

**the
Gordon**

Short Course Guide

**January - June
2020**

Real skills.

Real experience.

Real outcomes.



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ABN: 27 241 053 246

TAFE: 3044

CRICOS No: 00011G

Correct at the time of printing November 2019.

The Gordon's training is delivered with Victorian and Commonwealth Government Funding for which eligibility criteria apply.

Printed with the support of Ball & Doggett on EcoStar uncoated – 100% recycled, carbon neutral stock

Cover and back images:

You Yangs by Daniel Dlugolenski

Advanced Design and Building

Building Design and Construction

Revit Architecture - Level 1

This course is an introduction to Revit Architecture, a powerful building modeller used extensively for architectural design and documentation in 2D and 3D. The course is delivered through theory, demonstrations and hands-on practical work where participants will experience various modelling and documentation techniques using commands within Revit.

Topics include:

- Overview of Revit BIM (Building Information Modelling)
- Autodesk Revit Interface, Process and Resources.
- Overview on Massing tools and workflow
- Model setup , Levels, Grids
- Element creation and editing
- View and Sheet Creation
- Annotation and Drafting tools
- Managing and tracking project documentation.

Date: Tue 14 Apr – 16 Jun

Time: 5.30pm – 8.30pm

Duration: 10 weeks

Venue: East Geelong Campus

Fee: \$850

Prerequisite: No previous experience in Autodesk Revit is required, however a practical understanding of drafting/ construction principles and the Windows environment is essential.

Art and Design

Floristry

Introduction to Floristry

Learn how to design, prepare and construct fresh floral arrangements with this introductory course. Over four lessons you will discover how to use fresh flowers to make creative designs, posies, table centres, modern design concepts and more. Fresh floral arrangements are made each week that you can take home to enjoy.

Date: Tue 24 Mar – 21 Apr

Time: 5.30pm – 8.30pm

Duration: 4 classes

Venue: Geelong City Campus

Fee: \$395 (all flowers and plant materials supplied)

Classic and Contemporary Floral Design Workshops

For those with basic floristry skills, this course will take you to the next level by developing more advanced practical skills and broadening your imagination to create beautiful and unique arrangements with a range of materials.

Date: Wed 17 Jun - 8 Jul

Time: 5.30pm – 8.30pm

Duration: 4 classes

Venue: Geelong City Campus

Fee: \$395 (Tuition \$295, Materials \$100. All flower, plant materials supplied.)

Graphic Design

Digital Imaging - Introduction using Adobe Photoshop

Learn how to create, edit and manipulate images to achieve professional quality results in just six sessions!

This introductory course covers all areas of Adobe Photoshop to give you a basic understanding of both the command structure and scope of the Adobe software including:

- Navigation and tools
- Scanning and digital camera principles
- Selections and masks
- Layers
- Painting
- Photo re-touching.

Date: Tue 21 Apr – Tue 19 May

Time: 6.00pm – 8.30pm

Duration: 6 classes

Duration: Geelong City Campus

Fee: \$400

Prerequisite: To gain the most from this course you should have a working knowledge of either Windows or Apple Mac operating systems, web browsers and the web environment, and document formatting programs such as Microsoft Word.

Visual Arts

Digital Photography – Basics for SLR Digital Cameras

You don't need to be a professional to take a great photo – you just need some key tricks up your sleeve! Learn the basics of digital photography and how to get the best results out of your SLR camera. A range of scenarios are explored over two classes, with topics covering:

- Introduction to the digital camera
- Recording mode
- Stops, shutter speed and aperture
- Lighting
- Exposure strategies
- Downloading strategies
- Basic image editing
- Printing options
- Only SLR digital cameras will be covered.

Course 1 Mon 10 Feb – Mon 2 Mar

Course 2 Mon 11 May – Mon 1 Jun

Time 6.00pm – 8.30pm

Duration: 4 classes

Venue: Geelong City Campus

Fee: \$330

Business and Training



Administration

Microsoft Excel – Introduction

Build on your basic computer knowledge and get to know Excel - the highly acclaimed and popular spreadsheet package. Use it for budgeting, financial planning, product listings, general calculations and display information in the form of charts.

Over four classes you'll learn how to:

- Create, save, close and open Excel workbooks
- Enter and edit data and text
- Enter formula
- Use cell references
- Fix errors
- Use fill, and move and copy text, data and formula
- Format data, cells and sheets
- Create headers and footers
- Preview and print
- Sort and filter data lists
- Apply simple functions
- Create charts
- Use images and templates.

Date: Thu 5 Mar – Thu 26 Mar

Time: 6.00pm – 9.00pm

Duration: 4 classes

Venue: Geelong City Campus

Fee: \$395 (includes textbook)

Prerequisite: Some prior knowledge of computers.

Construction and Licensed Trades



Electrical

Licensed Electricians Theory Assessment (LET)

The Licensed Electricians Theory Assessment (LET) is one of three components of the Licensed Electrician Assessment (LEA) that must be successfully completed before making application to Energy Safe Victoria (ESV) for an Electrical Workers Licence.

Candidates must present to the assessment with the following AS/NZS Standards:

- AS/NZS 3000:2018 (From January 1st 2019)
- AS/NZS 3008.1.1:2017
- AS/NZS 4836:2011
- AS/NZS 3012:2010
- Electrical Safety (Installations) Regulations 2009

To be eligible to sit the LET assessment, all candidates must provide the enrolling officer a sighted copy of their 'Authority to Sit' issued by the Registered Training Organisation (RTO) where the Certificate III in Electrotechnology training was undertaken.

All eligible candidates must present to the assessment with photo ID and their Authority to Sit.

For further information please contact the Assessment Coordinator, Mr Lance Irwin on (03) 5246 6069 or email lirwin@gordontafe.edu.au

To make an application for an 'Electrical Workers Licence', candidates must apply directly to Energy Safe Victoria with all relevant documents and fees. Check the ESV website for details - esv.vic.gov.au

Assessment 1 Fri 28 Feb

Assessment 2 Fri 27 Mar

Assessment 3 Fri 24 Apr

Assessment 4 Fri 29 May

Assessment 5 Fri 26 Jun

Time: Assessment registration: 8.30am

Assessment commences: 9.00am sharp

Duration: 2 hours

Venue: East Geelong Campus

Fee: \$155

Note: Assessments are conducted on the 4th Friday of every month and can be booked online by visiting - thegordon.edu.au

Safe Working Practice Assessment (SWP)

The Safe Working Practice (SWP) is one of three components of the Licensed Electrician Assessment (LEA) that must be successfully completed prior to making application to Energy Safe Victoria (ESV) for an Electrical Workers Licence.

All candidates will be supplied with the necessary tools and equipment and must wear the appropriate clothing, including safety shoes or boots, during the assessment.

From January 1st 2019 all candidates must present to the assessment with a pair of insulated LV rubbers gloves to AS2225 or IEC 903 standards, with a minimum rating of 650 volts and a pair of leather outers for mechanical protection.

All candidates are required to supply their own Insulation Resistance and Continuity Tester for this assessment and must meet the following requirements:

- Must be a true Moving coil instrument
- Must be an Analogue Meter
- No Pass/Fail indication
- Minimum of 2 continuity scales $\Omega/M\Omega$
- Minimum of 2 voltage scales 250v/500v

To be eligible to sit the SWP assessment, all candidates must provide the enrolling officer a sighted copy of their 'Authority to Sit' from the Registered Training Organisation (RTO) where the Certificate III in Electrotechnology training was undertaken.

All eligible candidates must present to the assessment with photo ID and their Authority to Sit.

For further information please contact the Assessment Coordinator, Mr Lance Irwin on (03) 5246 6069 or email lirwin@gordontafe.edu.au

Course 1	Thu 27 Feb
Course 2	Thu 26 Mar
Course 3	Thu 23 Apr
Course 4	Thu 28 May
Course 5	Thu 25 June
Time:	8.00am – 5.00pm (please see website for appointment times)
Duration:	60 minutes per assessment, 8 assessment times per day
Venue:	East Geelong Campus
Fee:	\$155
Note:	Assessments are conducted on the 4th Thursday of every month and can be booked online by visiting - thegordon.edu.au To make an application for an 'Electrical Workers Licence', candidates must apply directly to Energy Safe Victoria with all relevant documents and fees. Check the ESV website for details - esv.vic.gov.au

Restricted Electrical Workers Licence Class 2



Disconnect Reconnect Restricted Licence

The restricted electrical workers licence (Class 2) entitles you to carry out low voltage electrical installation work relating to equipment connected to a fixed electrical installation that is associated with your primary trade, vocation or calling (Occupation) that would otherwise require the services of a registered electrical contractor or licensed electrician.

The restricted electrical workers licence entitles the holder to carry out electrical installation work involving disconnection and reconnection of equipment as indicated on the licence only.

From January 1st 2019 all candidate must present to the assessment with a pair of insulated LV rubbers gloves to AS2225 or IEC 903 standards with a minimum rating of 650 volts and a pair of leather outers for mechanical protection.

All candidates are required to supply their own Insulation Resistance and continuity Tester for this assessment and must meet the following requirements:

- Must be a true Moving coil instrument
- Must be an Analogue Meter
- No Pass/Fail indication
- Minimum of 2 continuity scales Ω / $M\Omega$
- Minimum of 2 voltage scales 250v/500v

Candidates will be required to enrol and book an assessment time at the conclusion of the course.

This course is primarily designed for suitably qualified Plumbers, Mechanical Fitters, Refrigeration and Air Conditioning mechanics. It is essential that you contact Energy Safe Victoria on 1800 815 721 or visit the ESV website - esv.vic.gov.au - prior to enrolling.

Participant can select from the following options:

Disconnect/Reconnect Electric Motors

Disconnect/Reconnect motors connected to low voltage installation wiring.

This skill set is designed for suitably qualified people requiring a licence to disconnect and reconnect low voltage electric motors.

This course covers the following accredited units:

- UEENEEE101A Apply occupational health & safety regulations, codes and practices in the workplace
- UEENEEP015A Disconnect / reconnect motors connected to low voltage installation wiring

Disconnect/Reconnect Composite Appliances

Disconnect/Reconnect composite appliances connected to low voltage installation wiring.

This skill set is designed for suitably qualified people requiring a licence to disconnect and reconnect low voltage composite equipment such as: Split Systems air conditioning units, Gas/electric appliances.

This course covers the following accredited units:

- UEENEEE101A Apply occupational health & safety regulations, codes and practices in the workplace
- UEENEEP012A Disconnect / reconnect composite appliances connected to low voltage installation wiring

Disconnect/Reconnect Water Heaters

Disconnect/Reconnect water heaters connected to low voltage installation wiring.

This skill set is designed for suitably qualified people requiring a licence to disconnect and reconnect low voltage electric hot water services.

This course covers the following accredited units:

- UEENEEE101A Apply occupational health & safety regulations, codes and practices in the workplace
- UEENEEP014A Disconnect / reconnect water heaters connected to low voltage installation wiring

These courses exclude the disconnection or reconnection of fixed wiring circuits at switchboards or general electrical accessories including switches, socket outlets or light fittings which form part of the fixed wiring. This work can only be performed by a Licensed Electrician.

Date: Tue 03 Mar – 09 Jun

Time: 5.30pm – 9.30pm

Duration: 13 classes

Venue: East Geelong Campus

Fee: \$1,150 (includes \$150 materials)

Assessment

Fee: \$145

Note: The Restricted Electrical Workers Licence (Class 2) will not be automatically issued at the completion of the course. All candidates are required to undertake a practical assessment. A statement of attainment will be awarded when the candidate has passed this assessment to the satisfaction of the assessor. Successful candidates must apply directly to Energy Safe Victoria with all relevant documents and fees. Check the ESV website for details - esv.vic.gov.au

Test and Tag Electrical Cord Connect Appliances and Cord Extensions

Learn how to inspect, test and tag electrical hand-held, portable appliances, cord extension sets and appliance leads. Led by industry experts, with Geelong's largest range of the latest testing equipment to meet current industry needs.

Topics covered include:

- Electrical safety
- Circuit basics
- Equipment required for testing
- Relationship of course to Australian/New Zealand standard AS/NZS 3760:2003
- Inspection of electrical hand-held and portable appliances
- Testing of electrical hand-held and portable appliances to AS/NZS 3760:2003 standard
- Testing of cord extension sets, appliance leads
- Tagging
- Document control.

Appropriate solid leather footwear is a requirement for all classes (no sneakers or runners).

Course 1	Tue 11 Feb
Time:	8.30am – 5.00pm
Duration:	1 class
Course 2	Tue 10 Mar – Tue 24 Mar
Time:	5:30pm – 9:30pm
Duration:	3 classes
Course 3	Tue 7 Apr
Time:	8:30am – 5:00pm
Duration:	1 class
Course 4	Tue 12 May
Time:	8.30am – 5.00pm
Duration:	1 class
Course 5	Tue 09 Jun – Tue 23 Jun
Time:	5:30pm – 9:30pm
Duration:	3 classes
Venue:	East Geelong Campus
Fee:	\$250 (includes workbook)

Engineering and Metal Trades



Welding - Hobby (Basic)

Learn the basic principles of welding for home and hobbies using manual metal and gas metal arc welding. Over five sessions you'll develop your practical skills, along with relevant theory and safety training.

Date: Wed 5 Feb - Wed 4 Mar
Time: 5.30pm - 9.30pm
Duration: 5 classes
Venue: East Geelong Campus
Fee: \$550 (includes workbook)

Welding - Hobby (Sculpture)

Learn the basics of welding while making something simple for the home or garden. Over five sessions you'll learn the key techniques to produce unique metal sculptures. Bring your ideas to life with this fun and engaging course.

Date: Wed 15 Apr - Wed 13 May
Time: 5.30pm - 9.30pm
Duration: 5 classes
Venue: East Geelong Campus
Fee: \$550

Welding - Production

This course is an intermediate level learning environment. Ideal for those looking to improve their welding skills and technique with the following:

- Stick welding - Manual metal arc welding
- MIG - Gas metal arc welding.

Date: Tue 11 Feb - Tue 10 Mar
Time: 5.30pm - 9.30pm
Duration: 5 classes
Venue: East Geelong Campus
Fee: \$600 (includes workbook)

Welding - Aluminium/Stainless steel

This course is designed for those looking to build skills on mild steel then use techniques learned to weld aluminium/stainless steel utilising the gas tungsten arc welding process. Ideal for those looking to improve their welding skills and technique with the following:

- TIG welding - Gas Tungsten arc welding (GTAW)

Date: Wed 3, 10 & 17 Jun
Time: 5.30pm - 9.30pm
Duration: 3 classes
Venue: East Geelong Campus
Fee: \$450

Hobby Composites

Learn the basic principles of working with composite materials for home and hobbies. Over five sessions you'll develop your practical skills in The Gordon's purpose built composites centre along with relevant theory including the composites chemical matrix and safety training.

Students are expected to have the following equipment:

- Safety boots - steel toe cap
- Clothing or overalls for workshop activities
- Safety glasses, chemical masks and hearing protection provided
- A Statement of Participation is available upon request.

Course 1	25 Feb - 24 Mar
Course 2	19 May - 16 Jun
Time:	5.30pm - 9.30pm
Duration:	5 classes
Venue:	East Geelong Campus
Fee:	\$600

Health and Science

Animal Studies

Introduction to Wildlife Care

Do you have a love for native animals? Would you like to know what to do when you see an animal injured on the side of the road? Have you been thinking about becoming involved in the care of injured or orphaned wildlife but you're not sure what it takes, or how to go about it?

This two-session course explores just what it is like to become involved in wildlife rehabilitation and will help start your journey into the fascinating and challenging world of wildlife care. This course explores all aspects of becoming a carer and includes learning the regulations governing the rehabilitation of native animals. It also covers the basic rescue and first aid techniques for injured wildlife.

This course can be a pathway into other animal studies courses such as ACM2017 Certificate II in Animal Studies or ACM30417 Certificate III in Companion Animal Services.

Date: Tue 21 Apr & Tue 28 Apr
Time: 6.00pm - 9.00pm
Duration: 2 classes
Venue: East Geelong Campus
Fee: \$165

Wildlife Emergency Assessment and Care for Veterinary Nurses

This is a 6 week course for working and student veterinary nurses on the assessment and nursing of wildlife that comes into the veterinary clinic. Delivered by a veterinary nurse experienced in wildlife, this covers the main mammals, birds and reptiles commonly brought in for care. Training covers the identification, assessment and triage of wildlife, and the providing of emergency care. This can not only help relieve the load on the clinic veterinarian but also significantly aids in an accurate diagnosis and prognosis for many of our injured and orphaned native animals.

Date: Wed 1 Jul - 5 Aug
Time: 6.00pm - 9.00pm
Duration: 6 weeks (18 hours)
Venue: East Geelong Campus
Fee: \$320

First Aid

Provide First Aid

Prepare yourself with the skills and knowledge to confidently provide a first aid response to a casualty in a range of situations, including community and workplace settings. The course covers a broad range of topics including responding to an emergency, applying practical first aid procedures (including CPR) and communication with emergency services including details of the event and evaluation of the incident.

This course covers the accredited unit:

- HLTAID003 – Apply First Aid

Student will be issued with pre-class workbook. This is to be completed and submitted prior to the commencement of the class delivery.

Course 1	Wed 26 Feb
Time:	9.00am – 5.00pm
Course 2	Mon 16 Mar
Time:	9.00am – 5.00pm
Course 3	Thu 14 May
Time:	9.00am – 5.00pm
Course 4	Tues 16 Jun
Time:	5.30pm – 9.00pm
Duration:	1 day or 2 evening classes
Venue:	East Geelong Campus
Fee:	\$135 (includes \$25 textbook)

CPR (Perform Cardiopulmonary Resuscitation)

Learn the skills to assist a casualty that has suffered a cardiac arrest following a heart attack, significant trauma or other illness. This course covers management of the non-responsive casualty, calling medical assistance, cardiopulmonary resuscitations and use of an automatic external defibrillator.

This course covers the accredited unit:

- HLTAID001 Provide cardiopulmonary resuscitation

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

Course 1	Fri 13 Mar
Time:	9.00am – 1.00pm
Course 2	Thu 21 May
Time:	1.00pm – 5.00pm
Duration:	1 class (4 hours)
Venue:	East Geelong Campus
Fee:	\$115 (\$105 Tuition, \$10 Materials)



Massage

Relaxation Massage 1

The short course introduces participants to some basic hand skills and introduces some of the foundations of massage (this is expanded on in the Diploma). It is designed as a workshop that enables students to get a feel for massage if they are considering studying the Diploma course.

The workshop is also a great stand-alone workshop for anyone who wants to learn some basic massage skills to use on friends and family at home.

Course 1	Tue 4 Feb – Tue 24 Mar
Time:	6.00pm – 8.00pm
Course 2	Wed 5 Feb – Wed 25 Mar
Time:	6.00pm – 8.00pm
Duration:	8 classes
Venue:	East Geelong Campus
Fee:	\$325
Note:	To be able to practice massage techniques it is advisable to wear loose clothing that can be easily removed as required. This will be a part of the practical session for each class.

Horticulture, Conservation and Land Management

Agriculture

AgVet Chemical User Course

This two-day course comprehensively covers both theory and practical demonstrations in the process of preparing and using chemicals to control pests and diseases. The course develops knowledge in chemicals related to the workplace and in particular environments, as well as the hazards involved in the use, transport and storage of chemicals

This course covers the following accredited units:

- AHCCHM304 Transport and store chemicals
- AHCCHM307 Prepare and apply chemicals to control pests, weeds and diseases

On successful completion of this course participants are eligible to apply for an Agricultural Chemical Users Permit (ACUP) from Agriculture Victoria. This also entitles you to complete the 1080 Pest Animal Bait Course.

Course 1	Mon 6 & Tues 7 Apr
Course 2	Mon 29 & Tue 30 Jun
Time:	8.00am - 5.00pm
Duration:	2 classes
Venue:	East Geelong Campus
Fee:	\$420 (includes \$60 Materials)



Course in Minimizing the Risks in the Use of 1080 PAPP Bait Products for Vertebrate Pest Control

In order to purchase and use 1080 or PAPP pest animal bait products in Victoria, all 1080 and PAPP bait users are required to complete the 22516VIC Course in Minimising Risks in the Use of 1080 & PAPP Bait Products for Vertebrate Pest Control and be appropriately authorised.

This training course aims to provide 1080 and PAPP pest animal bait users with the knowledge, skills and competency to use 1080 and PAPP pest animal bait products in a manner which is both safe for themselves and the environment. The course also seeks to ensure that bait users understand that the use of 1080 and PAPP pest animal bait products is only one element of an integrated pest animal management strategy.

Upon successful completion of this course, participants will be eligible to obtain a 1080 and PAPP endorsement to their Agricultural Chemical User Permit (ACUP) issued under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992. This will qualify participants as an 'authorised person'.

Course 1	Wed 7 Apr
Course 2	Wed 1 Jul
Time:	5.00pm - 9.00pm
Duration:	1 class
Venue:	East Geelong Campus
Fee:	\$305
Prerequisite:	You must have successfully completed the AgVet Chemical User Course and be eligible for an Agricultural Chemical User Permit (ACUP).

Industry Skills

Traffic Control

Learn to undertake traffic control on public roads and construction sites for the protection of site workers and the general public. Work of this nature includes roadsides, worksites and wherever vehicles are required to be safely directed.

This two-day course will equip you with the skills required to control traffic by implementing a traffic management plan, and using signs and devices to warn and guide traffic through a work zone or traffic guidance scheme.

Topics covered include:

- OHS procedures
- Using a stop-slow bat
- Understanding the role of the traffic controller
- Setting up traffic management plans
- Monitor a work zone traffic management plan
- Close down a traffic management work zone
- Theory and practical activities

This course covers the accredited units:

- RIIWHS205D - Control traffic with a stop-slow bat
- RIIWHS302D - Implement traffic management plan

Upon successful completion, a Traffic Controller Card will be issued for three years.

Course 1	Mon 23 & Tue 24 Mar
Course 2	Thu 21 & Fri 22 May
Time:	8.00am - 4.30pm
Duration:	2 classes
Venue:	East Geelong Campus
Fee:	\$380 (Material \$30, Tuition \$350)
Prerequisite:	Basic literacy and numeracy skills and current legislative legal working age.

Recommended prerequisite: Construction Induction Card

Course in Workplace Spotting for Service Assets

Become a registered spotter with Energy Safe Victoria (ESV). This one-day course will prepare you to act as a spotter for personnel operating equipment in the vicinity of overhead or underground assets.

The course covers:

- Ensure safe practice as a spotter
- Identify and address hazards associated with plant operating close to overhead assets
- Identify and address hazards associated with underground assets
- Undertake pre start activities and safety checks
- Communicate approach limit information to plant operators
- Facilitate emergency procedures and activities
- Identify the operational envelope of plant/machinery.

This course covers the accredited unit:

- VU21936 Observe the safe operation of plant and equipment around overhead and underground assets.

Upon successful completion, a qualification will be issued which is valid for three years.

Spotter requirements - ESV requires anyone acting as a spotter to have:

- Current first aid qualification HLTAID003 (less than 3 years)
- Current CPR HLTAID001 - less than 12 months
- Spotter training course
- WorkSafe or equivalent plant operator certificate for the item of plant you are spotting for
- A trained dogman/rigger may act as a spotter for any type of plant, subject to points 1, 2 and 3
- Completion of additional assessment process.*

*Energy Safe Victoria requires all information regarding eligible spotters to be registered on their database. The Gordon will register successful participants' relevant information of eligibility to act as a spotter with ESV.

Prerequisites: You must be 18 years of age before you can be registered as a spotter with Energy Safe Victoria (ESV), in line with WorkSafe requirements.

You must bring to class a current First Aid Certificate (within the last three years) and a current CPR Certificate (within the last 12 months) or certified copy.

Course 1	Fri 27 Mar
Course 2	Fri 5 Jun
Time:	8.00am - 4.30pm
Duration:	1 class
Fee:	\$380 (Material \$30, Tuition \$350)
Prerequisite:	Basic literacy and numeracy skills and current legislative legal working age.

Recommended prerequisite: Construction Induction Card

Confined Space Entry

This course is relevant to both employers and employees, covering essential aspects of confined space entry including:

- Hazard identification
- Risk assessment and risk control measures
- Consultation and the provision of training
- Emergency procedures
- Practical guidance to meet the requirements of the Occupational Health and Safety (Confined Spaces) Regulation 2007.

This course covers the accredited units:

- MSMPER205 Enter confined space
- MSMPER200 Work in accordance with an issued permit

Upon completion a Confined Space Entry Certificate will be issued along with a record of training card.

NB: Government funding is available for this course for eligible students.

Date:	Tue 11 & Thu 13 Feb
Time:	8.00am - 4.30pm
Duration:	2 classes
Venue:	East Geelong Campus
Fee:	Government funded \$190 (\$140 Tuition, \$50 Material) Fee-For-Service \$380 (\$330 Tuition & \$50 Materials)

Requirements: Own personal protective equipment, including safety helmets and glasses (if you have them) must be worn.

Extra courses are run on demand (minimum numbers apply).

Confined Spaces - Refresher

This course is designed to refresh your skills and maintain currency in Confined Space Entry techniques and compliance.

A Statement of Participation is available on request.

Date:	Tue 10 Mar
Time:	8.00am - 4.00pm
Duration:	1 class
Venue:	East Geelong Campus
Fee:	\$260 (Tuition \$240, Materials \$20)

Requirements: Own personal protective equipment and clothing, including safety glasses, helmet, boots (if you have them) must be worn at all times.

Prerequisite: You must have completed an accredited course in Confined Space Entry to attend this program.

Extra Courses are run on demand (minimum numbers apply).



Work Safely at Heights

This course is designed for those who are interested in learning about safely working at heights. Participants will learn about regulated and legislated areas that apply to operations where heights are involved, as well as practical skills in wearing harnesses and complying with the requirements.

This course covers the following accredited unit:

- RIIWHS204D Work Safely at heights

Upon successful completion, you will receive a Working at Heights statement of attainment and a record of training competency card.

Date:	Fri 3 Apr
Duration:	1 day
Venue:	East Geelong Campus
Fee:	\$240 (Tuition \$210, Materials \$30)

Recommended prerequisite: Construction Induction Card

Construction Induction Card

The Construction Induction Card allows you to legally enter construction/building sites from employer to employer, equipped with the essential safety knowledge required on-site. This course is endorsed by, and meets the requirements of WorkSafe Victoria relating to OHS induction training in the building and construction industry.

This course covers the accredited unit:

- CPCWHS1001 - Prepare to work safely in the construction industry

On successful completion, a Construction Induction Card will be issued from WorkSafe Victoria.

NB: Photo ID must be presented to the instructor on the day.

Course 1	Fri 7 Feb
Venue:	East Geelong Campus
Course 2	Fri 14 Feb
Venue:	East Geelong Campus
Course 3	Fri 21 Feb
Venue:	Hoppers Crossing Trades Campus
Course 4	Fri 6 Mar
Venue:	East Geelong Campus
Course 5	Fri 21 Mar
Venue:	East Geelong Campus
Course 6	Fri 27 Mar
Venue:	Hoppers Crossing Trades Campus
Course 7	Thu 9 Apr
Venue:	Hoppers Crossing Trades Campus
Course 8	Mon 27 Apr
Venue:	East Geelong Campus
Course 9	Fri 15 May
Venue:	East Geelong Campus
Course 10	Fri 22 May
Venue:	Hoppers Crossing Trades Campus
Course 11	Fri 29 May
Venue:	East Geelong Campus
Course 12	Mon 19 Jun
Venue:	Hoppers Crossing Trades Campus
Course 13	Fri 26 Jun
Venue:	East Geelong Campus
Time:	9.00am - 4.00pm
Duration:	1 day
Fee:	\$175 (includes Worksafe CIC)



Dogging - Licence to Perform Dogging

This course introduces the basic skills associated with the slinging and movement of loads with cranes. It provides practical training with mobile cranes and overhead travelling cranes in combination with a variety of commonly used slinging and lifting gear.

Topics include:

- Regulations, legislation and OHS
- Operator responsibilities
- Hazard identification and accident causes
- Sling types and lifting gear
- Crane types, components and principles
- Load weight assessment
- Crane direction - whistle and hand signals.

This course covers the accredited unit:

- CPCCLDG3001A - Licence to perform dogging

NB: Government funding is available for this course for eligible students.

Course 1	Mon & Wed 10, 12, 17, 19, 24, 26, Feb & 2, 4 Mar
Time:	4.30pm - 8.30pm
Date:	Friday 6 March
Time:	8.00am - 4.30pm
Duration:	9 days (8 half-days and 1 full-day)
Course 2	Mon 11 - Fri 15 May 2020
Time:	8.00am - 4.30pm
Duration:	5 days
Venue:	East Geelong Campus
Fee:	\$1,250



Forklift Operation

Forklift operators shift and stack cartons, containers, crates and pallets of goods in areas such as warehouses and timber yards.

This three-day course will equip you with the skills and knowledge to:

- Lift, stack and unstack articles and materials using diesel, liquefied petroleum gas or petrol powered trucks equipped with fork attachments which are operated hydraulically.
- Move raw materials and finished goods to processing or dispatch areas of factories.
- Ensure goods are stored in the correct area of a warehouse so they may be located easily when making up orders.
- Load transport vehicles, ensuring loads are evenly and securely placed.
- Service and make minor adjustments to the forklift.
- Keep a record of daily operations.

This course covers the accredited units:

- RIIHAN201D - Operate a forklift
- TLILIC2001 - Licence to operate a forklift truck

Course 1	Mon 24 - Wed 28 Feb
Time:	8.00am - 4.30pm
Duration:	3 days
Course 2	Mon & Wed 16, 18, 23, 25 Mar & Fri 27 Mar
Time:	4.30pm - 9.30pm (Mon & Wed) and 8.00am - 4.30pm (Fri)
Duration:	5 days (4 half-days & 1 full-day)
Course 3	Mon & Wed 11, 13, 18, 20 May & Fri 22 May
Time:	4.30pm - 9.30pm (Mon & Wed) and 8.00am - 4.30pm (Fri)
Duration:	5 days (4 half-days & 1 full-day)
Venue:	East Geelong Campus
Fee:	\$850 (includes Materials & Assessment fee)
Extra	Courses are run on demand (minimum numbers apply)

Information and Communication Technology

Information Technology

Internet of Things - Introduction to IOT

Learn the introductory skills to program and build IOT systems. At the end of the session you will be able to use the following IOT technologies:

- Raspberry PI 2 - Windows 10 IOT core
- The PICAXe Programming System
- Programming the Arduino
- Robotics - Rover Robot
- NAO Robot

Course 1 Tue 18 Feb – Tues 17 Mar

Course 2 Tue 3 Mar – Tue 14 Apr

Time: 5.30pm – 9.30pm

Duration: 5 classes

Requirement: Competent use of a computer

Fee: \$390

Cybersecurity Awareness for Computer Users 101

This course aims to raise awareness about Cybersecurity and online threats that may compromise data. At the end of the session you will be able to:

- Understand what Cybersecurity is and its importance in today's world
- Identify common online threats and cyber attacks
- Know how to protect your data and privacy
- Know the legal and ethical issues related to Cybersecurity.

Date: Mon 17 Feb

Time: 5.30pm – 9.30pm

Duration: 1 class

Venue: East Geelong Campus

Requirement: Competent use of a computer

Fee: \$105



Office 365 Essentials

This course will teach you the basic skills to create, format, edit, share, and print a wide variety of documents using Office 365, which includes Word, Excel, Powerpoint, and OneDrive. At the end of the course you will be able to:

- Create new documents from templates and scratch
- Format text, pages, worksheets, slides, and more
- Insert tables, images, graphs, video, headers and footers
- Perform calculations with simple functions on multiple worksheets
- Build charts, tables, and pivot tables
- Share and print documents

Date: Mon 2 Mar – Mon 13 Apr

Time: 5.30pm – 8.30pm

Duration: 4 classes

Venue: East Geelong Campus

Requirement: Competent use of a computer

Fee: \$240

Tourism, Hospitality and Events

Espresso Coffee – Step 1

In this introductory course you'll learn to appreciate coffee from the beginning; try coffees from around the world, discover different flavours and find the one that suits you. You'll also develop your knowledge on the cultivation, process, blending and roasting of coffee, and become familiar with common coffee terms.

Course 1 Wed 15 Jan

Course 2 Wed 1 Apr

Course 3 Mon 29 Jun

Time: 9.30am – 12.30pm

Duration: 1 class

Venue: Geelong City Campus

Fee: \$95

Espresso Coffee – Step 2

Time to take control of the machine! Designed for those with a basic understanding of coffee making and who've completed Espresso Coffee – Step 1. Over two classes you'll learn the importance of texturing milk, fresh beans and a clean machine, as well as beginning to master the skills to prepare the five most popular coffees. Perfect for those with some basic experience using an espresso machine and have a passion for coffee or are looking to secure an interview to work in hospitality.

Course 1 Thu 16 Jan

Course 2 Thu 2 Apr

Course 3 Tue 30 Jun

Time: 9.30am – 4.30pm

Duration: 1 day

Venue: Geelong City Campus

Fee: \$205

Espresso Coffee – Step 3

For the aspiring barista that wants to be the best! Perfect your coffee making and further develop your skills around coffee art and specialty coffees.

Course 1 Fri 17 Jan

Course 2 Fri 3 Apr

Course 3 Wed 1 Jul

Time: 9.30am – 12.30pm

Duration: 1 class

Venue: Geelong City Campus

Fee: \$130

Espresso Master Class – Steps 1, 2, 3

This intensive three-day course covers all the skills required to assist you in becoming an expert coffee maker. The course includes the basic operation of a commercial coffee machine through to preparation of all standard and speciality espresso beverages and the importance of maintaining and cleaning at the end of a shift.

This course is a combination of the Step 1, 2 and 3 courses and represents a saving of \$95 compared to individual enrolments.

Course 1 Wed 15 – Fri 17 Jan

Course 2 Wed 1 – Fri 3 Apr

Course 3 Mon 29 Jun – Wed 1 Jul

Time: 2 morning sessions (9.30am – 12.30pm) and 1 full day session (9.30am – 4.30pm)

Venue: Geelong City Campus

Fee: \$335

Food Handling



This course provides participants with the appropriate knowledge required when undertaking employment in a food handling area. Participants who attend these training sessions and successfully complete the assessment tasks undertaken throughout the training will be issued with a Statement of Attainment from The Gordon.

A statement of results will be issued shortly after you have completed your training. This training complies with the requirements of the National Food Industry Training Council.

All learning resources are the most current available and the course is delivered with an emphasis on compliance with Victorian Government Food Safety Programs and Local Council Food premises requirements relating to personal hygiene and food contamination. Participants who successfully complete this training will be issued with a Statement of Attainment as having been assessed and successfully completed one of the following nationally accredited industry specific units valid throughout Australia.

Units covered are:

Hospitality/Retail:

- SITXFSA001 – Use hygienic practices for food safety

Health and Community Services:

- HLTFSE001 – Follow basic food safety practices

Workplace delivery can be arranged for group training sessions.

Course 1 Tues 14 Jan

Course 2 Mon 30 Mar

Course 3 Tue 30 Jun

Time: 9.00am – 5.00pm

Duration: 1 class

Venue: Geelong City Campus

Fee: \$155 (includes workbooks)



Food Safety Supervisor



Develop the appropriate knowledge and skills required to undertake the role of Food Safety Supervisor within a Food Safety Program; suitable for managers, owner-operators or supervisors in food preparation premises.

This course satisfies all legal requirements of compliance for a Food Premises Registration/Operation with Local Council and Australia's Safe Food Standards.

To gain qualification each participant must complete a self-paced workbook assessment and demonstrate Food Safety Plan procedures being correctly implemented and followed in the workplace. This may involve one of our trainers visiting your workplace and offering assistance with your Food Safety Program.

Our trainers provide ongoing support throughout this process.

Participants who successfully complete the assessment will be accredited with one of these industry specific units:

Hospitality:

- SITXFSA002 – Participate in safe food handling practices

Course 1 Mon 20 Jan

Course 2 Thu 2 Apr

Course 3 Tue 7 Jul

Time: 9.00am – 5.00pm

Duration: 1 class

Venue: Geelong City Campus

Fee: \$295 (includes workbook)

Liquor Licensing - Licensee's First Step/New Entrant Training for Liquor Licensees

If you are applying for a liquor licence or transferring an existing licence, this course will assist you to comply with licensing regulations and to meet an overall community need to minimise alcohol-related harm.

The Gordon is licensed to deliver the Licensee First Step program by William Angliss Institute who is accredited by the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

What does it cover?

This course covers the training stipulated by the VCGLR before issuing new liquor licenses or transferring existing licenses.

This course covers the following topics:

- Liquor laws in Victoria
- The objective of the Liquor Control Reform Act 1998
- Industry stakeholders and bodies
- Understanding your liquor license
- Best practice in managing licensed premises.

Course 1 Fri 31 Jan

Geelong City Campus

Course 2 Mon 24 Feb

Geelong City Campus

Course 3 Mon 16 Mar

Werribee Campus

Course 4 Mon 20 Apr

Geelong City Campus

Course 5 Mon 18 May

Werribee Campus

Course 6 Mon 22 Jun

Geelong City Campus

Course 7 Mon 20 Jul

Werribee Campus

Time: 1.30pm – 5.30pm

Duration: 4 hour workshop

Fee: \$255 (includes workbook)

Prerequisite: Up to date Responsible Service of Alcohol training may be required for your licence application.



Work Health and Safety



Responsible Service of Alcohol

Develop the skills and knowledge required to responsibly sell and serve alcohol and to satisfy the requirements of Victorian State legislation. Recommended for all staff involved in the service of alcohol, this program will assist you to develop a harm minimisation approach to the workplace by identifying individuals to whom service may be refused, and assisting customers to drink within appropriate limits.

On successful completion you will receive a certificate issued by the Victorian Commission for Gambling and Liquor Regulation.

Course 1	Mon 13 Jan Geelong City Campus
Time:	9.00am – 1.00pm
Course 2	Mon 10 Feb Geelong City Campus
Time:	5.30pm – 9.30pm
Course 3	Mon 2 Mar Geelong City Campus
Time:	5.30pm – 9.30pm
Course 4	Mon 16 Mar Werribee Campus
Time:	9.00am – 1.00pm
Course 5	Wed 1 Apr Geelong City Campus
Time:	1.30pm – 5.30pm
Course 6	Mon 4 May Geelong City Campus
Time:	5.30pm – 9.30pm
Course 7	Mon 18 May Werribee Campus
Time:	9.00am – 1.00pm
Course 8	Mon 1 Jun Geelong City Campus
Time:	5.30pm – 9.30pm
Course 9	Mon 29 Jun Geelong City Campus
Time:	1.30pm – 5.30pm
Course 10	Mon 20 Jul Werribee Campus
Time:	9.00am – 1.00pm
Course 11	Mon 27 Jul Geelong City Campus
Time:	5.30pm – 9.30pm
Duration:	1 class
Fee:	\$95

Health and Safety Reps Initial Occupational Health and Safety Training Course

When a HSR is first elected, it's recommended that they undertake an initial five day HSR training course as soon as possible. Deputy HSRs also have an entitlement to this training. This training is an entitlement under the Victorian Occupational Health and Safety Act 2004 (OHS Act) (section 67). The Gordon is approved to deliver the HSR Initial OHS Training Course.

On completion of the initial HSR training course participants should be able to:

- Understand the legal framework for OHS.
- Describe the roles and powers of the key workplace parties (not HSRs) in the OHS Act.
- Understand the representation role of HSRs and their legal powers and entitlements.
- Understand the role and representative powers of a HSR in the identification of hazards and risk controls at the workplace.
- Use their skills to represent members of their designated work group (DWG) and participate in workplace consultation, issue resolution and negotiation.

Course 1	Mon 3 – Fri 7 Feb (week option)
Course 2	Mon 16 Mar – Fri 20 Mar (week option)
Course 3	Thur 13 Feb – Thu 12 Mar (1 day per week for 5 weeks)
Course 4	Mon 4 – Fri 8 May (week option)
Course 5	Thu 28 May – Thu 25 Jun (1 day per week for 5 weeks)
Time:	9.00am – 5.00pm
Duration:	5 classes
Venue:	East Geelong Campus
Fee:	\$930 (includes light lunch) (Tuition \$880, Materials \$50)

Health and Safety Reps Refresher Occupational Health and Safety Training Course

(HSR Refresher training)

Under the OHS Act (section 67) HSRs and deputy HSRs also have an entitlement to attend refresher training. HSRs and deputy HSRs can attend this training at least once in each year after completing the initial course, for each year they hold office as a HSR.

The HSR refresher training course is an opportunity to revisit aspects of the initial HSR training and covers:

- The value of HSRs to workplace safety
- The importance of consultation
- Hazards and risk management – how to determine levels of risk and controls
- Issue resolution processes
- A reminder of the legal framework and the OHS Act 2004
- Clarifying what is reasonably practicable
- Review of Provisional Improvement Notices
- The role of Inspectors.

Course 1	Fri 21 Feb
Course 2	Fri 13 Mar
Course 3	Mon 20 Apr
Course 4	Mon 18 May
Course 5	Fri 19 Jun
Time:	9.00am – 5.00pm
Duration:	1 class
Venue:	East Geelong Campus
Fee:	\$350 (Tuition \$300, Materials \$50)

Enrolment Information and Conditions

Who can enrol?

Anybody! There's something for everyone. Prerequisites and prior experience apply to some courses.

See the course description or website for more information.

How to enrol

By any of the following methods:

Book online

thegordon.edu.au/shortcourses

By telephone

5225 0800 (for enrolments by credit card - Mastercard or Visa)

In person

Geelong City Campus
Student Hub - H Building
Corner of La Trobe Terrace and
Gordon Avenue

East Geelong
A Building
Boundary Road

Werribee Campus
24 Watton Street

Opening Hours:
Monday - Friday 8.30am - 5.00pm

Payment options

Acceptable payment methods are: cash, cheque, money order, EFTPOS and credit card (no AMEX or Diners Club). Enrolments that are to be invoiced to a company must be accompanied by a purchase order or authority to invoice on a company letterhead. Please make cheques payable to The Gordon.

When to enrol

Early enrolment is essential, preferably two weeks or earlier, prior to course commencement. Enrolments close when classes are filled. Some courses may require earlier enrolment. See your course description or website for more information.

Confirmation of enrolment

Confirmation will be sent within 10 working days.

Note: On receipt of confirmation please check to see that you are enrolled in the correct course. Check location, date and starting times carefully.

Certificates

Certificates are issued for some short courses, as are Statements of Participation and Statements of Attainment.

Nationally Recognised Training



This symbol indicates that the short course is linked to a nationally recognised qualification, and participants who successfully complete the course may receive a Statement of Attainment with accredited units. See the website for specific information for your course.

Note: Because courses listed with the above symbol contain nationally accredited units, it is a government requirement for you to provide a Unique Student Identifier (USI) on enrolment. To obtain your USI simply go to usi.gov.au

Cancellation

Cancellation of the course by The Gordon

Courses with low enrolments may be postponed or cancelled. A transfer option or a full refund will apply in this instance (see 'Refunds').

Cancellation by the student, sponsor or employer

Notice of cancellation must be given five working days prior to commencement of the course. A full refund less a \$20 administration fee will apply (see 'Refunds' below). If less than five working days' notice is given, no refund will be granted.

In the event of extenuating circumstances, participants must apply in writing, attaching a medical certificate in the case of illness. Each case will be considered individually. A \$20 administration fee may also apply.

Transfers

Transfers must be requested prior to course commencement to avoid penalty.

Change of timing or venue of course

If the timing or venue of a course has to be changed by The Gordon and it no longer suits a participant to attend, a full refund will apply (see 'Refunds' below).

Refunds

Please note refunds will be issued within 10 - 15 working days.

We cannot accept responsibility for changes in personal circumstances, so please choose your course carefully.

Disclaimer

The Gordon reserves the right to cancel courses, adjust fees, dates and times of advertised courses and consultancy services offered for public subscription. Some accredited course codes and titles are under review at the time of printing and may change during the time span of this catalogue.

Quality Training Guarantee

The Gordon's Vision

The Gordon's vision is to be the first choice in our markets and the leader in our field. We are committed to complying with all our regulatory requirements as a Registered Training Organisation (RTO) in the Vocational Education and Training (VET) sector.

The VET Quality Framework

As a quality assured RTO, The Gordon has a regulatory obligation to comply with the requirements of the VET Quality Framework. The framework includes the:

- Standards for Registered Training Organisations (RTOs) 2015
- Australian Qualifications Framework
- Fit and Proper Person Requirements
- Financial Viability Requirements
- Data Provisions.

A complete version of the VET Quality Framework is available at asqa.gov.au.

Thinking about gaining a full qualification?

As one of Victoria's largest regional TAFEs, The Gordon offers hundreds of qualifications across a wide range of disciplines.

Choose to study in a format that suits you, across various certificate and diploma levels, depending where you're starting and where you want to go.

We also deliver a large range of traineeships and apprenticeships, if you're looking to get into your industry straight away!

Advanced Design and Building

Building Design and Construction
Interior Design

Art and Design

Digital Media
Fashion Design
Floristry
Graphic Design
Visual Arts

Automotive

Mechanical
Vehicle Body

Business and Training

Accounting
Administration
Training and Assessment

Celebrancy

Community Services and Early Childhood

Early Childhood Education
Community Services and Youth Work

Construction and Licensed Trades

Building and Construction Trades
Electrical
Plumbing

Cookery - The Gordon Culinary School

Commercial Cookery
Patisserie

Education and Language

English Language
General Education
Youth Programs

Engineering and Metal Trades

Hairdressing, Beauty Therapy and Make-up

Beauty Therapy
Hairdressing
Make-up

Health and Science

Animal Studies
Health Services
Laboratory Technology
Massage
Nursing

Horticulture, Conservation and Land Management

Industry Skills Training Centre

Civil Construction
Transport and Logistics
Work Health and Safety

Information and Communication Technology

Computer and Network Systems
Information Technology

Tourism, Hospitality and Events

VCE, VCAL and Youth Programs

Pick up our latest Course Guide or visit thegordon.edu.au for more information on all of our courses, along with information on:

- Pathways
- Campuses and Maps
- Student Services
- Apprenticeships and Traineeships
- Scholarships
- Application Process
- Fees



Geelong

Geelong City Campus

2 Fenwick St,
Geelong, Victoria, 3220

East Geelong Campus

Boundary Road,
East Geelong, Victoria, 3219

Wyndham

Werribee Campus

24 Watton Street,
Werribee, Victoria, 3030

Hoppers Crossing Trades Campus

195 Old Geelong Rd,
Hoppers Crossing, Victoria, 3029

Werribee Princes Campus

1180 Princes Highway,
Werribee, Victoria, 3030

Colac

Colac Trade Training Centre

173 Queen St,
Colac, Victoria, 3250

      **#thegordon**

Contact Us

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Email: courinfo@gordontafe.edu.au

Mail: Private Bag 1, Geelong Mail Centre
Victoria, Australia, 3221



Accessibility enquiries

(03) 5225 0835 or email
disabilitysupportservices@gordontafe.edu.au



Hearing or speech impaired?

Call us via the National Relay Service
TTY/Voice 133677

Speak & Listen (SSR) 1300 555 727