Hospitality Skills

Barista: Make coffee in a range of styles.
Waiter Service: Set and clear tables for different dining options; serve customers, explain menus, take orders, RSA.
Kitchen Hand: Food safety; knife handling, knife sharpening, cutting-chopping; colour coded food preparation boards; refrigerator storage; industrial dishwasher operation.
Sales: Menu creation and design, discounting; sales/change; point of sale operations; handling of notes, coin and banking.

ICA10111 Certificate I in Information, Digital Media and Technology

Units
- Operate a personal computer
- Operate word processing applications
- Use, communicate & search securely on the internet
- Use digital devices
- Use digital literacy skills to access the internet
- Operate presentation packages

IT involves a client making a short movie: creating a script, shooting and editing. It could be “Make a Film, Make a Difference” [MAFMAD] or could be a reflection of their work in the SKITLES program.

IT will also assist in the Personal Development Skills:
- Work Health and Safety
- Level 2 First Aid training
- Personal presentation, grooming and deportment
- Development of a detailed electronic portfolio of personal involvement and achievements in sports, work and community activities.

LEARNING OUTCOMES - PROGRAM SUMMARY

22012VIC Certificate I in Vocational Preparation
ICA10111 Certificate I in Information, Digital Media and Technology

Complete a range of pre-accredited skill sets [Textile, Construction, Hospitality, Farming, LandCare, Digital Media] and an understanding of how these skills can be further developed for training and employment.

An awareness through work-placement of career and job possibilities to assist motivation for education, training and/or employment.

Program Summary – 13 weeks
- 3 days a week for 10 weeks  30 days Technical Skills
- 3 days a week for 1 week  03 days Farming Skills
- 3 days a week for 1 week  03 days LandCare Skills
- 5 days a week for 1 week  05 days Work Placement

Core Units:
- Participate in OHS processes
- Increase personal effectiveness
- Prepare for employment
- Develop an action plan for career planning

Elective Units:
- Participate in a Practical Placement with support
- Participate in basic workplace communication
- Develop and use a personal budget
- Follow workplace hygiene
- First Aid – Level 2

Construction + Textile Skills

Woodcraft involves designing and building an object of personal use to help develop power tool and hand tool operational skills.

Metal-craft involves Arc and Mig welding, sculptural art welding, grinding, buffing, polishing and painting.

Draft and construct a scale model 1BR/2BR unit on slab using correct measurements and skills of a real house.

Textile involves designing and creating clothes to wear everyday and for special occasions; clothes to meet competition rules; sewing and overlocker operations, catwalk modelling.

Philosophy:
To assist clients in identifying obstacles, bowl them over and create a clearer path to future education, training and/or employment goals.

Aim: Provide opportunity for clients to achieve new goals by:
- Experiencing trade related skills and seeing potential employment possibilities first hand.
- Developing interest in skills that provides motivation to maintain engagement with education and training.
- Accessing a flexible learning program with alternative settings for participative learning and assessment.
- Problem solving, reasoning, cooperative skills, perspective and insight into their own learning.

Cost: $865 for 13 week program
CAMPASPE COLLEGE of Adult Education Echuca

PRE-ACCRREDITED SKITTLES PROGRAM

OPTIONAL EXTRA PROGRAM
‘World of Difference’
CAMBODIA IMMERSION PROGRAM 2014

The Campaspe College 2014 Cambodia Immersion ‘World of Difference’ Program provides students with an opportunity to engage in an humanitarian tour to Cambodia.

Whilst overseas, students donate time and energy to local schools, orphanages and remote villages by teaching English, providing aid and listening to the people’s stories.

Students have returned with fresh perspectives on their own lives and have achieved goals they never thought possible before their active and generous participation in this program. Those involved in the Skittles program can join Cambodia Immersion 2014.

Privacy Notice Campaspe College of Adult Education (CCAE) respects information privacy. Some personal information must be provided to CCAE and Government Agencies upon enrolment. The information we collect and hold on learners is kept in accordance with Information Privacy laws. All students enrolling in NATIONALLY RECOGNISED TRAINING PROGRAMS must complete a privacy notice upon enrolment. (see CCAE office staff for further details)

Access and Equity CCAE believes that all students and staff have the right to study and work in a positive environment which values diversity and protects all members of the community from discrimination or harassment. CCAE is committed to achieving access, equity and excellence in tertiary training and education.

CAMPASPE COLLEGE of Adult Education
Phone: 03 54824601 Fax: 03 5487257
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Website: www.ccae@ccae.vic.edu.au

OPTIONAL EXTRA PROGRAM
Fashion, Design and Modelling

For an extra $200, clients can complete a 13 week Monday night [6 – 9pm] program with a focus on Fashion Design and Fashion Show Modelling:

- Induction, OHS
- Hair, nails, make-up
- Choreography and music
- Sexual harassment
- Digital media safety
- Secrets of the lens
- Department
- Runway walking
- Modelling agency presentations
- Fashion show modelling
- Digital portfolio creation

At program conclusion participants will have:
- A portfolio of 2 fashion shoots involving a variety of fashions, make-up and hair styles
- Completed a fashion show before invited fashion houses and modelling agency representatives.

OPTIONAL EXTRA PROGRAM
Farm Industry + Land Care Skills

In 3 days a week for 2 weeks, learn Farm Industry skills at the Golden Cow [Tonga] and LandCare Skills at Yenbena Training Centre [Barmah].

- Animal husbandry
- Fencing, gardening, general maintenance
- Greenham’s Abattoir – tour of facility
- Artificial Insemination lessons
- Robotic Dairy – tour of facility
- Land care industry skills