Campaspe College of Adult Education

Accredited Training & Pathways

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

2014 Program Brochure
**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 meet community needs.

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 Group Inc.

Campaspe College is now located in the CBD and operates from the heritage building which was the original 208 Primary School.

In 2009-2010 CCAE was able to renovate the interior of the College through the ICET project. The College had the official opening in May 2011.

Campaspe College of Adult Education held its 30th Anniversary in 2010 by holding a reunion, past staff and students were welcomed to celebrate the occasion.
### General Education
- Certificate I in General Education for Adults (Introductory) [*Entry*]
- Certificate I in General Education for Adults [*Pathways*]
- Certificate II in General Education for Adults [*Further*]

CCAE will not be delivering VCAL in 2014. We apologise for any inconvenience.

* Entry, Pathways and Further are titles CCAE has given these courses

### Business Services
- Certificate II in Business
- Certificate III in Business
- Certificate III in Business Administration
- Diploma of Management

### Financial Services
- Certificate II in Financial Services
- Certificate III in Financial Services
- Certificate IV in Bookkeeping
- Certificate IV in Accounting

### Information, Digital Media & Technology
- Certificate I in Information, Digital Media & Technology
- Certificate II in Information, Digital Media & Technology
- Certificate III in Information, Digital Media & Technology

### Hospitality
- Certificate II in Hospitality
- Certificate III in Hospitality
- Certificate III in Commercial Cookery
- Certificate IV in Hospitality

### Tourism and Travel
- Certificate II in Holiday Parks and Resorts
- Certificate III in Holiday Parks and Resorts

### Aged and Disability Services
- Certificate III in Aged Care
- Certificate III in Disability
- Certificate III in Home and Community Care
- Certificate IV in Aged Care
- Certificate IV in Disability
- Certificate IV in Home and Community Care

### Early Childhood Education and Care
- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care

### Community Services
- Certificate II in Community Services
- Certificate III in Community Services
- Certificate IV in Youth Work
- Certificate IV in Community Services
- Diploma in Community Services Work

### Training and Education
- Certificate III in Education Support
- Certificate IV in Education Support
- Certificate IV in Training and Education

### Accredited Qualifications

### General Education

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<tr>
<th>Level</th>
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<tr>
<td>I</td>
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### Business Services

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Accredited Short Courses – [First Aid / Food Safety / RSA]

First Aid and CPR
(Saturdays or
(Wed nights))
HLTAID001 Provide Cardiopulmonary
resuscitation
HLTAID002 Provide basic emergency
life support
HLTAID003 Provide First Aid

This unit of competency describes the
skills and knowledge required to
provide first aid response, life support,
management of the casualty(s), the
incident and other first aiders, until the
arrival of medical or other assistance.

Course in First Aid Management of
Asthma in the Workplace [22024VIC]
(4th Wednesday each month)
VU20011 - Manage asthma emergencies

This unit of competency provides the skills and knowledge to be able to handle asthma emergency situations in the workplace. It provides background knowledge of the causes, symptoms and effects of asthma as well as emergency treatment.

Course in First Aid Management of Anaphylaxis [22099VIC]
(Third Wednesday of every month)
VU20296 Provide first aid management of severe allergic reactions and anaphylaxis

This unit describes the outcomes required to assist a person suffering an anaphylactic reaction until the arrival of medical assistance. Application of this unit relates to the use of adrenaline auto injecting devices, (e.g. EpiPen®/Anapen®)

VU20297 Develop risk minimisation and management strategies for allergic reaction and anaphylaxis

The unit covers the recognition, management, prevention and risk minimisation strategies related to allergic reactions and anaphylaxis. It provides the outcomes required to develop and implement a management plan to reduce the risk of severe reactions in individuals diagnosed with anaphylaxis.

Use hygienic practices for food safety
(1st Tuesday of month, bi-monthly)
SITXFS101
You will learn how to:
1. Follow hygiene procedures/identify food hazards.
3. Prevent food contamination.
4. Prevent cross contamination by washing hands.

Participate in safe food handling
Practices (Last Tues bi-monthly)
SITXFS201
You will learn how to:
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

Course in Automated External Defibrillation
[22101VIC] (Mon Nights)
This course enable participants to
operate and use an Automatic
Defibrillator in emergency situations
until the arrival of medical assistance.

Responsible Service of Alcohol (Victorian)
(First Monday of the month)
SITHFAB201
You will learn how to:
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.

Check our website for
individual times and dates
Lifestyle and Leisure

**Times and prices correct at the time of printing and are subject to change.**

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**Creative Acrylic Art Classes**
**Wednesday afternoons**
**Time 1.30-4.30pm**
**Cost $120**

Are you new to painting? Why not come along and create three paintings in this short fun acrylic class.

You will complete
- a small size traditional painting using a monochromatic underpainting with acrylic glazes
- a medium size contemporary painting with a texture background
- a large size self-portrait painting encompassing both the above methods
- a field trip to Melbourne to view galleries and paintings

Materials are supplied but students must purchase their own three canvases.

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**MYOB**
**Wednesday 6:00pm – 9:00pm**
**8 week program**

$460.00
Cost includes Student Edition of MYOB to practice at home!

Although we have this night program, we can deliver day courses if 2+ people register interest with office staff.

If we have enough interest for a particular date and time, we can fit around you.

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**Tai Chi**
**8 week program**

$88 per Term
(Senior discount available)
or
$11 per session

Tuesday night 6:30pm – 7:30pm
Or
Wednesday 11am – 12pm

Tai Chi involves low impact meditative exercises to reduce stress and increase health and vitality. Pay for your first 2 sessions to see if Tai Chi is for you!

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**Beginners Computers**
**8 sessions**
**1 or 2 days per week**

Monday
03:00pm – 05.30pm
Thursday
09.30am – 12 noon

8 Sessions $45.00

Learn to communicate using email with friends, relatives, grandchildren and explore the internet.

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**Basic Welding Classes available**
Your choice of Monday, Tuesday, Wednesday & Thursday Nights

8 Sessions
Cost $120

Some materials supplied but bring your imagination and get creative in the shed at CCAE.

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**Beginners Digital Video Making**
**Thursday**

3:00pm – 5:30pm

8 Sessions
$45.00
Learn to make and edit simple video clips for personal use.

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**Extended Digital Video Making**
**Tuesday**

12noon – 2:20pm
Tuesday
6:00pm – 8:30pm

8 Sessions $90.00
Learn to storyboard, shoot, edit short 10-15 second video clips for personal/competition use.

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**Find us on**
**facebook**

Or visit our website for more information

[www.ccae.vic.edu.au](http://www.ccae.vic.edu.au)
P: (03) 5482 4601
F: (03) 5480 7257
admin@ccae.vic.edu.au
Lifestyle and Leisure

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Persian Cooking Class

Dates: 8th, 15th, 22nd & 29th October
Days: Wednesdays
Time: 6pm-8.30pm
Sessions: 4 weeks
Cost: $50.00

Have you ever wanted to learn to cook cuisine from another country? At CCAE we are offering you the chance to get your tastebuds to Persia with a four week course. You will learn some extravagant rice dishes featuring, sweets, fruits, herbs and spices.

Food and Hospitality Skill Sets

8 week program $120.00
Tuesday 9:00am – 11:30am
[or] Tuesday 12noon – 2:30pm
[or] Wednesday 6:30am – 09:00pm

Learn food hygiene practices including refrigerator storage; knife handling, sharpening, cutting, chopping skills; table service including beverages.

Fashion: Textiles+Craft

8 sessions $90.00
Tues: 9:00am – 11:30am
[or] Tues: 12noon – 02:30pm

Design clothes for everyday wear and special occasions;
Design clothes for competition requiring recycling of materials;
Use CCAE sewing machines/overlockers.

CCAE holds a yearly fashion parade with students invited to learn modelling skills

Scrap Furniture Creation

8 week program $120.00
Monday [or]
Wednesday [or]
Friday 9:00 – 11:30 or 12:00 – 2:30
Create furniture using scrap materials, power tools, routers, saws, jigsaws, welders, you name it! Bring objects to convert into useful furniture. At CCAE we’ll give you the skills and knowledge to do it.

Women’s Woodwork Class

8 week sessions
Cost $120.00
Time: 6.30-9.00pm
Monday Nights

Join our ladies class where you can fix things from home or build something beautiful to impress your family & friends. In our workshops you will learn how to confidently use power and hand tools including try square, chisel and mallet, marking gauge, hammer, jigsaw, sander, sliding compound saw, triton table saw and bandsaw in a supportive environment.
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 2014 are:

- Certificate I in General Education for Adults (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