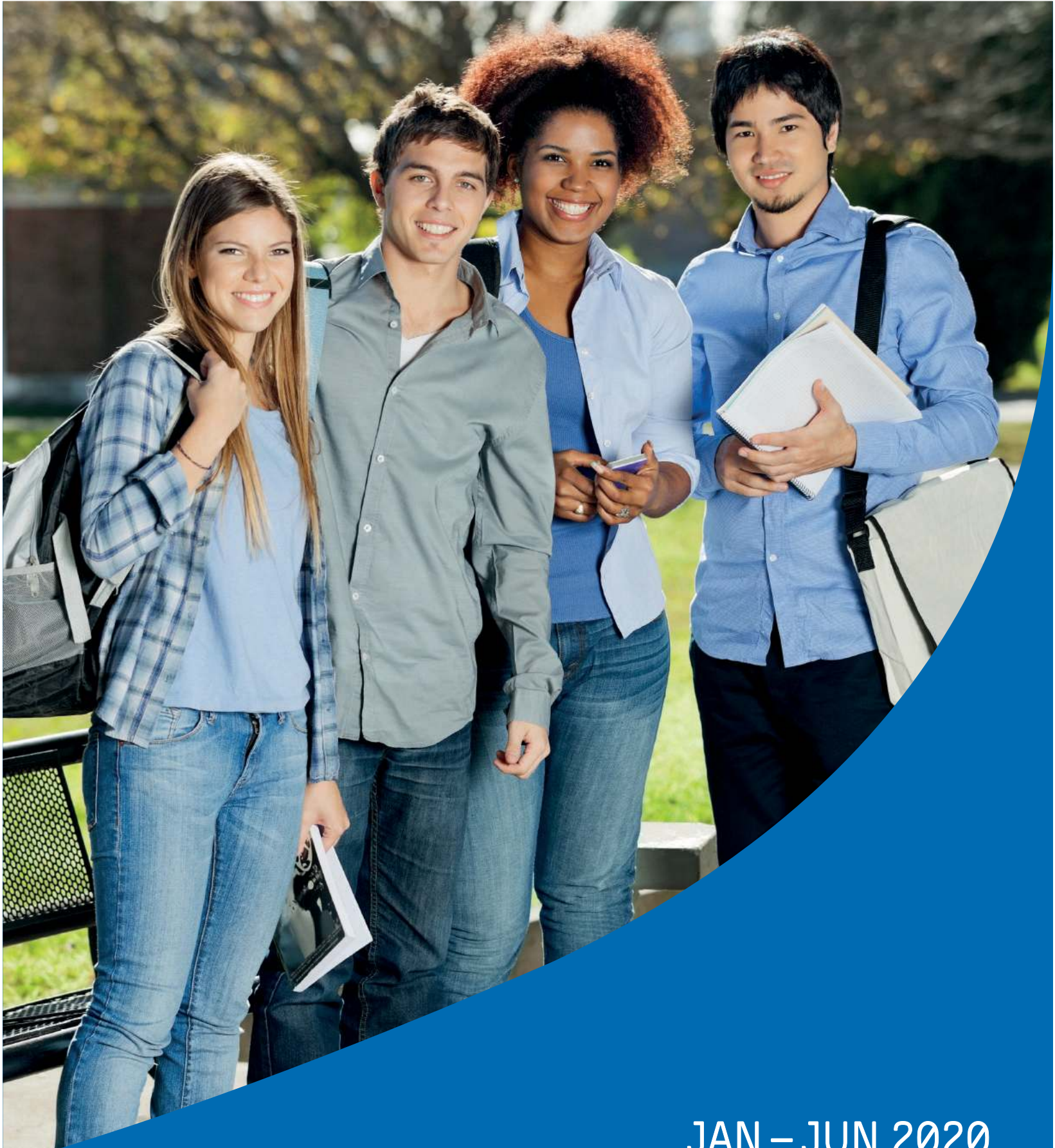
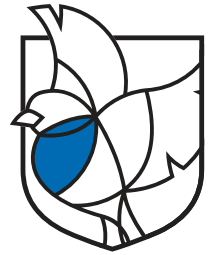


MONASH
STUDENT
ASSOCIATION

TRAINING AND
PROFESSIONAL
DEVELOPMENT



JAN – JUN 2020



GROUP TRAINING

MSA 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 MSA 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
BSB51918	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
msa-monashtraining@monash.edu
(03) 9905 1074

2	Group Training
3	Contents; Monash Student Association Training and Professional Development
4–5	Vocational Education and Training
6–7	Short Courses
8–9	Online Courses
10	Enrolment Information
11	Getting Here

MONASH STUDENT ASSOCIATION TRAINING and PROFESSIONAL DEVELOPMENT

MSA Training and Professional Development is a not-for-profit service provided by the Student Association, located at Monash 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

MSA Training and Professional Development is 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 goals. Government funding under the Skills First program is available for these courses, for eligible participants. For eligibility requirements, refer to page 4, see our website www.monashtraining.com or contact us directly. Citizenship/visa requirements also apply.

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

Online Courses

MSA 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

MSA Training and Professional Development 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 1074.

Pricing

All prices in this guide are inclusive of GST where applicable. Prices marked with* are GST exclusive. 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.

MSA Training and Professional Development provides discounted course prices through MSA Rewards. For further information about MSA Rewards or to join the rewards program visit the MSA website: msa.monash.edu/msarewards.



VOCATIONAL EDUCATION and TRAINING

MSA 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.

People with a disability are encouraged to apply.

RTO Number: 21526.

Payment plans: Payment plans are available at no additional cost, 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

This highly sought after qualification is designed to equip students with the necessary skills to conduct 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

201ADMIA	Tue	10 Mar–7 Jul	9am–4pm
201ADMIB	Thur	7 May–27 Aug	9am–4pm

Duration: 17 sessions

BSB30915 Certificate III in Business Administration (Education)

This qualification equips students with the necessary skills to conduct a 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

201EDUCA	Tue	10 Mar–7 Jul	9am–4pm
201EDUCB	Thur	7 May–27 Aug	9am–4pm

Duration: 17 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. Students 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

201CCHCA	Tue & Sat	28 Jan–20 Jun	9am–4:30pm
201CCHCB	Mon & Thur	16 Mar–27 Jul	9am–4:30pm
201CCHCC	Wed & Fri	6 May–9 Sep	9am–4:30pm

Duration: 37 sessions

CHC50113 Diploma of Early Childhood Education and Care

We have teamed up with some of our local Childcare Centres 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 innovative 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 course 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.

201DCHCA	Tue & Sat	24 Mar–19 Dec	9am–4:30pm
201DCHCB	Mon & Thur	11 May–1 Mar †	9am–4:30pm
201DCHCC	Wed & Fri	26 Jun–16 Apr †	9am–4:30pm

Duration: 71 sessions

† 2021

MANAGEMENT

BSB42015 Certificate IV in Leadership and Management

This 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.

201CLMGA	Mon	16 Mar–22 Jun	9am–4pm
----------	-----	---------------	---------

Duration: 13 sessions

BSB51918 Diploma of Leadership and Management

Diploma of Leadership and Management is designed to develop students' leadership skills to management level. Under the guidance of our highly qualified and passionate trainers, this course will assist participants to develop initiative and judgement in planning, organising, and monitoring employee's workloads as well as their 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.

201DLMGA	Sat	15 Feb–8 Aug	9am–4pm
----------	-----	--------------	---------

Duration: 13 fortnightly sessions

TRAINING and ASSESSMENT

TAE40116 Certificate IV in Training and Assessment

We are proud to announce the addition of this course to our scope of registration. We were the fourth 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 gain this nationally recognised qualification from a prestigious provider with a reputation for quality.

201TAEA	Mon	3 Feb–22 Jun	9am–4:30pm
201TAEB	Sat	15 Feb–11 Jul	9am–4:30pm
201TAEC	Tue	3 Mar–7 Jul	9am–4:30pm
201TAED	Sat	14 Mar–1 Aug	9am–4:30pm
201TAEF	Wed	1 Apr–29 Jul	9am–4:30pm
201TAEF	Thurs	16 Apr–13 Aug	9am–4:30pm
201TAEG	Sat	2 May–5 Sep	9am–4:30pm
201TAEH	Fri	15 May–11 Sep	9am–4:30pm
201TAEI	Mon	1 Jun–5 Oct	9am–4:30pm
201TAEJ	Fri	19 Jun–23 Oct	9am–4:30pm

201MARBTAE ¹	Tue	5 May–15 Sep	9am–4:30pm
201HAWTAE ²	Thur	7 May–3 Sep	9am–4:30pm
201DANTAE ³	Mon	18 May–21 Sep	9am–4:30pm

Duration: 18 sessions

¹ Maribyrnong ² Hawthorn ³ Dandenong

Please contact us at msa-monashtraining@monash.edu for further dates available

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. Students' attendance and assessment requirements will vary depending on which units have already been completed as part of TAE40110. Assessment will include in-class activities and written tasks to be completed outside of class time.

201TAEUPA	Tue	11, 18 & 25 Feb	9am–4:30pm
201TAEUPB	Sat	8, 15 & 22 Feb	9am–4:30pm

Please contact us at msa-monashtraining@monash.edu for further dates available

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

Duration: 3 sessions

SHORT COURSES

COMMUNICATION and WRITING

Professional Business Writing

This course will equip participants 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.

201BUSWA	Wed	4 & 11 Mar	9am–3:30pm
201BUSWB	Thur	2 & 9 Apr	9am–3:30pm
201BUSWC	Fri	1 & 8 May	9am–3:30pm
201BUSWD	Thur	25 Jun & 2 Jul	9am–3:30pm

Price: MSA Rewards \$169, Concession \$173, Other \$183*
Duration: 2 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.

201SPEAA	Tue	10 & 17 Mar	9am–4pm
201SPEAB	Fri	17 & 24 Apr	9am–4pm
201SPEAC	Thur	21 & 28 May	9am–4pm
201SPEAD	Tue	16 & 23 Jun	9am–4pm

Price: MSA Rewards \$189, Concession \$194, Other \$202*
Duration: 2 sessions

Public Speaking in Practise

If public speaking made you shudder before, but you have learnt some basic techniques and are starting to feel more comfortable with it, this practical course could be perfect for you. Lots of interesting exercises to put our newly learnt techniques into action and practise, practise, practise.

Preferable that you have completed Public Speaking for Absolute Beginners prior to commencing this course.

201SPEAPRA	Fri	1 May	9am–4pm
201SPEAPRB	Tue	30 Jun	9am–4pm

Price: MSA Rewards \$120, Concession \$127, Other \$134*
Duration: 1 day

Develop Emotional Intelligence (EI)

Learning how to develop and improve emotional intelligence can be a daunting task, yet it is an increasingly important skill in the workplace. During the 1 day workshop, students will come to understand how to manage emotions to work more effectively with others and how to interpret emotional patterns, along with many other skills. Specifically, the workshops will focus on reviewing the key skills of emotional intelligence. These skills being self-awareness, self-management, empathy, relationship management, and effective communication.

201EIA	Mon	2 Mar	9am–4pm
201EIB	Tue	7 Apr	9am–4pm
201EIC	Tue	12 May	9am–4pm
201EID	Thur	11 Jun	9am–4pm

Price: MSA Rewards \$120, Concession \$127, Other \$134*
Duration: 1 day
Requirements: Notepad and pen.

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.

201AID1A	Sat	8 Feb	9am–4:30pm
201AID1B	Fri	28 Feb	9am–4:30pm
201AID1C	Thur	12 Mar	9am–4:30pm
201AID1D	Mon	23 Mar	9am–4:30pm
201AID1E	Sat	4 Apr	9am–4:30pm
201AID1F	Wed	15 Apr	9am–4:30pm
201AID1G	Wed	29 Apr	9am–4:30pm
201AID1H	Sat	16 May	9am–4:30pm
201AID1I	Sat	30 May	9am–4:30pm
201AID1J	Thur	18 Jun	9am–4:30pm
201AID1K	Sat	27 Jun	9am–4:30pm

Price: Concession \$100, Other \$110*
Duration: 1 day
Requirements: Comfortable clothes.

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 MSA Training and Professional Development. Students will be assessed on a combination of practical activities and on the completion of the workbook theory component. 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).

201AID2A	Sat	8 Feb	9am–4:30pm
201AID2B	Fri	28 Feb	9am–4:30pm
201AID2C	Thur	12 Mar	9am–4:30pm
201AID2D	Mon	23 Mar	9am–4:30pm
201AID2E	Sat	4 Apr	9am–4:30pm
201AID2F	Wed	15 Apr	9am–4:30pm
201AID2G	Wed	29 Apr	9am–4:30pm
201AID2H	Sat	16 May	9am–4:30pm
201AID2I	Sat	30 May	9am–4:30pm
201AID2J	Thur	18 Jun	9am–4:30pm
201AID2K	Sat	27 Jun	9am–4:30pm

Price: Concession \$170, Other \$180*
Duration: 1 day
Requirements: Comfortable clothes.

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 first aid emergencies, asthmatic and anaphylactic emergencies. Students will be assessed on a combination of practical activities and on the completion of the workbook theory component. 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.

201AID4A	Sat	8 Feb	9am–4:30pm
201AID4B	Fri	28 Feb	9am–4:30pm
201AID4C	Thur	12 Mar	9am–4:30pm
201AID4D	Mon	23 Mar	9am–4:30pm
201AID4E	Sat	4 Apr	9am–4:30pm
201AID4F	Wed	15 Apr	9am–4:30pm
201AID4G	Wed	29 Apr	9am–4:30pm
201AID4H	Sat	16 May	9am–4:30pm
201AID4I	Sat	30 May	9am–4:30pm
201AID4J	Thur	18 Jun	9am–4:30pm
201AID4K	Sat	27 Jun	9am–4:30pm

Price: Concession \$170, Other \$180*
Duration: 1 day
Requirements: Comfortable clothes.

** 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.

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.

201CPRA	Sat	8 Feb	9am–4:30pm
201CPRB	Fri	28 Feb	9am–4:30pm
201CPRC	Thur	12 Mar	9am–4:30pm
201CPRD	Mon	23 Mar	9am–4:30pm
201CPRE	Sat	4 Apr	9am–4:30pm
201CPRF	Wed	15 Apr	9am–4:30pm
201CPRG	Wed	29 Apr	9am–4:30pm
201CPRH	Sat	16 May	9am–4:30pm
201CPRI	Sat	30 May	9am–4:30pm
201CPRJ	Thur	18 Jun	9am–4:30pm
201CPRK	Sat	27 Jun	9am–4:30pm

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

Duration: 1 day

Requirements: Notepad, pen, comfortable clothes.

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 four weeks for certificate to be posted.

201RSAA	Mon	10 Feb	5:30–9:30pm
201RSAB	Mon	17 Feb	5:30–9:30pm
201RSAC	Sat	22 Feb	9am–1pm
201RSAD	Wed	26 Feb	5:30–9:30pm
201RSAE	Tue	3 Mar	5:30–9:30pm
201RSAF	Wed	11 Mar	5:30–9:30pm
201RSAG	Sat	21 Mar	9am–1pm
201RSAH	Wed	25 Mar	5:30–9:30pm
201RSAI	Sat	4 Apr	9am–1pm
201RSAJ	Wed	15 Apr	5:30–9:30pm
201RSAK	Tue	21 Apr	5:30–9:30pm
201RSAL	Wed	29 Apr	5:30–9:30pm
201RSAM	Sat	9 May	9am–1pm
201RSAN	Thur	14 May	5:30–9:30pm
201RSAO	Thur	21 May	5:30–9:30pm
201RSAP	Thur	28 May	5:30–9:30pm
201RSAQ	Tue	2 Jun	5:30–9:30pm
201RSAR	Thur	11 Jun	5:30–9:30pm
201RSAS	Sat	20 Jun	9am–1pm

Price: MSA Rewards \$45, Concession \$48, Other \$50*

Duration: 1 day

Food Safety (SITXFSA001 Use Hygienic Practices for Food Safety)

This course covers the principles of basic food safety and their implementation in the workplace. It is suitable for all food handlers in the hospitality industry. This course 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.

201FOODA	Sat	15 Feb	9am–3:30pm
201FOODB	Wed	11 Mar	9am–3:30pm
201FOODC	Fri	24 Apr	9am–3:30pm
201FOODD	Mon	11 May	9am–3:30pm
201FOODE	Sat	13 Jun	9am–3:30pm

Price: MSA Rewards \$74, Concession \$76, Other \$80*

Duration: 1 day or 2 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.

201COFFA	Mon	10 Feb	5:30pm–9:30pm
201COFFB	Tue	18 Feb	5:30pm–9:30pm
201COFFC	Wed	26 Feb	5:30pm–9:30pm
201COFFD	Mon	2 Mar	5:30pm–9:30pm
201COFFE	Tue	10 Mar	5:30pm–9:30pm
201COFFF	Wed	18 Mar	5:30pm–9:30pm
201COFFG	Mon	23 Mar	5:30pm–9:30pm
201COFFH	Tue	31 Mar	5:30pm–9:30pm
201COFFI	Wed	8 Apr	5:30pm–9:30pm
201COFFJ	Mon	20 Apr	5:30pm–9:30pm
201COFFK	Tue	28 Apr	5:30pm–9:30pm
201COFFL	Wed	6 May	5:30pm–9:30pm
201COFFM	Mon	11 May	5:30pm–9:30pm
201COFFN	Tue	19 May	5:30pm–9:30pm
201COFFO	Wed	27 May	5:30pm–9:30pm
201COFFP	Mon	1 Jun	5:30pm–9:30pm
201COFFQ	Tue	9 Jun	5:30pm–9:30pm
201COFFR	Wed	17 Jun	5:30pm–9:30pm
201COFFS	Mon	22 Jun	5:30pm–9:30pm
201COFFT	Tue	30 Jun	5:30pm–9:30pm

Price: MSA Rewards \$126, Concession \$130, Other \$137*

Duration: 1 day

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.

201EVENA	Fri	6 & 13 Mar	9am–4pm
201EVENB	Thur	23 & 30 Apr	9am–4pm
201EVENC	Thur	7 & 14 May	9am–4pm
201EVEND	Tue	2 & 9 Jun	9am–4pm

Price: MSA Rewards \$233, Conc \$239, Other \$252*

Duration: 2 sessions

LANGUAGES

Beginners AUSLAN

AUSLAN (Australian Sign Language) is a visual-gestural language. It is based on the 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 the Deaf community and the class will be taught in the real world of Deaf people. This course focuses 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

201AUSLASUM‡ Mon–Thu, 13–16 Jan, 10am–2:30pm

201AUSLA	Mon	10 Feb–6 Apr	6–8pm
201AUSLB ¹	Thur	12 Mar–30 Apr	6–8pm
201AUSLC	Wed	15 Apr–3 Jun	6–8pm

Price: MSA Rewards \$292, Concession \$299, Other \$315

Duration: 8 sessions

Requirements: Participants are encouraged to purchase 'AUSLAN Dictionary' (available from the Monash Bookshop).

‡ Summer Intensive four-day course

¹ Taught at Peninsula



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 MSA Training and Professional Development are highly interactive and done entirely on the internet. All of the courses 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



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 MSA 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 contact 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 MSA 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 three 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 dates, times, location, and course details carefully before you enrol. Applications for refunds and 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 refunds from short courses and \$300 from qualifications. All refund and transfer fees and conditions apply to each and every course from which you withdraw.

Please note: With less than seven 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 membership. Relevant cards will need to be presented at enrolment and commencement of the course.

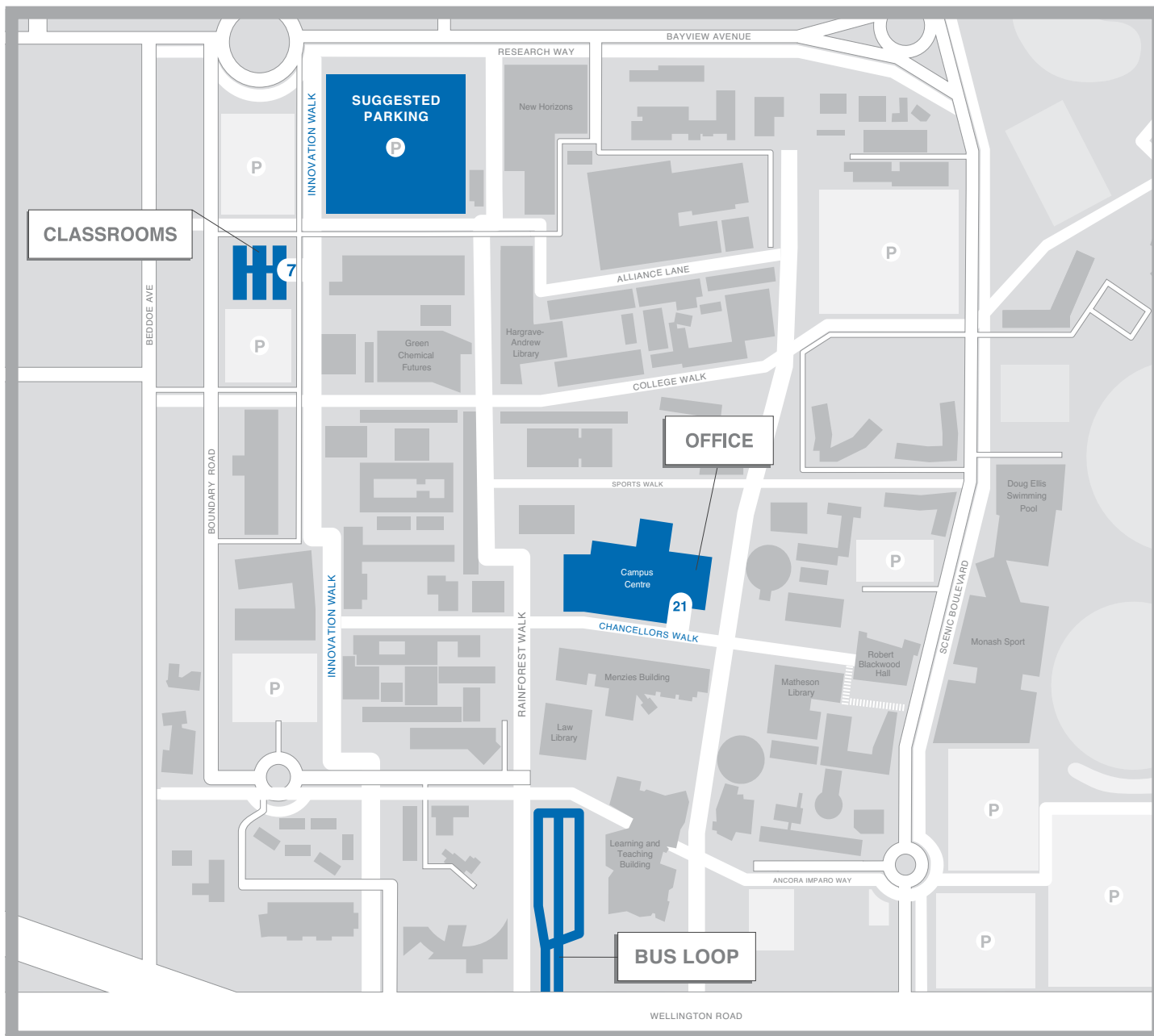
To receive concession pricing while enrolling, please fill in your eligible concession type and relevant ID number.

MSA REWARDS PRICE

MSA Training and Professional Development provides discounted course prices to those with Monash Student Association (MSA) Rewards access.

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

GETTING HERE



OFFICE

Level 1, Campus Centre
21 Chancellors Walk,
Monash University,
Clayton, 3800

CLASSROOM

7 Innovation Walk,
Monash University,
Clayton Campus

CONTACT

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

OPENING HOURS

Monday 9am–4pm
Tuesday 9am–4pm
Wednesday 9am–4pm
Thursday 9am–4pm
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 4pm on weekdays. Parking in permit
areas before 4pm 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.

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

