HOLMESGLEN SHORT COURSES
TERM 2 GUIDE MAY - JULY 2019
T: 03 9564 1546
W: holmesglen.edu.au/shortcourses
Learn more, do more at Holmesglen

HOLMESGLEN SHORT COURSES
Administration: Building 2, Level 2, Chadstone campus
T: 03 9564 1546
E: shortcourses@holmesglen.edu.au
W: holmesglen.edu.au/shortcourses

HOLMESGLEN WORKFORCE SOLUTIONS
Administration: Building 1, Drummond Street campus
T: 03 9209 5300
E: hws@holmesglen.edu.au
W: holmesglen.edu.au/industry

CAMPUS LOCATIONS

Chadstone
Batesford Road, Chadstone
Melways ref: Map 69 F1

Drummond Street
41 Drummond Street, Chadstone
Melways ref: Map 69 F4

Glen Waverley
595 Waverley Road, Glen Waverley
Melways ref: Map 71 A4

Moorabbin
488 South Road, Moorabbin
Melways ref: Map 77 G6

North Melbourne
200 Arden Street, North Melbourne
Melways ref: Map 43 C4

St Kilda Road
332 St Kilda Road, Southbank
Melways ref: Map 57 J1

SYMBOL KEY
⚠️ Personal protective equipment is required
✔️ Accredited course. Note: GST is included in all course fees, excluding accredited courses.
🌟 New course
## Art

### CRAFT

**Introduction to Macramé**
- Chadstone
- Sat 1 day 4 May
- 10am-1pm
- $130

**Mosaics for Beginners**
- Chadstone
- Sat 1 day 25 May
- 9am-3.30pm
- $230

**Woven Wall Hangings**
- Chadstone
- Thur 3 weeks from 6 June
- 6pm-8pm
- $280

### DRAWING AND PAINTING

**Drawing In A Day**
- Moorabbin
- Sat 1 day 11 May
- 10am-4pm
- $190

**Drawing Nature and Landscapes**
- Chadstone
- Thur 2 weeks from 16 May
- 6pm-9pm
- $200

**Painting In A Day**
- Chadstone
- Sat 1 day 27 April
- 10am-2pm
- $150

**Painting with Pastels Workshop**
- St Kilda Rd
- Thur 2 weeks from 30 May
- 6pm-9pm
- $200

**The Art of Pencil Portraits**
- Chadstone
  - Mon 1 day 27 May
  - 6pm-9pm
- Chadstone
  - Thur 1 day 20 June
  - 6pm-9pm
- $120

### FASHION

**Become a Fashion Designer**
- St Kilda Rd
- Wed 3 weeks from 1 May
- 6pm-9pm
- $300

**So you Want to be a Fashion Stylist?**
- St Kilda Rd
- Thur 3 weeks from 9 May
- $280

### MUSIC

**Making Music on the Go with GarageBand for iPad**
- Chadstone
- Thur 4 weeks from 13 June
- 6pm-9pm
- $390

### PHOTOGRAPHY

**Creative Photography**
- Moorabbin
- Mon 5 weeks from 6 May
- 6pm-9pm
- $480

**Digital Photography**
- Chadstone
- Tues 3 weeks from 18 June
- 6pm-9pm
- $280

**Digital SLR Camera Operation**
- Chadstone
- Tues 6 weeks from 30 April
- 6pm-8.30pm
- $440
## Introduction to studying design

### Fun, affordable and flexible

**Study a short course online**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Price</th>
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<tbody>
<tr>
<td>Intro to Design - Drawing Characters</td>
<td>Glen Wav</td>
<td>2 July</td>
<td>Tues</td>
<td>6-8pm</td>
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<td>Intro to Design - Camera Basics</td>
<td>Glen Wav</td>
<td>19 June</td>
<td>Wed</td>
<td>6-8pm</td>
<td>$100</td>
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<td>29 May</td>
<td>Wed</td>
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<td>Intro to Design - Illustrator Basics</td>
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<td>15 May</td>
<td>Wed</td>
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<td>Intro to Design - Photoshop Basics</td>
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<td>Wed</td>
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<td>$100</td>
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<td>Intro to Media - Podcasting Basics</td>
<td>Chadstone</td>
<td>4 July</td>
<td>Thur</td>
<td>6-8pm</td>
<td>$150</td>
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<tr>
<td>Paper Making</td>
<td>Chadstone</td>
<td>1 July</td>
<td>Mon</td>
<td>6-8pm</td>
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<tr>
<td>Point and Print</td>
<td>Chadstone</td>
<td>8 May</td>
<td>Wed</td>
<td>6-8pm</td>
<td>$100</td>
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<tr>
<td>Sustainable Fashion: Let Your Clothes Spark Joy!</td>
<td>St Kilda Rd</td>
<td>24 April</td>
<td>Tues</td>
<td>6.30-8.30pm</td>
<td>$300</td>
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<tr>
<td>Photoshop and Illustrator for Fashion - Beginner</td>
<td>St Kilda Rd</td>
<td>22 May</td>
<td>Wed</td>
<td>6-8pm</td>
<td>$300</td>
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<tr>
<td>Jewellery Making with Designer Angela Clark</td>
<td>St Kilda Rd</td>
<td>3 July</td>
<td>Thur</td>
<td>6-9pm</td>
<td>$300</td>
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</table>

**Ed2go**

- Instructor led courses
- Monthly start dates
- Convenient six-week format

Enjoy a five day free trial period to make sure an online course is right for you!
## Business

### CAREER DEVELOPMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview Preparation to get a Job Offer</td>
<td>Chadstone</td>
<td>Thur 1 day 16 May</td>
<td>6pm-9.30pm</td>
<td>$130</td>
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<tr>
<td>Investing in the Stock Market</td>
<td>Chadstone</td>
<td>Tues 3 weeks from 28 May</td>
<td>6pm-9pm</td>
<td>$280</td>
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<tr>
<td>LinkedIn for Business</td>
<td>Chadstone</td>
<td>Thur 1 day 30 May</td>
<td>6pm-9.30pm</td>
<td>$130</td>
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<tr>
<td>Master the Interview to Land a Job</td>
<td>Chadstone</td>
<td>Thur 1 day 6 June</td>
<td>6pm-9.30pm</td>
<td>$120</td>
</tr>
<tr>
<td>Project Management Fundamentals</td>
<td>Chadstone</td>
<td>Mon 4 weeks from 20 May</td>
<td>6pm-9pm</td>
<td>$340</td>
</tr>
<tr>
<td>Resume and Cover Letter Writing To Stand Out From The Crowd</td>
<td>Glen Wav</td>
<td>Thur 1 day 20 June</td>
<td>6pm-9.30pm</td>
<td>$120</td>
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### COMMUNICATION

<table>
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<th>Times</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Business Writing</td>
<td>Moorabbin</td>
<td>Fri 1 day 17 May</td>
<td>9.30am-4pm</td>
<td>$190</td>
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<tr>
<td>Tender and Proposal Writing</td>
<td>Moorabbin</td>
<td>Fri 1 day 21 June</td>
<td>9.30am-4pm</td>
<td>$190</td>
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<tr>
<td>Writing Reports</td>
<td>Moorabbin</td>
<td>Fri 1 day 5 July</td>
<td>9.30am-5pm</td>
<td>$190</td>
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### FINANCE

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<th>Fee</th>
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<tbody>
<tr>
<td>Bookkeeping - Level 1</td>
<td>Chadstone</td>
<td>Thur 5 weeks from 2 May</td>
<td>6pm-9pm</td>
<td>$460</td>
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<tr>
<td>Bookkeeping - Level 1</td>
<td>Moorabbin</td>
<td>Wed 5 weeks from 22 May</td>
<td>6pm-9pm</td>
<td>$660</td>
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<tr>
<td>Bookkeeping - Level 1</td>
<td>Glen Wav</td>
<td>Sat 3 weeks from 8 June</td>
<td>9am-2pm</td>
<td>$300</td>
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<tr>
<td>Bookkeeping - Level 1 and 2</td>
<td>Chadstone</td>
<td>Thur 8 weeks from 2 May</td>
<td>6pm-9pm</td>
<td>$490</td>
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<tr>
<td>Bookkeeping - Level 1 and 2</td>
<td>Moorabbin</td>
<td>Wed 8 weeks from 22 May</td>
<td>6pm-9pm</td>
<td>$490</td>
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<tr>
<td>MYOB - Level 1</td>
<td>Chadstone</td>
<td>Sat 1 day 4 May</td>
<td>9.30am-5pm</td>
<td>$290</td>
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<tr>
<td>MYOB - Level 1 and 2</td>
<td>Chadstone</td>
<td>Thu,Fri 2 days from 11 July</td>
<td>9.30am-5pm</td>
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<tr>
<td>MYOB - Level 2</td>
<td>Chadstone</td>
<td>Sat 1 day 11 May</td>
<td>9.30am-5pm</td>
<td>$290</td>
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### CLERICAL

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Medical Receptionist</td>
<td>St Kilda Rd</td>
<td>Mon-Wed 3 days from 8 July</td>
<td>9.30am-4pm</td>
<td>$580</td>
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<tr>
<td>Minute Taking Workshop</td>
<td>Chadstone</td>
<td>Fri 1 day 10 May</td>
<td>9.30am-4pm</td>
<td>$190</td>
</tr>
<tr>
<td>PracSoft - Medical Reception Software</td>
<td>Chadstone</td>
<td>Thur 1 day 11 July</td>
<td>9.30am-4pm</td>
<td>$240</td>
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<tr>
<td>Receptionist Training and Basic Office Skills</td>
<td>Moorabbin</td>
<td>Thur 5 weeks from 13 June</td>
<td>6-8.30pm</td>
<td>$390</td>
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<tr>
<td>Touch Typing</td>
<td>Moorabbin</td>
<td>Thur 4 weeks from 2 May</td>
<td>6pm-8.30pm</td>
<td>$320</td>
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<tr>
<td>Touch Typing</td>
<td>Chadstone</td>
<td>Sat 2 weeks from 18 May</td>
<td>9am-2pm</td>
<td>$320</td>
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# Business

## Managerial

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<tr>
<th>Course</th>
<th>Location</th>
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<tbody>
<tr>
<td>Leadership and Management Development</td>
<td>Chadstone</td>
<td>Thur,Fri 2 days from 27 June</td>
<td>9.30am-5pm 490</td>
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## Personal Development

<table>
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<th>Course</th>
<th>Location</th>
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<tbody>
<tr>
<td>Assertiveness Skills</td>
<td>Moorabbin</td>
<td>Mon 1 day 13 May 9am-4.30pm</td>
<td>220</td>
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<tr>
<td>Conflict Resolution Skills</td>
<td>Chadstone</td>
<td>Fri 1 day 24 May 9.30am-5pm</td>
<td>220</td>
</tr>
<tr>
<td>How to Enjoy Speaking and Presenting</td>
<td>Chadstone</td>
<td>Wed 1 day 26 June 6pm-9pm</td>
<td>140</td>
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<tr>
<td>Smart, Quick, Easy Tips for Better Presenting and Public Speaking</td>
<td>Chadstone</td>
<td>Sat 1 day 15 June 10am-1pm</td>
<td>140</td>
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## Professional Development

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<th>Course</th>
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<tbody>
<tr>
<td>Event Management and Design</td>
<td>Chadstone</td>
<td>Wed-Fri 3 days from 22 May 9.30am-4pm $570</td>
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<tr>
<td></td>
<td>Chadstone</td>
<td>Wed-Fri 3 days from 19 June 9.30am-4pm $570</td>
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<tr>
<td>Time Management</td>
<td>St Kilda Rd</td>
<td>Thur 1 day 9 May 6pm-8pm</td>
<td>120</td>
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## Sales and Marketing

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>Certified Digital Marketing Professional</td>
<td>St Kilda Rd</td>
<td>Tues 12 weeks from 23 April 6.30-9.30pm $3,190</td>
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<tr>
<td>Customer Experience Improvement Program</td>
<td>Chadstone</td>
<td>Tues 4 weeks from 7 May 6.30-9.30pm $390</td>
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<tr>
<td>Digital Marketing Basics</td>
<td>Moorabbin</td>
<td>Sat 2 weeks from 1 June 10am-3pm $290</td>
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<tr>
<td>Key Account Management Program</td>
<td>Moorabbin</td>
<td>Thur 4 weeks from 6 June 6.30-9.30pm $390</td>
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<td>Professional Sales Skills</td>
<td>Chadstone</td>
<td>Wed 4 weeks from 1 May 6.30-9.30pm $390</td>
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<td></td>
<td>Moorabbin</td>
<td>Wed 4 weeks from 29 May 6.30-9.30pm $390</td>
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<td>Small Business Marketing</td>
<td>Chadstone</td>
<td>Sat 1 day 25 May 10am-4.30pm $190</td>
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## Small Business

<table>
<thead>
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<th>Course</th>
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<tr>
<td>Cafe, Coffee Shop - Starting Up</td>
<td>Chadstone</td>
<td>Mon 3 weeks from 29 April 6.30-9.30pm $310</td>
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<tr>
<td>Import and Export Skills</td>
<td>Chadstone</td>
<td>Thur 5 weeks from 13 June 7pm-10pm $450</td>
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<tr>
<td>Start A Small Business</td>
<td>Moorabbin</td>
<td>Sat 2 weeks from 18 May 9am-5pm $470</td>
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<tr>
<td></td>
<td>St Kilda Rd</td>
<td>Sat 2 weeks from 8 June 9am-5pm $470</td>
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## Real Estate

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Investing in Real Estate</td>
<td>Moorabbin</td>
<td>Tues 3 weeks from 30 April 6pm-9pm $280</td>
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## Import and Export Skills

<table>
<thead>
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<th>Course</th>
<th>Location</th>
<th>Schedule</th>
<th>Details</th>
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<tbody>
<tr>
<td>Import and Export Skills</td>
<td>Chadstone</td>
<td>Thur 5 weeks from 13 June 7pm-10pm $450</td>
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## Start A Small Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Schedule</th>
<th>Details</th>
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<tbody>
<tr>
<td>Start A Small Business</td>
<td>Moorabbin</td>
<td>Sat 2 weeks from 18 May 9am-5pm $470</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St Kilda Rd</td>
<td>Sat 2 weeks from 8 June 9am-5pm $470</td>
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</tbody>
</table>
Want to start your own small business?

Learn about business planning and the essentials of a business start-up. Including market research, marketing, legal and insurance requirements, and financial planning with our programs:

- New Business Assistance with NEIS
- BSB42615 Certificate IV in New Small Business

TO FIND OUT MORE
T: 1300 634 748
E: neis@holmesglen.edu.au
W: holmesglen.edu.au/neis
### DIY Skills and Construction

#### CONSTRUCTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Domestic Plan Reading</td>
<td>Chadstone</td>
<td>Wed</td>
<td>4 weeks from 1 May</td>
<td>6pm-9pm</td>
<td>$410</td>
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<tr>
<td>Estimating and Costing</td>
<td>Chadstone</td>
<td>Tues</td>
<td>5 weeks from 21 May</td>
<td>6pm-9pm</td>
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#### HOME RENOVATION

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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Basic Home Painting</td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>15 June</td>
<td>8.30am-4pm</td>
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<tr>
<td>Home Maintenance</td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>15 June</td>
<td>9am-3.30pm</td>
</tr>
<tr>
<td>Owner Builder</td>
<td>Chadstone</td>
<td>Sat</td>
<td>2 weeks from 15 June</td>
<td>8.30am-5pm</td>
<td>$550</td>
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<tr>
<td>Pergola and Timber Decking</td>
<td>Chadstone</td>
<td>Sat</td>
<td>3 weeks from 27 April</td>
<td>9am-1pm</td>
<td>$460</td>
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#### TRADE SKILLS

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<tr>
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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Power Tools - Safe Handling</td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>22 June</td>
<td>9am-3pm</td>
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#### WELDING

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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Arc Welding</td>
<td>Moorabbin</td>
<td>Sat</td>
<td>3 weeks from 18 May</td>
<td>10am-2pm</td>
<td>$540</td>
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<td>TIG Welding</td>
<td>Moorabbin</td>
<td>Sat</td>
<td>3 weeks from 8 June</td>
<td>10am-2pm</td>
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#### WOODWORK

<table>
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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Woodwork - Level 1</td>
<td>Chadstone</td>
<td>Tues</td>
<td>4 weeks from 23 April</td>
<td>6pm-9pm</td>
<td>$470</td>
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<tr>
<td>Woodwork - Level 1 and 2</td>
<td>Chadstone</td>
<td>Tues</td>
<td>9 weeks from 23 April</td>
<td>6pm-9pm</td>
<td>$920</td>
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<tr>
<td>Woodwork - Level 2</td>
<td>Chadstone</td>
<td>Tues</td>
<td>5 weeks from 21 May</td>
<td>6pm-9pm</td>
<td>$550</td>
</tr>
</tbody>
</table>

#### SYMBOL KEY

- Personal protective equipment is required
- Accredited course
- Note: GST is included in all course fees, excluding accredited courses.
- New course
Computing

DESIGN AND PUBLISHING

Adobe InDesign
Chadstone  Thu  4 weeks from 2 May  6.30-9.30pm
Chadstone  Mon  2 weeks from 6 May  10am-4.30pm
$420

Adobe Photoshop - Level 1
Chadstone  Fri, Sat  2 days from 10 May  9.30am-4pm
$440

Adobe Photoshop - Level 1 and 2
Chadstone  Fri, Sat  2 weeks from 10 May  9.30am-4pm
$780

Adobe Photoshop - Level 2
Chadstone  Fri, Sat  2 days from 17 May  9.30am-4pm
$440

Large Format Print Design
Chadstone  Mon  1 day  24 June  9am-5pm
$280

Photo Restoration and Retouching Workshop
St Kilda Rd  Mon  1 day  13 May  10am-4pm
$240

DRAFTING

AutoCAD - Level 1
Chadstone  Wed  4 weeks from 1 May  6pm-9.30pm
St Kilda Rd  Sat  2 weeks from 1 June  10am-5.30pm
$620

AutoCAD - Level 1 and 2
Chadstone  Wed  8 weeks from 1 May  6pm-9.30pm
St Kilda Rd  Sat  4 weeks from 1 June  10am-5.30pm
$1,000

AutoCAD - Level 2
Chadstone  Wed  4 weeks from 29 May  6pm-9.30pm
Chadstone  Sat  2 weeks from 15 June  10am-5.30pm
$480

Revit - Level 1
Chadstone  Sat  3 weeks from 27 April  9.30am-4pm
Chadstone  Thu  6 weeks from 2 May  6pm-9pm
St Kilda Rd  Sat  3 weeks from 8 June  9.30am-4pm
$610

Revit - Level 1 and 2
Chadstone  Sat  6 weeks from 27 April  9.30am-4pm
Chadstone  Thu  12 weeks from 2 May  6pm-9pm
St Kilda Rd  Sat  6 weeks from 8 June  9.30am-4pm
$1,000

Revit - Level 2
Chadstone  Sat  3 weeks from 18 May  9.30am-4pm
Chadstone  Thu  6 weeks from 13 June  6pm-9pm
St Kilda Rd  Sat  3 weeks from 29 June  9.30am-4pm

Revit - Level 3
Chadstone  Wed  6 weeks from 5 June  6pm-9pm
$610

SketchUp Professional - Level 2
Chadstone  Thu  5 weeks from 2 May  9.30am-4pm
$660

GETTING STARTED

Computer Basics
Chadstone  Sat  2 weeks from 15 June  9.30am-4pm
$420

Computer Skills For The Office
Chadstone  Sat  3 weeks from 4 May  9.30am-3pm
St Kilda Rd  Wed-Fri  3 days from 3 July  9.30am-3pm
$590
## Computing

### MICROSOFT OFFICE

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Days</th>
<th>Start Date</th>
<th>Duration</th>
<th>Time</th>
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<tbody>
<tr>
<td>Excel 2016 Formulas and Functions</td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>27 April</td>
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<td>Microsoft Access 2016 - Level 1</td>
<td>Chadstone</td>
<td>Thur</td>
<td>1 day</td>
<td>16 May</td>
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<td>1 day</td>
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<td>Mon</td>
<td>1 day</td>
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<tr>
<td>Microsoft Excel 2016 - Level 2</td>
<td>Chadstone</td>
<td>Tue</td>
<td>1 day</td>
<td>27 April</td>
<td>6.30pm-9pm</td>
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<tr>
<td>Microsoft Excel 2016 - Level 1</td>
<td>Glen Wav</td>
<td>Sat</td>
<td>1 day</td>
<td>29 April</td>
<td>9.30am-5pm</td>
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<tr>
<td>Microsoft Excel 2016 - Level 1</td>
<td>St Kilda Rd</td>
<td>Mon</td>
<td>1 day</td>
<td>1 May</td>
<td>10am-5pm</td>
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<tr>
<td>Microsoft Excel 2016 - Level 1</td>
<td>St Kilda Rd</td>
<td>Tue</td>
<td>1 day</td>
<td>11 May</td>
<td>10am-5pm</td>
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<tr>
<td>Microsoft Excel 2016 - Level 1</td>
<td>Moorabbin</td>
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<td>22 May</td>
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<td>10am-5pm</td>
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<td>Microsoft Excel 2016 - Level 1</td>
<td>Moorabbin</td>
<td>Tue</td>
<td>3 days</td>
<td>from 4 June</td>
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<tr>
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<td>Glen Wav</td>
<td>Wed</td>
<td>1 day</td>
<td>4 June</td>
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<td>Microsoft Excel 2016 - Level 1</td>
<td>Glen Wav</td>
<td>Wed</td>
<td>1 day</td>
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<td>Microsoft Excel 2016 - Level 1</td>
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<td>Thur</td>
<td>1 day</td>
<td>4 July</td>
<td>9.30am-5pm</td>
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<tr>
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<td>1 May</td>
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<tr>
<td>Microsoft Excel 2016 - Level 3</td>
<td>Glen Wav</td>
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<td>24 May</td>
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<td>from 4 June</td>
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<td>Microsoft Excel 2016 - Level 3</td>
<td>Glen Wav</td>
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<td>4 June</td>
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<td>Microsoft Excel 2016 - Level 3</td>
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<td>1 day</td>
<td>4 July</td>
<td>9.30am-5pm</td>
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<tr>
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<td>10am-5pm</td>
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<tr>
<td>Microsoft PowerPoint 2016 - Level 1</td>
<td>Glen Wav</td>
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<td>1 day</td>
<td>18 May</td>
<td>10am-5pm</td>
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<tr>
<td>Microsoft PowerPoint 2016 - Level 1</td>
<td>Glen Wav</td>
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<td>1 day</td>
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<td>10am-5pm</td>
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<td>Microsoft PowerPoint 2016 - Level 1</td>
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<td>Microsoft PowerPoint 2016 - Level 1</td>
<td>Glen Wav</td>
<td>Sat</td>
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<td>6 July</td>
<td>10am-5pm</td>
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<tr>
<td>Microsoft PowerPoint 2016 - Level 2</td>
<td>Chadstone</td>
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<tr>
<td>Microsoft PowerPoint 2016 - Level 2</td>
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<td>25 May</td>
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<tr>
<td>Microsoft PowerPoint 2016 - Level 2</td>
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<td>1 day</td>
<td>18 June</td>
<td>10am-5pm</td>
</tr>
<tr>
<td>Microsoft PowerPoint 2016 - Level 2</td>
<td>Glen Wav</td>
<td>Sat</td>
<td>1 day</td>
<td>13 July</td>
<td>10am-5pm</td>
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</table>

Microsoft Excel - Level 3 is also available for advanced users.
# Computing

## Microsoft Project 2016 - Level 1
- **Glen Wav**
- Sat 1 day 25 May 9.30am-5pm
- **Chadstone**
- Mon 1 day 1 July 9.30am-5pm
- **$290**

## Microsoft Project 2016 - Level 1 and 2
- **Chadstone**
- Mon,Tues 2 days from 1 July 9.30am-5pm
- **$490**

## Microsoft Project 2016 - Level 2
- **Glen Wav**
- Sat 1 day 1 June 9.30am-5pm
- **Chadstone**
- Tues 1 day 2 July 9.30am-5pm
- **$290**

## Microsoft Publisher 2016
- **Glen Wav**
- Sat 1 day 1 June 9.30am-5pm
- **Chadstone**
- Tues 1 day 25 June 9.30am-5pm
- **$290**

## Microsoft Visio 2016
- **Chadstone**
- Sat 1 day 1 June 9.30am-5pm
- **$290**

## Microsoft Word 2016 - Level 1
- **Glen Wav**
- Wed 1 day 19 June 9.30am-5pm
- **Chadstone**
- Thur 1 day 27 June 9.30am-5pm
- **$290**

## Microsoft Word 2016 - Level 2
- **Chadstone**
- Fri 1 day 3 May 9.30am-5pm
- **Glen Wav**
- Wed 1 day 26 June 9.30am-5pm
- **Chadstone**
- Fri 1 day 28 June 9.30am-5pm
- **Chadstone**
- Thur 1 day 4 July 9.30am-5pm
- **$290**

## Microsoft Word/Excel 2016 - Level 1
- **Chadstone**
- Tues 2 weeks from 23 April 10am-4.30pm
- **Chadstone**
- Wed 6 weeks from 24 April 6.30pm-9pm
- **Chadstone**
- Mon 2 weeks from 13 May 10am-4.30pm
- **Chadstone**
- Fri 2 weeks from 31 May 10am-4.30pm
- **Glen Wav**
- Mon,Tues 2 days 8 July 10am-4.30pm
- **$420**

## Microsoft Word/Excel 2016 - Level 2
- **Chadstone**
- Tues 1 day 7 May 10am-4.30pm
- **Chadstone**
- Mon 2 weeks from 27 May 10am-4.30pm
- **Chadstone**
- Wed 6 weeks from 5 June 6.30pm-9pm
- **Glen Wav**
- Fri 2 weeks from 14 June 10am-4.30pm
- **Glen Wav**
- Wed,Thur 2 days from 10 July 10am-4.30pm
- **$420**

## PROGRAMMING

### Introduction to SQL Using MySQL
- **Chadstone**
- Thur 5 weeks from 9 May 6pm-9pm
- **$460**

### Programming Excel 2016 using VBA
- **Chadstone**
- Wed 2 weeks from 24 April 9.30am-5pm
- **Chadstone**
- Fri 2 weeks from 5 July 9.30am-5pm
- **$460**

### VB.NET - Level 1
- **Chadstone**
- Thur 2 weeks from 9 May 9.30am-5pm
- **$470**

### VB.NET - Level 1 and 2
- **Chadstone**
- Thur 4 weeks from 9 May 9.30am-5pm
- **$890**

### VB.NET - Level 2
- **Chadstone**
- Thur 2 weeks from 23 May 9.30am-5pm
- **$470**

### VB.NET - Level 3
- **Chadstone**
- Thur 2 weeks from 6 June 9.30am-5pm
- **$470**

### Web Programming With PHP and MySQL
- **Chadstone**
- Thur 5 weeks from 13 June 6pm-9pm
- **$460**

## WEB APPLICATIONS

### Build and Publish a Website
- **Chadstone**
- Sat 3 weeks from 27 April 10am-1pm
- **Chadstone**
- Thur 3 weeks from 13 June 6pm-9pm
- **$290**
## Food and Beverage

### FOOD AND COOKERY

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Location</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Cooking Basics</strong></td>
<td>Chadstone</td>
<td>Tues</td>
<td>4 weeks from 4 June</td>
<td>6.30pm-9pm</td>
<td>$420</td>
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<td><strong>Indian Cooking and Curries</strong></td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>22 June</td>
<td>10am-4.30pm</td>
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<td><strong>Malaysian Cooking</strong></td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>25 May</td>
<td>10am-4.30pm</td>
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<tr>
<td><strong>Perfect Gnocchi and Sauces</strong></td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>11 May</td>
<td>10am-1.30pm</td>
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<td><strong>Thai Cooking</strong></td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>15 June</td>
<td>10am-4.30pm</td>
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### HOSPITALITY

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<tr>
<th>Course Name</th>
<th>Location</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td><strong>Responsible Serving of Alcohol (RSA)</strong></td>
<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>27 April</td>
<td>9.30am-2pm</td>
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<tr>
<td></td>
<td>Moorabbin</td>
<td>Mon</td>
<td>1 day</td>
<td>13 May</td>
<td>9.30am-2pm</td>
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<tr>
<td></td>
<td>Moorabbin</td>
<td>Sat</td>
<td>1 day</td>
<td>1 June</td>
<td>9.30am-2pm</td>
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<td>Chadstone</td>
<td>Sat</td>
<td>1 day</td>
<td>22 June</td>
<td>9.30am-2pm</td>
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<tr>
<td></td>
<td>Chadstone</td>
<td>Mon</td>
<td>1 day</td>
<td>8 July</td>
<td>5.30pm-10pm</td>
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## House and Garden

### HORTICULTURE

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<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Horticulture for Beginners</strong></td>
<td>Glen Wav</td>
<td>Wed</td>
<td>6 weeks from 22 May</td>
<td>6pm-8pm</td>
<td>$420</td>
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<td><strong>Landscape Design for the Home Gardener</strong></td>
<td>Glen Wav</td>
<td>Thur</td>
<td>4 weeks from 13 June</td>
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<td><strong>Social and Therapeutic Gardening</strong></td>
<td>Glen Wav</td>
<td>Tues</td>
<td>5 weeks from 14 May</td>
<td>6pm-9pm</td>
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<td><strong>Therapeutic Gardening</strong></td>
<td>Glen Wav</td>
<td>Sat</td>
<td>1 day</td>
<td>18 May</td>
<td>9am-4.30pm</td>
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<tr>
<td><strong>Therapeutic Gardening - Advanced</strong></td>
<td>Glen Wav</td>
<td>Sat</td>
<td>1 day</td>
<td>25 May</td>
<td>9am-4.30pm</td>
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<tr>
<td><strong>Therapeutic Gardening - Basic &amp; Advanced</strong></td>
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<td>Sat</td>
<td>2 weeks from 18 May</td>
<td>9am-4.30pm</td>
<td>$400</td>
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### INTERIOR DESIGN

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<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td><strong>Interior Design and Decorating</strong></td>
<td>Chadstone</td>
<td>Sat</td>
<td>3 weeks from 18 May</td>
<td>10am-4pm</td>
<td>$510</td>
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</table>
## Lifestyle

### BEAUTY

**Applying Eyelash Extensions**
Chadstone  
Sat  2 weeks from 25 May  12pm-4pm  
&  
Chadstone  
Mon  2 weeks from 17 June  10am-2pm  
$340

**Beauty Therapy**
Glen Wav  
Wed  4 weeks from 29 May  6.30-9.30pm  
$410

**Eyebrow Sculpting and Threading**
Glen Wav  
Wed  4 weeks from 1 May  6pm-8pm  
$280

**Lash Lift**
Chadstone  
Sat  1 day  8 June  10am-2pm  
$440

**Makeup - Level 1**
Chadstone  
Wed  3 weeks from 24 April  6pm-9.30pm  
$380

**Makeup - Level 1 and 2**
Chadstone  
Wed  6 weeks from 24 April  6pm-9.30pm  
$610

---

### HEALTH AND WELLBEING

**Crafting your Unique Strengths for Wellbeing**
Chadstone  
Tues  4 weeks from 30 April  7 pm-9pm  
$260

**Mindfulness in Everyday Life**
Moorabbin  
Mon  1 day  24 June  10am-4.30pm  
$190

**Seasonal Aromatherapy**
St Kilda Rd  
Sat  2 weeks from 11 May  10am-1pm  
$260

### MASSAGE

**Relaxation Massage**
Chadstone  
Wed  5 weeks from 15 May  6.30-8.30pm  
$340

**Sports Massage**
Chadstone  
Wed  5 weeks from 19 June  6.30-8.30pm  
$340

---

## Languages

### Chinese (Mandarin) - Level 1
Moorabbin  
Wed  7 weeks from 24 April  6.30-8.30pm  
$390

### Chinese (Mandarin) - Level 2
Moorabbin  
Wed  5 weeks from 12 June  6.30-8.30pm  
$290

### French - Level 1
Chadstone  
Tues  7 weeks from 7 May  6pm-8pm  
$390

### Greek - Level 2
Chadstone  
Wed  5 weeks from 24 April  6pm-8pm  
$290

### Italian - Level 2
St Kilda Rd  
Wed  5 weeks from 17 July  6pm-8pm  
$290

### Italian for Travellers
Chadstone  
Thur  5 weeks from 2 May  6pm-8pm  
$290

### Japanese - Level 1
Chadstone  
Tues  7 weeks from 7 May  6.30-8.30pm  
$350

### Japanese - Level 2
Chadstone  
Thur  5 weeks from 2 May  6.30-8.30pm  
$260

### Spanish - Level 1
Chadstone  
Wed  7 weeks from 24 April  7pm-9pm  
$390

### Spanish - Level 2
Chadstone  
Wed  5 weeks from 12 June  7pm-9pm  
$290
Together with your hands-on industry experience, this course will deepen your knowledge of building structures under the National Construction Code (NCC) - the legislation that accompanies any building project. It will help you develop the skills necessary to run a successful small to medium construction business. It may also assist you to meet the requirements of the Victorian Building Authority (VBA) to become a registered building practitioner in Victoria.

**CPC40110 Certificate IV in Building and Construction (Building)**

*for trade professionals*

This is a part-time accredited course, specifically tailored for people with at least three years work experience in the building and construction industry. This is a nationally recognised building qualification that can also be utilised for those seeking registration in other states. It is currently offered on the government’s Free TAFE for Priority Courses list, which means you will not have to pay any tuition fees (eligibility criteria apply).

<table>
<thead>
<tr>
<th>Location</th>
<th>Days</th>
<th>Duration</th>
<th>Time</th>
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<tbody>
<tr>
<td>Chadstone</td>
<td>Mon and Wed</td>
<td>32 weeks from 15 April</td>
<td>6pm – 10pm</td>
</tr>
<tr>
<td>Chadstone</td>
<td>Tues and Thur</td>
<td>32 weeks from 21 May</td>
<td>6pm – 10pm</td>
</tr>
<tr>
<td>St Kilda Road</td>
<td>Mon and Wed</td>
<td>32 weeks from 18 June</td>
<td>6pm – 10pm</td>
</tr>
</tbody>
</table>

This training is delivered with Victorian and Commonwealth Government funding. Eligible applicants only. For more information visit [www.holmesglen.edu.au/students/fees](http://www.holmesglen.edu.au/students/fees) and [www.education.vic.gov.au](http://www.education.vic.gov.au). Please note that enrolment closes 2 business days prior to course commencement.

---

**Work Health and Safety (WHS)**

**BSB41415 Certificate IV in Work Health and Safety ✔**

Ideal for those already working in Work Health and Safety, as well as those looking to make that change. Focus on the key elements of Work Health and Safety.

**Start date:** Various dates throughout the year

**Length:** Part time (1 year)

**Campus:** Drummond Street and St Kilda Road

**BSB51315 Diploma of Work Health and Safety ✔**

Designed for those who wish to take their career to the next level, take on additional managerial responsibilities, or those who are working within the area of OHS compliance.

**Start date:** Various dates throughout the year

**Length:** Part time (6 - 9 months)

**Campus:** Drummond Street

This training is delivered with Victorian and Commonwealth Government funding. Eligible applicants only. For more information visit [www.holmesglen.edu.au/students/fees](http://www.holmesglen.edu.au/students/fees) and [www.education.vic.gov.au](http://www.education.vic.gov.au).
Holmesglen Workforce Solutions provide tailored training in Occupational Health and Safety (OHS) and Industrial Skills to meet your requirements, including on site, off site, weekdays, evening and weekend training. All programs are delivered to industry standards by experienced trainers.

Health and Safety courses
- Construction Induction Card (White Card)
- Health and Safety Representative Initial OHS Training Course
- Health and Safety Representative Refresher OHS Training Course
- Health and Safety for Managers
- Manual Handling
- Safe Use of Machinery for Technology Teaching

Industrial Skills courses
- Traffic Management
- High Risk Licensing
  - Scaffolding (Basic)
  - Scaffolding (Intermediate & Advanced)
  - Dogging
  - Rigging (Basic)
  - Rigging (Intermediate & Advanced)
  - Elevated Work Platform
  - Forklift
  - Cranes (All Classes)

- Confined Space and Height Safety
  - Enter Confined Space
  - Work Safely At Heights
  - Undertake Vertical Rescue

- Verification of Competencies (VOC) assessments
- Gas Test Atmospheres
- Refresher Training

A WorkSafe Approved Training Course

Corporate groups only
Accredited course

Enquire about our group discounts for corporations

For upcoming dates and times, visit holmesglen.edu.au/OHSandIndustrialskills

We’ve moved!
Holmesglen Workforce Solutions is located at our new Drummond Street campus
41 Drummond Street
Chadstone VIC 3148
T: 03 9209 5300
E: hws@holmesglen.edu.au
W: holmesglen.edu.au/industry
**Civil Construction**

**SUPLIFT001 Skills Uplift – Civil Construction Traffic Management Pathway 1 Program**

Our Civil Construction (Traffic Management) skill set program is being run as part of the Victorian Government’s Skills Uplift Program. It gives you the entry-level skills and knowledge necessary to gain employment in civil construction, to support the government’s major infrastructure projects.

**Start dates:** Various dates throughout the year  
**Course length:** 5 weeks (3 days a week)  
**Campus:** Glen Waverley

Check if you can do this course for free.  
Contact: Holmesglen Skills and Jobs Centre  
**T:** 03 9564 2755  
**E:** sjc@holmesglen.edu.au

This training is delivered with Victorian and Commonwealth Government funding. Eligible applicants only. For more information visit www.holmesglen.edu.au/students/fees and www.education.vic.gov.au

**RII30915 Certificate III In Civil Construction Apprenticeship**

Gain the skills and experience to work in the civil construction industry. Holmesglen, as a leading provider of a range of apprenticeships in the building trades, offers a flexible and engaging experience for apprentices.

**Start dates:** Various dates throughout the year  
**Length:** Full time (2 years)  
**Campus:** Glen Waverley, on site

Holmesglen Workforce Solutions  
**T:** 03 9209 5300  
**E:** hws@holmesglen.edu.au  
**W:** holmesglen.edu.au/whs

**Building industry capability and capacity**

MetroHub is the integrated recruitment, employment, training and business development facility being delivered as part of the Metro Tunnel Project. As a partner, Holmesglen’s Skills and Jobs Centre will provide priority jobseekers with a gateway to working on the project.

Find out more:

MetroHub  
Holmesglen - St Kilda Road campus  
332 St Kilda Rd, Southbank  
**T:** 03 8664 1536  
**E:** metrohub@metrotunnelcyp-dc.com.au  
**W:** metrotunnel.vic.gov.au
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