

# short courses



FEBRUARY 2012

Improve your performance at work  
Take the first step towards a new job or career  
Develop a new skill

## AGRICULTURE/HORTICULTURE

Phone 02 6055 6644

### AgVet chemical users course (level III) RTC3705A\* and RTC3704A\*

This course introduces you to the legislative requirements and safe working practices you need to use pesticides and herbicides. You learn how to prepare, apply, transport, handle, and store chemicals.

Dates Tuesdays 7 and 14 February 2012  
Time 8.30am-4.30pm  
Cost \$260

## DIGITAL MEDIA

Phone 02 6055 6660

### Get to know your digital SLR camera units from 21773VIC\*

Master your digital SLR camera! Learn the fundamentals of photography that will set you on the path to making great photographs.

Date Thursday 23 February 2012  
Time 6pm-9pm  
Cost \$130



## ENGINEERING

Phone 02 6055 6645

### Prevocational Engineering units from 22019VIC\*

By enrolling and completing units from the Certificate II in Engineering Studies, you develop employment skills for the engineering industry. You gain credits into an apprenticeship in various fields of engineering and manufacturing if you successfully complete your studies in this course.

You must supply your own safety boots and clothing.

Dates Wednesdays-Fridays, 22 February-29 June 2012  
Time 8.30am-5pm  
Cost \$949 (depending on individual circumstances and previous qualifications)  
Concession cost \$364

## FOOD SAFETY

Phone 02 6055 6000

### Basic Food Handling FDFCORFSY1A\*, SITXOHS002A\*, HLTF5207B\*, HLTF5207C\*

Comprising 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 20 February 2012  
Time 9am-4pm  
Cost \$140

## GENERAL EDUCATION

Phone 02 6055 6685

### Brush-up skills units from 21772VIC\*

Improve your writing and spelling skills in small relaxed classes.

Dates Thursdays 16 February-29 March 2012  
Time 5.30pm-8.30pm  
Cost \$174 (concessions may apply)

### Prepare for nursing test numeracy VBQU141\* Work with numerical and statistical information in familiar situations

Build your confidence and skills before you take the VETASSESS test. Review your numeracy skills and practise your test-taking strategies.

Dates Thursdays 9 and 16 February 2012  
Time 9.30am-12pm  
Cost \$88.10 (concessions may apply)

### Selection test preparation units from 21772VIC\*

This course helps you prepare for entrance exams into careers in organisations such as the police force, the defence force, nursing, or the public service.

You develop your English, mathematical, and problem solving skills and learn test-taking strategies.

Dates Tuesday 7 February  
Time 5.30pm-8.30pm  
Cost \$325 includes textbooks (concessions may apply)



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



**INFORMATION TECHNOLOGY**

Phone 02 6055 6660

**Computer basics** units from 21772VIC\*

This course is for you if you have no computer skills and want to learn about the basic operations of the computer including basic word processing and how to use the internet and email.

Dates Mondays and Wednesdays 13 February-26 March 2012

Time 9am-4pm

Cost \$174 (concessions may apply)

**LIFE SKILLS**

Phone 02 6055 6685

*These courses are for people with a disability and/or a learning disability. They encourage independence, functional living skills, and community participation.*

**Improve your communication**

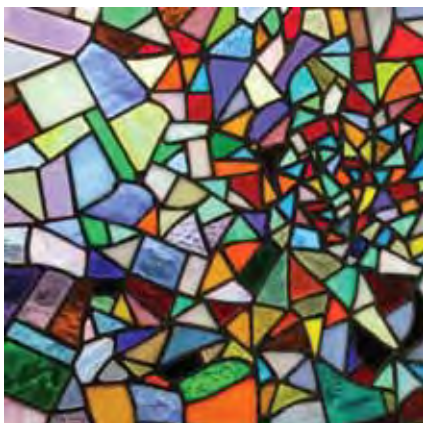
VPAU493\* Participate in short simple exchanges

Develop strategies to improve your listening and speaking skills so that you can participate confidently in personal, social, and workplace interactions.

Dates Mondays 13 February-25 June 2012

Time 12.30pm-3pm

Cost \$140 (concessions may apply)



**Creative art** VBQU118\*, VU20452\*

Explore art and craft techniques and styles to produce a variety of works.

Dates Mondays 13 February-5 November 2012

Time 9.30am-12pm

Cost \$152 (concessions may apply)

**Photography** VU20449\*, VU20451\*

Learn how to take photographs, and download and adjust images on the computer. Discover digital story telling!

Dates Thursdays 16 February-27 June 2012

Time 9.30am-12pm

Cost \$173.50 (concessions may apply)

**Cooking with four ingredients**

VPAU495\* Read and write short simple messages and formatted texts

Develop the basic reading and writing skills you need to understand food labels, design menus, and read recipes. Put some of your learning into practice by preparing simple, healthy meals.

Dates Thursdays 16 February-8 November 2012

Time 9.30am-12pm

Cost \$170 (concessions may apply)

**Woodwork** VBQU140\*, BSOHS201A\*

Learn how to use tools safely in an active, hands-on class. Prepare, plan, choose materials for, and build basic woodwork projects in a small class setting.

Dates Fridays 17 February-29 June 2012

Time 12.30pm-3pm

Cost \$185 (concessions may apply)

**Sensory gardening** VU20445\*

Help to design a garden and complete a landscaping project at Skills Incorporated Training Enterprises (SITE). This program encourages you to participate in the community.

Dates Wednesdays 5 February-27 June 2012

Time 9.30am-3pm

Cost \$172 (concessions may apply)

**OHS**

Phone 02 6055 6644

**Initial five-day OHS course for health and safety representatives, managers, and supervisors**

NA07OHS5D

This five-day, practical, skills-oriented course provides health and safety representatives and supervisors with the skills and knowledge they need to complement their roles in the workplace.

Learn how to deal with the requirements of the Occupational Health and Safety Act 2004 and develop the skills with which to carry out your representative role. Learn how to communicate effectively and resolve conflict in the workplace with regard to health and safety issues.

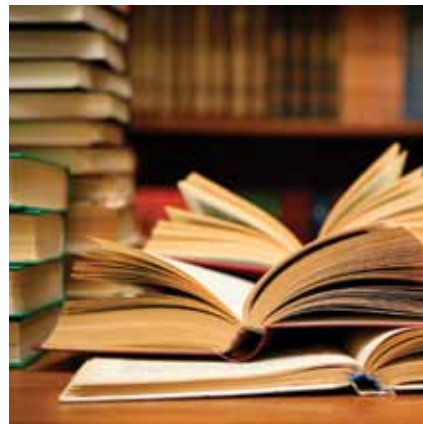
A WorkSafe Approved Training Course



Dates Mondays 6, 13, 20, 27 February, and 5 March 2012

Time 9am-5pm

Cost \$705 includes lunch, participant's manual, and certificate



## Health and safety representatives refresher course – disability services sector

NA10HSRRCDS5

This refresher course addresses the requirements under the Occupational Health and Safety Act 2004 for occupational health and safety representatives who work in the disability services sector.

A WorkSafe Approved Training Course



Date Friday 10 February 2012

Time 9am-5pm

Cost \$230 includes participant's manual and certificate

For more information regarding employer and HSR obligations under S67 VIC OHS Act 2004 please visit [www.wodongatafe.edu.au/ohs](http://www.wodongatafe.edu.au/ohs)

## REAL OPTIONS

Phone 02 6055 6685

### Building bridges

units from 22128VIC\*

If you have experienced mental health issues, then this course is for you. Develop your work and personal skills and explore options for further study and training.

Dates Tuesdays and Thursdays 7 February-29 March 2012

Time 9.30am-3pm

Cost \$305 (concessions may apply)

## SUSTAINABILITY

Phone 02 6055 6669

### Introduction to sustainability

VU20302\* Apply basic concepts of sustainability to own or local practice

Is your business engaged in sustainable practices? If you complete this unit successfully, you will have a working knowledge of the key concepts of sustainability and be able to apply them to the challenges of environmental, economic, and social issues at global, national, and local levels.

Dates Monday-Wednesday 27-29 February 2012

Time 9am-4pm

Cost VTG \$278, FFS \$500

## WELDING

Phone 02 6055 6645

### Basic welding

units from MEM40105\*

This course is for you if you have little to no experience in welding. Develop theoretical knowledge and learn to apply practical skills in one or more of the areas of gas metal arc welding, manual metal arc welding, gas tungsten arc welding, and oxyacetylene welding. You can enrol in intermediate and advanced welding courses if you complete this course competently.

Dates Tuesdays 7 February-Tuesday 26 June 2012 or

Thursdays 9 February-Thursday 28 June 2012

Time 6pm-10pm

Cost \$278 depending on individual circumstances and previous qualifications

### Intermediate welding

units from MEM40105\*

This course follows from the basic welding course and includes the manual metal arc welding, gas metal arc welding, gas tungsten arc welding, and flux core arc welding disciplines.

You must be 16 years of age or older to enrol and must have completed the basic level of welding. You must supply your own safety gear (welding helmet, safety glasses, welding gloves, clothing, and boots).

Dates Wednesdays 8 February-5 December 2012

Time 6pm-10pm

Cost \$530.50 depending on individual circumstances and previous qualifications



# National Industrial Skills Training Centre

## INDUSTRY TRAINING SPECIALISTS



### CIVIL CONSTRUCTION AND EARTHMOVING

**Dogging** (8 days) units from RII30809\*  
**Dozer** (3 days) units from RII30909\*  
**Earthmoving** (12 days) units from RII30909\*  
 Monday 6 February

**Excavator and Front End Loader** (5 days)  
 units from RII30909\*  
 Monday 20 February

**OHS and Environmental Care**  
 units from FPI20205\*  
 Thursday 24 February

**Crane C2** (7 days) units from TLI40907\*  
 Monday 27 February



### FORESTRY HARVESTER AND FORWARDER

**Chainsaw Trim and Cross Cut** (4 days)  
 units from FPI20205\*  
 Monday 20 February

**Chainsaw Felling** (5 days)  
 units from FPI20205\*  
 Monday 27 February



### FOUR WHEEL DRIVE AND VEHICLE RECOVERY

**Pilot Escort Vehicle** units from TLI31209\*  
 Thursday 9 February



### LOGISTICS & WAREHOUSING SUPPLY CHAIN MANAGEMENT

**Forklift Operations** (4 days)  
 units from TLI20107\*  
 Monday 27 February



### MOTORCYCLES AND SCOOTERS

**Motorcycle Probationary Licence**  
 NA11MPPC  
 Wednesday 1 February, Wednesday 15 February,  
 Wednesday 29 February



### ROAD TRANSPORT AND HEAVY VEHICLE

**Apply fatigue management strategies**  
 TLIF1007C\*  
 Saturday 11 February

**HC Vehicle Licence** (5 days) TLIF1007C\*  
 VIC Monday 13 February, Monday 20 February  
 NSW Monday 27 February

**HR Vehicle Licence** (5 days)  
 units from TLI31209\*  
 VIC Monday 13 February, Monday 20 February  
 NSW Monday 20 February

**MC Vehicle Licence** (2 days)  
 units from TLI31209\*  
 VIC Monday 13 February, Monday 20 February  
 NSW Thursday 2 February, Thursday 16 February

**MR Vehicle Licence** (4 days)  
 units from TLI21209\*  
 Monday 20 February

**Transportation of Dangerous Goods by road** (2 days) 30744QLD\*  
 Monday 6 February



For session details, costs or further information contact

1800 667 778 [nistc@wodongatafe.edu.au](mailto:nistc@wodongatafe.edu.au) [www.nistc.com.au](http://www.nistc.com.au)

