

agriculture and horticulture

Farm chemical users

units from RTF30103*

This course introduces you to the legislative requirements and safe working practices you need to use pesticides and herbicides.

Dates Tuesdays, 13-20 April 2010 (2 sessions) |

Time 8.30am-4.30pm | **Cost** \$230

broadcasting

So you want to be on the radio?

NA08RADIO

This fun workshop will give you a taste of what it's like to be the voice behind the microphone on our station 87.8 Wodonga TAFE Radio. You'll learn from radio industry professionals how to use your voice and personality to tell an entertaining story, and what not to say.

Date Saturday 24 April 2010 | **Time** 9.30am-12.30pm | **Cost** \$120

business and management

These seminars have been developed in consultation with industry to provide participants with an injection of motivation and energy to take action in the workplace. This professional series will provide you with effective strategies that can be implemented immediately.

Dealing with conflict

NA09DWC

This workshop will focus on the application of effective strategies for dealing with conflict. Strategies for agreement, negotiation and conflict management will be discussed with emphasis on workplace effectiveness.

Date Friday 16 April 2010 | **Time** 9am-12.30pm | **Cost** \$125

Managing people-part 1

NA09MP

Personal insight is critical to interacting with colleagues and employees effectively and productively. This course is ideal for people seeking to improve their interpersonal skills for a manager, team leader or supervisor role.

Date Tuesday 13 April 2010 | **Time** 9am-12.30pm | **Cost** \$125

Managing people-part 2

NA09MP

Performance management can be a very effective tool for supporting and encouraging employees to thrive in the workplace. This workshop examines how to manage people effectively and respectfully with the key objective of encouraging employees to perform at their best.

Date Tuesday 20 April 2010 | **Time** 1pm-4.30pm | **Cost** \$125

Coaching and mentoring-part 1

NA09CM

The transition from manager to coach will be reviewed along with coaching activities and styles appropriate for the workplace. Ethical issues and emergent obstacles to coaching in the workplace will also be discussed.

Date Thursday 29 April 2010 | **Time** 9am-12.30pm | **Cost** \$125

To find out about short course availability after April or courses not listed in this guide, refer to www.wodongatafe.edu.au or phone 13TAFE (13 8233).

coffee skills

Barista basics

NA08BB

Under the guidance of the Coffee Specialist Team, you'll learn how to store coffee correctly, clean, take care of and maintain machinery, prepare work areas, serve customers, select and grind coffee, and texture milk.

Date Monday 19 April 2010 | **Time** 6pm-10pm | **Cost** \$155



cookery

Bread making for home bakers

NA08BNB

Learn bread making techniques that you can adapt to the home environment or for your next dinner party. Discover no-knead techniques and make sourdough and savoury breads.

Date Saturday 10 April 2010 | **Time** 9am-4pm | **Cost** \$250

More than beer and bangers

units from SIT30807*

Be the envy of your mates and have everyone asking for your recipes! This course is an exciting entrance into the world of cuisine for culinary-challenged men (and women). Learn the tricks of the trade for quick and tasty meals that will impress friends and family.

Dates Tuesdays, 13 April-4 May 2010 (5 sessions) | **Time** 6pm-10pm | **Max cost** \$150#

Traditional tortes and gateaux

NA09TTG

Are you interested in cake decorating as a possible career? Learn about traditional techniques such as layering, masking, and piping for tortes and gateaux.

Dates Wednesdays, 14 April-5 May 2010 (2 sessions) | **Time** 9am-4pm | **Cost** \$250

To receive a copy of Wodonga TAFE's monthly short course calendar, please email 'Subscribe' to shortcourses@wodongatafe.edu.au

design

Where 2 start? ... Visual merchandising NA07VISUAL

Find out about correct store layout, how to set out displays effectively, traffic flow, colour psychology, targeting your customer, consumer behaviour and developing a visual merchandising calendar. This course provides an insight into the Diploma of Visual Merchandising if you want to explore visual merchandising as a career.

Dates TBA (7 sessions) | **Times** 6pm-8pm | **Cost** \$250

Where 2 start? ... Portfolio presentation NA06PW

We have developed a one-day intensive course that will enable you to collate an effective portfolio for either tertiary entrance or as part of a career-based resume.

Date TBA (1 session) | **Times** 10am-4pm | **Cost** \$280

Where 2 start? ... Intensive colour NA08IC

Further your decorating knowledge by focusing on colour in the built environment. We explore all aspects of colour in fun and interesting ways. Learn to unravel the mysteries of colour, and develop your confidence through the information and tips you receive.

Date Saturday TBA (1 session) | **Time** 9am-4pm | **Cost** \$175

Where 2 start? ... Interior decoration NA07IID

You will learn to recognise what is right for you within your living environment, develop the design process, and overcome the issues you have to take into account along the way to designing the ideal room. This may be a career opportunity for you or you can just have fun while you work on a real project in your home.

Dates TBA (5 sessions) | **Time** 6pm-8.30pm | **Cost** \$290

digital media

Get to know your SLR camera CUVPHI05B*

Develop the in-depth knowledge you need to get the best results from your digital SLR camera.

Entry requirements

>We recommend that you have some computer skills and knowledge of basic camera operations.

Dates Saturdays, 17 April-5 June 2010 (8 sessions) |

Time 9.30am-12.30pm | **Max cost** \$194#

electrotechnology

Australian Communication and Media Authority (ACMA) (Austel) open registration units from ICT30202*

This course is suitable for electricians, data cabling, telecommunications personnel, computer systems technicians, and cable television installers who want to enter into the business of telecommunications cabling.

Entry requirement

>We recommend you have at least six months cabling experience.

Dates Thursday and Friday, 22-23 April and Thursday, Friday and Saturday, 6-8 May 2010 (5 sessions) | **Time** 8.30am-5.30pm April, 1pm-9pm, 8.30am-5.30pm and 8.30pm-3pm May | **Cost** \$840

To find out about short course availability after April or courses not listed in this guide, refer to www.wodongatafe.edu.au or phone 13TAFE (13 8233).

Testing and tagging of electrical appliances and leads IA05TT

Ideal for small businesses, this 12-hour course provides training in the use of portable test equipment for the testing and tagging of electrical appliances and leads.

Entry requirement

>We recommend that you have completed year 10 or that you enrol as a mature-aged student.

Dates Monday and Tuesday, 19-20 April 2010 | **Time** 4pm-10pm | **Cost** \$185

food safety

Basic food handling FDFCORFSY1A*, SITXOHS002A*, HLTFS207B*

Comprising of three nationally accredited units, this course is for people who need skills and knowledge to handle food safely. You learn about personal hygiene basics, safe food storage and handling, cross-contamination hazards, and effective cleaning and sanitising.

Date Monday 12 April 2010 | **Time** 9am-4pm | **Cost** \$130

general education

Real options units from 21671VIC*

This is a unique opportunity for those with a psychiatric disability to engage in education in a supportive adult learning environment. Learners participate in part-time modules of their choice and may select from horticulture, hospitality, vocational arts, first aid, the internet, and digital imaging.

Entry requirement

>You will be required to attend an interview to determine your suitability.

Date Monday 12 April - Friday 19 June 2010 (days TBA) | **Time** 10am-3.30pm | **Max cost** \$84 concession plus materials

Building bridges units from 21672VIC*

This is a flexible program that is adapted to suit the needs of diverse groups based on individual and community needs. The program in second term will be delivered in the Beechworth and Corryong communities. (Suitable for people who experience learning difficulties and/or a disability.)

Entry requirement

>You will be required to attend an interview to determine your suitability.

Dates Mondays and Thursdays, 27 April-18 June 2010 (16 sessions) | **Time** 9.30am-3pm | **Max cost** \$192, \$134 concession

health

Maternity nursing HLTEN520A*

This course is a unit from the Diploma of Nursing (HLT51607*). Learn the knowledge and skills you need as an enrolled nurse to provide care to mothers and babies in a range of settings, such as postnatal, low-risk nursery, child and family health, and paediatric.

Entry requirement

>You must be a registered division 2 nurse in Victoria.

Dates Fridays, 9-23 April 2010 (3 sessions) | **Time** 9am-4pm | **Cost** \$350



All short courses run subject to minimum numbers.

* Courses marked with an asterisk (*) lead to an AQF qualification and/a statement of attainment and are GST-free.

Maximum cost may be affected by prior or concurrent enrolments. Enquire about concessions that may apply to you.

Medical terminology

HLTCOM408B*

Learn a basic medical and nursing vocabulary of commonly used medical terms. This course is suited to people who are working in the healthcare industry and to prospective nursing, allied health, or paramedical students.

Note This course is available on campus or through distance education.

Dates Tuesdays, 13 April-25 May 2010 (7 sessions) | **Time** 6pm-9pm | **Cost** \$190

Rehabilitation

HLTEN602A*

This course is a unit from the Advanced Diploma of Nursing (HLT61107*). Working as part of the multi-disciplinary healthcare team that cares for clients who require rehabilitation, learn how to clarify the impact of rehabilitation on the client and/or his/her family. You will also learn how to contribute to and implement the appropriate care plan/s, and help to evaluate the outcomes of planned nursing actions for the client who has a dysfunction.

Entry requirement

>You must be a registered division 2 nurse in Victoria.

Dates Thursdays, 22 April-22 July 2010 (14 sessions) | **Time** 6pm-9pm | **Cost** \$350

Podiatry

HLTAH406A*

Learn how to assist a podiatrist with the delivery and monitoring of specific client exercise and rehabilitation programs in the completion of client foot health assessments.

Entry requirement

>Completion of pre-requisite units of competency HLTAP301A*, HLTCS305B* and HLTAH301A*.

Dates Wednesdays 14 April-5 May 2010 (4 sessions) | **Time** 1pm-4pm | **Cost** \$139

information technology

Build and maintain your own computer

 units from ICA20105*

You will learn how to build a computer, learn how to install software, components and peripherals, diagnose and repair common computer faults, apply virus protection and much more.

Dates Mondays, 12 April-7 June 2010 (8 sessions) | **Time** 6pm-9pm | **Max cost** \$561#

Keyboarding and touch typing - introduction

 BSBITU102A*

Learn correct typing techniques to build your typing speed and accuracy.

Dates Wednesdays, 14 April-9 June 2010 (9 sessions) | **Time** 6pm-8pm | **Max cost** \$130#

MS Excel® - intermediate

NA08EXCEL

Date Friday 16 April or Wednesday 21 April 2010 | **Time** 9am-12pm (16 April) or 6pm-9pm (21 April) | **Cost** \$75

Managing email with MS Outlook® 2007

 NA09MEMSO

The course covers blocking junk and spam email, creating stationery themes and automatic signatures, organising your inbox, using Outlook® contacts, and creating and using email distribution lists.

Date Friday 30 April 2010 | **Time** 9am-12pm | **Cost** \$75

For further information or to enrol, call 13 TAFE (13 8233) or email shortcourses@wodongatafe.edu.au

manufacturing

Perform basic machining process

VBN769*

During the course you will learn how to set up lathes and milling machines used to machine components.

Entry requirements

>You must be 16 years of age or older.

Dates Tuesdays, 20 April-22 June 2010 (10 sessions) | **Time** 6pm-10pm | **Max cost** \$169#

media

Write for the media

CUFWRT301A*

Write press releases and community announcements that media outlets will take notice of, and learn the basic principles of writing good radio, television and print advertising.

Dates Tuesdays, 13 April-18 May 2010 (6 sessions) | **Time** 6pm-9pm | **Max cost** \$194#



Introduction to making movies

CUFCAM301A*

Gain the skills and knowledge you need to set up and operate a video camera and associated equipment. Learn about framing techniques, methods of composition and basic lighting to make short films, short documentaries, and film events or performances.

Dates Wednesdays, 21 April-23 June 2010 (10 sessions) | **Time** 6pm-9pm | **Cost** \$184#

motorsports

Fibreglass techniques

units from PMB30107*

Learn and be guided through the hands-on experience of planning and fabricating basic fibreglass, such as cut materials, hand-mix fibreglass materials, hand layup of fibreglass components, and the application of gel coating.

Dates Wednesdays, 14 April-16 June 2010 (10 sessions) | **Time** 6pm-10pm | **Cost** \$298

real estate

Property agent's representative

units from CPP40307* and CPP30207*

Successful completion of this course provides you with the basic knowledge and skills you need, and satisfies the educational requirements to be employed as an agent's representative in Victoria under the Estate Agents (Education) Regulations 2008.

Entry requirement

>You must be 18 years of age or older and we recommend that you have year 12 or an equivalent qualification.

Dates Mondays, 12 April-21 June 2010 (10 sessions) | **Time** 6pm-9pm | **Cost** \$600 on-campus or \$550 via distance

* Courses marked with an asterisk (*) lead to an AQF qualification and/a statement of attainment and are GST-free.

Maximum cost may be affected by prior or concurrent enrolments. Enquire about concessions that may apply to you.

The following courses will be presented in May

Adobe® creative suite-intermediate
 Anaphylaxis management
 Apply first aid
 Artisan baking classes-pastries
 Barista basics
 Basic food handlers
 Change and innovation
 Coaching and mentoring-part2
 Coffee art
 Coffee at home
 Coffee practice sessions
 Complex care
 Creative blacksmith
 Creative Photoshop® Elements
 Create your own web pages using Dreamweaver®
 Customer service
 Dinner parties @ six
 Effective hiring
 Effective marketing
 Effective retention strategies
 Food safety supervisor certificate
 How to make the perfect pasta
 How to wow at an interview
 Initial five-day OHS course
 Introduction to desktop publishing with Microsoft Word®
 Introduction to welding
 Managing calendars, contacts, tasks using Microsoft Outlook®
 MS Excel-beginners
 MS Word-beginners and intermediate
 Pathology collection
 RSA (NSW)
 RSA (Vic)
 RSG (Vic)
 Sports massage
 Victoria Police entry exam
 Where 2 start? ... Intensive colour
 Where 2 start? ... Interior decoration
 Where 2 start? ... Portfolio presentation
 Where 2 start? ...Visual merchandising

industrial skills

For session details and further information contact

National Industrial Skills Training Centre

Freecall 1800 667 778 | Phone 02 6055 6672

Email nistc@wodongatafe.edu.au

Civil construction

Work safely in the construction industry (white card) CPCCOHS1001A*

Operate load-shifting equipment (includes three assessments for national licences) Units from 30496QLD*

Licence to perform dogging (includes assessment for national licence) CPCCLDG3001A*

Licence to operate a slewing mobile crane (up to 20 tonnes) (includes assessment for national licence) TLILIC808A*

Forestry

Forestry harvesting (plant operation) Units from FPI30205*

Forestry - OHS and environmental care Units from FPI20205*

Chainsaw operations - Trim and crosscut (level 1) Units from FPI20205*

Chainsaw operations - Felling (level 2) Units from FPI30205*

Motorcycle training

Motorcycle - Begin to ride NA06BRM

Motorcycle training - Learner's permit (Victoria)** Units from TL120207*

Motorcycle training - Probationary licence (Victoria)** Units from TL120207*

Motorcycle roadcraft skills NA06MRS

Heavy vehicle driver training

Medium rigid vehicle driving (NSW/Vic)** Units from TL120207*

Heavy rigid vehicle driving (Vic)** Units from TL130207*

Heavy rigid vehicle driving (NSW)** Units from TL130207*

Heavy combination vehicle driving (Vic)** Units from TL130207*

Heavy combination vehicle driving (NSW)** Units from TL130207*

Multi-combination vehicle driving (Vic)** Units from TL140207*

Multi-combination vehicle driving (NSW)** Units from TL140207*

Traffic control

Traffic controller (blue card) IA08TC

Apply traffic control plans (yellow card) IA08ATCP

Select and modify traffic control plans (red card) IA08SMTCP

Design and inspect traffic control plans (orange card) IA08DITCP

Transport and distribution

Licence to operate a forklift (includes assessment for national licence) Units from TL120207*

Transportation of dangerous goods 30744QLD*

Apply fatigue management strategies TLIF1007C*

Handling dangerous goods and hazardous substances TLID307E*

Shift materials safely using manual handling methods TLID107C*

Traffic controller for pilot escort vehicles

Control traffic as a pilot vehicle operator TLIF6007A*

For further information or to enrol, call 13 TAFE (13 8233) or email shortcourses@wodongatafe.edu.au