm |
| Mon | 22/7-19/8 | 5.30pm-9.30pm |
| Mon | 14/10-18/11 | 5.30pm-9.30pm |

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 participants.

Topics include:

- ▶ Sketched features
- ▶ Placed features
- ▶ Work planes, axis and points
- ▶ Assemblies and constraints
- ▶ Motion, interference.



ELECTRICAL

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

Online courses available: <https://www.ed2go.com/r-melbpoly/SearchResults.aspx?SearchTerms=business>

Licensed Electrical Assessment (LEA) – Electrical Practice (LEP) - Tutorial

Course code: SET046

Module code: TS541

Heidelberg • 3 sessions • \$445

| Day | Starting | Time |
|---------|----------|---------------|
| Tue-Thu | 5/2 -7/2 | 8.30am-4.00pm |

Contact **03 9269 8615** for more dates.

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 - LEP Assessment for electricians.

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

Course code: SET044

Module code: TS540

Heidelberg • 3 sessions • \$480

| Day | Starting | Time |
|---------|-----------|---------------|
| Tue-Fri | 12/2-14/2 | 8.30am-4.00pm |

Contact **03 9269 8615** for more dates.

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) – Safe Working Practice (SWP) - Tutorial

Course code: SET045

Module code: TS539

Heidelberg • 1 sessions • \$195

| Day | Starting | Time |
|------|----------|---------------|
| Tues | 5/2 | 8.30am-4.30pm |
| Wed | 6/2 | 8.30am-4.30pm |

Contact **03 9269 8615** for more dates.

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 Practical (LEP) –Assessment

Course code: SET054

Module code: TS688

Heidelberg • 1 sessions • \$255

| Day | Starting |
|-----|----------|
| Mon | 4/2 |
| Tue | 5/2 |
| Thu | 7/2 |
| Fri | 8/2 |

For times, contact the LEA Assessment booking office on **03 9269 8615** or email shortcourses@melbournepolytechnic.edu.au

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 sessions • \$93

| Day | Starting |
|-----|------------------------|
| Fri | 28/2 (once a month) |

For times, contact the LEA Assessment booking office on **03 9269 8615** or email shortcourses@melbournepolytechnic.edu.au

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

Heidelberg • 1 sessions • \$143

| Day | Starting |
|-----|----------|
| Wed | 6/2 |
| Thu | 7/2 |
| Wed | 8/2 |

For times, contact the LEA Assessment booking office on **03 9269 8615** or email shortcourses@melbournepolytechnic.edu.au

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.



Melbourne Polytechnic 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.

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

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).

HORTICULTURE

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

Chainsaw Operation and Safety

Course code: SOH017

Module code: TS1093

Fairfield • 1 sessions • \$275

| Day | Start-End | Time |
|-----|-----------|---------------|
| Mon | 25/2 | 8.30am-4.00pm |
| Mon | 25/3 | 8.30am-4.00pm |
| Mon | 29/4 | 8.30am-4.00pm |

Melbourne Polytechnic's short course in Chainsaw Operations and Safety provides users with the basic skills to operate and maintain this potentially dangerous piece of equipment, safely. There is more to using a chainsaw than just starting it up. Get the job done safely with this one-day course.

This course is designed to provide skills in the operation of chainsaws and the promotion of safe working practices. The course is designed for people working in basic operation and maintenance of chainsaws.

Emphasis is placed on the individual's responsibility to ensure safe working practice is maintained while operating a chainsaw. While this course is appropriate for professionals and occasional user alike, it also benefits anyone who may be using or 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 correctly.

Assessment: Practical and written assessment is to be completed in order to obtain a Statement of Attainment.



Registered Electrical Contractor (REC)

Course code: SCE061

Module code: TS1207

Preston • 8 sessions • \$650

| Day | Start-End | Time |
|-----|-----------|---------------|
| Mon | 4/2-1/4 | 5.30pm-9.30pm |
| Mon | 29/4-24/6 | 5.30pm-9.30pm |
| Mon | 22/7-9/9 | 5.30pm-9.30pm |
| Mon | 7/10-2/12 | 5.30pm-9.30pm |

Melbourne Polytechnic is offering the Registered Electrical Contractors (REC) for participants that would like to be registered as an Electrical Contractor.

Topics include:

- ▶ Knowledge and skills required to ensure regulatory technical, occupational and workplace relations requirements are met in conducting a contracting business
- ▶ Apply knowledge of business practices
- ▶ Technical regulations and standards
- ▶ Legislated obligations in relation to safety, the environment, heritage sites, employment and human resources.

This course consists of the following State accredited unit:

VU21527 Conduct an electrical contracting business

This course consists of the following unit of competency:

AHCMOM213 Operate and Maintain chainsaws.

Completion of this Unit of Competency, will earn you credits towards some Nationally Recognised qualification courses.

Commercial Hydroponic Crop Production

Course code: SOH036

Module code: TS1089

Fairfield • 13 sessions • \$660

| Day | Start-End | Time |
|-----|------------|---------------|
| Thu | 14/3-27/6 | 5.30pm-9.00pm |
| Thu | 22/8-21/11 | 5.30pm-9.00pm |

Become a part of this ever-growing industry responsible for the supply of most of the world's food needs. Enter this expanding industry and be involved with much of the developments that are being made.

Experts in the hydroponic crop production trade are highly sought after as farming specialist's and organisations look for professionals to excel in future methods to sustain our crops.

The course covers all major aspects of Commercial Hydroponic production using the latest technologies and methods. Our qualified and industry experienced teachers will guide you through your learning modules enabling you to start your career in this emergent trade. The program includes a one day visits to a series of commercial hydroponic operations.

Topics include:

- ▶ Overview of the industry
- ▶ Crop selection
- ▶ Hydroponic systems
- ▶ Growing structures and location
- ▶ Pest and diseases
- ▶ Plant nutrition and requirements
- ▶ Visit a series of commercial hydroponic crop production facilities.



Farm Chemical Users Course

Course code: SOH027
Module code: TS1260, TS1261
Fairfield • 2 sessions • \$350

| Day | Start-End | Time |
|---------|-------------|---------------|
| Mon-Tue | 8/4-9/4 | 8.30am-4.00pm |
| Mon-Tue | 1/7-2/7 | 8.30am-4.00pm |
| Mon-Tue | 23/9 - 24/9 | 8.30am-4.00pm |

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

Our course has been designed for farm owners or farm labourers that are 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.

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 or are requiring a Commercial Operators Licence, please contact shortcourses@melbournepolytechnic.edu.au to discuss the requirements.

This course consists of the following unit of competency:

| | |
|------------------|-------------------------------|
| AHCCHM303 | Prepare and apply chemicals |
| AHCCHM304 | Transport and store chemicals |

Completion of this Unit of Competency, you will earn credits towards a Nationally Recognised qualification in Agriculture (Certificate I-IV and Diploma).

Fumigation Course

Course code: SOH029
Module code: TS2002
Fairfield • 3 sessions • \$1,650

| Day | Start-End | Time |
|---------|-----------|---------------|
| Mon-Wed | 18/3-20/3 | 8.30am-4.00pm |
| Mon-Wed | 9/9-11/9 | 8.30am-4.00pm |

This course covers fumigation requirements for licensing in both the DPI and Human Service and indirectly AFAS (importing and exporting) in Victoria and fumigation in other States of Australia.

Topics include:

- ▶ Dealing with methyl bromide and phosphine to stacks
- ▶ Silos
- ▶ Containers and buildings and focusing on gasses and fumigation
- ▶ Gas detection
- ▶ Protective equipment
- ▶ Calculating. Fumigants
- ▶ Practical demonstration
- ▶ Fumigation practices for stacks
- ▶ Silos and buildings
- ▶ Legal obligations and developing fumigation procedures.

Assessment: As part of this course, participants will be required to complete several assignments. These will need to be completed within 4 weeks and returned to the lecturer.

For those operating under Department of Health Services, you will require a workplace assessment prior to licensing.

This course consists of the following unit of competency:

| | |
|-------------------|-------------------------------|
| CPPPMT3011 | Manage organisms by fumigants |
|-------------------|-------------------------------|



Upon successful completion of all these requirements of this course each participant will need to undergo a workplace assessment. The workplace assessment requires a satisfactory competent result.

An additional fee for workplace assessments will apply for those seeking Human Services licensing only; Fee on application.

Introduction to Beekeeping

Course code: SOH052
Module code: TS1259
Fairfield • 6 sessions • \$220

| Day | Start-End | Time |
|-----|-----------|---------------|
| Thu | 14/2-28/3 | 6.30pm-9.00pm |
| Thu | 25/7-5/9 | 6.30pm-9.00pm |

Please register your interest with Melbourne Polytechnic Short Course staff on **03 9269 8615**.

Get your garden buzzing and reap the rewards. This introductory beekeeping course will show you the first, important steps you need to take to keep beehives healthy and happy.

At the end of the course, you will know how to:

- ▶ Open and reassemble a beehive
- ▶ Re-queen a honey colony
- ▶ Manage pest and disease within a honey bee colony
- ▶ Use a bee smoker
- ▶ Remove a honey crop from a hive.

Pest Management Technician

Course code: SOH040
Module code: TS1290, TS1291, TS1292
Fairfield & Greensborough • 6 sessions • \$1365

| Day | Start-End | Time | Campus |
|---------|------------|---------------|---------------|
| Wed-Fri | 13/2-15/3 | 8.30am-4.00pm | Greensborough |
| Wed-Fri | 26/6-30/8 | 8.30am-4.00pm | Greensborough |
| Tue-Thu | 24/9-31/10 | 8.30am-4.00pm | Greensborough |
| Tue | 30/4-6/8 | 6.00pm-9.00pm | Fairfield |

Get prepared to apply for your Pest Management Technician license.

This short course will give you the skills and knowledge you need to become an expert in pest management and control. At the end of the course, you will be able to:

Topics include:

- ▶ Inspect work site and identify pests and pest activity
- ▶ Develop and discuss pest management plan with client
- ▶ Prepare work site for pest management
- ▶ Select and prepare equipment and pesticides required to implement pest management plan
- ▶ Apply pesticides
- ▶ Finalise work and complete documentation
- ▶ Clean, safety check and store equipment
- ▶ Adapt or create physical conditions in work site to manage pests
- ▶ Set up storage area in pest management vehicle
- ▶ Stock vehicle storage area
- ▶ Control and maintain stocks of equipment and chemicals
- ▶ Control a pest management vehicle storage area
- ▶ Maintain a pest management vehicle
- ▶ Respond to emergency situations (involves a practical excursion).

This course consists of the following unit of competency:

| | |
|-------------------|--|
| CPPPMT3005 | Managing pests without applying pesticides |
| CPPPMT3006 | Manage pests by applying pesticides |
| CPPPMT3018 | Maintain equipment and pesticides storage area in pest management vehicles |



Plant Tissue Culture

Course code: SOH019

Module code: TS1100

Fairfield • 13 sessions • \$660

| Day | Start-End | Time |
|-----|------------|---------------|
| Wed | 13/3-5/6 | 5.30pm-9.00pm |
| Wed | 21/8-13/11 | 5.30pm-9.00pm |

Have you ever walked into your local nursery, seen a new and exciting plant cultivar and wondered how they get to look all the same? They are cloned! Yes, you will learn how to clone a plant! Melbourne Polytechnic's course combines both theoretical and practical sessions that will provide you with the required knowledge and skills to grow on plant material using various forms of plant tissue.

Topics include:

- ▶ Course admin and lab WH&S
- ▶ Introduction to plant tissue culture
- ▶ The stages of micro propagation
- ▶ Sources of contamination and aseptic techniques
- ▶ Basic botany
- ▶ Culture media and its components
- ▶ Plant hormones and their effects
- ▶ Basic plant nutrients
- ▶ Sub culturing
- ▶ Discussion of the assignment
- ▶ Deflasking and the glass house environment
- ▶ Problems in micro propagation
- ▶ Other tissue culture techniques
- ▶ Optimising micro propagation techniques
- ▶ Setting up a micro propagation lab
- ▶ Micro propagation at home
- ▶ Course review.

Your skills and knowledge gained in this course may lead you to a career as plant propagator; horticulture laboratory technician; botanist or plant nursery assistant or manager.

Timber Pests

Course code: SOH050

Module code: TS1225, TS1226

Greensborough • 5 sessions • \$715

| Day | Start-End | Time |
|---------|-----------|---------------|
| Wed-Fri | 27/2-29/3 | 8.30am-4.00pm |
| Wed-Fri | 24/7-13/9 | 8.30am-4.00pm |
| Wed-Fri | 8/10-7/11 | 8.30am-4.00pm |

For timetable please contact short courses office on **03 9269 8615**

Learn to identify termites and other timber pests and install management systems. This short course will provide skills to identify, install and maintain a variety of termite management systems.

Topics include:

- ▶ Introduction to timber pests
- ▶ Investigate work site and assess work requirements
- ▶ Plan for inspection
- ▶ Inspect for timber pests
- ▶ Analyse data
- ▶ Prepare and distribute inspection report
- ▶ Design management plan
- ▶ Prepare and implement plan
- ▶ Restore worksite; clean, safety check and store equipment
- ▶ Complete documentation; monitor effectiveness of management plan
- ▶ Inspect for timber pests - practical day
- ▶ Plan for installation of physical termite management systems
- ▶ Access and assess site
- ▶ Prepare site for installation
- ▶ Prepare equipment
- ▶ Install physical management system
- ▶ Restore work site and complete documentation.

This course consists of the following unit of competency:

| | |
|-------------------|---|
| CPPPMT3008 | Inspect for and report on timber pests |
| CPPPMT3010 | Control timber pests |
| CPPPMT3042 | Install physical termite management systems |



HOSPITALITY

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

Basic Barista Course

Course code: SHS067

Module code: TS989

Preston • 1 session • \$120

| Day | Date | Time |
|-----|-------|----------------|
| Sat | 9/2 | 10.00am-3.00pm |
| Sat | 23/3 | 10.00am-3.00pm |
| Sat | 13/4 | 10.00am-3.00pm |
| Sat | 18/5 | 10.00am-3.00pm |
| Sat | 22/6 | 10.00am-3.00pm |
| Sat | 20/7 | 10.00am-3.00pm |
| Sat | 24/8 | 10.00am-3.00pm |
| Sat | 14/9 | 10.00am-3.00pm |
| Sat | 19/10 | 10.00am-3.00pm |
| Sat | 23/11 | 10.00am-3.00pm |

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.

Prerequisite: Hipster beard is not a compulsory.

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, café lattes, ristretto, macchiato, mocha and espresso.



Basic Food Handlers

Course code: 29FOO
Module code: TS1236



Northland Skills and Jobs Centre • 1 session • \$120

| Day | Date | Time |
|-----|-------|----------------|
| Sat | 23/2 | 10.00am–4.00pm |
| Sat | 30/3 | 10.00am–4.00pm |
| Sat | 27/4 | 10.00am–4.00pm |
| Sat | 25/5 | 10.00am–4.00pm |
| Sat | 29/6 | 10.00am–4.00pm |
| Sat | 27/7 | 10.00am–4.00pm |
| Sat | 31/8 | 10.00am–4.00pm |
| Sat | 21/9 | 10.00am–4.00pm |
| Sat | 26/10 | 10.00am–4.00pm |
| Sat | 30/11 | 10.00am–4.00pm |

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.

This course consists of the following unit of competency:

SITXFSA001 Use hygiene practices food safety

JEWELLERY

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

Gem Setting

Course code: SMM048
Module code: TS575

Fairfield • 8 sessions • \$690

| Day | Start-End | Time |
|-----|------------|---------------|
| Thu | 2/5–20/6 | 6.00pm–9.00pm |
| Thu | 17/10–5/12 | 6.00pm–9.00pm |

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

This Intermediate Gem Setting Course is designed especially for both professional jewellers and jewellery participants 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.

Responsible Service of Alcohol (RSA)

Course code: 29BAR
Module code: TS167

Northland Skills and Jobs Centre • 1 session • \$75

| Day | Date | Time |
|-----|-------|----------------|
| Sat | 16/2 | 10.00am–2.00pm |
| Sat | 16/3 | 10.00am–2.00pm |
| Sat | 6/4 | 10.00am–2.00pm |
| Sat | 4/5 | 10.00am–2.00pm |
| Sat | 1/6 | 10.00am–2.00pm |
| Sat | 6/7 | 10.00am–2.00pm |
| Sat | 3/8 | 10.00am–2.00pm |
| Sat | 7/9 | 10.00am–2.00pm |
| Sat | 5/10 | 10.00am–2.00pm |
| Sat | 7/11 | 10.00am–2.00pm |
| Sat | 16/11 | 10.00am–2.00pm |
| Sat | 7/12 | 10.00am–2.00pm |

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.

Participants 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.

Prerequisites: Experience in the use of jewellery hand tools/equipment and have existing fabrication skills. Participants are required to provide their own tools.



Intermediate Jewellery

Course code: SMM004

Module code: TS571

Fairfield & Prahran • 8 sessions • \$445

| Day | Start-End | Time | Campus |
|-----|-------------|----------------|-----------|
| Thu | 14/2-4/4 | 6.00pm-9.00pm | Fairfield |
| Thu | 2/5-20/6 | 10.30am-1.30pm | Fairfield |
| Thu | 9/5-27/6 | 10.30am-1.30pm | Prahran |
| Thu | 25/7-12/9 | 6.00pm-9.00pm | Fairfield |
| Thu | 1/8-19/9 | 6.00pm-9.00pm | Prahran |
| Thu | 17/10-5/12 | 10.30am-1.30pm | Fairfield |
| Thu | 24/10-12/12 | 6.00pm-9.00pm | Prahran |

Prerequisites: introductory Jewellery or equivalent

This unique and popular short course in jewellery provides full workshop facilities and all necessary tools.

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 wirecable type necklet
- ▶ Studying roller printing an oxidising techniques
- ▶ Gaining an understanding of the safe production techniques
- ▶ Work health and safety (WH&S) standards involved in these projects.

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

Introductory Jewellery

Course code: SMM001

Module code: TS203

Fairfield • 8 sessions • \$445

| Day | Start-End | Time | Campus |
|-----|-------------|----------------|-----------|
| Tue | 6/2-27/3 | 10.30am-1.30pm | Fairfield |
| Thu | 14/2-4/4 | 10.30am-1.30pm | Prahran |
| Tue | 30/4-18/6 | 6.00pm-9.00pm | Fairfield |
| Fri | 10/5-28/6 | 10.30am-1.30pm | Prahran |
| Tue | 23/7-10/9 | 10.30am-1.30pm | Fairfield |
| Tue | 30/7-17/9 | 6.00pm-9.00pm | Prahran |
| Tue | 15/10-10/12 | 6.00pm-9.00pm | Fairfield |
| Tue | 22/10-17/12 | 10.30am-1.30pm | Prahran |

Have you ever wanted to make jewellery for yourself or others? This short course is for beginners and introduces you to the techniques of making simple jewellery.

Full workshop facilities are available and all necessary tools and materials are supplied.

Topics include:

- ▶ Safe operating procedures in jewellery production
- ▶ Filing techniques
- ▶ Soldering procedures
- ▶ Saw piercing skills.

Participants will produce a number of pieces of jewellery depending on the student's hand skills and confidence.

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

ONLINE COURSES

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

Melbourne Polytechnic now offers hundreds of online courses

Melbourne Polytechnic is pleased to announce it now has a program that makes it easy for you to take high-quality, noncredit online courses no matter where you are located. Through a partnership with ed2go, Melbourne Polytechnic offers hundreds of courses on just about every topic.

Through well-crafted lessons, expert online instruction, and interaction with fellow participants, you'll gain valuable knowledge at your convenience. You'll have the flexibility to study at your own pace combined with enough structure and support to complete the course. The courses can be accessed 24/7 from anywhere with an Internet connection.

- ▶ Accounting and Finance
- ▶ Business
- ▶ College (tertiary education) Readiness
- ▶ Computer Applications
- ▶ Design and Composition
- ▶ Healthcare and Medical
- ▶ Language and Arts
- ▶ Personal Development
- ▶ Teaching and Education
- ▶ Technology
- ▶ Writing and Publishing

New sessions of each six-week online course start monthly, with two lessons released weekly (for a total of 12). Each high-quality course includes comprehensive lessons, quizzes, assignments, and a discussion area. Dedicated instructors facilitate every course; pacing learners, answering questions, giving feedback, and facilitating discussions.

Popular course titles include: Creating Web Pages, Accounting Fundamentals, Speed Spanish, Grant Writing, Medical Terminology, and Real Estate Investing. New courses are introduced monthly, so there's surely something to fit your needs.

To learn more, contact Melbourne Polytechnic, Short Courses on **03 9269 8615** or visit them online at www.melbournepolytechnic.edu.au/short-courses/online-courses/

PERFORMING ARTS

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

Online courses available: <https://www.ed2go.com/r-melbpoly/SearchResults.aspx?SearchTerms=music>

The Fundamentals of Singing

Course code: SPA089

Module code: TS1244

Prahran • 6 sessions • \$220

| Day | Start-End | Time |
|-----|------------|---------------|
| Tue | 26/2-2/4 | 5.30pm-7.00pm |
| Tue | 30/4-4/6 | 5.30pm-7.00pm |
| Tue | 30/7-3/9 | 5.30pm-7.00pm |
| Tue | 8/10-19/11 | 5.30pm-7.00pm |

Please register your interest with Melbourne Polytechnic Short Course staff on **03 9269 8615**.

Melbourne Polytechnic Fundamentals of singing course is designed for people who wish to learn basics of singing or want to improve their singing. This short course is an introduction to the art of singing, exploring anatomy, vocal health and warm up routines, the connection between correct breathing and phrasing, rhythm, lyric interpretation, vocal techniques, pre performance nerves and stagecraft.

Topics include:

- Week 1 - exploring anatomy,
- Week 2 - vocal health and warm up routines,
- Week 3 - the connection between correct breathing and phrasing,
- Week 4 - rhythm, lyric interpretation,
- Week 5 - vocal techniques,
- Week 6 - pre performance nerves and stagecraft.

Each week the students will discuss aspects of singing and learn vocal warm ups before individually performing contemporary songs specifically chosen to explore all aspects of singing with supportive and positive feedback.

Introduction to Singing Blues and Jazz

Course code: SPA088

Module code: TS1243

Prahran • 6 sessions • \$220

| Day | Start-End | Time |
|-----|------------|---------------|
| Tue | 26/2-2/4 | 7.15pm-8.45pm |
| Tue | 30/4-4/6 | 7.15pm-8.45pm |
| Tue | 30/7-3/9 | 7.15pm-8.45pm |
| Tue | 8/10-19/11 | 7.15pm-8.45pm |

Please register your interest with Melbourne Polytechnic Short Course staff on **03 9269 8615**.

Melbourne Polytechnic Introduction to singing Blues and Jazz course is designed for people who wish to learn how to sing in the jazz and blues idioms.

This short course is an introduction into the art of singing blues and jazz, before individually performing classic blues and jazz standards with supportive and positive feedback.

Topics include:

- Week 1 - an overview of the history of gospel, blues and jazz
- Week 2 - vocal health and warm up routines, exploring anatomy
- Week 3 - the connection between correct breathing and phrasing
- Week 4 - rhythm, lyric interpretation
- Week 5 - vocal techniques
- Week 6 - pre performance nerves and stagecraft.

RENEWABLE ENERGY

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

Grid Connect Design

Course code: SET058

Module code: TS961, TS962

Epping • 4 sessions* • \$650

| Day | Start-End | Time |
|---------|-------------|---------------|
| Mon-Tue | 18/3-26/3 | 8.00am-5.00pm |
| Mon-Tue | 19/8-27/8 | 8.00am-5.00pm |
| Mon-Tue | 21/10-29/10 | 8.00am-5.00pm |

(*Monday and Tuesday over two weeks)

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
- ▶ Grid connected inverters.



Prerequisites: Participants must have prior learning/prerequisites before entry to the course:

- UEENEE104A** Solve problems in D.C. circuits.
- UEENEE137A** Document and apply measures to control OHS risks associated with electrotechnology work

AND

- UEENEE108A** Lay wiring/cabling and terminate accessories for extra-low voltage (ELV) circuits

OR

- UEENEE106A** Terminate cables, cords and accessories for low voltage circuits
- UEENEE125A** 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:

- UEENEE135A** Design grid connected photovoltaic power supply systems

Grid Connect Install for Qualified Electricians

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

| Day | Start-End | Time |
|---------|------------|---------------|
| Mon-Tue | 11/2-19/2 | 8.00am-5.00pm |
| Mon-Tue | 17/6 -25/6 | 8.00am-5.00pm |
| Mon-Tue | 7/10-15/10 | 8.00am-5.00pm |

(*Monday and Tuesday over two weeks)

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
- ▶ 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:

| | |
|-------------------|--|
| UEENEK125A | Solve basic problems in photovoltaic energy apparatus and systems |
| UEENEK148A | Install, configure and commission LV grid connected photovoltaic power 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 | 15/7-31/7 | 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:

- ▶ WH&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
- ▶ Stand alone renewable energy system components
- ▶ Technical standards, regulations and code for extra-low voltage work.

This course consists of the following units of competency:

| | |
|-------------------|---|
| UEENEK123A | Carry out basic repairs to renewable energy apparatus |
| UEENEK125A | Solve basic problems in photovoltaic energy apparatus and systems |
| UEENEK127A | Diagnose and rectify faults in renewable energy control systems |
| UEENEK128A | Solve problems in stand-alone renewable energy systems |
| UEENEK134A | Install ELV stand-alone photovoltaic power systems |
| UEENEK139A | 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.



VITICULTURE

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

Introduction to Wine Making

Course code: SAH019

Module code: TS817

Epping • 9 sessions • \$451

| Day | Start-End | Time |
|-----|-----------|---------------|
| Wed | 6/3-15/5 | 6.30pm-8.30pm |

Introduction to Winemaking guides participants through the basics of the winemaking process.

This course is run as a series of evening classes, plus one Saturday class. Student will be issued with learning materials at the commencement of the course.

Topics include:

- ▶ Introduction to wine styles and grape composition
- ▶ Sanitation
- ▶ Crushing and pressing operations
- ▶ Basic juice and wine analysis
- ▶ Fermentation and alcohol production
- ▶ Sulphur dioxide and other gases
- ▶ Basic tastes and assessing wine quality
- ▶ Fining
- ▶ Oak
- ▶ Filtration
- ▶ Faults and bottling.

Wine and Food Matching

Course code: SAH037

Module code: TS1107

Preston • 1 session • \$110.00

| Day | Date | Time |
|-----|-------|---------------|
| Sat | 2/2 | 9.30am-4.00pm |
| Sat | 16/2 | 9.30am-4.00pm |
| Sat | 16/3 | 9.30am-4.00pm |
| Sat | 18/5 | 9.30am-4.00pm |
| Sat | 17/8 | 9.30am-4.00pm |
| Sat | 12/10 | 9.30am-4.00pm |

Wine tasting isn't just 'swirl, sniff and spit'. Brush up on your knowledge of Australian wines food pairings.

You will learn about:

- ▶ Wine styles for red and white wine – temperature, glasses, opening, climate, flavours and structure
- ▶ Food matching
- ▶ Wine production
- ▶ Wine faults.

Please note: Participants must be over the age of 18.

WSET Level 1 Award in Wines*

Course code: SPI001

Module code: TS936

Epping • 1 session • \$280 (including exam)

| Day | Date | Time |
|-----|-------|---------------|
| Tue | 16/4 | 9.30am-4.30pm |
| Tue | 3/6 | 9.30am-4.30pm |
| Tue | 28/10 | 9.30am-4.30pm |

The course was developed by the UK-based Wine Spirit Education Trust (WSET), and is recognised internationally. Melbourne Polytechnic is an Approved Program Provider for WSET.

Topics include:

- ▶ The main styles of wine
- ▶ The WSET Level 1 Systematic Approach to Tasting Wine®
- ▶ The characteristics of the common grape varieties used to produce wine
- ▶ Service of wine
- ▶ Health, safety and legal issues
- ▶ The matching of food and wine.

Assessment and materials: To gain the qualification, participants need to successfully complete a portfolio of tasting notes and a multiple-choice paper of 30 questions. Both the portfolio and multiple-choice paper are completed within class time, and a text/study guide is provided.

WSET Level 2 Award in Wines and Spirits*

Course code: SPI002

Module code: TS937

Epping • 8 sessions (7 online evenings and 1 full day) • \$770 (includes exam)

Please register your interest with Melbourne Polytechnic Short Course staff on **03 9269 8615**.

Expand your knowledge of the world's wine regions.

Build on your foundation level wine matching skills, with Melbourne Polytechnic internationally recognised Wine and Spirit Education Trust (WSET) Level 2 Award in Wines and Spirits.

The course was developed by the UK-based Wine and Spirit education Trust (WSET), and is recognised internationally.

Melbourne Polytechnic is an Approved Program Provider.

The qualification focuses on the key grape varieties and regions of the world. Wine tasting is part of every class.

Topics include:

- ▶ How wine is made and other factors influencing the style of wine
- ▶ Key white grape varieties
- ▶ Key black grape varieties
- ▶ Wine producing regions of the world
- ▶ Sparkling wines
- ▶ Sweet and fortified wines
- ▶ Spirits and liqueurs
- ▶ Label terminology
- ▶ Food and wine matching
- ▶ How to taste wine, using the WSET Level 2 Systematic Approach to Tasting Wine®.

Assessment and materials: Course specifications, tasting card, text and study guide are provided.

To achieve this Level 2 qualification, participants must pass a multiple choice paper of 50 questions.

* Accredited WSET course



WSET Level 3 Award in Wines*

Course code: SPI003

Module code: TS938

Epping • 7 sessions (5 online evenings and 2 full days) • \$1,300 (includes exam)

Please register your interest with Melbourne Polytechnic Short Course staff on **03 9269 8615**.

Expand your knowledge of the world's wine and wine regions.

Build on your growing expertise and WSET Level 2 Award in Wines, with Melbourne Polytechnic's internationally recognised WSET Level 3 Award in Wines.

As with the Level 2 Award, the Level 3 Award was developed by the UK-based Wine and Spirit Education Trust (WSET). Melbourne Polytechnic is an Approved Program Provider for WSET.

To gain the Level 3 Award qualification, you must successfully complete:

Unit 1

- ▶ a multiple choice paper of 50 questions
- ▶ a question paper requiring short written answers.

Unit 2

- ▶ full tasting notes on TWO wines.

Programme outline follows: Unit 1-Wines of the World

- ▶ Production of wine (location, viticulture, vinification, maturation and bottling, labelling regulations)
- ▶ France, Italy, Spain, Portugal, Germany, Central and South Eastern Europe, South Africa, Australia and New Zealand, North America, South and Central America
- ▶ Sparkling wines
- ▶ Fortified (liqueur) wines
- ▶ Information and advice for customers and staff.

Unit 2 - Tasting and Evaluating Wines of the World

- ▶ WSET Level 3 Systematic Approach to Tasting Wine® - how to taste wines and evaluate the quality, style and price.

* Accredited WSET course



WELDING

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

Intro to Welding – MIG, ARC & Oxyacetylene

Course code: SMM039

Module code: TS489

Heidelberg • 8 sessions • \$595

| Day | Start-End | Time |
|-----|------------|----------------|
| Mon | 4/2 -1/4 | 5.30pm-9.30pm |
| Wed | 13/2-3/4 | 5.30pm-9.30pm |
| Fri | 15/2-5/4 | 8.30am-12.30pm |
| Mon | 29/4-24/6 | 5.30pm-9.30pm |
| Wed | 1/5-19/6 | 5.30pm-9.30pm |
| Fri | 10/5-28/6 | 8.30am-12.30pm |
| Mon | 22/7-9/9 | 5.30pm-9.30pm |
| Wed | 24/7-11/9 | 5.30pm-9.30pm |
| Fri | 2/8-20/9 | 8.30am-12.30pm |
| Mon | 14/10-2/12 | 5.30pm-9.30pm |
| Wed | 16/10-4/12 | 5.30pm-9.30pm |
| Fri | 18/10-6/12 | 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 i.e. 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 WH&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. |

SECTION A: STUDENT TO COMPLETE - PERSONAL DETAILS - PLEASE PRINT CLEARLY. All information must be provided or enrolment may be denied.

Is this your first Melbourne Polytechnic course? Yes No **Melbourne Polytechnic STUDENT NUMBER**

Legal Family Name **Date of Birth** **Gender** Female Male Other

Legal Given Names

Residential Address (Address where you usually live. Must NOT be a postal box.) **Suburb** **Postcode**

Postal Address (If different from above.) **Suburb** **Postcode**

Phone Home **Work** **Mobile**

Email

Emergency Contact Name **Emergency Contact Phone**

Emergency Contact Relationship

Do you have a Victorian Student Number (VSN)? Yes Please specify No If Yes, please list

Yes - I have attended a Victorian school since 2009 or TAFE or other training organisation since the beginning of 2011, but my VSN is unknown. If Yes, please list the most recent Victorian School or registered training provider with which you have participated in training in Victoria.

No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

From 1 January 2015 each student enrolled in nationally recognised training will need a Unique Student Identifier (USI) to access all academic transcripts and qualifications. As a registered training organisation Melbourne Polytechnic cannot issue you with a Statement of Results, Statement of Attainment or qualification unless you have provided your personal USI.

Do you have a USI? YES Please specify NO go to: www.usi.gov.au to be issued with your personal USI

1. 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)? Yes No

2. Please tick the highest level of formal schooling completed?
 12 11 10 09 or equivalent 08 or lower 02 - Did not go to school

3. In what year did you complete that school level?

4. Labor Force Status Please tick the most appropriate box.

| | | | |
|--|-----------------------------|---------------------------------------|-----------------------------|
| Full-time employee | <input type="checkbox"/> 01 | Part-time employee | <input type="checkbox"/> 02 |
| Self-employed - not employing others | <input type="checkbox"/> 03 | Employer | <input type="checkbox"/> 04 |
| Employed - unpaid family business worker | <input type="checkbox"/> 05 | Unemployed - seeking full-time work | <input type="checkbox"/> 06 |
| Unemployed - seeking part-time work | <input type="checkbox"/> 07 | Not employed - not seeking employment | <input type="checkbox"/> 08 |

5. Current or Recent Occupation Please tick the most appropriate box.

| | | | |
|---------------------------|----------------------------|--------------------------------------|----------------------------|
| Manager | <input type="checkbox"/> 1 | Professional | <input type="checkbox"/> 2 |
| Technician/Trade Worker | <input type="checkbox"/> 3 | Community or Personal Service Worker | <input type="checkbox"/> 4 |
| Clerical/Admin Worker | <input type="checkbox"/> 5 | Sales Worker | <input type="checkbox"/> 6 |
| Machinery Operator/Driver | <input type="checkbox"/> 7 | Labourer | <input type="checkbox"/> 8 |
| Other | <input type="checkbox"/> 9 | | |

6. Current or Recent Industry of Employment Please tick the most appropriate box.

| | | | |
|---|----------------------------|--|----------------------------|
| Agriculture, Forestry, Fishing | <input type="checkbox"/> A | Mining | <input type="checkbox"/> B |
| Manufacturing | <input type="checkbox"/> C | Electricity, Gas, Water and Waste Services | <input type="checkbox"/> D |
| Construction | <input type="checkbox"/> E | Wholesale Trade | <input type="checkbox"/> F |
| Retail Trade | <input type="checkbox"/> G | Accommodation and Food Services | <input type="checkbox"/> H |
| Transport, Postal and Warehousing | <input type="checkbox"/> I | Information Media and Telecommunications | <input type="checkbox"/> J |
| Financial and Insurance Services | <input type="checkbox"/> K | Rental, Hiring and Real Estate Services | <input type="checkbox"/> L |
| Professional, Scientific and Technical Services | <input type="checkbox"/> M | Administrative and Support Services | <input type="checkbox"/> N |
| Public Administration and Safety | <input type="checkbox"/> O | Education and Training | <input type="checkbox"/> P |
| Health Care and Social Assistance | <input type="checkbox"/> Q | Arts and Recreation Services | <input type="checkbox"/> R |
| Other Services | <input type="checkbox"/> S | | |

7. In which country were you born?
 Australia Other - Please specify

8. Do you speak a language other than English at home?
 Yes, Other - Please specify No, English only

9. How well do you speak English?
 1 - Very well 2 - Well 3 - Not well 4 - Not at all

10. Are you of Aboriginal or Torres Strait Islander origin?
 1 - Aboriginal 2 - Torres Strait Islander
 3 - Both (Aboriginal and Torres Strait Islander) 4 - Neither

11. Do you consider you have a disability, impairment or long-term condition? If yes, indicate condition below. Yes No

| | | | | | |
|--------------|-----------------------------|-------------------|-----------------------------|---------------------------|-----------------------------|
| Hearing/Deaf | <input type="checkbox"/> 11 | Physical | <input type="checkbox"/> 12 | Intellectual | <input type="checkbox"/> 13 |
| Learning | <input type="checkbox"/> 14 | Mental Illness | <input type="checkbox"/> 15 | Acquired Brain Impairment | <input type="checkbox"/> 16 |
| Vision | <input type="checkbox"/> 17 | Medical Condition | <input type="checkbox"/> 18 | Other | <input type="checkbox"/> 19 |

12. Do you require special assistance because of the disability? If yes, contact Student Services. 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? Tick ONE box only.

| | | | |
|----------------------------------|-----------------------------|-------------------------------------|-----------------------------|
| To get a job | <input type="checkbox"/> 01 | To develop my existing business | <input type="checkbox"/> 02 |
| To start my own business | <input type="checkbox"/> 03 | To try for a different career | <input type="checkbox"/> 04 |
| To get a better job or promotion | <input type="checkbox"/> 05 | It is a requirement of my job | <input type="checkbox"/> 06 |
| I want extra skills for my job | <input type="checkbox"/> 07 | To get into another course of study | <input type="checkbox"/> 08 |
| Other reasons | <input type="checkbox"/> 11 | Personal interest/self development | <input type="checkbox"/> 12 |

15. Select ALL the qualifications you have SUCCESSFULLY completed in Australia, overseas, or as part of a VCAL or Vet in Schools (VETiS) program. Tick the appropriate box for EACH qualification.

| | Australian Qualifications | VCAL/ VET in Schools (VETiS) | International qualifications formally recognised in Australia | International qualifications NOT recognised in Australia |
|--------------------------------|------------------------------|------------------------------|---|--|
| Bachelor or Higher Degree | <input type="checkbox"/> 008 | | | |
| Adv Diploma or Ass Degree | <input type="checkbox"/> 009 | | | |
| Diploma or Ass Diploma | <input type="checkbox"/> 010 | | | |
| Cert IV or Adv Cert/Technician | <input type="checkbox"/> 011 | | | |
| Cert III or Trade Cert | <input type="checkbox"/> 012 | | | |
| Cert II | <input type="checkbox"/> 013 | | | |
| Cert I | <input type="checkbox"/> 014 | | | |
| Cert other than above | <input type="checkbox"/> 015 | | | |

HOW and WHERE TO ENROL

PHONE
 Enrolments by credit card. Visa or Mastercard ONLY. (Diners and AMEX not accepted.)
 p: 03 9269 8615

MAIL
 Mail completed enrolment application to:
 Short Courses, Melbourne Polytechnic, PO Box 136, West Heidelberg VIC 3081
 Cheque or money order payable to Melbourne Polytechnic, must accompany form.

IN PERSON
 Bring enrolment application and payment to any Melbourne Polytechnic campus or Skills and Job Centre.
 Campus hours: Mon-Fri 8.45am-5pm
 Skills and Job Centre hours: Mon-Fri 9am-5pm & Sunday 10am-5pm.

shortcourses@melbournepolytechnic.edu.au

ONLINE ENROLMENTS:
www.melbournepolytechnic.edu.au/short-courses/

SECTION B: STUDENT/ENROLLING OFFICER TO COMPLETE THIS SECTION - Course and Payment details

| | | |
|--|--|--|
| Course Name <input style="width:90%;" type="text"/> | | |
| Internal Course Code <input style="width:20%;" type="text"/> | <input style="width:20%;" type="text"/> | Campus <input style="width:20%;" type="text"/> |
| Fund Source <input style="width:10%;" type="text"/> | Start Date <input style="width:20%;" type="text"/> | |

PAYMENT DETAILS – see below for third party payment arrangements
Melbourne Polytechnic – ABN 502 301 652 43

Cash Money Order Cheque Visa Mastercard EFTPOS **NO** Diners/AMEX

Credit Card No:

Expiry Date:

Cardholder's signature Cardholder's name

| ESTIMATED FEES * | Materials CODE | AMOUNT |
|-------------------------|----------------|--------|
| Fee For Service Course | | |
| Materials & Ancillaries | | |
| Other | | |
| TOTAL | | |

Melbourne Polytechnic enrolling officer name: _____ p: _____
 Melbourne Polytechnic enrolling officer signature: _____ Date: _____

SECTION C: STUDENT ACQUISITION 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 without full payment of fees. 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. **Please note:** All students under 18 years of age are required to complete the Student Declaration section and have it also signed by their parent or guardian.
REFUNDS AND TRANSFERS: A standard handling charge of 10% of the advertised course fee, will be deducted from each refund. We regret that requests for refunds or transfers less than 5 business days prior to the course commencing cannot be considered. If enrolling within 5 days of your course commencement date a refund or transfer will not be considered.
 For enrolments into the Licensed Electrical Assessments, we regret that requests for refunds and transfers less than 10 business days prior to the course commencing cannot be considered. For enrolments taken within the 10 business days, your request for refund or transfer will not 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, and Skills and Job Centre 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 notebook and pen to all courses. If your course requires an Australian Standard, please take your enrolment confirmation letter and USB stick to a Melbourne Polytechnic Campus Library for download.
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 OF CONFIRMATION INCLUDING COURSE, DATES, TIMES, LOCATION, CAMPUS MAP AND RECEIPT WILL BE EMAILED TO YOU PRIOR TO COURSE 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 2014* (Vic) and the *Health Records Act 2001* (Vic). Under the Data Provision Requirements 2012, Melbourne Polytechnic is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
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: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx> Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Melbourne Polytechnic for statistical, regulatory and research purposes. Melbourne Polytechnic may disclose your personal information for these purposes to third parties, including:
 • School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
 • Employer – if you are enrolled in training paid by your employer;
 • Commonwealth and State or Territory government departments and authorised agencies;
 • NCVER;
 • Organisations conducting student surveys; and
 • Researchers.
 Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 • Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 • Facilitating statistics and research relating to education, including surveys;
 • Understanding how the VET market operates, for policy, workforce planning and consumer information; and administering VET, including program administration, regulation, monitoring and evaluation
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. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au 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 Department-endorsed project, audit, investigation or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. You may also receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.
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: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.
 For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

I consent to:
 • The collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
 • Melbourne Polytechnic to provide information about my enrolment to any Government department.

STUDENT DECLARATION
 I acknowledge and agree to the terms described on this student declaration. I declare that the information supplied by me on this form is true and correct. I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice.

Student signature: _____
 Date: _____
Parent/Guardian Signature* _____
 Date: _____
 *Parental/guardian consent is required for all students under the age of 18



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BEAUTY

BUILDING AND CONSTRUCTION

COMPUTER AIDED DESIGN

ELECTRICAL

HORTICULTURE

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