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November-December 2011



Macleay Valley Community College

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**Sheriden Sommerley is the newly appointed
Manager of Macleay Valley Community College.
Welcome aboard Sheriden!**

College Profile

Macleay Valley Community College is a non-profit community organisation, supported by the ACE Unit of the NSW Department of Education and Communities and managed locally by a voluntary Management Committee. The college is a Registered Training Organisation (RTO) and has been providing quality adult and community education in Kempsey since 1988.

We aim to provide a diverse range of structured skills training and personal enrichment events and activities which address the professional and personal needs of individuals and organisations across all sectors of our community.

If you have specific training needs, MVCC is able to provide customised training solutions for business, community groups, service organisations and government departments. MVCC will design courses to meet your individual training needs, which can be delivered via distance education, face-to-face training, on-site workplace delivery, or a 'blended' solution by combining these methods.

We can deliver the training you want, at a competitive price . . . and we deliver locally. For work or for leisure . . . whatever your education and training needs, think Macleay Valley Community College, your local community college.

Enrolment Information

- Classes are open to:
 - Australian citizens and permanent residents of Australia over 17 years of age.
 - Young people below 17 years of age can attend short courses, on a fee-for-service basis, only as an adjunct to their full-time study or employment. Conditions apply to young people 15 -17 years who are at risk of not making a successful transition from school to work and wish to undertake full-time study at the College. In these instances, please contact the Manager to discuss the legal requirements and evidence required.
- Enrolments are taken in order of receipt. Payment is required 72 hours prior to course commencement to secure enrolment.
- Class sizes are predetermined and final selection will be in order of receipt of payment.
- Class viability will be determined 72 hours prior to scheduled commencement based on predetermined minimum class sizes.
- If courses are cancelled due to any reason, enrolled students will be contacted and given the option of transferring to another course or of receiving a full refund.
- Where a refund applies, students will be forwarded a cheque within 7 days. No cash refunds will be issued.
- Students accept full responsibility for any injury to themselves, or for loss or damage to their personal property as a result of their participation in courses and/or activities conducted by or in association with MVCC.
- Students may be randomly selected to participate in surveys conducted by or in conjunction with the NSW Department of Education and Communities (DEC).
- Students enrolling in Nationally Accredited Courses will be required to show a birth certificate, passport or drivers licence as proof of identity.



Refund Policy

- A full refund will be issued if MVCC cancels a course prior to commencement, or a student has unique or extenuating circumstances which prevent their attendance.
- Students are entitled to a full refund, less a \$5 administration charge if 7 days notice of cancellation is received. No refunds will be issued where less than 7 days notice of cancellation is received, unless a student has unique or extenuating circumstances. These cases will be assessed by MVCC's Manager.
- There will be no refunds issued after a course has commenced unless, in the opinion of the organisation, the course and/or its delivery has not met the reasonable expectations of the students or MVCC's Manager.

Mission Statement

Macleay Valley Community College Inc. aims to provide a diverse range of structured skills training and personal enrichment events and activities which address the professional and personal needs of individuals and organisations across all sectors of our community.

Code of Practice - For the Purpose of Provision of Education and Training

Preamble

Macleay Valley Community College recognise the provision of education brings with it the ethical commitment that quality education be provided and that value be given for the investment made by students. This policy sets out the responsibilities and expectations students can have legitimately and fairly of Macleay Valley Community College to ensure a high quality learning environment that supports the diverse range of students within the context of the constraints imposed by limitations in funding.

Educational Standards

- Macleay Valley Community College will have clear, consistent, rational and understandable policies and procedures underpinning the provision of all courses regardless of the base on which those courses are funded or delivered.
- Macleay Valley Community College will adopt policies and management practices which maintain high professional standards in the delivery and marketing of education and training services, and which safeguard the interests and welfare of students.
- Macleay Valley Community College will only deliver training in a learning environment that is conducive to the success of students. Students will have access to support and/or referral services to assist them to achieve the outcomes of education and training.
- Macleay Valley Community College will ensure all tutors/trainers are appropriately qualified in accordance with the Australian Quality Training Framework.
- Education and training will be delivered using facilities and resources, both human and physical, appropriate to the level and type of training.

Management and Administration

- Macleay Valley Community College will have management strategies, policies and procedures which ensure sound financial and administrative practices. Macleay Valley Community College guarantees student course fees in accordance with our policies and procedures.
- Education and training will be promoted and marketed accurately and honestly in terms of quality, standing and availability. Qualitative and subjective judgments about other training providers will be avoided and no false or misleading comparisons will be drawn with any other training providers.
- Potential students will have reasonable access to current and accurate information about available education and training, enrolment procedures, recognition of current competency policies, course fees (including course fee refunds) prior to enrolment.
- At all times students can expect MVCC to hold confidential all personal information, use it internally in ways that are consistent with the organisation's privacy policy and release it outside the organisation only with the consent and knowledge of the student when legally required to do so.

Student Expectations

- MVCC will ensure that all courses are developed and approved to fulfil the organisation's mission and objectives for student learning. The organisation will have mechanisms to approve and review existing courses on a regular basis.
- MVCC will have policies and procedures to ensure that courses are relevant and of a high quality.
- MVCC will select students by fair and open procedures. The principles upon which selection decisions are made will be clearly stated and adhered to by the organisation.
- MVCC will provide suitable learning experience and opportunities. The learning environment will take account of the different characteristics of students and their varying cultural and educational backgrounds.
- The teaching and learning environment will be a positive and co-operative one where students have reasonable access to staff to discuss issues and problems and can expect fair, critical and helpful assessment and feedback on their work in a timely manner.
- MVCC will provide opportunities for students to participate in the functioning of the organisation at various levels and to provide feedback on the teaching and learning environment.
- MVCC will ensure that quality control mechanisms apply to all courses.
- MVCC will encourage the development of a network of support for all students.
- MVCC will ensure that appeal procedures apply to all courses.
- All students will have ready access to MVCC's Student Handbook which will contain a clear, consistent, rational and understandable summary of the organisation's policies and procedures.



OPEN LEARNING CENTRE

Our Open Learning Centre operates on Mondays and Tuesday between 9am and 12pm.

We offer the following courses in a flexible, self-paced study mode, enabling you to work through the learner guide and exercises at your own pace. Tutorial support is available throughout your course.

Course durations vary between 30 and 50 hours.

All courses \$85 or \$80 concession GST Free

Bookkeeping

Bookkeeping – General Ledger

This entry level course is designed for people with little or no previous bookkeeping/accounting experience. It will introduce you to the accounting world and give you the knowledge and skills to maintain the General Ledger of an organisation.

Course content will cover the main types of business ownership, important accounting concepts and terms, how to maintain a General Ledger and how the General Ledger relates to the Accounts Payable and Accounts Receivable Ledgers. You also learn how to reconcile and balance the ledgers.

Computer Courses

Operate a Personal Computer – XP, Vista, Windows 7

At the completion of this course you should be able to understand basic computer concepts, identify the basic features of the Windows Operating System (XP, Vista or 7), work with the screen elements known as windows, recognise common desktop icons and know how to arrange and remove them, identify how the Windows Operating System uses the storage devices available to your computer, understand and work with the ready made folders in the Windows Operating System, create and work with document folders on your computer, manage files on the computer, work with deleted files and folders in the Recycle Bin, search for data in files and folders, work with the printing features and use application programs within the Windows Operating System.

Internet & the World Wide Web (Including Google Mail)

This course teaches getting connected, about the internet, internet explorer basics, searching the web, working with favourites, printing techniques, accessing information, internet security, web tools, working with RSS feeds, newsgroups and using help.

The skills and knowledge acquired in Google Mail are sufficient to be able to set up an account, send and retrieve mail, and add contact information and organize your email messages.

HTML Basics for Web Design

This course teaches the process of Web page design, from the basics of HTML to strategies for designing and building a complete Web site. You begin by exploring the anatomy of a typical Web page, creating a simple HTML page, and learning to work with Web text and graphics. An important emphasis of this course is to teach you sound principles for designing Web sites, which includes creating paper prototypes. The course includes a thorough primer in HTML coding that serves as a solid grounding for web design.

Adobe

Dreamweaver – Web Design

The skills and knowledge acquired in Adobe Dreamweaver are sufficient to be able to create robust websites. The course covers the key aspects and components of a business website; how to open files and work effectively with the Dreamweaver workspace; defining a Dreamweaver site; working effectively with text; creating and editing CSS rules and applying them to text; managing the typography in your site using CSS; inserting, positioning and formatting images; creating and working with hyperlinks on a web page; designing and laying out web pages using CSS; creating, formatting and working with tables; creating and using online forms; creating and working with Dreamweaver templates; inserting prebuilt scripts and spry elements to increase the interactivity of your site; inserting useful meta tags into web pages; and running management reports and publishing your site.

InDesign

At the completion of Adobe InDesign you will be able to: understand basic graphic design principles; work with the features in the InDesign window; select and work with tools; create new documents; add text to a document; format text using a variety of techniques; add graphics to a document; create and work with layers; work with and apply colour; create and work with objects; apply a range of formatting techniques to objects; create and apply styles; create and work with tables; prepare your document for printing.



Illustrator

The skills and knowledge acquired in Adobe Illustrator are sufficient to be able to create professional artwork and documents, including: the elements that make up the Illustrator workspace; basic and essential techniques to work with objects; how to set up a new document; drawing basic shapes using the shapes tool; understanding colour and applying colour to object fills and strokes; transforming and distorting objects using the Transform and Liquefy tools on the Tools panel; how to apply and edit gradients and patterns using available tools; arranging objects and using layers to manage artwork; inserting and importing text and applying character and paragraph formatting and effects to text, and placing and editing an image; drawing objects using the Pen tool; applying a range of Illustrator effects; and how to save and export in a variety of file formats to suit different purposes, and to print an Illustrator document.

Microsoft Office

Microsoft Office 2007 or 2010 applications are offered at various Levels. Where Level 1, 2 or 3 is specified, each level is an individual course, building on skills obtained in the lower level. Courses in Microsoft Office 2003 are also available. For full course details, please contact the College for a Course Outline.

Operate a Database Application - Microsoft Access

Level 1: The skills and knowledge acquired in Microsoft Access Level 1 are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

Level 2: The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.

Level 3: The skills and knowledge acquired in Microsoft Access Level 3 are sufficient to design and create a multi-table database and automate operations using macros and have a general understanding of the programming environment in Microsoft Access.

Operate a Presentation Package – Microsoft PowerPoint

Level 1: The skills and knowledge acquired in Microsoft PowerPoint Level 1 are sufficient to be able to create real-world presentations. You will learn how to run a slide show, print and publish presentations.

Level 2: The skills and knowledge acquired in Microsoft PowerPoint Level 2 enable you to build and enhance powerful, real-world presentations for sales, budgets, clubs, and more. In this course you will learn how to enhance text in a presentation, add media features, setup a slide show, and more.

Operate a Spreadsheet Application – Microsoft Excel

Level 1: The skills and knowledge acquired in Microsoft Excel Level 1 are sufficient to be able to create workbooks in Microsoft Excel. It covers creating a new workbook, adding data, editing data, working with formulas, printing and charting.

Level 2: This level extends the learner's basic knowledge of Excel and provides the skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

Level 3: This course aims to provide skills and knowledge which will allow you to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros.

Operate a Word Processing Application – Microsoft Word

Level 1: This course aims to give the learner a very good basic grounding in the use of Microsoft Word to create everyday documents required either at work or at home. The course begins by showing the user how to navigate around Microsoft Word. It quickly gets the user to create a new document before getting into features such as formatting, printing and even creating tables...

Level 2: This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, tab, lists, merging, section breaks, templates, and working with pictures and illustrations.

Level 3: The skills and knowledge acquired in this course are sufficient to be able to use and operate the software at an advanced level, especially as it relates to creating more complex documents and also automating document procedures.

Microsoft Publisher

The skills and knowledge covered in this course are sufficient to create real-world documents, including letters, memos, faxes, basic flyers, basic newsletters, calendars, envelopes, labels and the like. At the completion of Microsoft Publisher, you will be able to: start, navigate and generally work with Microsoft Publisher; understand concepts essential to the use of Publisher; work with objects and frames in a publication; work with text in a publication; enhance the text in a publication; perform a mail merge in Microsoft Publisher; create drawings; create WordArt objects; and create stationery using Microsoft Publisher.

Microsoft Outlook

The skills and knowledge acquired in this course will enable you to use the key features to manage your e-mail, schedule your appointments, and keep track of your contact information, including: starting Outlook and navigating around the various features; creating and sending email messages; receiving emails in your Inbox; competently working with file and item attachments within email messages; organising and working with mail folders; using the search facilities to locate email messages; working with message flags and reminders; working effectively with junk email; working with the Calendar feature in Outlook; scheduling appointments and events in your calendar; scheduling meetings using Microsoft Outlook; creating and working with contacts; and creating and working with tasks.



PRE-REQUISITE SKILLS: Before you are able to undertake any of these self-paced MYOB courses, you need to have basic bookkeeping skills. Refer to our *Bookkeeping – General Ledger* course or provide evidence at enrolment of prior education or experience. You must also have a general understanding of personal computers and the Windows Operating System.

Using MYOB V18

At the completion of this course you should be able to understand and use some of the key features of MYOB. You will create a new company file, create a chart of accounts for a new company file, understand and enter opening balances, enter historical balances, make changes to customer and supplier details in the card file, set up the inventory features, purchase items for a business, make payments for purchases, enter sales transactions and create invoices, produce more complex invoices, apply customer payments to open invoices, work with the inventory that has been set up in MYOB, use MYOB's cheque facility for making purchases, reconcile MYOB against company bank statements, work with the reporting system in MYOB, understand how MYOB is set up and works with the GST, and set up and complete a Business Activity Statement.

Using MYOB V18 Advanced Features

Prerequisite: Using MYOB V18 course (or ability to demonstrate equivalent experience in the use of MYOB V18).

At the completion of this course, you will be able to make specific parts of MYOB perform the way you want, use the various tools and facilities in MYOB to protect the data in your data file, apply passwords to restrict unauthorised access to your data, work with some of MYOB's customising tools to search for data, manage and control your petty cash, better manage your credit card expenses and payments, understand how MYOB can be used at the point of sale, understand some important strategies for dealing with fixed assets, track the sales and expenses for various aspects of a contract, use your MYOB data to generate letters in Microsoft Word, send information from MYOB to Microsoft Excel, perform a regular end of month checklist of MYOB to correctly report the state of your business, understand end of year tasks and how they should be performed in MYOB, and create sophisticated forms such as invoices, statements and purchase orders.

MYOB V18 Payroll

At the completion of this course, you will be able to set up MYOB Accounting Plus for payroll, add employee payroll details in MYOB, conduct pay runs in MYOB, create, modify and pay employee entitlements, use the timesheets facility in MYOB, display payroll information and generate reports, fulfil end of month, end of quarter, and end of year payroll obligations.



**Need help
learning to use your
Laptop?**

MVCC's Open Learning Centre can deliver all the above Computer Club courses to laptop owners, or we can design learning materials to meet your software or learning needs.

Call today!

Hospitality

Basic Barista - Espresso Coffee

Tutor: NovAskill
Location: Kempsey, Tuesday, 8 November, 9am – 4pm
Kempsey, Tuesday, 20 December, 9am – 4pm
Cost: \$80 or \$75 concession GST Free

This course covers basic Espresso Coffee making skills, types of coffees, how to steam milk and make a variety of espresso coffees.

Follow Workplace Hygiene Procedures - SITX0HS002A (Safe Food Handling)

Tutor: novAskill
Location: Kempsey, Wednesday, 16 November, 9am - 4pm
Kempsey, Wednesday, 14 December, 9am - 4pm
Cost: \$85 or \$80 concession GST Free

This course is for all staff involved in the preparation, storage, service of food and beverage. The course will cover food hygiene and food poisoning, bacteria, personal hygiene, food storage and temperature control, food contamination, cross-contamination, pest control and waste disposal, cleaning and sanitation. On successful completion participants will be issued with a *Statement of Attainment in SITX0HS002A – Follow Workplace Hygiene Procedures*, from the *Tourism, Hospitality and Events Training Package (SIT07)*.

Mandatory Food Safety Supervisor Training

Tutor: NovAskill
Location: Kempsey, Thursday, 10 November, 9am – 4pm
Kempsey, Thursday, 8 December, 9am – 4pm
Cost: \$175 GST Free (No concession)
\$95 GST Free - Upgrade only for holders of current Food Safety Qualifications – please contact the College for details

This course is for any hospitality business serving hot food including Bakeries, Cafes, Supermarkets with hot food sales, Take-Aways, Restaurants, Catering Companies, Pubs, Clubs and Hotels. You must comply with new legislation required by the NSW Food Authority by having at least one trained Food Safety Supervisor.

Provide Responsible Gaming Services - SITHGAM006A

Tutor: NovAskill
Location: Kempsey, Friday, 25 November, 9am - 4pm
Kempsey, Friday, 2 December, 9am - 4pm
Cost: \$120 or \$115 concession GST Free
NB: If undertaking both Provide Responsible Gaming Services and Provide Responsible Service of Alcohol, a further discount is applicable.
The total cost for both courses is \$270 GST Free.

This accredited and approved training program addresses the major issues in relation to the responsible conduct of gambling as set down by the Department of Gaming and Racing. The content will include identification of the context of responsible conduct of gambling, indication of the key players and their obligations, identification of potential problem gamblers, strategies for quality gaming services. Successful participants will receive a *Statement of Attainment in SITHGAM006A – Provide Responsible Gaming Services* from the *Tourism, Hospitality and Events Training Package (SIT07)*.

Provide Responsible Service of Alcohol - SITHFAB009A

Tutor: NovAskill
Location: Kempsey, Thursday, 24 November, 9am - 4pm
Kempsey, Thursday, 1 December, 9am - 4pm
Cost: \$180 or \$175 concession GST Free
NB: If undertaking both Provide Responsible Gaming Services and Provide Responsible Service of Alcohol, a further discount is applicable.
The total cost for both courses is \$270 GST Free.

Who is required to undertake Board approved RSA training? The new mandatory training provisions apply to all liquor licensees, club secretaries, all permanent and casual staff members involved in the sale, supply or service of liquor in licensed venues and any other person involved in the sale, supply or service of liquor in licensed venues. This includes club directors and volunteers serving liquor under temporary or permanent function licences. Under the new laws, only Board approved RSA training will be recognised. Upon successful completion, participants will receive a *Statement of Attainment in SITHFAB009A – Provide Responsible Service of Alcohol* from the *Tourism, Hospitality and Events Training Package (SIT07)*.

BECOME A MEMBER IN 2011

Join Now and Save

Anyone in the community can become a member of Macleay Valley Community College. Membership for 2011 is just \$10.00. Members receive a fee reduction of \$10.00 per enrolment on courses with a total value of \$50.00 or more (excludes General Interest Program and Special Events) and there is no limit on the number of concessions a member may claim.

Flexible Delivery Apply First Aid - HLTFA301B

Tutor: Royal Life Saving Society Australia

Location: Kempsey, Saturday, 26 November, 9am - 5pm

Kempsey, Saturday, 17 December, 9am - 5pm

Cost: \$125 or \$120 concession GST Free - Full course / \$115 or \$110 concession GST Free - Re-certification only / \$60 or \$55 concession GST Free - CPR only

NB: This course is now offered by Flexible Delivery. Participants will receive a workbook, which is to be completed prior to the course delivery date and **MUST** be brought to the class.

NB: Those undertaking CPR only are required to attend from 9am to 1pm. CPR and Re-certification participants will be required to show a current 1st Aid Certificate.

This accredited unit from the HLT07 Health Training Package, meets the requirements of the NSW WorkCover Authority. Certificates are valid for 3 years. The course includes:

- Training in CPR
- The principles of first aid
- Basic anatomy and physiology
- The treatment of bleeding, wounds, shock, burns, musculoskeletal injuries, medical emergencies, environmental exposure, poisoning and envenomation.

Traffic Control Stop/Slow - Blue Card (RTA Approved)

Tutor: Colin Pratt, Watchout Training & Traffic Control

Location: Kempsey, Friday, 11 November, 9am - 4pm

Kempsey, Friday, 9 December, 9am - 4pm

Cost: \$170 or \$165 concession GST Free

Prerequisite: Adequate literacy. Candidates must hold WorkCover NSW OH&S Construction Induction certificate or equivalent. All traffic controllers in NSW working on RTA roads and road related sites will be required to hold or have held a minimum of a Provisional "P2" Driver's Licence from 1 November 2006 or a current Traffic Controllers Card or a NSW Traffic Controller card that has expired within the past two years. Must wear closed-in footwear.



This is an RTA approved course designed to reinforce the importance of safety while operating as a Traffic Controller. This course provides training for staff who are required to control traffic with a stop/slow bat and will provide participants with the knowledge, skills and attributes to perform traffic control safely for their co-workers and the public. Course will cover:

- Understand the role of a Traffic Controller
- Apply the procedures of traffic controlling within a worksite
- Operate a 2-way radio correctly and effectively
- Promote the role of a traffic controller in the community

On successful completion of this course, participants will receive an RTA Traffic Control Card and Logbook, valid for 3 years.

Apply Traffic Control Plans - Yellow Card (RTA Approved)

Tutor: Colin Pratt, Watchout Training & Traffic Control

Location: Kempsey, Thursday, 17 November, 9am - 4pm

Kempsey, Thursday, 15 December, 9am - 4pm

Cost: \$170 or \$165 concession GST Free

Prerequisite: Adequate literacy & must hold a NSW WorkCover Construction Induction Certificate or equivalent.

This RTA Approved course is for any person who may be required to set up and work with Traffic Control Plans (TCP) issued by a supervisor or line manager. These may include RTA Staff, RTA Contractors and NSW local council staff working on state funded roads. Note this does not qualify participants to select or modify existing (TCP's) or modify existing Traffic Control Plans or control traffic with a stop/slow bat. This course provides training for staff who are required to set up and work with Traffic Control Plans.

It covers how to:

- Identify safety implications of traffic control at road works and personal responsibilities
- Set up and close down traffic control devices according to a nominated TCP, to OHS & legislative requirements
- Operate a 2-way radio correctly and effectively
- Check, clean and store equipment on completion of work and close down a TCP.

Participants will gain the RTA Yellow Card and Statement of Attendance after successfully completing a knowledge and skills assessment. The card is valid for three years.

Work Safely in the Construction Industry - CPCCOHS1001A (White Card - previously Green Card)

Tutor: Colin Pratt, Watchout Training & Traffic Control

Location: Kempsey, Wednesday, 16 November, 9am - 4pm

Kempsey, Wednesday, 14 December, 9am - 4pm

Cost: \$120 or \$115 concession GST Free

This WorkCover course is a nationally unit of competency, called *Work Safely in the Construction Industry*. This construction induction training is compulsory for anyone wishing to work in construction. Successful completion requires the ability to demonstrate personal awareness of OHS legislative requirements, the basic principles of risk management and prevention of injury and illness in the construction industry. The 'White Card' which WorkCover issues will be automatically recognised Australia-wide.

DISTANCE EDUCATION AND ONLINE COURSES

Study where you want...when you want.

Want to gain new skills or qualifications, but can't get to a class?

We offer a range of courses that allow you to study where you want and when you want.

As a distance/online student, you are responsible for managing your own learning. As such, distance/online learning is not for everyone.

For your distance/online learning experience to be rewarding, you need to:

- Keep focused on your goals
- Have good time management skills
- Be self motivated

If this is you and you are ready to enrol, please complete an Enrolment Form and return to the College with your payment. Your Learning Package will be forwarded to you. If you need further information, call the College on 6562 2755. Enrolment in our distance / online courses is open all year round.

Accounting / Bookkeeping

Bookkeeping – General Ledger

Mode: Distance Education
Duration: 15 hours
Cost: \$85 or \$80 concession GST Free

This entry level course is designed for people with little or no previous bookkeeping/accounting experience. It will introduce you to the accounting world and give you the knowledge and skills to maintain the General Ledger of an organisation.

Course content will cover the main types of business ownership, important accounting concepts and terms, how to maintain a General Ledger and how the General Ledger relates to the Accounts Payable and Accounts Receivable Ledgers. You also learn how to reconcile and balance the ledgers.

Managing Finance – Setting & Achieving Budgets

Mode: Distance Education or Online
Duration: 20 hours
Cost: \$85 or \$80 concession GST Free

The financial performance of any enterprise is the critical determinant of ultimate success or failure. To achieve effective financial performance, we need to keep to a minimum all the costs that are incurred in operating the enterprise.

This course focuses on knowledge and skills managers need to apply continuously to ensure that the people, capital and material resources of the enterprise are used efficiently and effectively, and that costs are kept to a minimum, consistent with providing quality services and products to clients, as well as short and long term survival and growth of the organisation.

Business Administration

The following courses are delivered under agreement with Camden Haven Community College Inc (CHCC), as the Registered Training Organisation (RTO). CHCC is a non-profit organisation, community owned and managed. They aspire to provide equity in educational opportunities and are committed to quality assurance through the Australian Quality Training Framework.

Developing Documents– Comprising four units from BSB30407 Certificate III in Business Administration

Mode: Distance Education
Tutor: Lesley Graham
Duration: 155 hours
Cost: \$370 GST Free

This course covers the essential skills needed to present electronic documents. (Please note that the majority of resources for this course will be the on-line help provided with the software on the student's computer. Computer access with appropriate software is essential) Units include BSBITU302A Create Electronic Presentations, BSBITU304A Produce Spreadsheets, BSBITU307A Develop Keyboarding Speed and Accuracy (The student is required to provide proof of being able to type for 5 minutes with 98% accuracy) and BSBITU309A Produce desktop published documents.

NB: Students will need to arrange and pay separately for a typing speed and accuracy test conducted under AS2708, in order to provide proof of 98% accuracy when typing for 5 minutes. This test can be arranged through TAFE NSW.



Information- Comprising five units from BSB30407 Certificate III In Business Administration

Mode: Distance Education
Tutor: Lesley Graham
Duration: 280 hours
Cost: \$370 GST Free

This course covers communication and knowledge management skills and includes five units from BSB30407 Certificate III in Business Administration: BSBINM301A Organise Workplace Information, BSBINM302A Utilise a Knowledge Management System, BSBITU303A Design and Produce Text Documents, BSBITU306A Design and Produce Business Documents and BSBWRT301A Write Simple Documents.

Organisation - Comprising four units from BSB30407 Certificate III In Business Administration

Mode: Distance Education
Tutor: Lesley Graham
Duration: 95 hours
Cost: \$370 GST Free

The course covers responsibilities and obligations, skills needed to organise self and others and includes four units from BSB30407 Certificate III in Business Administration: BSBOHS201A Participate in OHS Processes, BSBDIV301A Work Effectively with Diversity, BSBWOR301A Organise Personal Work Priorities & Development and BSBADM307A Organise Schedules.

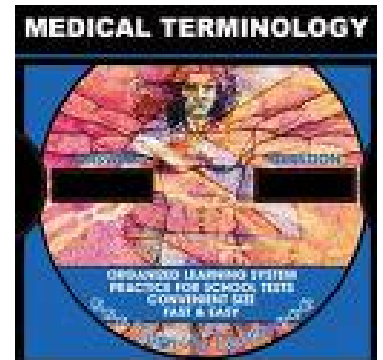
Business Administration (Medical)

The following courses are delivered under agreement with Camden Haven Community College Inc (CHCC), as the Registered Training Organisation (RTO). CHCC is a non-profit organisation, community owned and managed. They aspire to provide equity in educational opportunities and are committed to quality assurance through the Australian Quality Training Framework.

Interpret and Apply Medical Terminology Appropriately - BSBMED301B

Mode: Distance Education
Tutor: Lesley Graham
Duration: 60 hours
Cost: \$370 GST Free

Knowledge of medical terminology is useful for employment as a medical secretary or in the health and insurance industries. This accredited course uses a workbook and CD with telephone and email contact with the trainer. Successful participants will receive a Statement of Attainment from BSB31107 Certificate III in Business Administration (Medical) for the unit BSBMED301B Interpret and Apply Medical Terminology Appropriately. This course includes everything a student needs for medical terminology from introduction to advanced concepts. Course begins on receipt of learning kit.



Medical Reception - Comprising four units from BSB31107 Certificate III In Business Administration (Medical)

Mode: Distance Education
Tutor: Lesley Graham
Duration: 90 hours
Cost: \$370 GST Free

This course covers the skills needed to work in a medical office including confidentiality, filing, stock control, processing Medicare documents and making appointments. Successful participants will receive Statements of Attainment for four units from the BSB31107 Certificate III in Business Administration (Medical): BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment, BSBMED303B Maintain patient records, BSBMED304B Assist in controlling stocks and supplies and BSBMED302B Prepare and process medical accounts. Course begins on receipt of learning kit.

COMMUNITY SURVEY

MVCC aims to provide a diverse range of structured skills training and personal enrichment events/activities which address the professional and personal needs of individuals and organisations across all sectors of our community.

To ensure the organisation is meeting its aims, we need your help! Your responses to this survey will assist us in ensuring that what we offer is what you want. By completing this survey, you go in the draw for a FREE course to the value of \$120 (excludes General Interest Program courses and Special Events). The winner will be drawn on Monday, 10 January 2012 and will be notified by email within 7 days. The survey will take approximately 3 minutes to complete and can be accessed at <http://www.surveymonkey.com/s/SGPG3JZ>



Children's Services

CFT NSW (www.centreforerelearning.com.au), Registered Training Organisation No. 91230, is now offering the following course by distance education, through MVCC. There are no classes to attend - you can study at your own pace with full tutor support, via telephone and email. You will receive a printed student manual/workbook and assessment sheets to complete and return for assessment.

Nutrition and Menu Planning for Children (0-5) - Comprising Unit CHCCN3C and Unit HLTNA302B

Mode: Distance Education
Tutor: CFT NSW
Duration: 7 hours (estimate)
Cost: \$110 GST Free

PRE or CO REQUISITE SKILLS: Food Safety Level I (see course below) or equivalent Nationally Recognised Training. *Unit CHCCN3C – Prepare nutritionally balanced food in a safe and hygienic manner* consists of two elements. Element 1: Plan food and drink provisions (CFT's Nutrition and Menu Planning for Children 0-5) and Element 2: Maintain food safety while carrying out food handling activities (Food Safety Training Level I). This course covers only Element 1.

Assessment of Unit HLTNA302B – Plan and evaluate meals and menus to meet recommended dietary guidelines requires:

1. Students are to consult with a dietician regarding their menu planning. Students must sign a declaration that they have done this.
2. Students are required to demonstrate practical competency in nutrition and menu planning. Students must submit a Workplace Evaluation (supplied with training) signed by their supervisor. Students not currently working may need to arrange work experience to achieve this.

The Director General, Community Services has issued guidelines for the minimum qualifications required for Cooks in Children's Services to comply with clause 54 of the *Children's Services Regulation 2004*. The following units satisfy those requirements.

Upon successful completion, a Statement of Attainment for the following accredited units of competency will be issued:

- CHCCN3C – Prepare nutritionally balanced food in a safe and hygienic manner in partial completion of CHC3040S Certificate III in Children's Services from the Children's Services Training Package (CHC02).
- HLTNA302B – Plan and evaluate meals and menus to meet recommended dietary guidelines in partial completion of HLT32807 Certificate III in Health Support Services from the Health Training Package (HLT07).

Course content:

- Menu planning
- Special dietary needs
- Understanding about nutrition
- Practical cookery tips

Computer Courses

Computer Courses delivered in our Open Learning Centre can also be undertaken by Distance / Online study mode. Please refer to Page 4 of this brochure and call the College to obtain full course details.

PRE-REQUISITE: Basic computer literacy is required to undertake these courses. If you have little or no experience, we encourage you to undertake your training through our Open Learning Centre.

All courses \$125 or \$120 concession GST Free

Students receive a range of learning materials, including a printed workbook, to enable you to study at your own pace, whilst being directed through the structured learning. You will receive an initial introduction to the course on enrolment, including instructions on navigating through the curriculum. Further support and communication between yourself and your tutor will be available by telephone and email. A non-accredited Statement of Attendance will be issued to participants who complete and submit all 'Quick Quizzes/Tests' at the end of each lesson.

Hospitality

NovAskill, is now offering the following course by distance education, through MVCC. There are no classes to attend - you can study at your own pace with full tutor support, via telephone and email. You will receive a printed student manual/workbook and assessment sheets to complete and return for assessment.

Follow Workplace Hygiene Procedures - SITX0HS002A (Safe Food Handling)

Mode: Distance Education
Tutor: NovAskill
Duration: 6 hours (estimate)
Cost: \$85 or \$80 concession GST Free

This course is for all staff involved in the preparation, storage, service of food and beverage. The course will cover food hygiene and food poisoning, bacteria, personal hygiene, food storage and temperature control, food contamination, cross-contamination, pest control and waste disposal, cleaning and sanitation.

On successful completion participants will be issued with a *Statement of Attainment in SITX0HS002A – Follow Workplace Hygiene Procedures*, from the *Tourism, Hospitality and Events Training Package (SIT07)*.



Real Estate

The NSW Real Estate Training College is an RTO that provides specialist training for the Real Estate Industry throughout NSW. The NSW RETC is now offering the Certificate of Registration – Real Estate Sales Person course, through MVCC. Study on-line. There are no classes to attend. You can study at your own pace with full support including 1:1 mentoring.

Real Estate Sales Person - Four units from the qualification CPP40307- Certificate IV In Property (Real Estate)

Mode: Online

Duration: Nominal 80 hours

Cost: \$395 or \$390 concession GST Free

Interested in starting a career in real estate? The qualification requirements for a certificate of registration to operate as a Real Estate Salesperson, is a Statement of Attainment or evidence of having completed the following units:

- CPPDSM3019A – Communicate with clients as part of agency operations
- CPPDSM4080A – Work in the real estate industry
- CPPDSM4008A – Identify legal and ethical requirements of property sales to complete agency work
- CPPDSM4007A – Identify legal and ethical requirements of property management to complete agency work

The Statement of Attainment or evidence of having completed the units must only be issued by a Registered Training Organisation, registered to undertake training from the CPP40307 – Certificate IV in Property (Real Estate).

NB: All applicants for a Certificate of Registration must satisfy the Commissioner for Fair Trading that he/she:

- Is at least 16 years of age
- Is a fit and proper person to hold a certificate of registration
- Has the qualifications required for the class of certificate of registration concerned
- Is not a disqualified person

Salespersons require a Certificate of Registration and must not act as or exercise any of the functions of a real estate salesperson unless the person does so as an employee of the holder of a licence under the Act.

DISCOUNTS FOR SENIORS CARD HOLDERS



SENIORS CARD

Macleay Valley Community College is proud to be part of the
NSW Seniors Card Business Partner Program.

Seniors Card holders receive a 15% discount on the full course fee.

Please Note: This discount does not apply to
General Interest Program courses or Special Events.

BOARD VACANCY MATCHING SERVICE

Does your Board or Management Committee have a vacancy you would like to fill?

Macleay Valley Community College offers a free Board Vacancy Matching Service to Community Organisations in the Macleay Shire.

To find out more about how the Board Vacancy Matching Service works, visit our Website www.mvcc.org.au and go to the Board Vacancy Matching Service page. If you have any questions about the service please call us on 6562 2755.



RECREATIONAL PROGRAM

Expressions of Interest are now invited from tutors for our upcoming

2012 Recreational Program

This program will offer short courses in arts and crafts, cookery, health and wellbeing and other leisure activities.

If you have skills you want to share, we are very interested!

Please ring 6562 2755 and talk to Sheriden.

GENERAL INTEREST PROGRAM

Courses in the General Interest Program run weekly (except during School Holidays) unless otherwise stated.

Please contact tutors directly to enrol in these courses.

Art Club

Tutor: SHIRLEY THRING
Location: Kempsey, Mondays and Wednesdays, 11am – 3pm
Cost: \$12 per session GST inclusive

Shirley has painted in all mediums – oil, acrylic, watercolour, pastel and mixed media for more than 25 years. She attended Claremont School of Art in Perth before returning to the East Coast to the live. She is encouraging, affirming and confident in her approach to teaching. If you would like to explore Art for the first time, or have an ongoing drive to paint or draw, then you would be most welcome in the friendly atmosphere of this class. No materials supplied – but afternoon tea is!

Telephone: 6562 6004



Creative Writing

Tutor: MICHAEL DAVIES
Location: South West Rocks, Tuesdays, 9am - 12 pm
Cost: \$9 per session GST inclusive

Ever thought of turning your hand to short story or poetry writing, but didn't know what to write about or who would read it. They say "write what you know!" Everyone has a story to tell. Creative Writing aims to help you develop your writing skills in an interesting and practical way. Short stories will be explored through fun exercises and animated discussion. This course will also look at popular markets, copyright and competitions. Michael is a well published author and conducts workshops for primary school children. Please join us. There's always a warm welcome and creative chit-chat continues through our brief coffee break.

Telephone: 6566 9369

Crochet

Tutor: JUDY USSHER
Location: Kempsey, Wednesdays, 9:30am - 12pm
Cost: \$7 per session GST inclusive

Learn to make doilies, rugs, baby clothes, novelties, seasonal decorations, bits and pieces and tartan rugs in an informal, friendly atmosphere. Beginners welcome. Morning tea provided.

Telephone: 6562 6609

Get Up and Go – Gentle Exercise

Tutor: ROBYN FULLER
Location: Kempsey, Tuesdays, 11am – 12noon
Cost: \$4 per session GST inclusive

A weekly fitness class designed to improve and maintain wellbeing and quality of life for older residents (60+ years old). Those with physical disabilities are encouraged to attend with a support person (please advise any special needs when enrolling). Gentle movements for all parts of the body to improve balance, strength and coordination. Please wear loose, casual clothes, rubber soled shoes and bring a bottle of water. It is a pre-requisite that participants seek approval from their doctor prior to commencing this program.

Telephone: 6562 1366

Iyengar Yoga at South West Rocks

Tutor: GRETCHEN HIGHFIELD
Location: Surf Club, South West Rocks
Wednesdays, 10am – 11:30am
Wednesdays, 5pm – 6:30pm
Cost: \$15 per session GST inclusive

Yoga is a great way to get fit and stay healthy, so keep your new years resolution and come along for some great exercise with nice people. Classes are on Wednesday mornings and evenings, so you can come to the class that suits you. Even just one class per week will help improve your strength and flexibility as well as your mental health and peace of mind. Gretchen Highfield is a certified Iyengar Yoga teacher.

Telephone: 0429 949 754

VENUE HIRE



Do you need a venue for meetings or training purposes?

We have a fully equipped, air-conditioned training room which can be hired at a cost of

\$33.00 (including GST) per half day or evening

Or

\$55.00 (including GST) for a full day.

Facilities include seating for 20, 8 computers with broadband internet connection, whiteboard, overhead projector, TV and VCR/DVD player.

Kitchen facilities have tea, coffee and milk supplied. Catering can be arranged at your expense.

Please contact the College on 6562 2755 for bookings or further enquiries.