SOUTH WEST INSTITUTE OF TECHNOLOGY

Short Courses - Term 3, 2013

South West Institute of Technology
Your Regional TAFE

Launch your career, enhance your skills

The South West Institute of Technology will be offering a range of short courses in Term 3 2013 at our campuses in Bunbury, Busselton, Collie, Harvey, Manjimup and Margaret River. Short courses provide you with a great opportunity to launch a new career or enhance your professional skills and personal development.

BUNBURY CAMPUS

BUILDING AND CONSTRUCTION

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Work Safely in the Construction Industry (White Card)	TBA - Expressions of interest taken.	9.00am – 1.00pm	4 Hours	People needing access to building & construction sites. Induction unit.	$75.00	For further information or to register your interest contact Alastair Allan on (08) 97807371 or Building Reception on (08) 97807351
Apply OHS in the Construction Industry	Taking enrolments	On line delivery	12 wks or less (dependant on learner)	People wishing to gain entry to the Building, Construction, and Infrastructure industries. A core unit within all Cert II and III qualifications in building and construction.	$320.00	For further information or to register your interest contact Caritha Martens on (08) 9780 7349 or Building Reception on (08) 9780 7351
Certificate IV Plumbing Contractors Licence	Expressions of interest Running currently. Next session 13 August	Tue, Wed, Thurs & External	6 months	Licensed plumbers wishing to obtain the Contractor's Licence	$1978.00	For further information or to register your interest contact Joachim Haase on 9780 7382 or Building Reception on 97807351
GIS Asset Management Skill Set	Late August	TBA	75hrs	Shires, authorities, businesses wishing to record and locate assets by GPS and system controls	$2090.00	For further information or to register your interest contact Bill Chernabaeff on 9780 7358 or Building Reception on 9780 7351
Gas Servicing Licence	Expressions of interest Commences 23 July	8.00am – 4.30pm	2 Weeks over 2 Months	Licensed plumbers requiring the gas maintenance permit to perform this work.	$1989.00	For further information or to register your interest contact Joachim Haase on 9780 7382 or Building Reception on 97807351
Install & Maintain Backflow Devices	Expressions of interest being taken	8.00am – 4.30pm	Over 2 days	Licensed plumbers requiring this unit to obtain the backflow permit not covered in earlier trade training	$370.00	For further information or to register your interest contact Joshua Jones on 9780 7382 or Building Reception on 97807351

Interested in other modes of study? The Institute offers a comprehensive range of full time, part time and external study options.

For further information contact our Course Information Service telephone: **(08) 9780 7070 or visit www.swit.wa.edu.au**

+ For farmers, food producers, shire employees, mine rehabilitation, DEC workers, National Resource Management employees
** Compulsory PPE Requirement–long hair tied back, long sleeve shirt, long pants & steel cap boots

Significant prior knowledge & skills in the use of spraying chemicals is recommended
≠ 24hr notice of cancellation required for refund

BUNBURY CAMPUS

BUILDING AND CONSTRUCTION (CONTINUED)

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Class 'G' Gas Permit Renewal Refresher	Expressions of interest Commencing 8 July	8.00am – 4.30pm	1 Day (8 Hours)	Established licenced plumbers wishing to renew their gas permit for energy safety	$180.00	For further information or to register your interest contact Grant Hastie on 9780 7383 or Building Reception on 97807351

COMPUTING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Computing for complete beginners	TBA	TBA	8 x 2 hr sessions	Suited for those with limited knowledge of using a computer. Topics covered are informed by the needs of participants	Normal $202.35 Con $116.35	For further information contact Mary on (08) 9780 7260 or (08) 97807320 commercestudents@swit.wa.edu.au

HORTICULTURE

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Operate and maintain chainsaws** *Minimum of 5 participants required*	9 & 16 Aug	8.30am – 4.00pm	2 Days	Learn how to safely operate a chainsaw and keep it maintained.	$195.00 Non Concessional $161.00 Concessional	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au
AusChem Training WA Reaccreditation + *Minimum of 8 participants required*	7 Oct	8.30am – 4.30pm	1 Day	Refresh your chemical safety knowledge to be re-accredited with AusChem WA	$280.00 No Concession *Light Lunch Provided*	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au
AusChem Training WA Accreditation+ *Minimum of 8 participants required*	8 & 9 Oct	8.30am – 4.30pm	2 Days	Work safely with chemicals and gain AusChem WA accreditation	$395.00 No Concession *Light Lunch Provided*	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au
Health Dept Pesticide Spraying Course – Portable hand held applications #	Flexible Study		Flexible over 10 weeks	Contractors – spraying for profit Participants will cover the requirements to obtain the Health Dept Pesticide Licence for spraying lawn & garden, landscaping, bushland and mine site rehabilitation. (Small portable hand held sprayers)	$350.00 No Concession	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au

COMMERCE

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Health Dept Pesticide Spraying Course – Mechanical Application *(Significant prior knowledge & skills in the use of spraying chemicals is recommended)*	Flexible study		Flexible over 10 weeks	Contractors – spraying for profit Participants will cover the requirements to obtain the Health Dept Pesticide Licence for crops & pastures, forestry, pest & weed control non cropping situations and for turf management .(Use mechanical equipment for application)	$700.00 No Concession	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au

FASHION

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Patternmaking	Thursday Evenings	6.00pm-8.30pm	8 weeks	For those wanting more experience in patternmaking, sewing and an understanding of garment construction.	$350.00	Contact Narelle or Vanessa for registration and further information on 9780 7362 or Narelle.Catalano@swit.wa.edu.au Vanessa.Johnson@swit.wa.edu.au

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BUNBURY CAMPUS

HOSPITALITY

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Barista (Coffee Making) *Minimum of 5 participants required*	Tuesday Evenings Date to be confirmed on registration.	6:00pm –9.00 pm	3 hours	People in the hospitality industry wanting to perfect their skills or gain additional skills, or people who have their own coffee machine at home wanting to learn to make the perfect coffee Learn the basics of coffee making, how to texturize milk, gain skills on a commercial coffee machine	$125.00	Contact Narelle or Vanessa for registration and further information on 9780 7362 or Narelle.Catalano@swit.wa.edu.au Vanessa.Johnson@swit.wa.edu.au
RSA (Responsible Service of Alcohol)	Flexible delivery	Enrol at any time		People requiring RSA for employment	Approx $60.00	Contact Narelle or Vanessa for registration and further information on 9780 7362 or Narelle.Catalano@swit.wa.edu.au Vanessa.Johnson@swit.wa.edu.au

METALS AND ENGINEERING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Undertake Basic Welding **(TIG,MIG & Stick)**	TBA	6.00pm-9.00pm		For beginners or people welding as a hobby	TBA	For further information or to register your interest contact Ross Prater on (08) 9780 7141 or Metals Reception on (08) 9780 7130

OCCUPATIONAL, HEALTH AND SAFETY

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
5 Day Safety Representatives Course[#] *Minimum of 8 participants required*	7 –11 Oct	9.00am – 5.00pm	5 Days	For OHS Committee Safety Rep members- to provides knowledge & skills to be able to perform their role within legislation	$795.00 (No Concession) *Light Lunch Provided*)	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au

RESIDENTIAL DRAFTING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Basic 2D CAD	Tuesday	6.00pm-9.00pm	10 weeks	Persons in the industry wanting to learn about 2D CAD	$430.00	For further information or to register your interest contact Caritha Martens on (08) 9780 7349 or Building Reception on (08) 9780 7351
Basic 3D CAD	Thursday	6.00pm-9.00pm	10 weeks	Persons in the industry wanting to learn about 3D CAD	$430.00	For further information or to register your interest contact Caritha Martens on (08) 9780 7349 or Building Reception on (08) 9780 7351
Building Design Compliance (A unit within the Diploma of Building Design)	Taking enrolments	Online	10 weeks or less	Those in the building industry wishing to update knowledge of regulations and standards applying to their work	$300.00	For further information or to register your interest contact Caritha Martens on (08) 9780 7349 or Building Reception on (08) 9780 7351

RESOURCES

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Enter and Work in Confined Space** **(Construction & Mining Resource Sector)** *Minimum of 5 participants required*	18 June	8.30am – 4.30pm	1 Day	Planning & preparing for entry, entry & work, exiting & cleaning up confined spaces. Minimum age 17 years	$220.00 (No Concession)	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au

[+] For farmers, food producers, shire employees, mine rehabilitation, DEC workers, National Resource Management employees
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[#] Significant prior knowledge & skills in the use of spraying chemicals is recommended
[≠] 24hr notice of cancellation required for refund

BUNBURY CAMPUS

RESOURCES (CONTINUED)

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Work Safely at Heights (Construction & Mining Resource Sector)** *Minimum of 5 participants required*	17 June	8.30am – 4.30pm	1 Day	ID work requirements, task instructions & procedures, access & install equipment, perform work at heights. Minimum age 17 years	$220.00 (No Concession)	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au
Fire Extinguisher Training** *Minimum of 8 participants required*	19 June	8.30am – 12.30pm	1/2 Day	Instruction in the correct use of extinguishers, fire blankets and hose reels. Minimum age 17 years	$125.00 (No Concession)	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au
Emergency Fire Warden Training** *Minimum of 8 participants required*	20 June	8.30am – 3.00pm	1 Day	Emergency Fire Warden evacuation training as per AS 3745 Minimum age 17 years	$150.00 (No Concession)	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au

TRAINING - Certificate IV in Training and Assessment TAE40110 W754

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Design and develop learning programs	26 July & 2 Aug	9.00am-4.30pm	2 Days	Those requiring certification to teach in the VET field	$378.00	For further information contact Mary on (08) 9780 7260 or commercestudents@swit.wa.edu.au
Use training packages & accredited courses to meet client needs	26 July & 2 Aug	9.00am-4.30pm	2 Days			
Design and develop learning programs	16 & 23 Aug	9.00am-4.30pm	2 Days	Those requiring certification to teach in the VET field	$378.00	For further information contact Mary on (08) 9780 7260 or commercestudents@swit.wa.edu.au
Use training packages &accredited courses to meet client needs	16 & 23 Aug	9.00am-4.30pm	2 Days			
Plan organise and deliver group based learning	6 & 13 Sept	9.00am-4.30pm	2 Days	Those requiring certification to teach in the VET field	$756.00	For further information contact Mary on (08) 9780 7260 or commercestudents@swit.wa.edu.au
Plan organise and facilitate learning in the workplace	6 & 13 Sept	9.00am-4.30pm	2 Days			
Provide work skill instruction	6 & 13 Sept	9.00am-4.30pm	2 Days			
Make a presentation	6 & 13 Sept	9.00am-4.30pm	2 Days			
Plan organise & deliver group based learning	20 & 27 Sept	9.00am-4.30pm	2 Days	Those requiring certification to teach in the VET field		For further information contact Mary on (08) 9780 7260 or commercestudents@swit.wa.edu.au
Plan, organise and facilitate learning in the workplace	20 & 27 Sept	9.00am-4.30pm	2 Days			
Provide work skill instruction	20 & 27 Sept	9.00am-4.30pm	2 Days			
Make a presentation	20 & 27 Sept	9.00am-4.30pm	2 Days			
Plan assessment activities and processes	18, 25 Oct & 1 Nov	9.00am-4.30pm	3 Days	Those requiring certification to teach in the VET field	$756.00	For further information contact Mary on (08) 9780 7260 or commercestudents@swit.wa.edu.au
Assess competence	18, 25 Oct & 1 Nov	9.00am-4.30pm	3 Days			
Participate in assessment validation	18, 25 Oct & 1 Nov	9.00am-4.30pm	3 Days			
Contribute to assessment	18, 25 Oct & 1 Nov	9.00am-4.30pm	3 Days			
Address adult language	TBA	9.00am-4.30pm	1 Day	Those requiring certification to teach in the VET field	TBA	

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BUNBURY CAMPUS

WAREHOUSING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Forklift ** *Minimum of 5 participants required*	31 July –2 Aug 11 – 13 Sept	8.30am – 4.30pm	3 Days *(1.5 days Theory & 2hr prac)*	Practical operation and theory of a forklift to apply for a WorkSafe national licence. Minimum age 18 years	$360.00 Non Concessional $326.00 Concessional	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au

BUSSELTON CAMPUS

RESOURCES

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Enter and Work in Confined Work Space** **(Construction & Mining Resource Sector)** *Minimum of 5 participants required*	30 July	8.30am – 4.30pm	1 Day	Planning & preparing for entry, entry & work, exiting & cleaning up confined spaces. Minimum age 17 years	$220.00 (No Concession)	For further information or to register your interest contact Busselton Admin on (08) 9752 6600 or busselton_reception@swit.wa.edu.au
Work Safely at Heights** **(Construction & Mining Resource Sector)** *Minimum of 5 participants required*	29 Jul	8.30am – 4.30pm	1 Day	ID work requirements, task instructions & procedures, access & install equipment, perform work at heights. Minimum age 17 years	$220.00 (No Concession)	For further information or to register your interest contact Busselton Admin on (08) 9752 6600 or busselton_reception@swit.wa.edu.au
Fire Extinguisher Training** *Minimum of 8 participants required*	31 July	8.30am – 12.30pm	1/2 Day	Instruction in the correct use of extinguishers, fire blankets and hose reels. Minimum age 17 years	$125.00 (No Concession)	For further information or to register your interest contact Busselton Admin on (08) 9752 6600 or busselton_reception@swit.wa.edu.au
Emergency Fire Warden Training** *Minimum of 8 participants required*	1 Aug	8.30am – 3.00pm	1 Day	Emergency Fire Warden evacuation training as per AS 3745 Minimum age 17 years	$150.00 (No Concession)	For further information or to register your interest contact Busselton Admin on (08) 9752 6600 or busselton_reception@swit.wa.edu.au

WAREHOUSING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Forklift** *Minimum of 5 participants required*	25 – 27 Sept	8.30am – 4.30pm	3 Days *(1.5 days Theory & 2hr prac)*	Practical operation and theory of a forklift to apply for a WorkSafe national licence. Minimum age 18 years	$360.00 Non Concessional $326 Concessional	For further information or to register your interest contact Busselton Admin on (08) 9752 6600 or busselton_reception@swit.wa.edu.au

COLLIE CAMPUS

RESOURCES

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Enter and Work in Confined Space** **(Construction & Mining Resource Sector)** *Minimum of 5 participants required*	17 Sept	8.30am – 4.30pm	1 Day	Planning & preparing for entry, entry & work, exiting & cleaning up confined spaces. Minimum age 17 years.	$220.00 (No Concession)	For further information or to register your interest contact Collie Admin on (08) 9734 9900
Work Safely at Heights** **(Construction & Mining Resource Sector)** *Minimum of 5 participants required*	16 Sept	8.30am – 4.30pm	1 Day	ID work requirements, task instructions & procedures, access & install equipment, perform work at heights. Minimum age 17 years.	$220.00 (No Concession)	For further information or to register your interest contact Collie Admin on (08) 9734 9900

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COLLIE CAMPUS

RESOURCES

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Fire Extinguisher Training** *Minimum of 8 participants required*	18 Sept	8.30am – 12.30pm	1/2 Day	Instruction in the correct use of extinguishers, fire blankets and hose reels. Minimum age 17 years	$125.00 (No Concession)	For further information or to register your interest contact Collie Admin on (08) 9734 9900
Emergency Fire Warden Training** *Minimum of 8 participants required*	19 Sept	8.30am – 3.00pm	1 Day	Emergency Fire Warden evacuation training as per AS 3745 Minimum age 17 years	$150.00 (No Concession)	For further information or to register your interest contact Collie Admin on (08) 9734 9900

WAREHOUSING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Forklift** *Minimum of 5 participants required*	Wed 28 – 30 Aug	8.30am – 4.30pm	3 Days *(1.5 days Theory & 2hr prac)*	Practical operation and theory of a forklift to apply for a WorkSafe national licence. Minimum age 18 years.	$360.00 Non Concessional $326 Concessional	For further information or to register your interest contact Collie Admin on(08) 9734 9900

HARVEY CAMPUS

RESOURCES

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Enter and Work in Confined Space** **(Construction & Mining Resource Sector)** *Minimum of 5 participants required*	3 July	8.30am – 4.30pm	1 Day	Planning & preparing for entry, entry & work, exiting & cleaning up confined spaces. Minimum age 17 years.	$220.00 (No Concession)	For further information or to register your interest contact Harvey Admin on (08) 9780 7051 or Tina.Weedon@swit.wa.edu.au
Work Safely at Heights** **(Construction & Mining Resource Sector)** *Minimum of 5 participants required*	2 July	8.30am – 4.30pm	1 Day	ID work requirements, task instructions & procedures, access & install equipment, perform work at heights. Minimum age 17 years.	$220.00 (No Concession)	For further information or to register your interest contact Harvey Admin on (08) 9780 7051 or Tina.Weedon@swit.wa.edu.au
Fire Extinguisher Training** *Minimum of 8 participants required*	4 July	8.30am – 12.30pm	1/2 Day	Instruction in the correct use of extinguishers, fire blankets and hose reels. Minimum age 17 years.	$125.00 (No Concession)	For further information or to register your interest contact Harvey Admin on (08) 9780 7051 or Tina.Weedon@swit.wa.edu.au
Emergency Fire Warden Training** *Minimum of 8 participants required*	5 July	8.30am – 3.00pm	1 Day	Emergency Fire Warden evacuation training as per AS 3745.Minimum age 17 years.	$150.00 (No Concession)	For further information or to register your interest contact Harvey Admin on (08) 9780 7051 or Tina.Weedon@swit.wa.edu.au

WAREHOUSING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Forklift ** *Minimum of 5 participants required*	14 – 16 Aug	8.30am – 4.30pm	3 Days *(1.5 days Theory & 2hr prac)*	Practical operation and theory of a forklift to apply for a WorkSafe national licence. Minimum age 18 years	$360.00 Non Concessional $326.00 Concessional	For further information or to register your interest contact Harvey Admin on (08) 9780 7051 or Tina.Weedon@swit.wa.edu.au

MANJIMUP CAMPUS

HORTICULTURE

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Operate and Maintain Chainsaws ** *Minimum of 5 participants required*	Expressions of Interest required	8.30am – 4.30pm	2 Days	Learn how to safely operate a chainsaw and keep it maintained.	$195.00 Non Concessional $161.00 Concessional	For further information or to register your interest contact Manjimup Admin on (08) 9771 7600 or manjimup_admin@swit.wa.edu.au

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MARGARET RIVER CAMPUS

HORTICULTURE

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
AusChem Training WA Accreditation + *Minimum of 8 participants required*	15 & 16 Aug 18 & 19 Sept	8.30am – 4.30pm	2 Days	Work safely with chemicals and gain AusChem WA accreditation	$395 No Concession *Light Lunch Provided*	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au
AusChem Training WA Reaccreditation *Minimum of 8 participants required*	22 Aug 26 Sept	8.30am – 4.30pm	1 Day	Refresh your chemical safety knowledge to be re-accredited with AusChem WA	$280 No Concession *Light Lunch Provided*	For further information or to register your interest contact Leone on (08) 9780 7262 or els@swit.wa.edu.au
Operate and Maintain Chainsaws ** *Minimum of 5 participants required*	Expressions of Interest required	8.30am – 4.30pm	2 Days	Learn how to safely operate a chainsaw and keep it maintained.	$195 Non Concessional $161 Concessional	For further information or to register your interest contact Margaret River Admin on (08) 9780 5800 or mrec_reception@swit.wa.edu.au

VITICULTURE

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Evaluate Wines (Standard)≠ *Minimum of 8 participants required*	31 July – 4 Sept	5.30pm – 8.30pm	6 Weeks	Essential qualification for obtaining work in cellar door or restaurant.	$250 (No Concession)	For further information or to register your interest contact Margaret River Admin on (08) 9780 5800 or mrec_reception@swit.wa.edu.au
Responsible Service of Alcohol *Minimum of 8 participants required*	12 Aug	9.00am – 3.00pm	1 Day	For current workers and people required to meet Liquor Act regulations	$55 Non Concessional $47 Concessional	For further information or to register your interest contact Margaret River Admin on (08) 9780 5800 or mrec_reception@swit.wa.edu.au

WAREHOUSING

Course Name	Dates	Times	Duration	Target Audience	Cost	Further Information
Forklift ** *Minimum of 5 participants required*	7 –9 Aug 11 –13 Sept	8.30am – 4.30pm	3 Days *(1.5 days Theory & 2hr prac)*	Practical operation and theory of a forklift to apply for a WorkSafe national licence. Minimum age 18 years	$360 Non Concessional $326 Concessional	For further information or to register your interest contact Margaret River Admin on (08) 9780 5800 or mrec_reception@swit.wa.edu.au

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