

TRAINING AND PROFESSIONAL DEVELOPMENT JUL – DEC 2018



LOCATED AT MONASH UNIVERSITY, CLAYTON.



GROUP TRAINING

Training and Professional Development has a department that specialises in Group Training. We design programs and courses to suit your needs. These can range from Nationally Recognised Courses to Professional Development Courses. These courses can be delivered at your location and even be worked around a time that is suitable to you. We work with Monash Faculties to develop programs that will help students gain the employability skills needed when applying for work.

All the courses that are offered through Training and Professional Development can be tailored to your needs. We are also able to develop new programs if you have a desired training aspect in mind.

GROUP TRAINING COURSES

| | |
|----------|--|
| BSB30415 | Certificate III in Business Administration |
| BSB30915 | Certificate III in Business Administration (Education) |
| BSB31115 | Certificate III in Business Administration (Medical) |
| BSB42015 | Certificate IV in Leadership and Management |
| BSB51915 | Diploma of Leadership and Management |
| TAE40116 | Certificate IV in Training and Assessment |
| CHC30113 | Certificate III in Early Childhood Education and Care |
| CHC50113 | Diploma of Early Childhood Education and Care |

RSA, Food Safety, Public Speaking, Barista essentials, First Aid and more.

For more information, please contact Angela McGhee
angela.mcgee@monash.edu
(03) 9905 1074

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WELCOME to TRAINING and PROFESSIONAL DEVELOPMENT

Located at Monash University, Clayton

Training and Professional Development is a not-for-profit service provided by the Student Association, located at University in Clayton. Our courses are open to all, not just to students and staff. We have fast become recognised for our high standards in student services, facilities and specialised training programs. We are committed to delivering the best practice in our training and assessment, learning environments, learning materials and innovative trainers.

Nationally recognised training

Training and Professional Development is also a Recognised Training Organisation (RTO) and as such offers a variety of nationally recognised qualifications from Certificate III to Diploma level. Our educational philosophy is to support our students from the moment they enrol until they graduate with a nationally recognised qualification. Our approach is to work with you one-on-one to help you achieve the qualifications needed to realise your employment dreams. Government funding under the Skills First program is available for these courses, for eligible participants. For eligibility requirements, refer to the relevant course in this guide. Citizenship/visa requirements also apply.

A list of these courses can be found on pages 4–5.

Courses are available online

Training and Professional Development provides a wide range of online courses in areas such as education, computer training, languages, and health and wellbeing. These courses are highly interactive and are completed entirely on the internet from the comfort of your own home or office, at a time most convenient to you. All of the courses are led by expert instructors, many of whom are nationally known authors or industry professionals. All courses run for six weeks and are composed of 12 lessons, representing 24 hours of instruction. You can ask questions, give feedback and receive advice at any time during the course. These courses are affordable, fun, fast and convenient, and geared just for you!

A list of online courses can be found on pages 8–9.

Group and specialised training

Training and Professional Development also provides a diverse range of specialised group training for your business, club, or faculty. We tailor and deliver a training package or short course that meets the specific requirements of your group, and could provide you with nationally recognised qualifications, in an environment that suits you.

For more information please contact Business and Professional Development on (03) 9905 3180.

Pricing

All prices in this guide are inclusive of GST where applicable. Prices marked with* are GST free. Discounts apply to University and CSIRO staff, holders of healthcare cards, seniors cards and student cards. Relevant cards will need to be presented at enrolment and commencement of the course. Conditions apply to concessions on government-funded course.

Training and Professional Development provides discounted course prices to those with a Student Association (MSA) card. For further information about the MSA card and how to gain membership, visit the MSA website: msa.monash.edu/msacard



VOCATIONAL EDUCATION and TRAINING

Training and Professional Development is a Registered Training Organisation (RTO), with endorsement from the Victorian Registration and Qualifications Authority (VRQA) to deliver a range of nationally recognised qualifications and units of competency. For pricing and dates, please refer to monashtraining.com

RTO Number: 21526. People with a disability are encouraged to apply.

Credit card payment plans: Credit card payment plans are available, please contact us for more details. Prices subject to change.

RPL/Credit Transfer: Recognised Prior Learning and Credit Transfer are available for all qualifications. Please contact us if you would like to apply.

Eligibility for Government funding: Government funding under the Victorian skills first program is available for some courses for eligible participants. If you do not already hold a qualification at or above a Certificate III level, then you may be eligible. For more details, please visit: education.vic.gov.au. Citizenship and visa requirements also apply. To find out if you are eligible for funding, please phone 9905 3180.

BUSINESS SERVICES

BSB30415 Certificate III in Business Administration

BSB30415 Certificate III in Business Administration is a highly sought after qualification designed to equip students with the necessary skills to apply a broad range of administration tasks in varied work contexts. Employability skills which are developed through this qualification include communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. After successfully completing the Certificate III students may seek employment in a range of administrative roles. This course provides students with theoretical and practical skills in business administration, these skills can be applied in job roles such as:

- ✓ Accounts Payable Clerk
- ✓ Accounts Receivable Clerk
- ✓ Receptionist
- ✓ Office Administrator

| | |
|-----------------|------------------------------------|
| 181ADMIC | Mon and Wed, 30 Jul–24 Oct, 6–9pm |
| 181ADMID | Mon, 1 Oct–18 Feb 2019, 9am–3:30pm |
| 181ADMIE | Sat, 1 Dec–13 Apr 2019, 9am–3:30pm |

Duration: 13 day or 26 evening sessions

BSB30915 Certificate III in Business Administration (Education)

BSB30915 Certificate III in Business Administration (Education) equips students with the necessary skills to apply a broad range of administration tasks in an educational or school support work context. Students will learn to provide technical advice and support a team with competency and efficiency. This course provides students with theoretical and practical skills in business administration, these skills can be applied in job roles such as:

- ✓ School Support Officer
- ✓ School Office Administrator
- ✓ Education Program Support Worker

SEE WEBSITE FOR DETAILS: www.monashtraining.com

BSB31115 Certificate III in Business Administration (Medical)

BSB31115 Certificate III in Business Administration (Medical) is designed for people wishing to work in medical administration. Students will develop skills necessary to exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team. This qualification allows you to work in the medical field, in roles such as:

- ✓ Medical Receptionist
- ✓ Medical Records Clerk
- ✓ Medical Secretary

181BAMEC Mon and Wed, 15 Oct–20 Mar 2019, 6–9pm

Duration: 15 sessions

MANAGEMENT

BSB42015 Certificate IV in Leadership and Management

BSB42015 Certificate IV in Leadership and Management is a highly sought after qualification for individuals working as developing and emerging leaders and managers. This course will teach students how to take on responsibility as an individual as well as how to provide leadership and guidance to support others. Participants will learn how to apply solutions to a defined range of problems and analyse and evaluate information from a variety of sources while monitoring the output of their team.

181CLMGC Tue and Thu, 17 Jul–11 Oct, 6–9:30pm

181CLMGD Thu, 20 Sep–13 Dec, 9am–4pm

Duration: 13 day to 26 evening sessions

BSB51915 Diploma of Leadership and Management

BSB51915 Diploma of Leadership and Management is a highly sought after qualification designed to develop students' leadership skills to management level. Under the guidance of our highly innovative and passionate trainers, this course will assist participants to develop initiative and judgement in planning, organising, and monitoring employee's workloads as well as your own. Students will learn to communicate and support individuals and teams to meet organisational or enterprise requirements and strategies. Participants will learn to identify, analyse and synthesise from a variety of sources and transfer their knowledge to others through completing the course.

181DLMGA Sat, 18 Aug–24 Nov, 9am–4pm

181DLMGC Tue and Thu, 23 Oct–5 Mar 2019, 6–9:30pm

Duration: 13 day to 26 evening sessions

TRAINING AND ASSESSMENT

TAE40116 Certificate IV in Training and Assessment

We are proud to announce the addition of TAE40116 Certificate IV in Training and Assessment to our scope of registration. We were the 4th RTO in Australia to be granted this approval and we were the first provider in Melbourne. The TAE40116 Certificate IV in Training and Assessment is intended for a variety of professionals in the Vocational Education and Training (VET) sector as well as workplace trainers and assessors. It has been designed to provide a broad range of delivery and assessment skills. We are committed to delivering the best practice in training and assessment. Our unsurpassed dynamic learning environment, quality learning materials and highly innovative trainers will provide you with an outstanding education. You will have the opportunity to develop real-world skills through practical activities, applied learning and hands-on training and assessment. TAE40116 has replaced the TAE40110 which is now a superseded qualification. Study the TAE40116 Certificate IV in Training and Assessment with us and be among the first to gain this nationally recognised qualification from a prestigious provider with a reputation for quality.

182TAEH Fri, 26 Oct–29 Mar 2019, 9am–4:30pm

182TAEG Sat, 22 Sep–23 Mar 2019, 9am–4:30pm

182TAEF Thu, 6 Sep–21 Feb 2019, 9am–4:30pm

182TAEI Sat, 17 Nov–18 May 2019, 9am–4:30pm

182TAEA Mon and Wed, 30 Jul–3 Dec, 9am–4:30pm

182TAEB Sat, 25 Aug–16 Feb 2019, 9am–4:30pm

182TAEK Thu, 11 Oct–14 Mar 2019, 9am–4:30pm

182TAEJ Tue and Thu, 13 Nov–18 Apr 2019,

9am–4:30pm

182TAEI Sat, 4 Aug–15 Dec, 9am–4:30pm

MORWELL: Mondays. Starting 18 Aug (18 sessions)

Upgrade 15–17 Aug (3 sessions)

PENINSULA: Saturdays. Starting 21 Jul (18 sessions)

PAKENHAM: Saturdays. Starting 6 Oct (18 sessions)

DANDENONG: Thursdays. Starting 19 Jul (18 sessions)

UPPER BEACONSFIELD: Saturdays. Starting 4 Aug (18 sessions)

Duration: 18 day to 36 evening sessions

TAE40116 Certificate IV in Training and Assessment—Upgrade program

This program is suitable for holders of TAE40110 who have current experience as a trainer and assessor within the VET sector. Your attendance and assessment requirements will vary depending on which units you have already completed as part of TAE40110. Assessment will include in-class activities and written tasks to be completed outside of class time.

181TAEAPF Sat, 28 Jul–11 Aug 2019, 9am–4:30pm

181UBCCTAEGAPA Wed, 14–28 Feb 2019, 9am–4:30pm

TAE40116 Upgrade. Please send your statement of attainment, upgrade and resume to msa-monashtraining@monash.edu to check your eligibility.

Duration: 3 day to 6 evening sessions

CHILDREN SERVICES

CHC30113 Certificate III in Early Childhood Education and Care

This is the ideal qualification for anyone wishing to enter the early childhood industry. You will learn how to provide care for babies, toddlers and children while maintaining their safety and supporting their play and learning. Includes a 160 hour placement in a registered childcare centre, giving you hands-on experience to build your skills and confidence in a real workplace. Get qualified for these careers:

- ✓ Nanny
- ✓ Family Day Care Worker
- ✓ Assistant Early Childhood Educator
- ✓ Out of School Hours Care Assistant
- ✓ Occasional Care Assistant

181CCHCC Fri and Sat, 6 Jul–17 Nov, 9am–4:30pm

181CCHCD Wed and Sat, 1 Aug–8 Dec

181CCHCF Mon and Sat, 8 Oct–13 Apr 2019,
9am–4:30pm

Duration: 37 day or 74 evening sessions

CHC50113 Diploma of Early Childhood Education and Care

We have teamed up with some of our local Childcare Centre's to create a course structure that will give you the best skills possible to start or further your career in the Childhood Education sector. The Diploma of Early Childhood Education and Care provides students with the skills and knowledge required to provide care for groups and individual children. This course introduces students to the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. Under the guidance of our highly innovated and passionate trainers, students learn to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. This qualification qualifies successful participants to work in out of school hours care and in early childhood settings. Students will gain experience throughout the course during a work placement component of a minimum 260 hours in a licensed and registered early childhood service.

181DCHCB Mon and Sat, 25 Aug–13 Apr 2019,
9am–4:30pm

181DCHCC Fri and Sat, 23 Nov–5 Jul 2019, 9am–4:30pm

181DCHCD Wed and Sat, 12 Dec–27 Jul 2019

181DCHCE Mon and Wed, 7 Nov–16 Dec 2019, 6–9:30pm

SHORT COURSES

Students still learning English may be better suited to our EAL courses. Please visit www.ed2go.com/r-monash to find which course is right for you.

COMMUNICATION AND WRITING

Professional Business Writing

This course will equip you with some of the skills necessary for business writing. Learn how to engage a wide audience in a clear and precise manner. Topics include: sentence and paragraph construction, spelling and grammar tips, plain English writing style, writing simply and clearly, letter and email writing, writing media releases, page layout and design, how to apply for a job or funding and making your writing readable.

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|-----------------|-----------------------------------|
| 182BUSWA | Mon, 6 and 13 Aug, 9am–3:30pm |
| 182BUSWB | Wed, 5–26 Sep, 6–8:45pm |
| 182BUSWC | Wed, 26 Sep and 3 Oct, 9am–3:30pm |
| 182BUSWD | Mon, 12 and 19 Nov, 9am–3:30pm |

Price: MSA \$169, Conc \$173, Other \$183*
Duration: 11 hours (2 day to 4 evening sessions)

Public Speaking for Absolute Beginners

Public Speaking is often said to be the number one fear of most people. What people fail to understand is that this fear is easily overcome. All it takes is a few simple techniques and strategies. These sessions will help you overcome nervousness, get rid of the butterflies, stop the shaky hands, and eliminate the sweaty palms. Public Speaking for Absolute Beginners will help you feel as comfortable presenting to a group as you are talking to a friend in the office. Explore techniques to help you gain the power and confidence of an excellent communicator and public speaker. This course will help you identify and understand your own fears and find practical ways to overcome them, become calm and confident, eliminate performance anxiety, understand your internal state and your unconscious mind, gain and maintain empowering beliefs and prepare for your speech/presentation.

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|-----------------|--------------------------------|
| 182SPEAA | Mon, 20 and 27 Aug, 9am–4pm |
| 182SPEAB | Mon, 10–17 Sep, 6–9:15pm |
| 182SPEAC | Wed, 24 and 31 Aug, 9am–4pm |
| 182SPEAD | Mon, 26 Nov and 3 Dec, 9am–4pm |

Price: MSA \$189, Conc \$194, Other \$202*
Duration: 12 hours (2 day or 4 evening sessions)

HOSPITALITY, FOOD AND BEVERAGE

Responsible Service of Alcohol (RSA)

The Responsible Service of Alcohol (RSA) course equips students with the skills to serve alcohol in a responsible manner in compliance with relevant liquor legislation. This course explains the problems associated with excessive alcohol consumption and provides strategies to refuse service and prevent problems before they occur. This course is accredited by Liquor Licensing Victoria and successful participants receive a manual and certificate. Please allow up to 4 weeks for certificate to be posted.

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|----------------|--------------------------|
| 182RSAA | Mon, 2 Jul, 5:30–9:30pm |
| 182RSAB | Wed, 18 Jul, 5:30–9:30pm |
| 182RSAC | Sat, 4 Aug, 9am–1pm |
| 182RSAD | Tue, 14 Aug, 5:30–9:30pm |
| 182RSAE | Thu, 30 Aug, 5:30–9:30pm |
| 182RSAF | Sat, 15 Sep, 9am–1pm |
| 182RSAG | Mon, 24 Sep, 5:30–9:30pm |
| 182RSAH | Tue, 9 Oct, 5:30–9:30pm |
| 182RSAI | Wed, 24 Oct, 5:30–9:30pm |
| 182RSAJ | Thu, 8 Nov, 5:30–9:30pm |
| 182RSAK | Sat, 24 Nov, 9am–1pm |
| 182RSAL | Thu, 6 Dec, 5:30–9:30pm |

Price: MSA \$45, Conc \$48, Other \$50*
Duration: 4 hours (1 session)

Food Safety (SITXFSA001 Use Hygienic Practices for Food Safety)

This course covers the principles of basic food safety and their implementation in the workplace. Suitable for all food handlers in the hospitality industry. Covers cleaning and sanitising, food handling, temperature control, personal hygiene, pest control and waste disposal. This course is nationally recognised and satisfies the requirements from the unit of competency SITXFSA001 Use hygienic practices for food safety from the Hospitality Training Package. Upon successful completion students will be issued a Statement of Attainment for this unit.

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|-----------------|------------------------------|
| 182FOODA | Sat, 21 Jul, 9am–3:30pm |
| 182FOODB | Mon, 20 and 27 Aug, 6–9pm |
| 182FOODC | Sat, 8 Sep, 9am–3:30pm |
| 182FOODD | Mon, 24 Sep and 1 Oct, 6–9pm |
| 182FOODE | Tue, 9 and 16 Oct, 6–9pm |
| 182FOODF | Sat, 10 Nov, 9am–3:30pm |
| 182FOODG | Wed, 5 and 12 Dec, 6–9pm |

Price: MSA \$74, Conc \$76, Other \$80*
Duration: 6 hours (1 day to 2 evening sessions)

Barista Essentials (Coffee Making)

Want a job as a barista? Then you should do our barista course! Discover the secrets to making the perfect coffee—full body, magnificent aroma, well-established crema and a consistent, attractive presentation. Covers frothing, maintenance of commercial grinders and espresso machines and correct technique for making espressos, macchiatos, long blacks, cappuccinos and lattes. Suitable for job seekers. All our Clayton Campus Barista courses are completed at St Ali.

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|-----------------|--------------------------|
| 182COFFA | Wed, 4 Jul, 5:30–9:30pm |
| 182COFFB | Wed, 18 Jul, 5:30–9:30pm |
| 182COFFC | Mon, 30 Jul, 5:30–9:30pm |
| 182COFFD | Wed, 15 Aug, 5:30–9:30pm |
| 182COFFE | Tue, 28 Aug, 5:30–9:30pm |
| 182COFFF | Mon, 10 Sep, 5:30–9:30pm |
| 182COFFG | Wed, 26 Sep, 5:30–9:30pm |
| 182COFFH | Tue, 9 Oct, 5:30–9:30pm |
| 182COFFI | Tue, 30 Oct, 5:30–9:30pm |
| 182COFFJ | Mon, 19 Nov, 5:30–9:30pm |
| 182COFFK | Wed, 12 Dec, 5:30–9:30pm |

Price: MSA \$126, Conc \$130, Other \$137*
Duration: 4 hours (1 sessions)

Requirements: Must wear enclosed shoes (no thongs or sandals)

Event Management

Event management is designed for those needing the skills to run effective and successful events such as seminars, conferences, meetings, product launches, community events and more. It is the perfect course for anyone wishing to plan and implement exciting, memorable events. The course contains effective theory that can easily be translated into practice. Content covered includes concept development, event planning, design, budget setting, financing, event marketing, fundraising and more.

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|-----------------|--------------------------------|
| 182EVENA | Thu, 19 and 26 Jul, 9am–4pm |
| 182EVENB | Fri, 10 and 17 Aug, 9am–4pm |
| 182EVENC | Thu, 6 and 13 Sep, 9am–4pm |
| 182EVEND | Tue, 16 and 23 Oct, 9am–4pm |
| 182EVENE | Fri, 30 Nov and 7 Dec, 9am–4pm |

Price: MSA \$233, Conc \$239, Other \$252*
Duration: 13 hours (2 sessions)

FIRST AID

First Aid—Level 1 Provide Basic Emergency Life Support (HLTAID002)

First Aid Level 1 training and re accreditation will be provided using the mixed mode format. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID002—Provide Basic Emergency Life Support.

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|-----------------|------------------------------------|
| 182AID1J | Fri, 6 Jul, 9am–4:30pm |
| 182AID1A | Sat, 28 Jul, 9am–4:30pm |
| 182AID1B | Wed, 8 and 15 Aug, 6–9:30pm |
| 182AID1C | Wed, 22 Aug, 9am–4:30pm |
| 182AID1D | Mon and Tue, 3 and 4 Sep, 6–9:30pm |
| 182AID1E | Sat, 22 Sep, 9am–4:30pm |
| 182AID1F | Sat, 6 Oct, 9am–4:30pm |
| 182AID1G | Fri, 19 Oct, 9am–4:30pm |
| 182AID1H | Tue, 20 Nov, 9am–4:30pm |
| 182AID1I | Sat, 8 Dec, 9am–4:30pm |

Price: Conc \$100, Other \$110*

Duration: 5 hours (1 day to 2 evening sessions)

Requirements: Comfortable clothes.

Unique Student Identifier (USI)

First Aid—Level 2 Provide First Aid (HLTAID003)

Level 2 First Aid Training and re accreditation for all workplaces, including primary and secondary schools, will be provided using the mixed mode format. This format requires participants to complete a workbook theory component prior to attendance of the one day practical session. This workbook is provided to the students by Training and Professional Development. Students will be assessed on a combination of practical activities and on the completion of the workbook theory component. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID003 Provide First Aid (includes two certificates—First Aid and Anaphylaxis)

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|-----------------|-----------------------------|
| 182AID2J | Fri, 6 Jul, 9am–4:30pm |
| 182AID2A | Sat, 28 Jul, 9am–4:30pm |
| 182AID2B | Wed, 8 and 15 Aug, 6–9:30pm |
| 182AID2C | Wed, 22 Aug, 9am–4:30pm |
| 182AID2E | Sat, 22 Sep, 9am–4:30pm |
| 182AID2F | Sat, 6 Oct, 9am–4:30pm |
| 182AID2G | Fri, 19 Oct, 9am–4:30pm |
| 182AID2H | Tue, 20 Nov, 9am–4:30pm |
| 182AID2I | Sat, 8 Dec, 9am–4:30pm |

Price: Conc \$170, Other \$180*

Duration: 7 hours (1 day to 2 evening sessions)

Requirements: Comfortable clothes.

Unique Student Identifier (USI)

First Aid—Level 2 Provide Emergency First Aid Response in an Education and Care Setting (HLTAID004)

This course applies ONLY to educators and support staff working within an early education and child care setting, who are required to respond to a first aid emergency, asthmatic and anaphylactic emergencies. Students will be assessed on a combination of practical activities and on the completion of the workbook theory component. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID004 Provide First Aid in an Education Care Setting.

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|-----------------|------------------------------------|
| 182AID4J | Fri, 6 Jul, 9am–4:30pm |
| 182AID2D | Mon and Tue, 3 and 4 Sep, 6–9:30pm |
| 182AID4A | Sat, 28 Jul, 9am–4:30pm |
| 182AID4B | Wed, 8 and 15 Aug, 6–9:30pm |
| 182AID2C | Wed, 22 Aug, 9am–4:30pm |
| 182AID2D | Mon and Tue, 3 and 4 Sep, 6–9:30pm |
| 182AID2E | Sat, 22 Sep, 9am–4:30pm |
| 182AID2F | Sat, 6 Oct, 9am–4:30pm |
| 182AID2G | Fri, 19 Oct, 9am–4:30pm |
| 182AID2H | Tue, 20 Nov, 9am–4:30pm |
| 182AID2I | Sat, 8 Dec, 9am–4:30pm |

Price: Conc \$170, Other \$180*

Duration: 7 hours (1 day to 2 evening sessions)

Requirements: Comfortable clothes,

Unique Student Identifier (USI)

First Aid—Perform Cardio Pulmonary Resuscitation (CPR) (HLTAID001)

CPR and CPR re-accreditation training will be provided in the classroom using a face to face format. No pre course reading is required and the course duration is two and a half hours. This course is completed by Healthguard (RTO number 21156) and upon successful completion, participants will be awarded a Statement of Attainment for the following unit of competency: HLTAID001—Perform Cardio Pulmonary Resuscitation.

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|----------------|------------------------------|
| 182CPRJ | Fri, 6 Jul, 9–11:30am |
| 182CPRA | Sat, 28 Jul, 9am–11:30am |
| 182CPRB | Wed, 8 Aug, 6–8:30pm |
| 182CPRC | Wed, 22 Aug, 9am–11:30am |
| 182CPRD | Mon and Tue, 3 Sep, 6–8:30pm |
| 182CPRE | Sat, 22 Sep, 9–11:30am |
| 182CPRF | Sat, 6 Oct, 9–11:30am |
| 182CPRG | Fri, 19 Oct, 9–11:30am |
| 182CPRH | Tue, 20 Nov, 9–11:30am |
| 182CPRI | Sat, 8 Dec, 9–11:30am |

Price: Conc \$60, Other \$70*

Duration: 2.5 hours (1 session)

Requirements: Notepad, pen, comfortable clothes,

Unique Student Identifier (USI)

LANGUAGES

Beginners AUSLAN

AUSLAN (Australian Sign Language) is a visual-gestural language. It is based on English grammatical system but has its own grammar. AUSLAN is the native language of many Deaf people and the primary language of many others who have learned it later in life. It is part of the culture of the Deaf community and is recognised as a community language. The trainer is a member of Deaf community and the class will be taught in the real world of Deaf people. Focus on conversation with other students.

This course will include the following:

- ✓ Introducing oneself
- ✓ Exchanging personal information
- ✓ Talking about your family
- ✓ General numerical
- ✓ Talking about surroundings
- ✓ Cultural Interactions

182AUSL1A Thu, 16 Aug–4 Oct, 6–8pm

Price: MSA \$292, Conc \$299, Other \$315

Duration: 16 hours (8 sessions)

Requirements: Participants are encouraged to purchase 'AUSLAN Dictionary' (available from the bookshop)

Intermediate AUSLAN

AUSLAN (Australian Sign Language) is a visual-gestural language. It is not based on English grammatical system but has its own grammar. AUSLAN is the native language of many deaf people and the primary language of many others who have learned it later in life. It is a part of the cultural of the Deaf community and is recognised as a community language. The trainer is a member of Deaf community and the class will be taught in the real world of Deaf people at intermediate level. Focus on conversation with other students.

This course will cover:

- ✓ Telling about activities
- ✓ Giving Directions
- ✓ Cultural Interact lesson
- ✓ Describing Others
- ✓ Making Requests
- ✓ Talking about family and friends

182AUSL2A Thu, 11 Oct–29 Nov, 6–8pm

Price: MSA \$292, Conc \$299, Other \$315

Duration: 16 hours (8 sessions)

Requirements: Participants are encouraged but not compulsory to purchase Dictionary of Auslan—Deaf Children Australia

The CPR and Level 1 courses are included within the Level 2 course, so these are not prerequisites for the Level 2 course. Level 1 and 2 certificates are current for three years, providing that the CPR component is renewed every 12 months. The certificates are accredited by Healthguard First Aid Training Services (RTO No. 21156).



EDUCATION AND TEACHING

Achieving Success with Difficult People
Achieving Top Search Engine Positions
Creating a Classroom Website
Creating Classroom Centers
Creating the Inclusive Classroom: Strategies for Success
Differentiated Instruction in the Classroom
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Grammar for ESL
Grammar Refresher II
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Homeschool With Success
Integrating Technology in the Classroom
Microsoft PowerPoint 2013 in the Classroom
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Spanish in the Classroom
Teaching Adult Learners
Teaching High School Students
Teaching Math: Grades 4–6
Teaching Preschool: A Year of Inspiring Lessons
Teaching Science: Grades 4–6
Teaching Smarter With SMART Boards
Teaching Students With ADHD
Teaching Students With Autism: Strategies for Success
Teaching Students With Learning Disabilities
Teaching Writing: Grades 4–6
Teaching Writing: Grades K–3
The Creative Classroom
Understanding Adolescents
Using the Internet in the Classroom
Writing Essentials
Writing for Children

BUSINESS

Building Teams That Work
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Computer Skills for the Workplace
Creating a Successful Business Plan
Distribution and Logistics Management
Effective Business Writing
Effective Selling
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Fundamentals of Technical Writing
High Speed Project Management
How to Get Started in Game Development
How to Make Money From Your Writing
Human Anatomy and Physiology
Human Anatomy and Physiology II
Interpersonal Communication
Introduction to Adobe Acrobat X
Introduction to Biology
Introduction to Business Analysis

ONLINE COURSES

Online courses at Training and Professional Development are highly interactive and done entirely on the internet. All of the course are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you. Courses are subject to change, please view the website for the most up to date list. Starting from \$220. Information and bookings at:
www.ed2go.com/r-monash

Introduction to Chemistry
Introduction to Crystal Reports
Introduction to Google Analytics
Resume Writing Workshop
Start a Pet Sitting Business
Start and Operate Your Own
Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Gift Basket Business
Start Your Own Online Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Twelve Steps to a Successful Job Search
Understanding the Cloud
Understanding the Human
Resources Function
Using Social Media in Business
Wireless Networking
Wow, What a Great Event!

INFORMATION TECHNOLOGY

Advanced PC Security
Advanced Web Pages
Creating Mobile Apps with HTML5
Creating Web Pages
Creating WordPress Websites
Designing Effective Websites
Intermediate C# Programming
Intermediate CSS3 and HTML5
Intermediate PHP and MySQL
Intermediate SQL
Introduction to C# Programming
Introduction to C++ Programming
Introduction to CSS3 and HTML5
Introduction to Database Development
Responsive Web Design
Write Effective Web Content

SOFTWARE

Advanced Microsoft Excel 2007
Advanced Microsoft Excel 2010
Advanced Microsoft Excel 2013
Advanced Microsoft Excel 2016
Intermediate Dreamweaver CS6
Intermediate InDesign CC
Intermediate Java Programming
Intermediate Microsoft Access 2010
Intermediate Microsoft Access 2013
Intermediate Microsoft Access 2016
Intermediate Microsoft Excel 2007
Intermediate Microsoft Excel 2010
Intermediate Microsoft Excel 2013
Intermediate Microsoft Excel 2016
Intermediate Microsoft Word 2007
Intermediate Microsoft Word 2010
Intermediate Microsoft Word 2013
Intermediate Microsoft Word 2016
Intermediate Networking
Intermediate Oracle

Intermediate QuickBooks 2013
Intermediate QuickBooks 2014
Intermediate QuickBooks 2015
Intermediate QuickBooks 2016
Intermediate QuickBooks 2017
Intermediate Visual Basic
Intermediate WordPress Websites
Introduction to Dreamweaver CS6
Introduction to Illustrator CS6
Introduction to InDesign CC
Introduction to InDesign CS6
Introduction to Java Programming
Introduction to JavaScript
Introduction to Lightroom 5
Introduction to Lightroom CC
Introduction to Microsoft Access 2010
Introduction to Microsoft Access 2013
Introduction to Microsoft Access 2016
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Excel 2013
Introduction to Microsoft Excel 2016
Introduction to Microsoft Outlook 2010
Introduction to Microsoft Outlook 2013
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft PowerPoint 2016
Introduction to Microsoft Project 2010
Introduction to Microsoft Project 2013
Introduction to Microsoft Project 2016
Introduction to Microsoft Publisher 2010
Introduction to Microsoft Publisher 2013
Introduction to Microsoft Word 2007
Introduction to Microsoft Word 2010
Introduction to Microsoft Word 2013
Introduction to Microsoft Word 2016
Microsoft Excel–Pivot Tables

PERSONAL DEVELOPMENT, D.I.Y. AND PRACTICAL SKILLS

Advanced CSS3 and HTML5
Advanced Fiction Writing
Become a Physical Therapy Aide
Become a Veterinary Assistant
Become a Veterinary Assistant II:
Canine Reproduction
Become a Veterinary Assistant III:
Practical Skills
Beginner's Guide to Getting Published
Beginning Conversational French
Beginning Writer's Workshop
Blogging and Podcasting for Beginners
Certificate in Brain Health
Certificate in Energy Medicine
Certificate in Food, Nutrition, and Health
Certificate in Global Healing Systems
Certificate in Healing Environments
for Body, Mind, and Spirit
Certificate in Healthy Aging
Certificate in Infectious Diseases
and Infection Control
Certificate in Meditation

Certificate in Mindfulness
Certificate in Nutrition, Chronic Disease,
and Health Promotion
Certificate in Pain Assessment
and Management
Certificate in Stress Management
Certificate in Violence Prevention
and Awareness
Conversational Japanese
Discover Digital Photography
Genealogy Basics
Get Assertive!
Get Funny!
Happy and Healthy Pregnancy
Helping Elderly Parents
Individual Excellence
Instant Italian
Intermediate Photoshop CC
Intermediate Photoshop CS5
Intermediate Photoshop CS6
Introduction to Digital Scrapbooking
Introduction to Guitar
Introduction to Interior Design
Introduction to Internet Writing Markets
Introduction to Journaling
Introduction to Photoshop CC
Introduction to Photoshop CS5
Introduction to Photoshop CS6
Photographing Nature with
Your Digital Camera
Photographing People with
Your Digital Camera
Photoshop CC for the Digital Photographer
Photoshop CC for the Digital Photographer II
Photoshop Elements 12
for the Digital Photographer
Photoshop Elements 12
for the Digital Photographer II
Photoshop Elements 13
for the Digital Photographer
Photoshop Elements 13
for the Digital Photographer II
Ready, Set, Read!
Research Methods for Writers
Response to Intervention:
Reading Strategies That Work
Romance Writing
Secrets of Better Photography
Speed Spanish
Speed Spanish II
Speed Spanish III
Start Your Own Edible Garden
The Craft of Magazine Writing
Travel Photography for
the Digital Photographer
Travel Writing
Write and Publish Your Nonfiction Book
Write Your Life Story
Writeriffic: Creativity Training for Writers
Writing for ESL
Writing the Fantasy Novel
Writing Young Adult Fiction

ENROL ONLINE



WHEN TO ENROL

Early enrolment is advisable to avoid disappointment. Enrolments should be received at least one week before the start of a class. Please contact the office if you would like to submit a late enrolment. Please phone to check enrolment details if an email of confirmation has not been received.

Enrolments for Certificate III—Diploma courses must be done in person at the Training and Professional Development office.

CERTIFICATES

Certificates of completion are available, pending attendance and/or assessment requirements being met. Please ensure you enrol with the name you would like printed on your certificate reprinting of certificates will incur a fee. If you change address before you receive your certificate please ensure you update the office to ensure your certificate is posted to the correct address

LOCATION

All courses are held on the Monash University Clayton Campus, unless specified otherwise.

CONDUCT

All enrolments and classes are conducted in accordance with Training and Professional Development policies.

COURSE CANCELLATIONS

As we are a non-profit organisation, classes with low enrolments may be cancelled. Enrolled students will be given at least 3 days notice in the event of a course being cancelled or postponed. In the event of this happening, enrollees will be eligible for a full refund.

REFUND AND TRANSFER POLICY

Please check all dates, times, location, and course details carefully before you enrol. Applications for Refunds & Transfers must be received in writing at least 7 days prior to the date of course commencement. An administrative charge of \$35.00 applies to all transfers. All transfers must be taken within a 12 month period. An administrative charge of \$60.00 applies to all refunds. All refund and transfer fees and conditions apply to each and every course from which you withdraw.

Please note: With less than 7 days written notice, transfers or refunds will not be issued under any circumstances.

CODE OF BEHAVIOUR

Participants who do not comply with our Code of Behaviour may be excluded from class. In such instances, refunds or transfers will not be available.

CONCESSION PRICE

The discounted concession price applies to Monash University and CSIRO staff, holders of healthcare cards, seniors cards, student cards and HEN. Relevant cards will need to be presented at enrolment and commencement of the course.

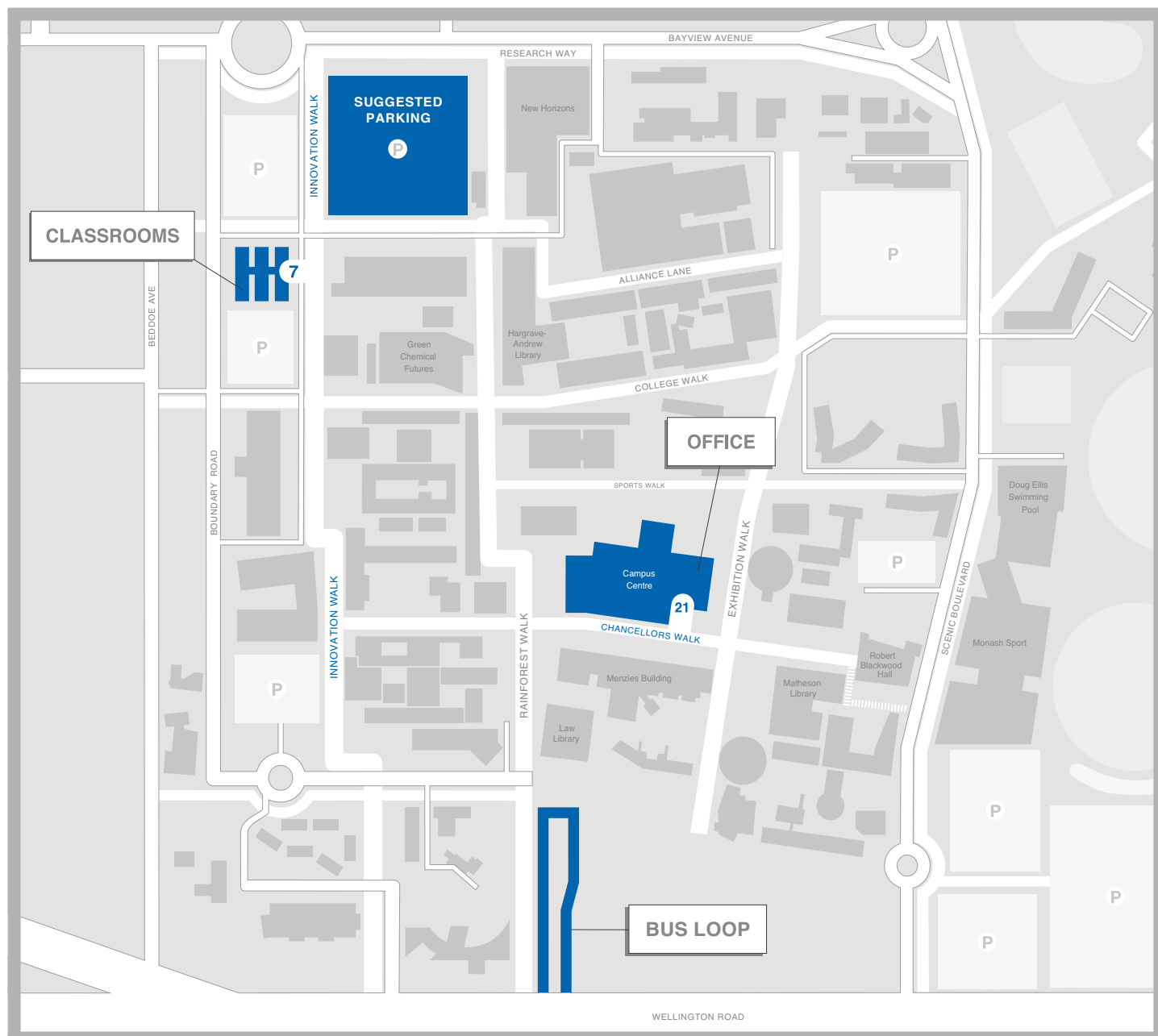
To receive concession pricing while enrolling, please fill in your eligible concession type and relevant ID number.

MSA CARD PRICE

Training and Professional Development provides discounted course prices to those with an MSA Card. MSA Card is the Monash Student Association membership card.

For further information about the MSA Card and how to sign up for a membership, visit the MSA website: msa.monash.edu

GETTING HERE






OFFICE

Level 1, Campus Centre
21 Chancellors Walk,
Monash University,
Clayton Campus

CLASSROOM

7 Innovation Walk,
Monash University,
Clayton Campus

CONTACT

(03) 9905 3180
msa-monashtraining@monash.edu
www.monashtraining.com


 monashtraining

OPENING HOURS

| | |
|-----------|-----------|
| Monday | 9am–5pm |
| Tuesday | 9am–5pm |
| Wednesday | 9am–5pm |
| Thursday | 9am–5pm |
| Friday | 9am–3pm |
| Saturday | 10am–12pm |

Closed on public holidays
and long weekends

PUBLIC TRANSPORT

There are many public transport options available to Monash University. More details at www.ptv.vic.gov.au

PARKING

To avoid any unnecessary fees or fines, please read the following carefully:

No parking restrictions on weekends or after 5pm on weekdays. Parking in permit areas before 5pm on weekdays may result in fines. No parking at any time in disabled zones.

We suggest parking in the N1 car park on the corner of Innovation Walk and Research Way.

A number of ticketed parking spaces are available on campus.

Phone the Security and Parking Office on 9905 3059 or visit www.monash.edu/people/transport-parking for more details on parking on Campus.

