

HOW DO I APPLY?

Applications for most courses can be made directly to the Centre to find out how to apply for a specific course, you will need to contact us if you are interested in attending.

Are you a VCE or VCAL student? If you are still attending secondary school in 2011, you are not eligible for a government subsidised place.

NEED MORE INFORMATION?

You should contact us directly for individual course brochures and information about closing dates for specific courses.

FEES

Student fees for training courses

The fees payable for training depend on whether you are taking up a government funded place, or whether you are paying as a fee for service student.

Fee for service

If you are paying as a fee for service student, the provider sets the fees. You will need to get information directly from the Centre about the fees for your selected course.

Government funded places

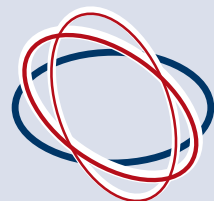
If you are eligible for a government funded place, most of the cost of the course will be covered by the government, and you will pay fees within limits set by the government.

This section provides information about the fees payable for government funded training places under these headings:

What You Should Know About Fees
Fees for government funded training
Concessions
Fee exemptions
Refunds
Fees for Recognition of Prior Learning (RPL)
Commencements before 1 July 2009

The rules covering fees for government funded training places are the same, whether your provider is a TAFE institute, a TAFE Division of a university, an Adult and Community Education provider, or a private training provider.

Ministerial Directions 2009 set out the formal rules covering fees for training courses



TONGALA EDUCATION CENTRE INC.

**DO YOUR STAFF NEED FORMAL TRAINING AT A VENUE ?
INDUSTRY, TRADE, SPORTING CLUBS, BUSINESSES**

BRING COURSES TO US!

**COURSE TIMES AND DATES ARE AVAILABLE
BY CONTACTING THE CENTRE**

PO BOX 113, TONGALA 3621.

PH: (03) 5859 1100

F: (03) 5859 1124

E: reception5@netspace.net.au W: www.goldencow.com.au

HOSPITALITY COURSES

SITHFAB009A LIQUOR LICENSING VICTORIA RESPONSIBLE SERVING OF ALCOHOL CERTIFICATE (RSA)

This course covers guidelines for the responsible serving of alcohol, relevant for all liquor licenses, bar staff and those involved with serving of alcohol in Victoria. An RSA certificate will be issued on successful completion.

HELD AT: Feb, May, July, Oct at Rochester
March, June, Aug, Nov at Cohuna
April, June, Sep, Dec at Tongala
COURSE FEE: \$60
COMMENCEMENT: 10am
Min. class numbers apply.

SITXOHS002A NATIONALLY ACCREDITED FOOD HANDLERS COURSE FOLLOW WORKPLACE HYGIENE PROCEDURES

Changes to Victorian State Food Laws have made food hygiene for food handlers essential for anyone in food handling. Quality hygiene training for food industry staff or for sporting clubs / fundraising committees / Lions / Apex / school canteen etc.

HELD AT: March, June, Sep, Dec at Tongala
Feb, May, Aug, Oct at Rochester
March, June, July, Nov at Cohuna
COURSE FEE: \$60.00
COMMENCEMENT: 10am each day
Min. class numbers apply.

SITXFSA001A NATIONALLY ACCREDITED FOOD SAFETY SUPERVISORS COURSE IMPLEMENT FOOD SAFETY PROCEDURES

This course is for people dealing with food, whether a volunteer, employee or an employer. The course is run over 6x3 hour evening sessions. The first 3 sessions give you Certificate in Follow Workplace Hygiene Procedures. The second, Implement Food Safety Procedures will require the successful applicants to be responsible for all food handling procedures, times, temps etc.

HELD AT: April, June, Sep at Rochester
March, May, Aug at Cohuna
March, June, Sep at Tongala
Contact the centre for further info
COURSE FEE: \$160.00
COMMENCEMENT: 10am each day
Min. class numbers apply.

WORKING WITH THE FOOD PROCESSING INDUSTRY AND MAINTAINING PERSONAL EQUIPMENT

For farmers and other community members to gain insight into future employment in the Food industry within our region and to continue onto Certificate II in Food Processing and will also have the ability to maintain their personal equipment on the job.

HELD AT: Tongala
Contact the centre for further info
COURSE FEE: \$140.00
COMMENCEMENT: 10am each day
1 day per week x 7 weeks
Min. class numbers apply.
Funded by ACFE



TRADE COURSES

CPCCOHS1001A CONSTRUCTION INDUCTION CARD (FORMERLY RED CARD TRAINING)

The Construction Induction Card course is recognised by WorkSafe for the registration of construction workers for OH&S induction. The Construction Induction Card course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and should be completed prior to entering a construction workplace.

HELD AT: March, June, Sep, Dec at Tongala
April, June, Aug, Oct Rochester
March, May, Aug, Nov at Cohuna
Contact the centre for further info
COURSE FEE: \$ 170
COMMENCEMENT: 9am
Min. class numbers apply. (10)

BCGCM1006A WORK SAFELY AT HEIGHTS

This nationally recognised unit of competency is designed for a range of people who are required to work at heights. Training provides participants with understanding of legislation, Australian Standards and National Codes of practice relating to heights. Participants gain an understanding of basic uses of equipment in fall protection and care, mandatory inspections (including harnesses) and maintenance checks on height safety equipment.

HELD AT: Feb, May, Aug, Dec at Tongala
April, June, Sep, Nov, Rochester
Contact the centre for further info
COURSE FEE: \$ 310
COMMENCEMENT: 9am – 4.30pm
In Partnership with the Factory.
Min. class numbers apply. (10).

TLILC108A OPERATE A FORKLIFT

This course is conducted by a WorkSafe registered trainer. It is desirable for workers in transport, warehouse and other industries. Assessment sessions, on site. Current Photo ID as proof of age must be provided on enrolment.
COURSE FEE: \$495. Max number 6.
HELD AT: March, June, Aug, Nov at Tongala
May, Nov at Cohuna
Contact the centre for further info
Min. class numbers apply.

HOT STONE MASSAGE

Stones are placed at specific points on the back, in the palms of the hand, or between the toes. Heat warms and relaxes muscles, allows therapist to apply deeper pressure, if desired. The warmth of the hot stones improves circulation and calms the nervous system.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
HOURS: 10-4pm, April August.
Min class number of 6
COURSE FEE:
\$385 plus stone kit



FIRST AID

LEVEL 2, CPR & UPDATES FIRST AID

Successful completion will result in being issued with a level 1 or 2 First Aid course certificate. Students will receive a workbook with each course. Each workbook to be returned one week prior to delivery date. **THESE COURSES MAY BE DELIVERED TO YOUR ORGANISATION IN YOUR OWN WORKPLACE**
HELD AT: March, June, July, Oct at Tongala
April, June, Sep, Nov at Cohuna
April, June at, Aug, Dec Rochester
Contact the centre for further info
COURSE FEE:
Level 2 \$160 2 sessions
CPR \$60 1 session Update \$90 1 session
COMMENCEMENT: 10am each day.
Min. class numbers apply.

NOTE: Due to requirement, early enrolment is absolutely essential. No late enrolments will be accepted.



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CONTACT GOLDEN BEAUTY EDUCATION & TRAINING

C/- Tongala Education Centre Inc

P: 5859 1100

E: goldenbeauty@netspace.net.au

SIBXRS001A DESIGN & APPLY MAKE-UP

Analyse skin types and facial shape to design a make-up and apply appropriate products and techniques. Demonstrate use of products, tools and techniques to the client. Requires knowledge in the safe use of products and application of legislation and policy. Learn to apply make-up -for street wear, business, pleasure, social and for various times of the day or night.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 18 hour workshop
MODELS REQUIRED: Yes
COURSE FEE: \$385 (+\$300 Kit, manuals)
HOURS: 6 x 3 hours sessions, Time TBA
Min. class numbers apply.

XXX BRAZILIAN WAXING WORKSHOP

Only suitable for waxing technicians who have completed the Waxing Certificate or similar. Experience in hot wax is essential.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 3 hour workshop
MODELS REQUIRED: One (compulsory)
COURSE FEE: \$250 includes materials etc
HOURS: Time TBA
ENTRY REQUIREMENTS: Must of completed WRBS302B Provide Temporary Epilation and Bleaching Treatments.
Min. class numbers apply.

Looking gorgeous won't break the bank with a few tricks of the beauty trade up your sleeve. Instead of shelling out for salon visits, why not invest in Tongala's Education's blended learning Beauty Therapy courses? You'll learn the skills to perform facials, manicures, pedicures and other pampering procedures, so you can treat yourself and your friends any time you like. For prices on blended learning please contact the centre.

SIBBHS001A PERFORM WAXING TREATMENTS

Provide temporary Epilation and bleaching treatments. Designed for anyone with little or no experience. Waxing is an ideal business to extend existing Beauty Services or supply waxing alone. Learn how to remove hair using the wax strip method.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 18 hour workshop
MODELS REQUIRED: Yes
COURSE FEE: \$385 (+ student kit \$250)
HOURS: 6 x 3 hours sessions, Time TBA
Minimum class numbers apply.

SIBBSKS201A PIERCE EARS

Suitable for people who already work in a beauty salon or chemist. Course includes, Sanitation, Hygiene, Contra-indications, Procedure and Practical Application.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 6 hours
HOURS: Offered to students as either a Day or Evening class to suit.

Additional Short Courses on offer
• Relaxation Massage
• Lash and Brow Treatments
• Manicure • Pedicure • Gel Nail System
• Waxing • Brazilian Waxing • Ear Piercing
• Design and Apply Makeup • Ear Candles
ENTRY REQUIREMENTS: Students must be over the age of 16.

SIBBOS002A APPLY ULTRA VIOLET GEL NAIL ENHANCEMENTS

Provides training for an operator to assess the needs of clients and perform a range of acrylic nail application services, including artificial nail removal and their maintenance and application. GEL NAILS are an extremely natural-looking enhancement: thin, clear, flexible, non-yellowing, nonporous, resist lifting. Gel nails can be used for natural nail overlays (actually one of the most difficult techniques - but it looks the easiest), or tip overlays.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 18 hour workshop
MODELS REQUIRED: Yes
COURSE FEE: \$385 (+\$300 student kits, manuals)
HOURS: 6 x 3 hours sessions Time TBA
Min. class numbers apply.
ENTRY REQUIREMENTS: MUST OF COMPLETED SIBBOS001A PROVIDE MANICURE AND PEDICURE SERVICES.

SIBBFAS002A LASH & BROW TINTING

Eyebrows impact the face. A bushy eyebrow can make eyes look smaller and in extreme cases too masculine. There is an art to arching eyebrows. Learn techniques to properly shape and tint lashes and brows.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 9 hour workshop
MODELS REQUIRED: Yes
COURSE FEE: \$250 (+\$120 student kit)
HOURS: 3 x 3 hours sessions Time TBA
Min. class numbers apply.

SIBBOS001A PROVIDE MANICURE & PEDICURE SERVICES

Pamper yourself and your friends with expert manicure and pedicures. Discover techniques used by professionals, secrets of the trade and handy hints to get great looking nails. You will also learn skin care routines to indulge your hands and feet.

TOPICS INCLUDE:
• Shape and mend nails • Apply nail varnish
• Products and equipment • Treatment plans
• Application of legislation and policy with regard to hygiene
• Prepare client for manicure & pedicure service
• Perform a basic manicure/pedicure service
• Provide aftercare advice
HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 9 hour workshop
MODELS REQUIRED: Yes
COURSE FEE: \$250 (+\$80 student kit)
HOURS: 4 x 3 hours sessions Time TBA
Min. class numbers apply.

SIBBOS003A APPLY ACRYLIC NAIL ENHANCEMENTS

This course provides training for an operator to assess the needs of clients and perform a range of acrylic nail application services, including the removal of artificial nails and the application and maintenance of them.

HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 18 hour workshop
MODELS REQUIRED: Yes
COURSE FEE: \$385 (+\$300 student kits, manuals)
HOURS: 6 x 3 hours sessions Time TBA
Min. class numbers apply.
ENTRY REQUIREMENTS: Must of completed SIBBOS001A Provide Manicure and Pedicure Services.

SAVE \$40
if you book two workshops together!



Certificate Courses

SIB20210 CERTIFICATE II IN NAIL TECHNOLOGY

Suitable for working nail technicians. Nail technicians provide manicures and pedicure, apply gel and acrylic nail enhancements and care. **CAN BE DELIVERED BY BLENDED LEARNING, SOME CLASS LESSONS AND SOME BY CORRESPONDENCE.**
HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 3 days per week x 15 weeks
COURSE FEE: FULL: \$2500 (+\$600 which includes, uniform, manuals, kits and equipment)
SVTS: Tuition \$454.57, Kits \$500, Amenities \$130. Min. class numbers apply.

SIB30110 CERTIFICATE III IN BEAUTY SERVICES

Gain skills to work as a beauty therapist or to have your own beauty salon. Learn in a professional, relaxed environment with experienced tutors. Commence mid year. **CAN BE DELIVERED BY BLENDED LEARNING, SOME CLASS LESSONS AND SOME BY CORRESPONDENCE.**
HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 3 days per week for 28 weeks
COURSE FEE: FULL: \$5300 includes kits, uniform, manuals.
SVTS: Tuition \$801.44, Kits \$1500, Amenities \$210. Min. class numbers apply.

WRH20109 CERTIFICATE II HAIRDRESSING

Course can lead to an apprenticeship or Certificate III Hairdressing with a salon, reducing the term of the Apprenticeship by six (6) months. This course can lead to part-time employment in a Hairdressing Salon or in retail. **CAN BE DELIVERED BY BLENDED LEARNING, SOME CLASS LESSONS AND SOME BY CORRESPONDENCE.**
COURSE DURATION: 1 day per week x 22 weeks
COURSE FEE: FULL: \$1,900 (+\$250 for uniform, manuals and kit)
SVTS: Tuition \$369.42, Kits \$150, Amenities \$130. Min. class numbers apply.

WRH30109 CERTIFICATE III HAIRDRESSING

Entry level qualification for recognition as a qualified hairdresser. Requires trainees to select, adapt and transfer skills to manage a broader range of activities in routine and non-routine contexts. Leadership and problem solving skills are developed. Trainees are required to understand methods and procedures and take responsibility for others. Certificate III in Hairdressing incorporates Certificate II in Hairdressing WRH20100
HELD AT: Tongala, Numurkah, Rochester, Cohuna
COURSE DURATION: 2 days per week x 38 weeks
COURSE FEE: FULL: \$10,700 includes kits, uniform, manuals, equipment
Min. class numbers apply.

PLEASE NOTE:

COURSE FEE – FULL: Refers to full fees payable by student.
SVTS: REFERS TO GOVERNMENT FUNDED FEES, WHERE COURSES ARE SUBSTITUTED BY THE GOVERNMENT IF YOU ARE BETWEEN THE AGES OF 15-24 YEARS AND MEET THE ELIGIBILITY CRITERIA FOR SKILLS VICTORIA FUNDING.



This program provides support to parents to return to work after an absence caring for children. Grants of up to \$1000 are available, used for costs associated with approved training. The grant is to assist the parent to participate in training to return to the workforce. Parents must download the Application Form and Statutory Declaration and follow the instructions.

For further enquiries Phone 1300 303 413.
<http://www.returningtoearning.com.au/>



Training is Nationally Recognised

GET FUNDING

Now is the ideal time to make a start on gaining new skills, or upgrading your existing skills, to help you get the job you want. The Victorian Training Guarantee is making vocational education and training more accessible to people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold.

There are now an unlimited number of government subsidised training places available to people who meet the eligibility criteria.

Am I eligible for a government subsidised training place?

What if I want to study and I don't meet the eligibility criteria?

You can still study at your choice of training provider if places are available, but you may not be able to access a government subsidised tuition fee.

Some training providers do not provide government subsidised training places and charge full fee for service rates. Some courses are only offered as full fee for service. In these cases, Government subsidised training and regulated fees are not available.

IF I WANT TO STUDY IN 2011?

In 2011 you are eligible for a government subsidised training place if you:

- Meet one of the following citizen/residency status:
 - Australian citizen
 - Australian Permanent Resident (holder of a permanent visa)
 - holder of a Special Category Visa (sub-class 444, New Zealand citizen)
 - East Timorese asylum seeker, or
 - holder of a Temporary Protection Visa.

And are any of the following:

- a young person under 20 years;
- an applicant seeking a Foundation skills course;
- an applicant who is an Apprentice; or
- an applicant seeking a higher qualification than the highest qualification already held is eligible for the Victorian Training Guarantee.

RETURNING TO WORK

The Victorian Government provides grants to eligible people returning to work. These funds can be used to cover any costs associated with approved training, such as books and materials, course fees, transport and child care.

Visit the 'Returning to Earning' website for more information.

Centrelink assistance for individuals studying or training

Centrelink offers schemes for adults in study, training or looking for work.

See the are you studying or training? page on the Centrelink website to apply for payments online and access all relevant education and training information.

YOUTH ALLOWANCE SCHEME

Youth Allowance helps if you are a young person who is studying, undertaking training or an Australian Apprenticeship, looking for work, or sick.

For more information, see the Youth Allowance Scheme page on the Centrelink website.

ABSTUDY

If you are an Indigenous student or a full-time apprentice, ABSTUDY may help you stay in training or go on to further studies. It consists of a fortnightly living allowance as well as additional components to help with the costs associated with studying. Indigenous students are also assisted by the Indigenous Completions Initiative, under which they pay only the minimum tuition fee for enrolment in government funded training at all levels, including diploma and above.

For more information, see the ABSTUDY page on the Centrelink website.