Program Brochure
Term 1  2016

Community Focused
Nationally Accredited Programs
Employability Skill Development
Flexible, Tailored Program Delivery
After Training Support
Recognised Prior Learning RPL
Traineeships & Apprenticeships
Senior Secondary Education
Leisure & Lifestyle Programs

Campaspe College of Adult Education
103-109 Hare Street, Echuca 3564
Email: admin@ccae.vic.edu.au
Website: www.ccae.vic.edu.au
Telephone: 03 5482 4601
Fax: 03 5480 7257
RTO:3665
Accredited Courses Available

**General Education**
Certificates in General Education for Adults: [Initial] [Intro] [I] [II]
Certificate I, II in Foundation Skills [FSK]

**Training and Education**
Certificate III & IV in Education Support
Certificate IV in Training and Assessment

**Aged, HACC and Disability Services**
Certificate III, IV in Aged Care
Certificate III, IV in Disability
Certificate III, IV in Home and Community Care

**Early Childhood Education and Care**
Certificate III & Diploma

**Community Services**
Certificate II, III & IV in Community Services
Certificate IV in Youth Work
Diploma in Community Services Work

**Business Services**
Certificate III in Business
Certificate III in Business Administration

**Financial Services**
Certificate III in Financial Services
Certificate IV in Bookkeeping & Accounting

**Info, Digital Media & Technology**
Certificate II & III

**Hospitality**
Certificate IV in Hospitality
Certificate III in Commercial Cookery

Brief History
Campaspe College of Adult Education has experienced significant growth from its humble beginnings to its present status of being eminently placed to provide a diverse range of quality and affordable personalised training, education and recreational opportunities to

Echuca Community Education Group Inc. is known as Campaspe College of Adult Education and has successfully operated in Echuca since 1979.

In the beginning it consisted of a small group of people gathering in a private home. As time passed, the Community Education Group grew and prospered by adapting to the changing training needs of the community. The Group became an incorporated body in 1989. In 1996 the organisation became known as Campaspe College of Adult Education (CCAE), incorporated under the trading name Echuca Community Education

Class Experience
Our adult students comment that they really like the small class sizes, the convenience of class locations, and the bond they develop with others, students and trainers. Our classes consist of people with experience in many different areas, expanding opportunities for an enhanced learning environment through unique perspectives, experiences, and knowledge. Learning is a combination of hands-on activities, practical applied projects, and a personalised learning experience. Classes are scheduled conveniently during the week, day,

Customised Training for Students
As a Not for Profit organisation CCAE customised, on-site training for local business and industry is available in all areas of management, leadership, strategy, team development, supervision, communication and interpersonal skills, and customer service. The trainers bring years of industry experience and expertise to help your organisation and staff enhance their produc-
What’s on this Term  ( Accredited short courses )

Use Hygienic practices for Food Safety  $90

A great certificate to have for restaurant & café work

6.00pm—9.00pm Tuesday Evenings
Dates:  9th Feb  1st March

SITXFSA101— You will learn:
1. Follow hygiene procedures/identify food hazards
3. Prevent food contamination.
4. Prevent cross contamination by washing hands.

Responsible Service of Alcohol [Vic]  $90

A great certificate to have before applying @ Pubs, Restaurants & cafes

6.00pm—9.00pm Tuesday Evenings
Dates:  23rd Feb  22nd Mar

SITHFAB201— You will learn:
1. Sell or serve alcohol responsibly.
2. Assist customers to drink within appropriate limits.
3. Assess alcohol affected customers and identify customers to whom sale or service must be refused.
4. Refuse to provide alcohol.

Participate in Safe Food Handling  $90

A great certificate to have for restaurant & café work

6.00pm—9.00pm Tuesday Evenings
Dates:  16th Feb  15th Mar

SITXFSA201—You will learn:
1. Follow food safety program.
2. Store food safely.
3. Prepare food safely.
4. Provide safe single use items.
5. Maintain a clean environment.
6. Dispose of food safely.

Level 2 First Aid & CPR Refresher

A great certificate to have in case of an emergency, @ home or work

First Aid Level 2  $160.00
9.00am-5.00pm

CPR Refresher  $80.00
9.00am-1.00pm

Dates:  14th & 20th Feb  19th & 20th Mar

HLTAID001  Provide Cardiopulmonary Resuscitation
HLTAID002  Provide basic emergency life support
HLTAID003  Provide First Aid

You will learn:
Skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or assistance.

Basic Computers  $45
[Non Accredited]

Starts 4th February
Thursdays
8 Sessions 12.00pm—2.30pm

If you are nervous about computers, this is the course for you! Learn how to use a mouse, start using Windows 8.1 applications, create and edit word documents. You will also learn to send and receive emails and perform basic internet searches.

Please leave name at front desk if you prefer night classes.
What’s on this Term Continued....
Come and have a bit of fun with our Lifestyle & Leisure Programs

**Basic & Sculptural Welding**  
$120  
Start date 2nd Feb & 3rd Feb  
Tuesday / Wednesday Evenings  
8 Sessions  6.30pm— 9.00pm  
Learn the basics of welding while making something simple for your home or garden, you will learn Arc Welding, Mig Welding, Plasma Cutting and more. Welding is fun, rewarding and very useful hobby to get into.

**Woodwork & Scrap Furniture Making**  
$120  
Start Monday 1st February  
Monday Evenings  
8 Sessions 6.30pm—9.00pm  
Learn the basics, router skills, nail gun skills, saw skills and more. Is there a specific project you are interested in? Why not bring it in and our trainer can guide you to succeed. All you need to bring is your imagination.

**Under the Hood**  
$120  
Starts 2nd February  
Tuesdays  
8 Sessions 9.00am—2.30pm  
Learn Basic Car Maintenance, oil changes, Filters, water, wiper blades how to change a tyre and more.

**MasterChef Pizza Mania**  
$120  
Starts 2nd February  
Tuesdays  
8 Sessions 9.00am—2.30pm  
Learn to cook beautiful pizzas  
You will learn:  
Use correct measurements & techniques to refine the art and skill of authentic Italian pizza making, different pizza toppings and demonstrating pizza dough rolling, stretching & spinning.

**Mending & Hemming workshop**  
$120  
Starts 2nd February  
Tuesdays  
8 Sessions 9.00am—2.30pm  
Perhaps you need to patch a pair of jeans, repair tears or holes, replace buttons, or make a simple alteration, this workshop gives you the perfect opportunity to give your old clothes a new lease of life

**Sew & Earn Night Classes**  
$120  
Start 25th January  
Monday Nights  
8 Sessions 6.30pm—9.00pm  
This class is suited to both beginners and intermediate levels.  
You will learn to make your own trendy clothes that suit and fit your body, techniques of top designers and how to fit and adjust commercial patterns to your size. Or create a home sew quilt with crafty ideas decorative for your home.
What’s on this Term Continued….
Come and have a bit of fun with our Lifestyle & Leisure Programs

<table>
<thead>
<tr>
<th>Wednesday Art Creative Encaustic $150</th>
<th>Friday Drawing &amp; Water Colour Classes $150</th>
<th>Photography $150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starts 3rd of February</td>
<td>Starts 4th February</td>
<td>Class commencement subject to numbers</td>
</tr>
<tr>
<td>Wednesday Afternoons</td>
<td>Thursday Afternoons</td>
<td>Monday Afternoons</td>
</tr>
<tr>
<td>8 Sessions 1.30pm—4.30pm</td>
<td>8 Sessions 12.30pm—3.00pm</td>
<td>8 Sessions 2.00pm—4.30pm</td>
</tr>
<tr>
<td>Encaustic Art is creative art making involving the use of low heat tools and molten wax colours. Try you hand at the art of Encaustic and discover its unifying potential, unique properties and versatility.</td>
<td>Rediscover yourself through the art of drawing, learn the basics of water colour and / or toner values using pencil, charcoal and ink.</td>
<td>Bring in your camera and let’s play! Learn how to take better pictures and tweak them in Photo Software. There will be several field trips, so sturdy shoes and backpack required</td>
</tr>
<tr>
<td>Students to bring in kit— see reception for list</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Smorgasbord Art $150</th>
<th>Film Making $45</th>
<th>Tai Chi $55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class commencement subject to numbers.</td>
<td>(for students aged 14—24)</td>
<td></td>
</tr>
<tr>
<td>Wednesday Nights</td>
<td>Starts 4th February</td>
<td>Starts Tuesday 2nd February</td>
</tr>
<tr>
<td>8 Sessions 5.00pm—7.30pm</td>
<td>Thursday Afternoons</td>
<td>6.30pm—7.30pm</td>
</tr>
<tr>
<td>A chance to come to the class where we try a bit of everything... Pastels, Oils, Drawings and more.</td>
<td>8 Sessions 12.00pm—2.30pm</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Using a Flip Camera you will be creating a series of short films. You will learn: script development, location shoots, character development, costumes, editing, production and direction</td>
<td>Starts Friday 5th February</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9.30am—10.30am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Care for your Mind And Body using Tai Chi with accredited trainer Shirley Harris. Develop awareness of the body, gain understanding of a healthier lifestyle and strengthen, tone your body with relaxing exercise.</td>
</tr>
</tbody>
</table>
WHAT IS THE CGEA? Certificates in General Education for Adults (CGEA) are accredited certificates allowing adults (16+) who have not completed a secondary education to improve their literacy, numeracy and general education. The Certificates provide a range of educational opportunities to assist adults; meet personal needs; increase participation in the community; access further education, training and/or employment.

The three certificates CCAE will deliver in 2016 are:
- Certificate I in General Education for Adults (Initial) or/and (Introductory) [Entry*]
- Certificate I in General Education for Adults [Pathways*]
- Certificate II in General Education for Adults [Further*]

For more detailed information on each CGEA program please ask our friendly staff or help yourself to a brochure available in the front reception.

COMPETENCY BASED CURRICULUM

The CGEA is a competency based curriculum. In competency based training, students develop knowledge, skills and attitudes required to achieve a competency standard. They are assessed against competencies and criteria, not against each other.

TARGET GROUPS

The CGEA is a curriculum framework allowing flexible and customised programs to meet the needs of a diverse range of learners. It is used with adults who:
- wish to improve their literacy, numeracy and general education skills
- have not completed secondary school
- come from language backgrounds other than English.

ALL STUDENTS WILL HAVE A PRE-TRAINING INTERVIEW AND ASSESSMENT WITH MANAGEMENT AND STAFF OF CCAE BEFORE ENROLMENT.

* Entry, Pathways and Further are titles CCAE has given these courses
Where on the map
103-109 Hare Street Echuca Vic 3564

Come in and meet our friendly Trainers & Staff