

# Term 1 & 2 2010

Accredited  
Courses



MORRISONS

9736 1457

Old Hereford Rd Mt Evelyn VIC

# Children's Services

Certificate III in Children's Services  
CHC30708



This qualification enables you to be employed in the Children's Services industry in an occasional or long day care facility, family day care, or other child care service. Subjects include child development, behaviour and guidance, child protection, nutrition and children's care.

**Term 1. Wednesday 3rd February 9.00am – 4.00pm**  
**or Thursday 4th February Evening 6.30pm – 9.30pm**  
**Term 2. Monday 26th April 9.00am – 4.00pm**

## Diploma of Children's Services

CHC50908 *Early Childhood Education & Care*

The Diploma is for people with their Certificate III in Children's Services and employed in the industry. This course is designed to give students both the theoretical and hands on skills to work as competent, caring and professional child care workers. The course covers caring for children and their families, work place health and safety, programming for and interacting with children, and the work environment.

A substantial component of workplace training and assessment is included. New and existing workers, working a minimum of 15 hours per week, in a children's service may be able to undertake a traineeship in the Diploma of Children's Services (Early Childhood Education and Care) after the successful completion of the Certificate III in Children's Services.

**Course commences: 9th February 9.00am – 4.30pm - 12 months**  
**Term 2. Monday 26th April 6.30 – 9.30pm and alternate Saturdays 9.00am – 5.00pm - 12 months**



# Community Services

## Certificate II in Community Services CHC20108



This qualification may provide an appropriate pathway into higher level qualifications, such as those in aged care, disability and home and community care. Community services work and may apply specifically to:

- Workers in residential facilities and/or in community services under direct or regular supervision within clearly defined organisational guidelines and service plans. Workers at this level:
- Provide short-term contact with clients in a crisis situation during which time they establish a helping relationship to define the crisis and provide referral information where appropriate

These positions may have direct contact with clients, identify presenting needs and refer to appropriate services and support.

**Course commences: Friday 19th February 9.00am – 3.00pm**

## Certificate IV Leisure and Health CHC40608

This nationally recognised course is for people who are seeking career opportunities in designing, conducting and evaluating day activity programs to promote health and well being. Certificate III in Aged Care Work is a pre-requisite for this course, workers in this group work in residential facilities and/or community agencies and day centres. Work may be under professional supervision within defined organisational guidelines or as sole practitioners. These workers (assist in) design, implement and evaluate health and leisure for clients in one or more sector areas. These workers may be responsible for other workers.

**Course commences: Monday 12th April 9.00am – 4.00pm**



# Aged Care

## Certificate III in Aged Care

CHC30208



This certificate course provides you with a holistic approach to caring for the Older People within our community. This course is designed to equip you to provide physical and social support to elderly individuals and people with a disability in hostels, group homes and community settings. With a strong practical focus, you will be taught the basic skills and competencies required in this career. Workers report directly to a supervisor and are not responsible for other workers.

**Course commences: 18th February Tuesdays & Thursdays  
9.00am – 4.00pm**

## Certificate III in Aged Care and Home and Community Care

CHC30208/CHC30308



Workers in this occupational group work primarily in Residential and Community areas under direct supervision within clearly defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individuals' personal care and/or other activities of living. These workers report directly to a supervisor and are not responsible for other workers. Successful completion of this dual qualification gives you the skills to provide care and support within residential homes and the community to older people or people with disabilities.

**Courses commences: Term 1. 18th February  
9.00am - 4.00pm Tuesdays & Thursdays**

# Disability Work

## Certificate IV in Disability Work

CHC40308



Workers in this group work in residential group homes, training resource centres, day respite centres, open employment services, other community centres and client's homes. This certificate will enable you to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. Subjects include; Working with people with disabilities, designing leisure and health programs, advocating for clients, communication and OH&S.

**Course commences: 8th February  
Monday & Wednesdays 9.00am – 4.00pm**

# Youth Work



## Certificate IV in Youth Work **New in 2010**

CHC41808

This qualification covers workers who develop and facilitate programs for young people through a range of community based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. This work may be undertaken through employment in community, government and welfare agencies and workers will be:

- Responsible for implementing policies and guidelines of the employing organisation
- Largely self directed with fairly autonomous decision making capacity under the supervision of a manager.

**Course commences in March 2010**



# Hospitality

## Certificate II in Hospitality *SIT20207*



Participants in this course will develop practical skills and associated knowledge required for employment in various roles within a hospitality establishment or retail outlet.

This course aims to provide:

Training and skills development in the Hospitality Industry;  
A specific overview of Hospitality Operations;  
Basic and advanced skills and knowledge for entry to and operation within the Hospitality Industry;  
Interpersonal skills essential for a successful career in the Hospitality Industry.

**Course commences: 10th February**  
**Wednesdays 9.00am - 3.00pm**

## Follow Workplace Hygiene Procedures *SIT20207*

This unit will give you the skills and knowledge required to follow the key hygiene procedures that apply in many sectors of the hospitality and tourism industry. It is particularly relevant to kitchen, housekeeping, food and beverage, and some tour operators. If your business prepares and sells food, this course can enhance your existing food handling procedures to ensure you maintain the highest standard of hygienic preparation for your customers.

## Food Safety Level 2 - Food Safety Supervisors *SITXFSA001A*

If your organisation sells food or provides a food service in Victoria, it is a legislative requirement for you to have a Food Safety Program and a qualified Food Safety Supervisor. Food Handlers must have the appropriate food handling skills and knowledge for the work they do. On completion of this unit you should be able to demonstrate competency in the areas of food safety and hygiene to ensure that food produced for hu-

man consumption is safe and suitable.

## Responsible Service Of Alcohol – RSA *SITHFAB009A*

As recognised by Liquor Licensing Victoria, learn to prepare and serve alcoholic beverages responsibly. Certificate issued.

Identify customers to whom service may be refused  
Prepare and serve alcoholic beverages responsibly  
Assist customers to drink within appropriate limits  
Assist alcohol affected customers

# Tourism & Events

## Certificate II in Tourism *SIT20107*



This course is for students who want to be employed as office assistants, receptionists, meet-and-greet guides or attendants within a range of tourism enterprises such as museums and tourist centres. Students explore sales, operations and customer service skills combined with basic tourism knowledge.

**Course commences: 17th February**  
**Wednesday 9.00am – 3.00pm**

## Certificate III in Events *SIT30607*



This qualification provides the skills and knowledge for an individual to be competent in an administrative or operational events support role. Event organisation and management takes place across the full spectrum of business and community activity. The qualification has particular relevance in the community, cultural, hospitality, sporting and tourism sectors.

**Course commences: 16th February**  
**Tuesdays 9.00am – 4.00pm**





# Information Technology - Computer Training

Certificate I in Information Technology  
*ICA10105*



This course is for people who want to acquire basic computer skills required in an increasing proportion of contemporary job roles. You will develop the knowledge and skills required to successfully operate a personal computer and operate a range of application software, including word processing, spreadsheets, databases, presentation packages, email and Internet browsers.

**Course commences: 2nd February Tuesdays and Wednesdays**

Certificate II in Information Technology  
*ICA20105*



This course provides students with the skills and knowledge to be able to function as an effective information and Communications Technology user. The qualification has fundamental Information and Communications Technology knowledge and skills base which is pivotal for all other qualification within the Information Technology Training Package ICA05.

**Course commences: 2nd February. Tuesdays, Wednesdays  
Thursdays, Fridays and Saturday**



# Business

## Certificate II in Business

*BSB20107*

Build a career in the business/office workplace by learning the skills and knowledge to confidently work as a general office assistant. This qualification builds knowledge, understanding and application of clerical, administrative and secretarial practices. This certificate aims to develop practical competence and understanding of basic office skills necessary for employment as an office assistant or receptionist. It also aims to re-equip mature age students with the skills necessary to re-enter the workforce.

**Course commences: 19th February Fridays 9.00am – 3.00pm**

## Certificate III in Business

*BSB30107*

This course is for people who want to acquire knowledge and skills to pursue employment and/or further training in a range of business areas. It covers skills using current business technology, writing and communication, improving work practices, maintaining workplace safety, organising self and others. There is a wide choice of electives, but you will need to check with your local college to determine the electives offered.

**Course commences: 25th February Thursdays 9.00am – 4.00pm**

## Diploma in Management **New in 2010**

*BSB51107*

This high quality business management program is designed to give you the ability to manage your own activities and supervise the activities of others, so that the overall productivity, performance and effectiveness of the business can be improved. It is ideal for either small business or franchise operators or those seeking career advancement in larger organisations. The knowledge and skills you will acquire during this course will give you an understanding of the dynamics and principles underlying the effective operations of small and large businesses.

**Course commences: March**

# Hair

## Certificate II in Hairdressing

*WRH20106*



This introductory course prepares you for employment as a hairdressing salon assistant or apprentice. You will gain fundamental skills such as preparing clients for salon services and supporting and assisting senior team members while working in a salon environment. You will also receive an extensive resources pack containing professional-grade equipment needed to start your career, including a mannequin, dryer, brushes, combs, clips and more. Upon completion, you can choose to continue studying towards the Certificate III in Hairdressing, which provides more advanced cutting and styling skills for better job opportunities. Your Certificate II qualification provides you with credit for eight units in the Certificate III course.

### Courses commencing Term 1:

1. 8th February Mondays 9.00am – 3.00pm
2. 9th February Tuesday & Thursdays 9.00am – 3.00pm
3. VCAL 10th February Wednesdays 9.00am – 3.00pm

### Courses commencing Term 2:

1. 27th April Tuesdays & Thursdays 9.00am – 3.00pm

## Certificate III in Hairdressing

*WRH30106*



This course allows graduates to work as a hairdresser in a salon. Functions at this level include performing a full range of client services, including consultation and advice, hair and scalp treatments, hair cutting, hair design, colour and lightening, and chemical reformation services on clients as well as selling products and services and ensuring a safe working environment.

**Course commences: Ongoing continuous enrolment.  
Prerequisite Certificate II Hairdressing.**



# Beauty

## Certificate II in Makeup Services

WRB20204

This course is suitable for students wishing to enter the makeup sector of the beauty industry. Students completing this course will be able to perform routine salon functions, communicate with customers, work in a retail environment, demonstrate skin care products and design and apply makeup in both general and specialist situations, including makeup for photography.

### Courses commence:

**Term 1. VCAL 10th February 9.00am – 3.00pm**

**Adults 10th February 6.00pm – 10.00pm**

## Certificate II in Nail Technology

WRB20104



Adult Education  
in the Community

Beautiful nails require skill and artistry. In this course you will learn the art of becoming a nail technician. This is a real hands-on course - you will learn to perform manicures, pedicures, both acrylic and gel nail enhancements and a range of other skills. Along with these practical skills you will also learn the science of nails, and the vital communication and retail skills needed for a career as a nail technician.

### Courses commence:

**Term 1. VCAL 10th February Wednesday 9.00am – 3.00pm**

**Adults 12th February Fridays 9.00am – 3.00pm**

## Diploma of Beauty Therapy

WRB50105

The Diploma has been designed for those wishing to operate as a beauty therapist employing staff and managing a beauty salon. Duties may include working as part of a salon team and coordinating salon team/s. Functions at this level include the self-directed application of a broad range of knowledge and skills, and the provision of leadership and support to colleagues through the development and management of human resource development initiatives. The salon manager at this level may focus on building the business, leading and developing the team, developing and implementing marketing activities, and ensuring all occupational health and safety requirements are maintained. Training is done in a working salon environment under the supervision of fully qualified instructors. In addition to the classroom activities we also assign tasks to be completed on line in your own time to speed up the learning process.

### Course Commences:

**Part time 8th February Monday, Wednesdays 6.30pm – 9.30pm and alternate Saturdays 9.00am – 5.00pm**



# Education & Training

## Certificate IV in Training & Assessment

TAA40104

This course applies to people for whom training is a large part of their jobs or a full job function within a structured assessment and training system. People, who have these skills to design, implement, manage and evaluate assessment and training systems within various workplaces are highly sought after in a wide variety of businesses and organisation. The course outlines the skills needed to be able to plan and deliver training sessions to groups and individuals, while also providing you with the knowledge necessary to assess their effectiveness.

**Courses commence: 1. 4th March Thursdays**

**2. 27th May Cost: \$1900**

## Certificate IV in Education Support

### New in 2010

CHC41708

This program will give you the broad skills and knowledge which will allow you to work as a Learning Support Assistant but it also caters for specialisation in a range of education support contexts including Disability support, Aboriginal and Torres Strait Islander education officer, numeracy and literacy worker, and home tutor.

**Course commences: 18th March**

## Certificate in General Education for Adults

The Certificates in General Education for Adults (CGEA) courses provide a range of educational opportunities for adults wishing to prepare for further study, improve their employment status and enhance their participation in the community. Students will gain a formal credential for studying reading and writing, mathematics, oral communication and general education skills. Certificates are awarded at four levels, with the highest level equivalent to Year 11 secondary education. The courses also provide various avenues for further study and training in a range of areas. Certificates in General Education for Adults graduates can look forward to further study and improved employment prospects.

**Please contact Morrisons to make an appointment on 9736 1457**





## Health

### Certificate II in Emergency Medical First Response

*HLT21107*



This qualification covers workers who provide first response care in line with Australian Resuscitation Council Guidelines. This involves provision of first aid care. Occupational titles may include: Community based first responder; Volunteer first aider; Emergency medical responder; EMS first responder; Workplace first responder. This course is designed for an Emergency Medical Responder (EMR) who provides first response care anywhere within Australia. It is especially suited for mine rescuers, fire fighters, road rescuers, remote resort dive and tour operations, and security personnel.

**Course Commences: 24th February**

**Wednesdays 9.00am – 3.00pm**

## Automotives

### Certificate II Automotive Technology Studies

*21560VIC*



This qualification provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries. In this course you will learn the basic operating principles of automotive systems and acquire the skills and knowledge to perform some basic service procedures.

**Course commences: 10th February**

**Wednesdays 9.00am – 3.00pm**

### Construction Induction Training

*(Formerly Red Card) CPCCOHS1001A*

White Card, formerly known as Red Card is a requirement on all construction & building sites in NSW, QLD & Victoria. This course will teach you how to ensure safe, efficient and effective work practices on construction sites. You will learn the acts, regulations, codes of practice and industry standards which are endorsed by the Victorian WorkSafe Authority.



# First Aid



## CPR (Perform Cardiopulmonary Resuscitation) *HLTCPR201A*

This unit covers the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council guidelines.

## Provide Basic Emergency Life Support *HLTFA201A Previously known as Level 1*

This unit describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only. It incorporates the unit HLTCPR201A – Perform a CPR. The skills and knowledge learnt enable the first aider to provide an initial response to an emergency in line with the practised actions and Australian Resuscitation guidelines, legislation and policies and accepted industry guidelines.

## Apply First Aid *HLTFA301B Previously known as Level 2*

First Aid Students who successfully complete this unit will be credited with HLTFA301B Apply First Aid This unit covers the application of skills and knowledge in an emergency in the workplace where first aid treatment options are applied. It is about assessing the situation, providing first aid to the casualty, co-ordinating first aid until arrival of medical assistance and communicating details of the incident to others involved in the situation. It also covers CPR/EAR.

## Apply First Aid Reaccreditation Course *HLTFA301A*

Is your Level 2 First Aid certificate about to expire? Morrison House offers a Provide First Aid Level 2 refresher course that will enable you to keep your certificate current for another three years. All participants must present their Level 2 qualification upon enrolment to demonstrate its currency or date of

expiry.

## First Aid Management Of Anaphylaxis *21659VIC*

This course will give you the knowledge of practical strategies to avoid exposure to known triggers and the management of anaphylaxis. Anaphylaxis Awareness instructs participants in the legal and proper administration of a adrenaline auto-injector (EpiPen). Instruction is in accordance with various legislative requirements regarding administration of therapeutic substances and covers administration of adrenaline via an auto-injector.

# Arts

## Certificate II in Live Production, Theatre & Arts **New in 2010** *CUE20103*

In this program you will learn about basic audio, lighting, staging, theming and various elements of production providing an introduction to the entertainment industry. You will be able to develop your understanding of the interaction between performers, technicians and business. You will provide technical support to performers, working as part of an “in house” production team with industry conventions and practices.

**Course commences: TBA**





Morrison's is a Registered Training Organisation (RTO) Number 3966 registered by the Victorian Qualifications and Registration Authority (VRQA) to deliver nationally recognised training under the Australian Quality Training Framework (AQTF). The AQTF is the national set of standards which assures nationally-consistent, high-quality training and assessment services. Courses which are marked with the Nationally Recognised Training logo comprise of units of competency and/or whole qualifications from National Training Packages. This requires participants to be assessed to determine whether competency standards have been achieved. Morrison's policy is that to achieve competency, participants need to attend and actively participate in class and complete all assignments / assessments satisfactorily.

Participants who achieve competency are issued with a Statement of Attainment and/or a full Certificate qualification as appropriate. VET Qualifications issued by Morrison's are recognised throughout the country. Some applicants enrol in a VET course but do not wish to be assessed formally. Such participants are issued with an RPL & RCC: Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC): Applicants who believe they have already undertaken training or who have current skills equivalent to the units of competency on offer, may apply for a recognition process. Applicants are required to demonstrate their ability in the set of skills relevant to a particular unit of competency. Applicants are expected to provide evidence of skills, aptitudes and experience which demonstrate the competencies of a particular course. A fee applies for this service, and may vary depending on each application.

Mutual recognition: Accredited qualifications issued by other RTOs are recognised by Morrison's subject to a validity check. Original qualifications need to be sighted by Morrison's.

**MORRISON'S**

**COURSE ENROLMENT FORM**

EDUCATION CHILDRENS SERVICES COMMUNITY DEVELOPMENT

OLD HEREFORD ROAD, MT EVELYN  
P.O. BOX 101, MT EVELYN 3796  
WEBSITE: www.morrison's.org.au

PHONE: 9736 1457  
FAX: 9736 1977  
CHILDCARE PHONE: 9736 1918

DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ FEMALE  /MALE

As required on certificate - where applicable

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: (H) \_\_\_\_\_

(W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

Office use only:

V/Trak Enrolment

V/Trak payment

Course Info Sent:

Receipt No: \_\_\_\_\_

Course Name	Date	Time	Cost

**CONDITIONS OF ENROLMENT**

Please choose your course/s carefully. Once we have processed your enrolment, we are unable to arrange refunds except under the following conditions.

**FULL PAYMENT MUST BE MADE 7 DAYS PRIOR TO COMMENCEMENT OF COURSE.**

A refund, by cheque will only be made when a course is cancelled by Morrison's.

No refund if you cancel under 7 working days prior to commencement of course

Should you cancel giving at least 7 working days notice an \$11.00 administration fee is charged on all refunds, transfers and credit voucher.

If we cancel a full refund will be posted to you.

Morrison's regrettably cannot be responsible for changes in students' circumstances. Please refer to the Refund Policy which is available on request.

While Morrison's makes every effort to ensure a positive learning outcome, we cannot accept responsibility for the students own abilities and application.

I have read and fully understand the conditions of my enrolment.

Signature: \_\_\_\_\_

If mailing or faxing please complete the following.

I enclose my cheque for the total cost of \$ \_\_\_\_\_

Please charge my Mastercard, Visa, Bankcard \$ \_\_\_\_\_

CARD HOLDERS NAME (as it appears on card) \_\_\_\_\_

CARD NUMBER

EXPIRY DATE: \_\_\_\_ / \_\_\_\_ SIGNATURE: \_\_\_\_\_





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**[www.morrisonsonline.org.au](http://www.morrisonsonline.org.au)**

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