Choose from over 400 short courses across a range of study areas

for anyone and everyone

Enrol at tafesa.edu.au/shortcourses
Whether you want to try something new for fun, are looking to boost your professional or industry skills, get a head start on your career or explore further study opportunities, our large range of short courses is for anyone and everyone.

TAFE SA Short Courses can be completed within a day or part-time over a number of weeks or months.

With so many short courses on offer, now’s the time to take the next step. Who knows where it might lead.

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Metropolitan courses

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Regional courses

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<td>Far North</td>
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</tr>
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<td>Yorke Peninsula and Mid-North</td>
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</tbody>
</table>

Accreditation Units                70
Index                                74
Locations                            Inside Back Cover
About TAFE SA Short Courses

You can enrol into a short course by visiting the short course web page, selecting the relevant date, time and location, and then adding the course to your cart.

Your enrolment into a short course cannot be confirmed by TAFE SA until the course payment has been received in full. Payment can be made via the website using Visa or Mastercard.

As some short courses are subject to change without notice, we ask that you visit the website for the most up-to-date course information.

If you have any questions please contact us via email at shortcourses@tafesa.edu.au or freecall 1800 882 661.

Fees
Short course fees will vary depending on the duration of the course and the materials required.

Concessions may be available for some short courses.

Fee information is included with the course details in this guide or on the TAFE SA website.

Cancellation of courses
TAFE SA will contact you 3-5 business days before the scheduled start date to confirm if the course is going ahead. If your course requires you to purchase additional equipment or supplies, we recommend that you wait until you receive your confirmation email before purchasing.

Short course refunds
A full refund will be provided if:
• the short course is cancelled by TAFE SA, or
• the refund is requested in writing prior to the start date of the course.

A refund cannot be granted if the request is received after the start date of the course. Where a refund is to be provided, the refund will be processed back to the student in the same manner in which the short course fee was paid.

International students
International students (on a subclass 500 student visa) may be eligible to undertake some short courses. International student eligibility will be indicated in the delivery table on each short course page on the TAFE SA website.

International students on a subclass 500 student visa do not require a Confirmation of Enrolment (COE) when undertaking a short course at TAFE SA.

Temporary residents on a different visa subclass (not subclass 500) must check with Immigration before enrolling into a short course to ensure that any conditions of the entry visa are complied with. TAFE SA cannot accept responsibility for failure to comply with visa conditions.

Course deliveries available for international students on a subclass 500 student visa can be identified in the guide by the icon.

Contact
For all TAFE SA Short Course enquiries please email shortcourses@tafesa.edu.au or freecall 1800 882 661.

Join our mailing list at tafesa.edu.au/shortcourses to keep up to date about the courses that interest you.

TAFE SA can tailor short courses to meet your business needs and further develop your workforce. To enquire about customising one of our short courses for your staff please email bdm@tafesa.edu.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service relayservice.gov.au
We’re always striving to bring you new and exciting short courses across all study areas.
Check out the courses starting from January to June 2020.

**Arts and Design**
- Music and Sound Production
  - Basic Home Studio Recording Techniques
  - Recording and Producing your Vocals in a Professional Studio
  - Introduction to Ableton Live
- Photography
  - Introduction to Photographic Post Production
- Visual Arts
  - Bridgitte Scales presents Combination Printmaking
  - Drawing with Thom Buchanan
  - Maximalism Painting
  - Still Life Painting with a Difference
- Interior Design
  - Design Colour Schemes for Interior and Exterior Spaces (Colour Studies)
  - Draw to Communicate

**Business and Administration**
- Personal Budgeting Skills
- Infection Control for Administrative Staff and Carers
- Run your Small Business – Financial Planning and Xero for Farms and Rural Businesses

**Community Services**
- Marte Meo Colleague Training

**Hospitality**
- Fermented Condiments
- Kane Pollard from Topiary
- Probiotic Fermented Beverages
- Lachlan Colwill from Hentley Farm
- Restaurant 101

**Wine and Spirits School**
- Basic Viticulture
- Introduction to Wine
- Italian Wine Scholar
- Small Scale Winemaking
- WSET® Level 2 Award in Wines

**Primary Industries and Science**
- Animal Health and Nutrition (Sheep and Beef Focus)
- Establish Pastures and Crops
2020 TAFE SA SHORT COURSES

364 Metropolitan short courses

280 Regional short courses

130 Online short courses

170 Topics
10 Locations

61 Topics
22 Locations
How to use your TAFE SA Short Course Guide

Know what you’re interested in?
Go to the index on page 74 to find a course in your area of interest.

Flick through this guide and browse to find a short course

Or

Go to tafesa.edu.au/shortcourses

Use the ‘Search’ function and type in the name of the short course that interests you.

Click on the course name and check the location, date, time and cost of the course.

Choose the right course delivery time and location for you and click ‘Add to cart’.

Pay for the course.

Remember to add your course date and time to your diary or calendar.

Enjoy your TAFE SA Short Course!

If you need more information or help with enrolling in a TAFE SA Short Course email shortcourses@tafesa.edu.au or call 1800 882 661
Short Course Key

The short course key gives you more information about each course and will help you decide if it’s right for you.

S Starting out – for those starting out in the workforce or seeking pathways to further study opportunities.

A Additional skills – for those seeking professional development opportunities or to remain industry compliant.

G General interest – for those looking to explore a new hobby or undertake a short course for personal interest.

I Course deliveries available to international students on a subclass 500 student visa.

P Pre-requisites for this course. Check the website for details.

AU This course contains accredited units. Go to page 70 for details.

O Online delivery available.

N New course.

Locations Key

ACM Adelaide Central Market
ADL Adelaide City
ACA Adelaide College of the Arts
BVA Barossa Valley
BER Berri
CED Ceduna
CLA Clare
CLE Cleve
CNW Coonawarra
ELZ Elizabeth
GIL Gilles Plains
KAD Kadina
KIM Kimba
KTH Keith
LHC Langhorne Creek
MLV McLaren Vale
MTB Mount Barker
MTG Mount Gambier
MUR Murray Bridge
NAR Naracoorte
NOA Noarlunga
PAG Port Augusta
PTL Port Lincoln
PPI Port Pirie
REG Regency Park
ROX Roxby Downs
THE Thebarton
TON Tonsley
URB Urrbrae
VIC Victor Harbor
WHY Whyalla
WUD Wudinna

Online short courses give you the chance to learn at your own pace and in your own space. Go to tafesa.edu.au/shortcourses
‘I am a creative person but I work full time so short courses at TAFE SA are perfect opportunities to try new things or hone my skills in the evenings.

The Wheel Throwing classes are fun and a great way to not only learn how to throw but also all the techniques involved in finishing pieces.

The classes are hands on from the start and you can take it at your own pace with the teacher’s guidance along the way.’

Peggy, Wheel Throwing Intermediate

Looking for an outlet for your creative talent? TAFE SA offers short courses in fashion, graphic design, photography, floristry and visual and performing arts.
Fashion

Bra Making
Learn the basics of bra making, from correct measuring techniques to pattern drafting and construction. Complete a standard underwire bra made to measure. Skills are transferable so you will be able to construct a bra or moulded cup into swimsuits and dresses.

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days x Times</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 26 Feb – Wed 1 Apr</td>
<td>6 days x 6:00pm – 8:30pm</td>
<td>$260</td>
</tr>
<tr>
<td>ADL</td>
<td>Tue 5 May – Tue 9 Jun</td>
<td>6 days x 6:00pm – 8:30pm</td>
<td>$260</td>
</tr>
</tbody>
</table>

Pattern Making for Beginners
Perfect for budding garment makers, this course will introduce you to the basic principles of pattern making for fashion garments.

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days x Times</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Tue 5 May – Tue 2 Jun</td>
<td>5 days x 6:00pm – 9:00pm</td>
<td>$290</td>
</tr>
</tbody>
</table>

Sew your own Fashion
From learning to read, understand and adjust patterns to mastering basic cutting and fitting techniques, this course will give you the skills to create original contemporary fashion and accessories at home.

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days x Times</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Tue 18 Feb – Tue 17 Mar</td>
<td>5 days x 9:30am – 2:30pm</td>
<td>$350</td>
</tr>
</tbody>
</table>

Floristry

Mother’s Day Bouquets
Create a beautiful, unique bunch of flowers for your Mum this Mother’s Day. You’ll be able to choose flowers from a beautiful selection provided by Central Market Flowers.

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days x Times</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM</td>
<td>Sat 9 May</td>
<td>1 day x 10:00am – 12:30pm</td>
<td>$125</td>
</tr>
</tbody>
</table>

Native Bouquets
Learn to make a beautiful bouquet using fresh Australian native flowers and foliage provided by Central Market Flowers.

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days x Times</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM</td>
<td>Sat 21 Mar</td>
<td>1 day x 10:00am – 12:30pm</td>
<td>$135</td>
</tr>
</tbody>
</table>

Vase Arrangements
Create a beautiful vase arrangement using fresh flowers and foliage provided by Central Market Flowers. This course is ideal for budding florists, interior decorators, photo shoot stylists and flower lovers alike.

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days x Times</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM</td>
<td>Fri 12 Jun</td>
<td>1 day x 5:30pm – 7:30pm</td>
<td>$145</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses
Graphic Design and Print Media

Adobe Bundle – Photoshop, InDesign, Illustrator
Get proficient in top Adobe creative software in just eight weeks.

**InDesign:** Create page layouts with text and graphics

**Photoshop:** Retouch and colour correct photos

**Illustrator:** Create vector graphics and illustrations

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course Details</th>
<th>Dates</th>
<th>Times</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA</td>
<td>Graphic Design and Print Media</td>
<td>Tue 12 May – Tue 16 Jun</td>
<td>6 days x 5:45pm – 8:45pm</td>
<td>$650</td>
</tr>
<tr>
<td>ACA</td>
<td>Adobe Illustrator CC (Beginner to Intermediate)</td>
<td>Wed 1 Apr – Wed 6 May</td>
<td>6 days x 5:45pm – 8:45pm</td>
<td>$575</td>
</tr>
<tr>
<td>ACA</td>
<td>Adobe InDesign CC (Beginner to Intermediate)</td>
<td>Tue 18 Feb – Tue 24 Mar</td>
<td>6 days x 5:45pm – 8:45pm</td>
<td>$575</td>
</tr>
<tr>
<td>ACA</td>
<td>Adobe Photoshop CC (Beginner to Intermediate)</td>
<td>Wed 19 Feb – Wed 25 Mar</td>
<td>6 days x 5:45pm – 8:45pm</td>
<td>$575</td>
</tr>
<tr>
<td>TON</td>
<td>Interior Design</td>
<td>Tue 18 Feb – Tue 23 Jun</td>
<td>17 days x 2:30pm – 5:00pm</td>
<td>$480</td>
</tr>
<tr>
<td>TON</td>
<td>SketchUp – Introduction</td>
<td>Tue 18 Feb – Tue 23 Jun</td>
<td>17 days x 2:30pm – 4:30pm</td>
<td>$480</td>
</tr>
<tr>
<td>TON</td>
<td>SketchUp Layout</td>
<td>Tue 20 Feb – Thu 25 Jun</td>
<td>17 days x 9:30am – 12:00pm</td>
<td>$480</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses
Music and Sound Production

**Introduction to Ableton Live**
Learn the basics of electronic music production in Ableton Live and broader production concepts to create your own electronic music track.

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<tbody>
<tr>
<td>ACA</td>
<td>Wed 5 Feb – Wed 4 Mar</td>
<td>5 days x 5:45pm – 8:45pm</td>
<td>$350</td>
</tr>
</tbody>
</table>

**Recording and Producing your Vocals in a Professional Studio**
Get the skills needed to prepare, record and mix your vocal takes in a professional studio environment. You will be shown critical elements of vocal control, song writing, collaborating with producers and musicians, and using Ableton Live software.

<table>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>ACA</td>
<td>Wed 25 Mar – Wed 27 May</td>
<td>10 days x 5:45pm – 8:45pm</td>
<td>$600</td>
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</tbody>
</table>

Performing Arts

**Discover Acting**
A comprehensive foundation to professional acting training, this dynamic and flexible program is delivered by a faculty of experienced professional teachers. Each term of Discover Acting focuses on a different topic.

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<tr>
<th>L</th>
<th>D</th>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>ACA</td>
<td>Tue 4 Feb – Thu 26 Mar</td>
<td>16 days x 6:30pm – 8:30pm</td>
<td>$450</td>
</tr>
<tr>
<td>ACA</td>
<td>Tue 28 Apr – Thu 18 Jun</td>
<td>16 days x 6:30pm – 8:30pm</td>
<td>$450</td>
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</table>

**Photography**

**Introduction to Flash Photography**
Learn techniques to avoid harsh, unflattering shadows and to add light to your images in a portable way, using a speedlight or ‘on camera flash’.

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<th>L</th>
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</thead>
<tbody>
<tr>
<td>ACA</td>
<td>Wed 1 Apr – Wed 8 Apr</td>
<td>2 days x 5:45pm – 8:45pm</td>
<td>$170</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses
Introduction to Photographic Post Production
Make your digital images stand out from the crowd by learning to edit and enhance in Adobe Lightroom and Adobe Photoshop and setting up a post-production workflow that is easy to replicate at home.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Wed 13 May</td>
<td>Wed 10 Jun</td>
<td>5 days</td>
<td>5 days</td>
<td>5:45pm – 8:45pm</td>
<td>$460</td>
</tr>
</tbody>
</table>

Take your DSLR Camera off Auto
Learn to use your DSLR camera like a professional and get a better understanding of what your camera can do, including exposure modes, shutter speed, aperture control and more.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Tue 3 Mar</td>
<td>Tue 31 Mar</td>
<td>5 days</td>
<td>5 days</td>
<td>5:45pm – 8:45pm</td>
<td>$295</td>
</tr>
</tbody>
</table>

Screen and Media
Digital Video Editing
Learn the basics of video editing using Adobe Premiere CC (Creative Cloud), such as setting up your project, importing video and audio, creating a timeline, editing video and audio, adding titles and images and more.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Tue 31 Mar</td>
<td>Tue 9 Jun</td>
<td>6 days</td>
<td>6 days</td>
<td>5:45pm – 8:45pm</td>
<td>$460</td>
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</tbody>
</table>

Digital Video Production
Gain skills and experience in all aspects of digital video production, from the basics of planning through to being capture-ready in order to produce quality short films, documentaries, commercials or promotional videos.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Wed 26 Feb</td>
<td>Wed 1 Apr</td>
<td>6 days</td>
<td>6 days</td>
<td>5:45pm – 8:45pm</td>
<td>$460</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses

Visual Arts
Alan Tilsley presents Specialised Jewellery Making
Expand your existing skills in jewellery making to include fabricating settings. You’ll learn to construct irregular and standard shapes using claws and bezels and solder-free settings with instruction and guidance from a professional trade jeweller.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Wed 22 Jan</td>
<td>Fri 24 Jan</td>
<td>3 days</td>
<td>3 days</td>
<td>9:00am – 4:30pm</td>
<td>$380</td>
</tr>
</tbody>
</table>

Bridgitte Scales presents Letterpress for Beginners
Using vintage wooden and lead type, print your own words and create projects like hand-made cards, booklets or a ‘zine’.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Tue 3 Mar</td>
<td>Tue 7 Apr</td>
<td>6 days</td>
<td>6 days</td>
<td>6:00pm – 8:30pm</td>
<td>$320</td>
</tr>
</tbody>
</table>

Bridgitte Scales presents Screen Printing for Beginners
Learn about multiple screen printing processes, materials and equipment, from making basic hand-cut stencils to preparing and exposing photo-emulsion stencils for screen printing.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Wed 12 Feb</td>
<td>Wed 18 Mar</td>
<td>6 days</td>
<td>6 days</td>
<td>6:00pm – 8:30pm</td>
<td>$320</td>
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</table>

Drawing with Thom Buchanan
Under guidance from artist Thom Buchanan, this course will help you gain an understanding of how to draw from small scale to large scale using mark-making and more expressive gesture and materiality - drawing techniques from Thom’s own practise.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
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<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Wed 12 Feb</td>
<td>Wed 18 Mar</td>
<td>6 days</td>
<td>6 days</td>
<td>6:00pm – 8:30pm</td>
<td>$320</td>
</tr>
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</table>

Fran Callen presents Life Drawing – Drawing Us
Learn drawing techniques from Fran Callen using a variety of exercises that are based on ‘drawing life from life’, including drawing movement and moving figures.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Days</th>
<th>Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>Tue 3 Mar</td>
<td>Tue 7 Apr</td>
<td>6 days</td>
<td>6 days</td>
<td>6:00pm – 8:30pm</td>
<td>$320</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses

Arts and Design
Meghan O’Rourke presents Introduction to Jewellery Making
Design and create your own jewellery as contemporary jeweller and metalsmith, Meghan O’Rourke, guides you through the process of crafting a pendant and ring in either silver, brass or copper. Learn how to saw, file, solder, polish and add decorative finishes to your pieces while gaining insight into basic design principles.

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<th>C</th>
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</thead>
<tbody>
<tr>
<td>ACA</td>
<td></td>
<td></td>
<td>Wed 5 Feb – Wed 11 Mar</td>
<td>6 days x 6:00pm – 8:30pm</td>
</tr>
<tr>
<td>ACA</td>
<td></td>
<td></td>
<td>Wed 6 May – Wed 10 Jun</td>
<td>6 days x 6:00pm – 8:30pm</td>
</tr>
</tbody>
</table>

Still Life Painting with a Difference
Explore still life drawing and painting using narrative, autobiographical or psychological concepts while experimenting with different types of materials and applications.

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<th>D</th>
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<tr>
<td>ACA</td>
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<td>Thu 30 Apr – Thu 18 Jun</td>
<td>8 days x 6:00pm – 8:30pm</td>
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</table>

Wheel Throwing – Intermediate
Build on your basic wheel throwing skills to create more challenging and versatile ceramics incorporating handles and lids.

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<tr>
<td>ACA</td>
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<td>Tue 4 Feb – Tue 7 Apr</td>
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<tr>
<td>ACA</td>
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<td>Tue 28 Apr – Tue 30 Jun</td>
<td>10 days x 6:00pm – 8:30pm</td>
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</table>

Wheel Throwing – Introduction
Get behind the wheel to create your own beautiful and unique glazed pots and bowls by learning how to deftly centre clay on the wheel, throw forms and turn.

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<td>8 days x 10:00am – 12:30pm</td>
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<tr>
<td>ACA</td>
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<td>Thu 7 May – Thu 25 Jun</td>
<td>8 days x 6:00pm – 8:30pm</td>
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Enrol at tafesa.edu.au/shortcourses
Summer School 2020

Summer School 2020, hosted by Adelaide College of the Arts, offers an intensive creative learning experience during January 2020. Kick off your year learning a new skill with one of these stimulating short courses.

Fashion

Bra Making
Learn the basics of bra making, from correct measuring techniques to pattern drafting and construction. Complete a standard underwire bra made to measure. Skills are transferable so you will be able to construct a bra or moulded cup into swimsuits and dresses.

**ADL** Mon 13 Jan – Wed 15 Jan 3 days x 9:30am – 4:00pm $260

Corsetry Making
Learn the techniques, tips and tricks required to create a fashionable and well-fitted corset. You will discover all the stages of sewing with steel boning and busks and at the end of the course you will have crafted your own unique corset.

**ADL** Mon 20 Jan – Wed 22 Jan 3 days x 9:30am – 4:00pm $450

Introduction to Designing and Making Swimwear
Build on your existing sewing skills to be able to make swimwear. Learn correct measuring techniques, pattern drafting and construction and the techniques required for stretch fabrics.

**ADL** Tue 21 Jan – Thu 23 Jan 3 days x 9:30am – 4:00pm $230

Pattern Making for Beginners
Perfect for budding garment makers, this course will introduce you to the basic principles of pattern making for fashion garments.

**ADL** Tue 14 Jan – Thu 16 Jan 3 days x 9:30am – 4:00pm $290

Graphic Design and Print Media

Design with Canva
Learn graphic design fundamentals to create designs using Canva, a free online tool, perfect for wedding, birthday and baby shower invitations, posters and flyers as well as interesting and engaging social media images.

**ACA** Mon 13 Jan 1 day x 9:30am – 4:00pm $170

Music and Sound Production

Basic Home Studio Recording Techniques
Learn the essential skills required to make great recordings in a home studio. This course is aimed at both hobbyist recordists and musicians who want to improve their home recordings using basic digital recording equipment.

**ACA** Tue 14 Jan – Thu 16 Jan 3 days x 9:30am – 4:00pm $345

Photography

Basic Photography and Editing
Get off auto mode! Learn basic camera control and shooting techniques as well as basic editing and image enhancing. Great for photographers who want to get the most out of their digital SLR and learn what to do with their images after clicking the camera button.

**ACA** Mon 13 Jan – Tue 14 Jan 2 days x 9:30am – 4:00pm $320

Introduction to Flash Photography
Learn techniques to avoid harsh, unflattering shadows and to add light to your images in a portable way, using a speedlight or ‘on camera flash’.

**ACA** Wed 15 Jan 1 day x 9:30am – 4:00pm $170

Enrol at tafesa.edu.au/summer-school
Summer School 2020

Visual Arts

**Bridgite Scales presents Combination Printmaking**
Learn screen printing with stencils, simple relief printmaking and stamping techniques to produce your own poster or simple folded booklet.

**L D T C**
ACA  Tue 14 Jan – Thu 16 Jan  3 days x 9:30am – 4:00pm  $320

**Drawing with Thom Buchanan**
Under guidance from artist Thom Buchanan, this course will help you gain an understanding of how to draw from small scale to large scale using mark-making and more expressive gesture and materiality - drawing techniques from Thom’s own practise.

**L D T C**
ACA  Wed 15 Jan – Fri 17 Jan  3 days x 9:30am – 4:00pm  $320

**Fran Callen presents Life Drawing – Drawing Us**
Learn drawing techniques from Fran Callen using a variety of exercises that are based on ‘drawing life from life’, including drawing movement and moving figures.

**L D T C**
ACA  Mon 13 Jan – Wed 15 Jan  3 days x 9:30am – 4:00pm  $320

**Maximalism Painting**
Be guided through loosening up exercises to create artworks full of vivid colour combinations, fantasy elements, excess of imagery and patterns.

**L D T C**
ACA  Thu 16 Jan – Fri 17 Jan  2 days x 9:30am – 4:00pm  $260

**Introduction to Painting – Garden Party**
This nature inspired workshop is an introduction to the basics of painting, from selecting materials and handling paint to composing a picture.

**L D T C**
ACA  Mon 13 Jan – Tue 14 Jan  2 days x 9:30am – 4:00pm  $260

**Summer School 2020 – Introduction to Jewellery Making with Meghan O’Rourke**
Design and create your own jewellery as contemporary jeweller and metalsmith, Meghan O’Rourke, guides you through the process of crafting a pendant and ring in either silver, brass or copper. Learn how to saw, file, solder, polish and add decorative finishes to your pieces while gaining insight into basic design principles.

**L D T C**
ACA  Tue 14 Jan – Thu 16 Jan  3 days x 9:30am – 4:00pm  $380

**Wheel Throwing – Introduction**
Get behind the wheel to create your own beautiful and unique glazed pots and bowls by learning how to deftly centre clay on the wheel, throw forms and turn.

**L D T C**
ACA  Tue 14 Jan – Thu 16 Jan  3 days x 9:30am – 4:00pm  $375

Enrol at tafesa.edu.au/summer-school
Are you looking to expand your skills or gain industry knowledge? Our short courses are ideal for builders, plumbers, electricians and people looking to make a start with a trade or in the building and construction industries.

Enrol at tafesa.edu.au/shortcourses
Building, Design and Drafting

Create Visual Design Components (Photoshop)
Learn the basics of Photoshop, how to use the various tools and how to apply visual design principles to create stunning artwork and 3D imagery.

L D T C
TON Mon 17 Feb – Mon 22 Jun 17 days x 2:00pm – 3:30pm $290
TON Wed 19 Feb – Wed 24 Jun 17 days x 12:30pm – 2:30pm $290
SI

Introduction to AutoCAD
Develop basic skills in computer aided drafting (CAD), focusing on 2D application. You’ll learn to use basic drawing and editing tools, organise the drawing with layers, add text and dimensions and more.

L D T C
TON Mon 17 Feb – Mon 6 Apr 8 days x 6:00pm – 9:00pm $485†
TON Mon 27 Apr – Mon 15 Jun 8 days x 6:00pm – 9:00pm $485†
SA

Produce and Present 3D Models of Small-Scale Building Designs (Intermediate REVIT)
Learn to create custom templates, set up a renovation project using phasing, duplicate views and manipulate element visibility, creating selections and callouts, annotating and tagging, and more.

L D T C
TON Mon 17 Feb – Mon 22 Jun 17 days x 6:00pm – 9:00pm $695
SA

REVIT Architecture Fundamentals
Gain an understanding of Building Information Modelling (BIM) and incorporate it into your job or business by learning to use its features and functions.

L D T C
TON Thu 20 Feb – Thu 9 Apr 8 days x 6:00pm – 9:00pm $695
TON Thu 30 Apr – Thu 18 Jun 8 days x 6:00pm – 9:00pm $695
SA

SketchUp – Generate Design Solutions
Get an in-depth introduction to the SketchUp modelling software to create 3D digital environments for architecture, construction, interior and landscape design, 3D printing, urban planning, woodworking and more.

L D T C
TON Wed 19 Feb – Wed 24 Jun 17 days x 9:30am – 11:30am $480
TON Wed 19 Feb – Wed 24 Jun 17 days x 6:00pm – 8:00pm $480
SA

Building Trades

Asbestos Identification and Awareness
Learn to identify the types and properties of asbestos, as well as health hazards, legal requirements and applications.

L D T C
TON Tue 30 Jun 1 day x 5:30pm – 9:30pm $100†
SA

Safety Supervisor Course
This course covers general building and construction industry safety requirements relating to the obligations outlined within the Work Health and Safety Act 2012 for organisations that have 20 or more workers on a building site.

L D T C
TON Tue 5 May – Wed 20 May 6 days x 5:30pm – 9:30pm $800†
SA

Site Based Risk Assessments (HRCW, SWMS, JSA)
Develop skills and knowledge needed to conduct local risk control in the building and construction industry.

L D T C
TON Tue 23 Jun 1 day x 5:30pm – 9:30pm $100†
SA

† Concession may be available to CITB members. You must be a current CITB member at the time of enrolment. For details visit tafesa.edu.au/concessions.

Enrol at tafesa.edu.au/shortcourses
## White Card – Prepare to Work Safely in the Construction Industry

This Work Health and Safety (WHS) training is mandatory prior to undertaking construction work, enabling you to prevent injury or harm to yourself and others through personal awareness and knowledge of WHS legislative requirements, alert others to common hazards, understand basic risk control measures, including correctly selecting and fitting personal protective equipment and responding to potential incidents.

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<tr>
<th>Location</th>
<th>Dates</th>
<th>Duration</th>
<th>Cost</th>
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<tbody>
<tr>
<td>ELZ</td>
<td>Mon 24 Feb</td>
<td>1 day x 8:00am – 2:30pm</td>
<td>$130</td>
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<tr>
<td>ELZ</td>
<td>Mon 27 Apr</td>
<td>1 day x 8:00am – 2:30pm</td>
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<tr>
<td>ELZ</td>
<td>Mon 22 Jun</td>
<td>1 day x 8:00am – 2:30pm</td>
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<tr>
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<td>1 day x 8:00am – 2:30pm</td>
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<tr>
<td>NOA</td>
<td>Mon 30 Mar</td>
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<tr>
<td>NOA</td>
<td>Mon 15 Jun</td>
<td>1 day x 8:00am – 2:30pm</td>
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<td>Fri 31 Jan</td>
<td>1 day x 8:00am – 2:30pm</td>
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<td>Fri 7 Feb</td>
<td>1 day x 8:00am – 2:30pm</td>
<td>$130</td>
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<td>Fri 13 Mar</td>
<td>1 day x 8:00am – 2:30pm</td>
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<td>TON</td>
<td>Fri 12 Jun</td>
<td>1 day x 8:00am – 2:30pm</td>
<td>$130</td>
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</table>

International eligibility does not apply to courses delivered at TAFE SA Elizabeth (ELZ).

## Work Safely at Heights

If you work at heights, make sure you understand general safety obligations, workplace responsibilities, personal fall protection, ladder safety and more.

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<tr>
<th>Location</th>
<th>Dates</th>
<th>Duration</th>
<th>Cost</th>
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<tbody>
<tr>
<td>TON</td>
<td>Mon 3 Feb</td>
<td>1 day x 8:00am – 4:30pm</td>
<td>$250†</td>
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<tr>
<td>TON</td>
<td>Tue 10 Mar</td>
<td>1 day x 8:00am – 4:30pm</td>
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<tr>
<td>TON</td>
<td>Mon 20 Apr</td>
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<td>$250†</td>
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<td>TON</td>
<td>Tue 9 Jun</td>
<td>1 day x 8:00am – 4:30pm</td>
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<td>TON</td>
<td>Mon 29 Jun</td>
<td>1 day x 8:00am – 4:30pm</td>
<td>$250†</td>
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## Yellow Card – Operate Elevating Work Platform (Scissor and Boom)

Learn to plan and prepare for operating elevating work platforms, conduct work activities from elevating work platforms, carry out operator maintenance and clean up.

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<th>Location</th>
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<th>Cost</th>
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<tr>
<td>TON</td>
<td>Tue 4 Feb</td>
<td>2 days x 8:00am – 4:30pm</td>
<td>$500†</td>
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<td>Wed 11 Mar</td>
<td>2 days x 8:00am – 4:30pm</td>
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<td>Wed 10 Jun</td>
<td>2 days x 8:00am – 4:30pm</td>
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<td>TON</td>
<td>Tue 30 Jun</td>
<td>2 days x 8:00am – 4:30pm</td>
<td>$500†</td>
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## Carpentry and Furniture Making

### Assess Timber-Framed Designs for One and Two Storey Buildings (Timber Framing Code)

Get hands on knowledge of the Residential Timber Framed Construction Building Code of Australia, including sub-floor construction, bracing and tie downs and identifying building and construction problems and possible solutions.

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<td>TON</td>
<td>Wed 19 Feb</td>
<td>17 days x 6:00pm – 8:00pm</td>
<td>$485</td>
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## Basic Home and Building Maintenance

Tackle the day-to-day maintenance requirements around a home or business such as repairs to plaster, gutters, taps and wooden structures, fitting locks, handles and latches, plus basic paving, painting, tiling and concreting.

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<tr>
<td>TON</td>
<td>Wed 5 Feb</td>
<td>10 days x 6:00pm – 9:00pm</td>
<td>$540</td>
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<td>Wed 29 Apr</td>
<td>10 days x 6:00pm – 9:00pm</td>
<td>$540</td>
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## Furniture Restoration

Tackle any restoration or conservation project with confidence, whether you’re working with new surfaces, cleaning and renewing antique furniture or restoring a period item where you retain the old patina but give new life to the surface finish.

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<th>Location</th>
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<td>8 days x 5:30pm – 9:30pm</td>
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<td>$440</td>
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† Concession may be available to CITB members. You must be a current CITB member at the time of enrolment. For details visit tafesa.edu.au/concessions.

Enrol at tafesa.edu.au/shortcourses
Musical Instrument Making
From beginners to advanced, you will be assisted to design and produce a unique stringed instrument.

**L D T C**
TON Wed 12 Feb – Wed 24 Jun  18 days x 6:00pm – 9:00pm  $945

**Electrical and Renewable Energy**

**Basic Programmable Logic Controllers (PLC 1)**
Learn about the development, installation and testing of programs for programmable controllers (PLC) for a system requiring discrete control functions. This course focuses on skills to meet the minimum industry standards in automation control.

Pre-requisite: Apply Occupational Health and Safety regulations, codes and practices in the workplace (UEENEEE101A) accreditation.

**L D T C**
TON Tue 11 Feb – Tue 23 Jun  18 days x 5:30pm – 8:30pm  $1,400

**Electronics and Communications**

**Data Communications – ACMA ‘Open’ Cabling Provider – Skill Set UEESS00048**
Learn how to safely install and maintain telecommunications cabling in buildings and premises to meet Australian Communications and Media Authority (ACMA) requirements.

**L D T C**
TON Tue 17 Mar – Thur 9 Apr  1 day x 6:00pm – 8:00pm  + 4 days x 8:00am – 4:00pm  $1,100

**Low Voltage Rescue and Resuscitation (LVR/CPR)**
Be prepared to provide rescue and resuscitation in response to respiratory arrest or unconsciousness due to electrical shock, manage the danger of accidental electrocution, know the relevant Work Health and Safety (WHS) requirements, expectations of a safety observer and use of a low voltage rescue kit. Twelve-month licence issued on completion.

**L D T C**
ELZ Tue 10 Mar  1 day x 5:30pm – 9:30pm  $140†
ELZ Tue 9 Jun  1 day x 5:30pm – 9:30pm  $140†
TON Tue 4 Feb  1 day x 5:00pm – 9:00pm  $140†
TON Tue 3 Mar  1 day x 5:00pm – 9:00pm  $140†
TON Tue 5 May  1 day x 5:00pm – 9:00pm  $140†

Enrol at tafesa.edu.au/shortcourses

† Concession may be available to CITB members. You must be a current CITB member at the time of enrolment. For details visit tafesa.edu.au/concessions.
Restricted Electrical Licence (Disconnect/Reconnect) – Skill Sets
If you have an Australian Technical Trade qualification and are seeking to gain a National Restricted Electrical Licence (NREL) for disconnecting and reconnecting single and polyphase connections and equipment, then this course is for you.

**L D T**

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</table>
| TON | Tue 18 Feb – Fri 21 Feb | 4 days x 8:00am – 4:00pm | $1,500
| + 16 hours online study |

Solar Accreditation Training – Grid Design
Design grid-connected systems to Australian Standards and Clean Energy Council (CEC) guidelines by learning how to select and match components and provide expected monthly and yearly estimates of the system output for specific sites.

Check the TAFE SA website for course locations, dates and costs.

Solar Accreditation Training – Grid Install
Electricians can become accredited to install and commission grid-connected solar PV systems designed by an accredited designer. The course will cover the solar resource, PV technology, inverters, Australian standards, regulations and Clean Energy Council (CEC) guidelines and installation and commissioning.

Check the TAFE SA website for course locations, dates and costs.

Solar Accreditation Training – Grid with Battery Design
Add grid connect with storage design to your existing Clean Energy Council (CEC) grid connect design accreditation. Learn how to select and match components, design grids with battery storage systems to Australian Standards and industry standards, and detail the expected savings or costs of installing the system.

Check the TAFE SA website for course locations, dates and costs.

Solar Accreditation Training – Grid with Battery Install
Add grid connect with storage install to your existing accreditation. Understand batteries and battery-based inverters to install and commission grids with battery storage systems that comply with Australian Standards, regulations and Clean Energy Council (CEC) guidelines, and be able to detail the expected savings or costs of installing the system.

Check the TAFE SA website for course locations, dates and costs.

Enrol at tafesa.edu.au/shortcourses

Building and Construction
**Solar Accreditation Training – Grid with Battery Install & Design**

Add grid connect with storage install and design to your existing accreditation. Understand batteries and battery-based inverters to design, install and commission grids with battery storage systems that comply with Australian Standards, regulations and Clean Energy Council (CEC) guidelines, and be able to detail the expected savings or costs of installing the system.

Check the TAFE SA website for course locations, dates and costs.

---

**Solar Accreditation Training – Stand Alone Power System Install & Design**

An introduction to renewable energy technologies, energy efficient building design, energy audit and more. This course is for those wanting to design and install power supply systems that are not connected to the grid.

Check the TAFE SA website for course locations, dates and costs.

---

**Test and Tag (Accredited) – Conduct in-service safety testing of electrical cord connected equipment and cord assemblies**

Learn how to effectively check all your electrical equipment in line with Work Health and Safety (WHS) regulations and the current Australian Standards.

<table>
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<tr>
<th>Course Details</th>
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<th>Cost</th>
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<tbody>
<tr>
<td>ELZ Thu 2 Apr – Fri 3 Apr</td>
<td>2 days</td>
<td>8:30am – 4:00pm</td>
<td>$350†</td>
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<tr>
<td>ELZ Thu 25 Jun – Fri 26 Jun</td>
<td>2 days</td>
<td>8:30am – 4:00pm</td>
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<tr>
<td>TON Thu 20 Feb – Fri 21 Feb</td>
<td>2 days</td>
<td>8:30am – 4:00pm</td>
<td>$350†</td>
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<tr>
<td>TON Thu 19 Mar – Fri 20 Mar</td>
<td>2 days</td>
<td>8:30am – 4:00pm</td>
<td>$350†</td>
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<td>TON Thu 23 Apr – Fri 24 Apr</td>
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<td>$350†</td>
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<tr>
<td>TON Thu 21 May – Fri 22 May</td>
<td>2 days</td>
<td>8:30am – 4:00pm</td>
<td>$350†</td>
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<tr>
<td>TON Thu 18 Jun – Fri 19 Jun</td>
<td>2 days</td>
<td>8:30am – 4:00pm</td>
<td>$350†</td>
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**Plumbing and Water Operations**

**Aerobic Wastewater Treatment System – Servicing and Maintenance**

Support for service technicians to understand and meet new requirements in the new Onsite Wastewater Code to improve the standard of servicing and maintenance of aerobic wastewater treatment systems.

Check the TAFE SA website for course locations, dates and costs.

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**Basic Plumbing Awareness for Environmental Health Officers**

Gain a basic understanding of waste disposal systems for one- and two-storey domestic buildings.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Dates</th>
<th>Time</th>
<th>Cost</th>
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<tbody>
<tr>
<td>TON Mon 25 May – Thu 28 May</td>
<td>4 days</td>
<td>8:30am – 4:30pm</td>
<td>$1,800</td>
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</tbody>
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**Commission and Maintain Backflow Prevention Devices**

Incorporate updates and meet new standards in the commission, installation, testing and maintenance of backflow valves for heated water temperature control devices.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Dates</th>
<th>Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>TON Wed 17 Jun – Fri 19 Jun</td>
<td>3 days</td>
<td>8:00am – 4:30pm</td>
<td>$360†</td>
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</tbody>
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**Commission and Maintain Thermostatic Mixing Valves**

Become proficient in the testing, commissioning and maintenance of thermostatic mixing valves in heated water temperature control devices and understand basic hydraulics and related mechanics.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Dates</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>TON Thu 2 Apr – Fri 3 Apr</td>
<td>2 days</td>
<td>8:00am – 4:00pm</td>
<td>$900†</td>
</tr>
<tr>
<td>TON Mon 15 Jun – Tue 16 Jun</td>
<td>2 days</td>
<td>8:00am – 4:00pm</td>
<td>$900†</td>
</tr>
</tbody>
</table>

† Concession may be available to CITB members. You must be a current CITB member at the time of enrolment. For details visit tafesa.edu.au/concessions.
TAFE SA business and marketing short courses will help you develop your skills and could get you started with accounting, bookkeeping, business administration, tax, retail and Work Health and Safety.

‘I found the lecturer very easy to follow and they took the time to explain things again if either myself or someone else in the class didn’t quite understand something the first time.’


Enrol at tafesa.edu.au/shortcourses
Accounting and Bookkeeping

Finance Basics for Small Business Owners
Learn finance basics including how to prepare financial reports, accounting software, bank reconciliations, business budget, estimating and calculating your business income, expenses and profit.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 19 Feb – Wed 11 Mar</td>
<td>4 days x 10:00am – 1:00pm</td>
<td>$250</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 19 Feb – Wed 11 Mar</td>
<td>4 days x 6:00pm – 9:00pm</td>
<td>$250</td>
</tr>
</tbody>
</table>

Personal Budgeting Skills
Get on top of your finances, learn how to save money and start to move towards your goals in a face-to-face setting with an experienced finance lecturer, where you can ask questions and receive personalised advice.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Thu 20 Feb</td>
<td>10:00am – 1:00pm</td>
<td>$120</td>
</tr>
<tr>
<td>ADL</td>
<td>Thu 27 Feb</td>
<td>6:00pm – 9:00pm</td>
<td>$120</td>
</tr>
<tr>
<td>ADL</td>
<td>Thu 5 Mar</td>
<td>10:00am – 1:00pm</td>
<td>$120</td>
</tr>
<tr>
<td>ADL</td>
<td>Thu 12 Mar</td>
<td>6:00pm – 9:00pm</td>
<td>$120</td>
</tr>
</tbody>
</table>

Business and Administration

Advanced Excel 2016 for Business
Learn how to perform advanced data operations such as formatting styles, data consolidations, filters and advanced pivot table techniques to macros, keyboard shortcuts and cell references.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOA</td>
<td>Wed 20 May</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
<tr>
<td>REG</td>
<td>Wed 4 Mar</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

Advanced MYOB AccountRight 2018 for Business
Cover advanced MYOB concepts to develop skills in more complex areas of MYOB to maximise financial management.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Thu 28 May</td>
<td>1 day x 12:45pm – 3:45pm</td>
<td>$99</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses
### Beginners Word 2016 for Business – 1 Day Intensive
Get to know Microsoft Word as you create, format and work with documents, set up page layouts, insert pictures and create and modify tables.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELZ</td>
<td>Fri</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
<tr>
<td>NOA</td>
<td>Wed</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
<tr>
<td>REG</td>
<td>Fri</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Building and Sustaining an Innovative Work Environment
Learn how to establish and lead teams to maximise opportunities for innovation, as well as techniques for promoting, supporting and reinforcing innovative ideas and collaboration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Fri</td>
<td>1 day x 12:45pm – 3:45pm</td>
<td>$99</td>
</tr>
</tbody>
</table>

### Infection Control for Administrative Staff and Carers
Make sure you’re using safe work practices when dealing with infection prevention and waste management.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Fri</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Intermediate Word 2016 for Business – 1 Day Intensive
Build your Microsoft Word skills to create highly professional documents incorporating effective formatting and enhanced pictures.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOA</td>
<td>Wed</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
<tr>
<td>REG</td>
<td>Wed</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
<tr>
<td>REG</td>
<td>Wed</td>
<td>27 May</td>
<td>1 day x 9:00am – 3:45pm</td>
</tr>
</tbody>
</table>

### Intermediate Excel 2016 for Business – 1 Day Intensive
Take your Microsoft Excel skills to the next level by learning to use more complex formulas and functions, perform calculations, work with tables and enhance charts.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOA</td>
<td>Wed</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
<tr>
<td>REG</td>
<td>Wed</td>
<td>13 May</td>
<td>1 day x 9:00am – 3:45pm</td>
</tr>
</tbody>
</table>

### Intermediate MYOB AccountRight 2018 for Business
The skills and knowledge acquired in this course will help you develop your knowledge and understanding of the software to use MYOB with confidence.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Fri</td>
<td>20 Mar</td>
<td>1 day x 9:00am – 3:45pm</td>
</tr>
</tbody>
</table>

### Keyboarding Speed and Accuracy – Skills Testing
This test meets the Australian Standards for keyboarding speed and accuracy and is accepted by South Australia Police and others. You will be given the opportunity to become familiar with the testing equipment and environment prior to the test and have up to three official speed test attempts.

<table>
<thead>
<tr>
<th>Date</th>
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<th>Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Tue</td>
<td>10 Mar</td>
<td>Attendance by appointment</td>
</tr>
<tr>
<td>ADL</td>
<td>Tue</td>
<td>17 Mar</td>
<td>Attendance by appointment</td>
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<tr>
<td>ADL</td>
<td>Tue</td>
<td>26 May</td>
<td>Attendance by appointment</td>
</tr>
<tr>
<td>ELZ</td>
<td>Tue</td>
<td>2 Jun</td>
<td>Attendance by appointment</td>
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<td>Attendance by appointment</td>
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<tr>
<td>ELZ</td>
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<td>2 Jun</td>
<td>Attendance by appointment</td>
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<tr>
<td>GIL</td>
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<td>GIL</td>
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<td>Attendance by appointment</td>
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<tr>
<td>GIL</td>
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<td>NOA</td>
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<td>12 Mar</td>
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<td>NOA</td>
<td>Thu</td>
<td>19 Mar</td>
<td>Attendance by appointment</td>
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<tr>
<td>NOA</td>
<td>Thu</td>
<td>28 May</td>
<td>Attendance by appointment</td>
</tr>
<tr>
<td>NOA</td>
<td>Thu</td>
<td>4 Jun</td>
<td>Attendance by appointment</td>
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<tr>
<td>REG</td>
<td>Tue</td>
<td>10 Mar</td>
<td>Attendance by appointment</td>
</tr>
<tr>
<td>REG</td>
<td>Tue</td>
<td>17 Mar</td>
<td>Attendance by appointment</td>
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<tr>
<td>REG</td>
<td>Tue</td>
<td>26 May</td>
<td>Attendance by appointment</td>
</tr>
<tr>
<td>REG</td>
<td>Tue</td>
<td>2 Jun</td>
<td>Attendance by appointment</td>
</tr>
</tbody>
</table>

### Learning the Key Skills to Business Development
Learn the key skills to pursue strategic opportunities for business, cultivate partnerships and develop other commercial relationships aimed at doing business better. The course will provide an overview of the underlying concepts on how business development connects to the overall objectives of a business.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Fri</td>
<td>1 May</td>
<td>1 day x 9:00am – 12:00pm</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses

Business and Marketing
### Managing Customer Behaviour
Understand different customer needs and expectations, manage and respond to customer concerns, identify and solve potential problem situations and achieve positive outcomes.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Fri 13 Mar</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Medical Terminology for Administrative Staff
Become familiar with a range of specialist health-related terms and definitions, pronunciations for medical terminology, medical drug names and definitions.

<table>
<thead>
<tr>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>ELZ</td>
<td>Fri 6 Mar</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
<tr>
<td>NOA</td>
<td>Fri 8 May</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Payroll MYOB AccountRight 2018 for Business
Build on your knowledge of the MYOB accounting software and payroll processes.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Fri 29 May</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Plan and Chair Effective Meetings
Learn techniques and strategies for pre-meeting preparation, organisation during the meeting and effective follow-up post meeting to ensure your meetings are effective and productive.

<table>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Fri 5 Jun</td>
<td>1 day x 12:45pm – 3:45pm</td>
<td>$99</td>
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</table>

### Plan and Organise Effective Minute Taking
Learn the techniques and strategies to record accurate and concise minutes that will enable effective reviewing and accountability.

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</thead>
<tbody>
<tr>
<td>NOA</td>
<td>Mon 2 Mar</td>
<td>1 day x 9:00am – 12:00pm</td>
<td>$99</td>
</tr>
<tr>
<td>REG</td>
<td>Fri 5 Jun</td>
<td>1 day x 9:00am – 12:00pm</td>
<td>$99</td>
</tr>
</tbody>
</table>

### Prepare an Effective Resume and Cover Letter
Put your best foot forward for the career you want by creating a resume that stands out and a cover letter that could get you an interview.

<table>
<thead>
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<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Fri 27 Mar</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Prepare Effective Reports and Briefing Papers
Learn techniques and strategies to enable you to present ideas clearly and concisely in professional reports and briefing papers.

<table>
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<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOA</td>
<td>Mon 2 Mar</td>
<td>1 day x 12:45pm – 3:45pm</td>
<td>$99</td>
</tr>
</tbody>
</table>

### Prepare Government Job Applications
Learn how to get ready for a public sector job interview, including preparing for a panel interview and tips on typical questions that you will need to respond to.

<table>
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<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Wed 6 May</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Publisher 2016 for Business
Learn the skills to create professional publications for digital or print using Microsoft Publisher 2016, including working with templates, customising the layout and design of a publication and more.

<table>
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<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOA</td>
<td>Wed 27 May</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

### Word, Excel and Outlook 2016 for Business
Sample the essential Microsoft programs in a supportive environment where the pace of learning is tailored to you.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOA</td>
<td>Wed 3 Jun</td>
<td>1 day x 9:00am – 3:45pm</td>
<td>$199</td>
</tr>
</tbody>
</table>

Enrol at [tafesa.edu.au/shortcourses](http://tafesa.edu.au/shortcourses)
Management

Change Management Essentials
Learn the importance of change and effective change strategies and develop the tools to overcome resistance.

L D T C
ADL Thu 25 Jun 1 day x 9:00am – 4:00pm $199

Contractor’s Licensing Unit – Establish Legal and Risk Management Requirements for Small Business
Meet Office of Consumer and Business Services requirements for your contractor’s licence and gain an understanding of legal and administrative obligations affecting the operation of a small business.

L D T C
ADL Sat 8 Feb – Sun 9 Feb 2 days x 8:30am – 3:30pm $450†‡
ADL Sat 2 May – Sun 3 May 2 days x 8:30am – 3:30pm $450†‡
ADL Sat 30 May – Sun 31 May 2 days x 8:30am – 3:30pm $450†‡
TON Sat 14 Mar – Sun 15 Mar 2 days x 8:30am – 3:30pm $450†‡

Retail

Customer Service Workshop
Develop skills to interact and assist with customer enquiries and explore career options in the retail industry.

L D T C
ADL Thu 21 May 1 day x 9:00am – 3:30pm $100†‡
NOA Thu 21 May 1 day x 9:00am – 3:30pm $100†‡

Fashion Retail Styling
Held in our practice retail shop, this course will reveal the latest fashion trends and enable you to provide style recommendations based on sizing and fit requirements to meet client preferences and expectations.

L D T C
ADL Mon 4 May – Mon 25 May 4 days x 9:30am – 12:00pm $100†‡

† Concession may be available to CITB members. You must be a current CITB member at the time of enrolment. For details visit tafesa.edu.au/concessions.
‡ State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.

Enrol at tafesa.edu.au/shortcourses
‘I had a great time and learnt a lot about the rights and responsibilities of a Health and Safety Representative. The lecturer was brilliant – very knowledgeable and made the course fun, as well as being able to give examples from different industries that the whole class could relate to.’

Cameron, Health and Safety Representative Training – Level 1
TAFE SA’s short courses in community services offer a variety of professional development opportunities with a focus on children’s education and care.

Enrol at tafesa.edu.au/shortcourses
‘A friendly, inclusive atmosphere with open class discussion. The lecturer was very experienced in the subject.’

Joanne, Child Safe Environments

Marte Meo Practitioner Training
Childhood and education support services staff can learn to observe children’s play and cooperation skills and apply the Marte Meo adult supportive communication elements: following, linking, positive leading, cooperation and detailed guidance.

Check the TAFE SA website for course locations, dates and costs.

Marte Meo Colleague Training
Childhood and education support services staff can further their Marte Meo competencies in development diagnosis and collaborative support.

Pre-requisite: Successful completion of Marte Meo Practitioner Training.
Check the TAFE SA website for course locations, dates and costs.

Responding to Abuse and Neglect – Education and Care (RAN–EC) Training
This training provides those working in education and care environments with an understanding of the underlying factors of child abuse and neglect and their impact on children’s development and wellbeing.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Mon 13 Mar</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
</tbody>
</table>

Safe Environments for Children and Young People (formerly Child Safe Environments)
Understand your obligations as a mandated notifier under the Children and Young People (Safety) Act 2017, learning about the signs of possible child abuse and neglect and finding out what can be done to support children and families.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Mon 16 Mar</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
<tr>
<td>ADL</td>
<td>Mon 11 May</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
<tr>
<td>ELZ</td>
<td>Mon 6 Apr</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
<tr>
<td>GIL</td>
<td>Wed 24 Jun</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
<tr>
<td>NOA</td>
<td>Thu 18 Jun</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
<tr>
<td>REG</td>
<td>Thu 23 Apr</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
</tbody>
</table>

RIE® Foundations: Theory and Observation
This 10-day intensive course is for students, parents and professionals looking to develop and deepen their understanding of infant development and care.

Resources for Infant Educarers® (RIE®) helps to raise infants who are competent, confident, curious, attentive, focused and resourceful. The course will be facilitated by RIE® Associate, Sharon Smith, who is a passionate advocate for improving the quality of care for infants and toddlers, and respect for families.

Enrol at tafesa.edu.au/shortcourses

The total fee for this course is $2,999. You will pay a 50% non-refundable deposit ($1,500) at registration to secure your booking. The remaining cost of $1,499 will be invoiced at a later date.
Whether you are looking to study or work in Australia, our language and education short courses will help you improve your English as well as your skills in literacy, numeracy, interpreting, translating and more.

‘An excellent program! I especially liked the discussion on different situations that interpreters face. The support from TAFE SA staff was great.’
Avni, Interpreting Skills for NAATI Certification

Enrol at tafesa.edu.au/shortcourses
English as a Second Language

Advanced English Speaking and Listening
Expand your knowledge of Australian slang and phrases, culture, systems and issues and improve your presentation skills, fluency and pronunciation.

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<thead>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Tue 18 Feb – Tue 7 Apr</td>
<td>8 days x 6:00pm – 8:30pm</td>
<td>$295</td>
</tr>
<tr>
<td>ADL</td>
<td>Tue 5 May – Tue 23 Jun</td>
<td>8 days x 6:00pm – 8:30pm</td>
<td>$295</td>
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</table>

Advanced English Writing and Grammar
Improve your grammar and punctuation, sentence construction, vocabulary extension and summarising skills. You will also gain confidence in preparing formal and informal emails and writing reports and essays.

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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Thu 20 Feb – Thu 9 Apr</td>
<td>8 days x 6:00pm – 8:30pm</td>
<td>$295</td>
</tr>
<tr>
<td>ADL</td>
<td>Thu 7 May – Thu 25 Jun</td>
<td>8 days x 6:00pm – 8:30pm</td>
<td>$295</td>
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</table>

Entry Skills
Preparing to undertake the Core Skills Profile for Adults (CSPA)
By understanding the key areas that are included in the Core Skills Profile for Adults (CSPA) assessment, you will know what to expect and be able to prepare beforehand to increase your chances of success.

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<td>ADL</td>
<td>Thu 12 Mar</td>
<td>1 day x 6:00pm – 7:30pm</td>
<td>$15</td>
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<tr>
<td>ADL</td>
<td>Thu 26 Mar</td>
<td>1 day x 6:00pm – 7:30pm</td>
<td>$15</td>
</tr>
</tbody>
</table>

Languages, Interpreting and Translating

Interpreting Skills for NAATI Certification
Meet the pre-requisite training requirements set out by the National Accreditation Authority for Translators and Interpreters (NAATI) before you sit for Interpreter Certification tests. The course includes language-specific tutorials where you will be provided with feedback to help you to prepare.

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<tbody>
<tr>
<td>ADL</td>
<td>Mon 10 Feb – Fri 24 Apr</td>
<td>11 days</td>
<td>$580‡</td>
</tr>
<tr>
<td>ADL</td>
<td>Mon 25 May – Fri 7 Aug</td>
<td>11 days</td>
<td>$580‡</td>
</tr>
</tbody>
</table>

Translating Skills for NAATI Certification
Meet the National Accreditation Authority for Translators and Interpreters (NAATI) pre-requisite training requirements for its Translator Certification tests. The course includes language specific tutorials to help you to prepare.

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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Mon 10 Feb – Fri 24 Apr</td>
<td>11 days</td>
<td>$633‡</td>
</tr>
<tr>
<td>ADL</td>
<td>Mon 25 May – Fri 7 Aug</td>
<td>11 days</td>
<td>$633‡</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses

‡ State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
Are you looking to improve your English language skills? TAFE SA has a range of English language programs for eligible students. These programs can help to improve your English to support you enrolling into a TAFE SA Short Course.

**Adult Migrant English Program (AMEP)**

TAFE SA English Language Services proudly delivers the Adult Migrant English Program (AMEP) throughout South Australia. The AMEP provides up to 510 hours of free English tuition to eligible migrants and refugees to help them learn English language and settlement skills.

**English Language Centre (ELC)**

TAFE SA’s English Language Centre (ELC) offers affordable, intensive English language programs tailored to international students. These course will develop your English skills for fun and travel, further study, International English Language Testing System (IELTS) testing and future employment.

For more information on the ELC visit tafesa.edu.au/international/english-language-centre

**Skills for Education and Employment (SEE)**

The Skills for Education and Employment (SEE) program provides up to 650 hours of free language, literacy and numeracy training to eligible job seekers, enabling participants to gain the knowledge and skills they need to succeed in further studies or enter the workforce.

For more information on the AMEP or SEE programs visit: tafesa.edu.au/courses/education-languages

The Adult Migrant English Program (AMEP) is funded by the Australian Government Department of Home Affairs. In South Australia, the AMEP is delivered by TAFE SA English Language Services.
**Literacy and Numeracy**

**Maths for Nursing**
Develop maths and numeracy skills to prepare for a career in nursing and practise applying your learnings in real life problem-solving situations such as calculating medication and IV rates.

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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Tue 18 Feb – Thu 26 Mar</td>
<td>12 days x 5:30pm – 8:00pm</td>
<td>$0‡</td>
</tr>
</tbody>
</table>

**Prepare to Drive – Obtain your Learner’s Permit**
Get your Learner’s Permit through TAFE SA with this combined preparatory training and test. This course is suitable if you require support in reading and responding to visual and graphic texts.

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<tr>
<th>L</th>
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</thead>
<tbody>
<tr>
<td>ELZ</td>
<td>Tue 18 Feb</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
</tr>
<tr>
<td>ELZ</td>
<td>Wed 19 Feb</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
</tr>
<tr>
<td>ELZ</td>
<td>Tue 28 Apr</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
</tr>
<tr>
<td>ELZ</td>
<td>Wed 29 Apr</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 4 Feb</td>
<td>1 day x 10:00am – 4:00pm</td>
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<tr>
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<td>Tue 17 Mar</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
</tr>
<tr>
<td>NOA</td>
<td>Wed 18 Mar</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 12 May</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
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<tr>
<td>NOA</td>
<td>Wed 13 May</td>
<td>1 day x 10:00am – 4:00pm</td>
<td>$134</td>
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</tbody>
</table>

**STAT Prep**
Prepare for the Special Tertiary Admissions Test (STAT) by gaining confidence in all aspects of the test.

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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Tue 5 May – Tue 26 May</td>
<td>4 days x 6:00pm – 8:30pm</td>
<td>$120</td>
</tr>
</tbody>
</table>

**Write to Achieve**
Improve your work-related writing skills to produce clear, articulate and well structured reports, presentations, letters and emails. This course can also assist you to prepare for South Australia Police (SAPOL) or Correctional Services recruitment tests.

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<tr>
<th>L</th>
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<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Mon 27 Apr – Wed 27 May</td>
<td>10 days x 5:30pm – 8:00pm</td>
<td>$350</td>
</tr>
</tbody>
</table>

‡ State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.

Enrol at tafesa.edu.au/shortcourses

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**Workplace Training**

**Assessment Activities and Processes and Validation (TAEASS403 & TAEASS401) – Upgrade Units**
Upgrade to the new Certificate IV in Training and Assessment (TAE40116) to comply with the Standards for Registered Training Organisations (RTOs) 2015.

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<th>L</th>
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<tbody>
<tr>
<td>REG</td>
<td>Mon 24 Feb – Mon 23 Mar</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$495‡</td>
</tr>
</tbody>
</table>

**Design and Develop Assessment Tools (TAEASS502) – Upgrade Unit**
Develop your ability to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment while complying with the Standards for Registered Training Organisations (RTOs) 2015.

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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Mon 16 Mar – Sun 17 May</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$495‡</td>
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</tbody>
</table>

**Support the Development of Adult Language, Literacy and Numeracy Skills (TAELLN501)**
Build skills and knowledge to support adult learners to extend their language, literacy and numeracy skills in a workplace or community context.

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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Mon 10 Feb – Sun 14 Jun</td>
<td>1 day x 9:00am – 4:00pm</td>
<td>$395</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses
Short courses in this area can prepare you for finding work in policing or correctional services.
Department for Correctional Services (DCS) Correctional Officers Tests

Correctional Officers applicants are required to pass a series of four literacy and numeracy tests. TAFE SA, in consultation with DCS, conducts the tests that cover spelling, reading comprehension, numeracy and written expression.

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<td>ADL</td>
<td>Mon 20 Jan</td>
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<td>ADL</td>
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Department for Correctional Services (DCS) Correctional Officers Tests – Aboriginal/Torres Strait Islander Applicants

Correctional Officers applicants are required to pass a series of four literacy and numeracy tests. TAFE SA, in consultation with DCS, conducts the tests that cover spelling, reading comprehension, numeracy and written expression.

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</table>

Policing

South Australia Police (SAPOL) Recruitment Tests

TAFE SA, in consultation with SAPOL, conducts various tests which cover spelling, reading comprehension, numeracy and written expression, which may be necessary if you’re applying to become a police or protective security officer.

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<td>ADL</td>
<td>Mon 11 May</td>
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<tr>
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<td>1 day x 9:00am – 12:30pm</td>
<td></td>
</tr>
</tbody>
</table>

‘I liked that there were practice tests beforehand, which gave me an idea of what to expect and reduced my stress.’

Danielle, South Australia Police (SAPOL) Recruitment Tests

Enrol at tafesa.edu.au/shortcourses

# Concession is available for eligible students. Your concession card must be current at the time of enrolment. For details visit tafesa.edu.au/concessions.
Want to add to your beauty or make-up skills? Our beauty short courses are for industry professionals looking to add to their service offering or anyone who would like to start a freelance beauty business or learn something new just for fun.

Enrol at tafesa.edu.au/shortcourses
### Beauty Therapy

**Back to Basics: Day and Night Make-Up Looks**

Create flawless, long-lasting day and night make-up looks suited to your individual eye and face shape, plus learn the secrets behind a perfect foundation base, highlighting and contouring.

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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 25 Mar</td>
<td>1 day x 6:00pm – 9:00pm</td>
<td>$125</td>
</tr>
<tr>
<td>ELZ</td>
<td>Wed 25 Mar</td>
<td>1 day x 6:00pm – 9:00pm</td>
<td>$125</td>
</tr>
<tr>
<td>NOA</td>
<td>Wed 25 Mar</td>
<td>1 day x 6:00pm – 9:00pm</td>
<td>$125</td>
</tr>
</tbody>
</table>

**Brow Shaping and Henna Brows**

Perfectly sculpt eyebrows to suit any eye and face shape, plus learn the technique of henna brow tinting for a great natural alternative to traditional brow tinting formulas.

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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 1 Apr – Wed 8 Apr</td>
<td>2 days x 6:00pm – 9:00pm</td>
<td>$200</td>
</tr>
<tr>
<td>NOA</td>
<td>Wed 1 Apr – Wed 8 Apr</td>
<td>2 days x 6:00pm – 9:00pm</td>
<td>$200</td>
</tr>
</tbody>
</table>

**Eyelash Extensions**

Become a fully accredited eyelash extension therapist by learning how to consult effectively with clients, select suitable products and equipment, apply a full set of lashes to natural lashes for added length and thickness, apply infills and safely remove extensions.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Mon 3 Feb – Mon 23 Mar</td>
<td>8 days x 6:00pm – 9:30pm</td>
<td>$350</td>
</tr>
<tr>
<td>ADL</td>
<td>Mon 27 Apr – Mon 15 Jun</td>
<td>8 days x 6:00pm – 9:30pm</td>
<td>$350</td>
</tr>
<tr>
<td>ELZ</td>
<td>Tue 4 Feb – Tue 24 Mar</td>
<td>8 days x 6:00pm – 9:30pm</td>
<td>$350</td>
</tr>
<tr>
<td>NOA</td>
<td>Wed 29 Apr – Wed 17 Jun</td>
<td>8 days x 6:00pm – 9:30pm</td>
<td>$350</td>
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</tbody>
</table>

**Female Intimate Waxing Services**

Learn how to consult with clients and provide a range of female intimate waxing treatments using hot and strip wax, as well as aftercare recommendations and advice.

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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 6 May – Wed 27 May</td>
<td>4 days x 6:00pm – 9:00pm</td>
<td>$275</td>
</tr>
<tr>
<td>ELZ</td>
<td>Tue 26 May – Tue 16 Jun</td>
<td>4 days x 6:00pm – 9:00pm</td>
<td>$275</td>
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</tbody>
</table>

**Lash Lift and Lash Perming**

Enhance your clients’ natural lashes with beautiful, low maintenance results that can last six to eight weeks.

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</thead>
<tbody>
<tr>
<td>ADL</td>
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<tr>
<td>NOA</td>
<td>Wed 3 Jun – Wed 10 Jun</td>
<td>2 days x 6:00pm – 9:00pm</td>
<td>$200</td>
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</tbody>
</table>

**Spray Tanning**

Become a fully qualified spray tanner able to prepare the skin, analyse different skin types and use appropriate tanning products and equipment to produce a great result every time.

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<tbody>
<tr>
<td>ADL</td>
<td>Wed 26 Feb – Wed 18 Mar</td>
<td>4 days x 6:00pm – 9:30pm</td>
<td>$390</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 28 Apr – Tue 19 May</td>
<td>4 days x 6:00pm – 9:30pm</td>
<td>$390</td>
</tr>
</tbody>
</table>

**Volume Eyelash Extensions**

Pump up the volume on your clients’ natural lashes through both the fan technique, where you will apply up to five lashes on one natural lash, and the pre-made technique, where you will apply either three or five pre-made lash fans to each natural lash.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 1 Apr – Wed 8 Apr</td>
<td>2 days x 6:00pm – 9:30pm</td>
<td>$285</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses
Upskill to be able to contribute to the health and wellbeing of others in your community with a health and lifestyle short course.

Enrol at tafesa.edu.au/shortcourses
First Aid

Provide Cardiopulmonary Resuscitation (CPR)
Learn from current paramedics about how to maintain breathing and circulation in an adult, child or infant following cardiac arrest. Annual re-certification recommended.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 12 Feb</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 11 Mar</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 8 Apr</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 6 May</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 10 Jun</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>ELZ</td>
<td>Tue 24 Mar</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>ELZ</td>
<td>Tue 2 Jun</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>GIL</td>
<td>Thu 20 Feb</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>GIL</td>
<td>Thu 9 Apr</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>GIL</td>
<td>Thu 18 Jun</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 17 Mar</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 19 May</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>REG</td>
<td>Thu 5 Mar</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>REG</td>
<td>Thu 25 Jun</td>
<td>1 day x 9:00am –12:00pm</td>
<td>$55</td>
</tr>
</tbody>
</table>

Provide First Aid
Gain life-saving skills in managing an unconscious patient, performing cardiopulmonary resuscitation (CPR), treating burns, wounds and bleeding, assisting someone who is choking, handling medical emergencies such as chest pain, asthma or anaphylaxis, reacting appropriately to someone in shock, and treating fractures and head, neck and spinal injuries. Three-yearly re-certification is recommended.

<table>
<thead>
<tr>
<th>L</th>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 12 Feb</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 11 Mar</td>
<td>1 day x 9:00am – 5:00pm</td>
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</tr>
<tr>
<td>ADL</td>
<td>Wed 8 Apr</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 6 May</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>ADL</td>
<td>Wed 10 Jun</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>ELZ</td>
<td>Tue 24 Mar</td>
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<td>Tue 2 Jun</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>GIL</td>
<td>Thu 20 Feb</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>GIL</td>
<td>Thu 9 Apr</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>GIL</td>
<td>Thu 18 Jun</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 17 Mar</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 19 May</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>REG</td>
<td>Thu 5 Mar</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
</tr>
<tr>
<td>REG</td>
<td>Thu 25 Jun</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$155</td>
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</tbody>
</table>

Health and Lifestyle

Venepuncture
Learn to take venepuncture and specimen collections safely, ensuring quality blood samples have been obtained and prevent and respond to clinical risks and adverse client reactions.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Wed 12 Feb – Wed 4 Mar</td>
<td>4 days x 3:00pm –6:00pm</td>
<td>$400</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses

‘The course was very helpful and the lecturer was supportive to the students and patient in answering questions. I have applied the skills and knowledge from this course to my professional training.’

Hiutung, Venepuncture
‘A very empowering short course that helped me to understand a lot of the processes and science behind making good bread, especially Italian varieties. Paul’s knowledge and passion for bread and food is contagious. He made it very easy to learn about bread making and I now have the confidence to create amazing artisan bread at home. I’m even considering further studies to become a professional baker after attending the Made in Italy course.’

Elsy, Made in Italy

Fuel your passion for food and drink with a short course. Whether you’re working in the industry, an aspiring cook or baker or just a bit of a foodie, we have a short course to satisfy your cravings.

Enrol at tafesa.edu.au/shortcourses
Cookery

Fermented Condiments
Switch processed condiments for healthier homemade ketchup, chutney, hummus and mustard.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Tue 7 Apr</td>
<td>1 day x 5:30pm – 8:30pm</td>
<td>$120</td>
</tr>
</tbody>
</table>

Kane Pollard from Topiary
Kane Pollard’s menu at Topiary restaurant includes unique produce, traditional food preparation methods such as culturing, churning, curing and smoking and sustainable practices. His inspiration and talent will be shared with you in this interactive demonstration class.

<table>
<thead>
<tr>
<th>L</th>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Thu 18 Jun</td>
<td>1 day x 5:30pm – 9:00pm</td>
<td>$120</td>
</tr>
</tbody>
</table>

Lachlan Colwill from Hentley Farm
Lachlan Colwill has been awarded many accolades including winning the national La Chaine des Rotisseurs Chef Competition in 2009 and being placed third internationally. He now runs Hentley Farm and you can join him on a journey of discovery.

<table>
<thead>
<tr>
<th>L</th>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Thu 28 May</td>
<td>1 day x 5:30pm – 9:00pm</td>
<td>$120</td>
</tr>
</tbody>
</table>

My Northern Thai
Terry Intarakhamhaeng from Soi 38 will focus on the dishes he grew up with in Northern Thailand as well as some hill tribe specialities not usually seen on menus in Australia. This course is a great introduction to one of Thailand’s great culinary regions.

<table>
<thead>
<tr>
<th>L</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Thu 30 Apr</td>
<td>1 day x 5:30pm – 9:00pm</td>
<td>$120</td>
</tr>
</tbody>
</table>

Kids Kitchen - Growing Gourmets (Aged 7-12)
TAFE SA runs an exciting program of short courses for kids which offers school holiday fun and entertainment as well as great inspiration for chefs of the future.

Kids Kitchen is for kids aged from 6 to 14 who will get to spend a couple of hours in a TAFE SA professional training kitchen learning some great cooking skills preparing either sweet or savoury delights. They will be able to take home the food that they have made as well as the recipes so they can carry on cooking at home.

No previous cooking skills are needed! Just be ready to roll up your sleeves and get busy in the kitchen.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Thu 16 Apr</td>
<td>1 day x 9:30am – 12:30pm</td>
<td>$55</td>
</tr>
<tr>
<td>REG</td>
<td>Fri 17 Apr</td>
<td>1 day x 9:30am – 12:30pm</td>
<td>$55</td>
</tr>
</tbody>
</table>

Visit the TAFE SA website for July Kids Kitchen dates for Kinder Cooks (Aged 4 -6) and Masterclass (Aged 13 – 16).

Probiotic Fermented Beverages
Make dairy and non-dairy fermented beverages, including kombucha, water kefir, kavas and fermented juices.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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<th>C</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Tue 16 Jun</td>
<td>1 day x 5:30pm – 8:30pm</td>
<td>$120</td>
</tr>
</tbody>
</table>

The Art of Sous Vide
Using the Anova precision cooker and a water bath, this course will guide you through cooking restaurant quality dishes at home.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
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<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Thu 12 Mar</td>
<td>1 day x 5:30pm – 9:00pm</td>
<td>$100</td>
</tr>
</tbody>
</table>

Enrol at tafesa.edu.au/shortcourses
Hospitality

Cafe Culture
It’s all about coffee and food. Learn how to make the perfect espresso coffee and gain skills in the kitchen by preparing stylish yet simple dishes and gourmet sandwiches. This course is suitable for those working in or looking to start their career in the hospitality industry.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Mon 20 Apr – Fri 24 Apr</td>
<td>5 days x 9:00am – 6:00pm</td>
<td>$450</td>
</tr>
</tbody>
</table>

Espresso Coffee Making
Our passionate and qualified lecturers will inspire you to make the perfect espresso coffee with enthusiasm and confidence.

<table>
<thead>
<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
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</thead>
<tbody>
<tr>
<td>REG</td>
<td>Tue 3 Mar – Thu 7 Apr</td>
<td>6 days x 5:00pm – 9:00pm</td>
<td>$335</td>
</tr>
<tr>
<td>REG</td>
<td>Tue 14 Apr – Thu 16 Apr</td>
<td>3 days x 9:00am – 6:00pm</td>
<td>$335</td>
</tr>
<tr>
<td>REG</td>
<td>Mon 27 Apr – Mon 1 Jun</td>
<td>6 days x 5:00pm – 9:00pm</td>
<td>$335</td>
</tr>
<tr>
<td>NOA</td>
<td>Tue 14 Apr – Thu 16 Apr</td>
<td>3 days x 9:00am – 6:00pm</td>
<td>$335</td>
</tr>
<tr>
<td>NOA</td>
<td>Mon 27 Apr – Mon 1 Jun</td>
<td>6 days x 5:00pm – 9:00pm</td>
<td>$335</td>
</tr>
</tbody>
</table>

World of Bartending
Learn essential skills from experienced and qualified bartenders and gain your Responsible Service of Alcohol (RSA) accreditation.

<table>
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<tr>
<th>L</th>
<th>D</th>
<th>T</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Mon 16 Mar – Tue 7 Apr</td>
<td>8 days x 6:00pm – 9:30pm</td>
<td>$450</td>
</tr>
<tr>
<td>REG</td>
<td>Mon 20 Apr – Fri 24 Apr</td>
<td>5 days x 9:00am – 4:30pm</td>
<td>$450</td>
</tr>
<tr>
<td>REG</td>
<td>Mon 11 May – Tue 2 Jun</td>
<td>8 days x 6:00pm – 9:30pm</td>
<td>$450</td>
</tr>
</tbody>
</table>

For bookings at TIROS @ Regency and Graduates, please call 8348 4348.

Enrol at tafesa.edu.au/shortcourses
French Wine Scholar
This study and certification program will provide you with current, accurate and in-depth information on the wines and wine regions of France.

Check the TAFE SA website for course locations, dates and costs.

Introduction to Wine
Through tastings of both Australian and international wines you’ll explore what wine labels reveal, how different processes create different flavours as well as wine and food matching.

Italian Wine Odyssey
An introduction to the major winemaking regions of Italy and its most famous styles and grapes, including tastings, history, labelling laws and regional cuisines. Each session will explore and taste a selection of wines from a different region of Italy.

Check the TAFE SA website for course locations, dates and costs.

Italian Wine Scholar
One of the most advanced and specialist programs on Italian wine, this course is designed for the wine trade and serious wine consumers seeking specialisation and certification.

WSET® Level 1 Award in Sake
Join Sake Master, Yukino Ochiai, to explore the main styles and types of Sake. Learn to taste, evaluate and develop an understanding of the key flavours and aromas that make Sake such a fascinating beverage.

WSET® Level 1 Award in Spirits
Learn the main styles and types of spirits through sight, smell and taste, as well as different cocktail recipes and the types of spirits used.

WSET® Level 1 Award in Wines and an Introduction to Australian Wine
A hands-on introduction to the world of wine that explores the main wine styles through sight, smell and taste to enable accurate description and suitable food and wine pairings.

WSET® Level 2 Award in Wines
Explore the major grape varieties and regions of the world, including the different styles of wines produced and key classifications and labelling terms. You’ll also get an overview of key spirit and liqueur categories.

WSET® Level 3 Award in Wines
Enhance your knowledge of wine as you undertake a detailed analysis of wine and wine principles, with in-depth tastings to help you learn to identify product style and quality.

Enrol at tafesa.edu.au/shortcourses
Whether you are looking to update your computer skills or take the next step in your career, our information technology short courses will help you build the confidence you need to achieve your goals.

Starting out
Additional skills
General interest
International
Pre-requisites
This course contains accredited units. Visit page 70 for details.
Online
New
Location
Date
Time
Cost

Enrol at tafesa.edu.au/shortcourses
Digital Literacy

Advanced Microsoft Word, Excel and PowerPoint
Build on your existing skills with advanced techniques to make the most of Microsoft Word, Excel and PowerPoint and claim your position as the workplace whiz.

**L D T C**

**ADL**
- Wed 22 Jan – Fri 24 Jan: 3 days x 9:00am – 4:00pm $150‡
- Wed 22 Apr – Fri 24 Apr: 3 days x 9:00am – 4:00pm $150‡

Creating Letters and Brochures Using Microsoft Word
Get started with Microsoft Word 2016 and learn to open and save files, format text, create lists and tables, insert headers and footers, insert images and print documents.

**L D T C**

**ADL**
- Tue 14 Jan: 1 day x 9:00am – 4:00pm $50‡
- Tue 14 Apr: 1 day x 9:00am – 4:00pm $50‡

Creating Simple Budgets Using Microsoft Excel
Get started with Microsoft Excel 2016 and learn to build spreadsheets, use basic formulas and functions, create charts and graphs, print worksheets and more.

**L D T C**

**ADL**
- Mon 20 Jan: 1 day x 9:00am – 4:00pm $50‡
- Mon 20 Apr: 1 day x 9:00am – 4:00pm $50‡

Getting to Know Your Computer
Learn how to operate a computer, including how to save and access files, send and receive emails, use the internet, apply basic security settings and use other devices such as a keyboard and mouse.

**L D T C**

**ADL**
- Mon 13 Jan: 1 day x 9:00am – 4:00pm $50‡

Intermediate Microsoft Word, Excel and PowerPoint
Build on your general understanding of Microsoft Office and the Windows operating system and learn to design and produce documents for use in a business environment using Microsoft Word, Excel and PowerPoint.

**L D T C**

**ADL**
- Wed 15 Jan – Fri 17 Jan: 3 days x 9:00am – 4:00pm $150‡
- Wed 15 Apr – Fri 17 Apr: 3 days x 9:00am – 4:00pm $150‡

Software Development

Introduction to Python Programming
Get started with Python programming language to develop small console-based programs using the programming structures sequence, selection and iteration. The course will also cover array processing and file handling, including reading and writing text data files.

**L D T C**

**ADL**
- Mon 20 Jan – Thu 23 Jan: 4 days x 9:00am – 4:00pm $200‡
- Mon 20 Apr – Thu 23 Apr: 4 days x 9:00am – 4:00pm $200‡
- ELZ Mon 20 Jan – Thu 23 Jan: 4 days x 9:00am – 4:00pm $200‡
- ELZ Mon 20 Apr – Thu 23 Apr: 4 days x 9:00am – 4:00pm $200‡
- NOA Mon 20 Jan – Thu 23 Jan: 4 days x 9:00am – 4:00pm $200‡
- NOA Mon 20 Apr – Thu 23 Apr: 4 days x 9:00am – 4:00pm $200‡

Website Development

Create a Business Website using WordPress
Get started with WordPress, a free Content Management System (CMS) that lets you easily build, design and maintain your own unique website. You’ll have a chance to create an interactive website to a given specification using an authoring tool by coding using HTML5 and CSS3.

**L D T C**

**ADL**
- Mon 20 Jan – Wed 22 Jan: 3 days x 9:00am – 4:00pm $100‡
- Mon 20 Apr – Wed 22 Apr: 3 days x 9:00am – 4:00pm $100‡
- ELZ Mon 20 Jan – Wed 22 Jan: 3 days x 9:00am – 4:00pm $100‡
- ELZ Mon 20 Apr – Wed 22 Apr: 3 days x 9:00am – 4:00pm $100‡
- NOA Mon 20 Jan – Wed 22 Jan: 3 days x 9:00am – 4:00pm $100‡
- NOA Mon 20 Apr – Wed 22 Apr: 3 days x 9:00am – 4:00pm $100‡

Create, Format and Upload a Basic Website (HTML5)
Produce a simple website from scratch using HTML (Hypertext Markup Language) to create web pages and CSS (Cascading Style Sheets) to format these. You’ll customise website fonts and colours, add images and videos to a website, validate HTML documents and CSS files and upload a website to the internet.

**L D T C**

**ADL**
- Mon 20 Jan – Tue 21 Jan: 2 days x 9:00am – 4:00pm $150‡
- Mon 20 Apr – Tue 21 Apr: 2 days x 9:00am – 4:00pm $150‡
- NOA Mon 20 Jan – Tue 21 Jan: 2 days x 9:00am – 4:00pm $150‡
- NOA Mon 20 Apr – Tue 21 Apr: 2 days x 9:00am – 4:00pm $150‡

Enrol at tafesa.edu.au/shortcourses

† State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
TAFE SA Short Courses in agriculture, animal studies and science are for those working in these industries or exploring a new hobby.

Sheila, Basic First Aid for Pets

‘I sit pets and now I can save pets! The course covered more than I expected in one evening. No amount of written material can make up for hands-on training like this course has.’

Enrol at tafesa.edu.au/shortcourses
Agriculture

Beekeeping for Beginners
Learn how to introduce and maintain hives, harvest honey and hive products, restore agricultural systems and meet legislative requirements for keeping bees. All equipment and apparel will be provided on the day.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>URB</td>
<td>Sat 14 Mar – Sun 15 Mar</td>
<td>1 day x 9:00am – 3:00pm</td>
<td>1 day x 9:00am – 1:00pm</td>
</tr>
</tbody>
</table>

Animal Studies and Veterinary Nursing

Basic Dog Grooming
Learn about basic grooming and coat maintenance between professional grooming visits, as well as simple external health checks that could be a sign to visit your vet.

Check the TAFE SA website for course locations, dates and costs.

Basic First Aid for Pets
Understand animal first aid principles and apply first response steps to alleviate suffering, preserve life and promote recovery before you're able to see a vet.

Check the TAFE SA website for course locations, dates and costs.

Farriery Basics for Horse Owners
This practical course, run by a Master Farrier, will provide an overview of muscular and skeletal anatomy, lameness basics, detailed foot and hoof examination and basic use of tools, foot trimming and more. This course involves the use of a horse and cadaver limbs.

Check the TAFE SA website for course locations, dates and costs.

Microchipping
Learn to safely and correctly implant microchips in dogs and cats.

Check the TAFE SA website for course locations, dates and costs.

Practical CPR for Veterinary Personnel
Learn about and practice CPR including chest compression techniques for small animals, best practice manual ventilation techniques and more.

Check the TAFE SA website for course locations, dates and costs.

Enrol at tafesa.edu.au/shortcourses
Live or work in regional SA? TAFE SA delivers short courses at our regionally based campuses, as well as local town halls and community centres.

Enrol at tafesa.edu.au/shortcourses
Adelaide Hills and Fleurieu Peninsula

**LHC** Langhorne Creek
**MLV** McLaren Vale
**MTB** Mount Barker
**VIC** Victor Harbor

**Agriculture**

**Introduction to Shearing and Wool-Handling**
Learn practical shearing skills relevant to commercial wool harvesting operations. The course will cover penning up sheep for shearing, requirements specific to shearing and wool handling and using equipment such as grinding combs, cutters and setting up a handpiece.

Check the TAFE SA website for course locations, dates and costs.

**Business and Administration**

**Beginners Excel 2016 for Business – Self Directed Learning**
Feel confident in creating and working with spreadsheets by learning to create workbooks, sort and filter data, work with formulas and design and enhance spreadsheets. This course is delivered as weekly self-directed sessions.

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIC</td>
<td>Continuous until Fri 15 May</td>
<td>4 days x 9:00am – 12:00pm</td>
<td>$199</td>
<td></td>
</tr>
<tr>
<td>VIC</td>
<td>Continuous until Fri 15 May</td>
<td>4 days x 12:45pm – 3:45pm</td>
<td>$199</td>
<td></td>
</tr>
</tbody>
</table>

**Beginners Word 2016 for Business – Self Directed Learning**
Get to know Microsoft Word as you create, format and work with documents, set up page layouts, insert pictures and create and modify tables. This course is delivered as weekly self-directed sessions.

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<tr>
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<th>Days</th>
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</thead>
<tbody>
<tr>
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<td>Continuous until Fri 15 May</td>
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<td>$199</td>
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**Intermediate Excel 2016 for Business – Self Directed Learning**
Take your Microsoft Excel skills to the next level by learning to use more complex formulas and functions, perform calculations, work with tables and enhance charts. This course is delivered as weekly self-directed sessions.

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Build your Microsoft Word skills to create highly professional documents incorporating effective formatting and enhanced pictures. This course is delivered as weekly self-directed sessions.

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**Keyboarding Speed and Accuracy – Skills Testing**
This test meets the Australian Standards for keyboarding speed and accuracy and is accepted by South Australia Police and others. You will be given the opportunity to become familiar with the testing equipment and environment prior to the test and have up to three official speed test attempts.

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</thead>
<tbody>
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<td>MTB</td>
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<tr>
<td>MTB</td>
<td>Wed 18 Mar</td>
<td>Attendance by appointment</td>
<td>$55</td>
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</tr>
<tr>
<td>MTB</td>
<td>Wed 27 May</td>
<td>Attendance by appointment</td>
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<tr>
<td>VIC</td>
<td>Tue 10 Mar</td>
<td>Attendance by appointment</td>
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<tr>
<td>VIC</td>
<td>Tue 17 Mar</td>
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<td>Attendance by appointment</td>
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<tr>
<td>VIC</td>
<td>Tue 2 Jun</td>
<td>Attendance by appointment</td>
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</table>

**Microsoft Office Training – Design and Produce Digital Text Documents**
Design and develop text-based documents using advanced features of word processing software.

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<tr>
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**Microsoft Office Training – Design and Produce Spreadsheets**
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Enrol at tafesa.edu.au/shortcourses
Children’s Education and Care

Safe Environments for Children and Young People (formerly Child Safe Environments)

Understand your obligations as a mandated notifier under the Children and Young People (Safety) Act 2017, learning about the signs of possible child abuse and neglect and finding out what can be done to support children and families.

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</thead>
<tbody>
<tr>
<td>LDT</td>
<td>Fri 13 Mar</td>
<td>9:00am – 5:00pm</td>
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<td>LDT</td>
<td>Mon 18 May</td>
<td>9:00am – 5:00pm</td>
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<tr>
<td>SAGP</td>
<td>Tue 25 Feb</td>
<td>9:00am – 5:00pm</td>
<td>$125</td>
</tr>
</tbody>
</table>

First Aid

Provide Cardiopulmonary Resuscitation (CPR)

Learn from current paramedics about how to maintain breathing and circulation in an adult, child or infant following cardiac arrest. Annual re-certification recommended.

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<td>Wed 13 May</td>
<td>9:00am - 12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>SAGP</td>
<td>Tue 7 Apr</td>
<td>9:00am - 12:00pm</td>
<td>$55</td>
</tr>
<tr>
<td>SAGP</td>
<td>Tue 30 Jun</td>
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Provide First Aid
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L D T C
MTB Wed 18 Mar 1 day x 9:00am - 5:00pm $155
MTB Wed 13 May 1 day x 9:00am - 5:00pm $155
VIC Tue 7 Apr 1 day x 9:00am - 5:00pm $155
VIC Tue 30 Jun 1 day x 9:00am - 5:00pm $155

Literacy and Numeracy
Prepare to Drive – Obtain your Learner’s Permit
Get your Learner’s Permit through TAFE SA with this combined preparatory training and test. This course is suitable if you require support in reading and responding to visual and graphic texts.

L D T C
MTB Tue 7 Apr 1 day x 10:00am – 4:00pm $134
MTB Wed 27 May 1 day x 10:00am – 4:00pm $134
VIC Tue 26 May 1 day x 10:00am – 4:00pm $134

Work Health and Safety
Return to Work Coordinator Training
Develop a clear understanding of your role as a return to work coordinator, its functions and responsibilities.

L D T C
MTB Thu 28 May 1 day x 9:00am – 5:00pm $585

Wine and Spirits School
Introduction to Wine
Through tastings of both Australian and international wines you’ll explore what wine labels reveal, how different processes create different flavours as well as wine and food matching.

L D T C
LHC Mon 23 Mar 1 day x 6:00pm – 9:00pm $100
MLV Mon 30 Mar 1 day x 6:00pm – 9:00pm $100
VIC Mon 6 Apr 1 day x 6:00pm – 9:00pm $100

WSET® Level 1 Award in Wines and an Introduction to Australian Wine
A hands-on introduction to the world of wine that explores the main wine styles through sight, smell and taste to enable accurate description and suitable food and wine pairings.

L D T C
LHC Tue 24 Mar 1 day x 9:00am – 5:00pm $320
MLV Tue 31 Mar 1 day x 9:00am – 5:00pm $320
VIC Tue 7 Apr 1 day x 9:00am – 5:00pm $320

WSET® Level 2 Award in Wines
Explore the major grape varieties and regions of the world, including the different styles of wines produced and key classifications and labelling terms. You’ll also get an overview of key spirit and liqueur categories.

L D T C
MLV Tue 28 Apr – Tue 23 Jun 8 days x 6:00pm – 9:00pm $920
Barossa and Riverland

Agriculture

Beekeping for Beginners
Learn how to introduce and maintain hives, harvest honey and hive products, restore agricultural systems and meet legislative requirements for keeping bees. All equipment and apparel will be provided on the day.

Check the TAFE SA website for course locations, dates and costs.

Introduction to Shearing and Wool-Handling
Learn practical shearing skills relevant to commercial wool harvesting operations. The course will cover penning up sheep for shearing, requirements specific to shearing and wool handling and using equipment such as grinding combs, cutters and setting up a handpiece.

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Business and Administration

Beginners Excel 2016 for Business – Self Directed Learning
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<tr>
<td>BER</td>
<td>Wed 20 May</td>
<td>1 day x 9:00am -12:00pm</td>
<td>$55‡</td>
</tr>
<tr>
<td>BVA</td>
<td>Wed 4 Mar</td>
<td>1 day x 9:00am -12:00pm</td>
<td>$55‡</td>
</tr>
<tr>
<td>BVA</td>
<td>Wed 3 Jun</td>
<td>1 day x 9:00am -12:00pm</td>
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Hospitality

Restaurant 101

Learn how to make the perfect espresso coffee, prepare and present gourmet sandwiches and other simple dishes, participate in safe work practices and more.

Check the TAFE SA website for course locations, dates and costs.

‡ State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
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<tr>
<td>MUR</td>
<td>Tue 3 Mar</td>
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Management

Run your Small Business – Financial Planning and Xero for Farms and Rural Businesses
Learn to develop a financial plan to help ensure the future viability of your business and enhance your knowledge of the accounting program, Xero.

Check the TAFE SA website for course locations, dates and costs.

Enrol at tafesa.edu.au/shortcourses

Work Health and Safety

Health and Safety Representative Training – Level 1
Develop skills as a newly elected health and safety representative to represent your work group and exercise your powers and functions under the Work Health and Safety Act.

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<td>$895</td>
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Return to Work Coordinator Training
Develop a clear understanding of your role as a return to work coordinator including functions and responsibilities.

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<tbody>
<tr>
<td>BVA</td>
<td>Tue 28 Apr</td>
<td>1 day x 9:00am – 5:00pm + online components</td>
<td>$585</td>
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<tr>
<td>MUR</td>
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Wine and Spirits School

Barossa Wine School – Level 1 & 2
Barossa Wine School is a certification program developed by Barossa Grape and Wine Association to enhance participants’ understanding of wine styles, history, viticulture and winemaking in Australia’s most famous wine region, the Barossa Valley.

Basic Viticulture
A hands-on introduction to grape production where you follow the cycle of the vine and learn about vineyard management, pruning, soils and best practice techniques.

Introduction to Wine
Through tastings of both Australian and international wines you’ll explore what wine labels reveal, how different processes create different flavours as well as wine and food matching.

Small Scale Winemaking
Develop an understanding of the basic winemaking principles for red wine production - perfect for small vineyard owners, wine club members, cellar door managers, sommeliers and dabblers.

Enrol at tafesa.edu.au/shortcourses
Agriculture

Introduction to Shearing and Wool-Handling
Learn practical shearing skills relevant to commercial wool harvesting operations. The course will cover penning up sheep for shearing, requirements specific to shearing and wool handling and using equipment such as grinding combs, cutters and setting up a handpiece.

Check the TAFE SA website for course locations, dates and costs.

Beauty Therapy

Back to Basics: Day and Night Make-Up Looks
Create flawless, long-lasting day and night make-up looks suited to your individual eye and face shape, plus learn the secrets behind a perfect foundation base, highlighting and contouring.

Eyelash Extensions
Become a fully accredited eyelash extension therapist by learning how to consult effectively with clients, select suitable products and equipment, apply a full set of lashes to natural lashes for added length and thickness, apply infills and safely remove extensions.

Female Intimate Waxing Services
Learn how to consult with clients and provide a range of female intimate waxing treatments using hot and strip wax, as well as aftercare recommendations and advice.

Spray Tanning
Become a fully qualified spray tanner able to prepare the skin, analyse different skin types and use appropriate tanning products and equipment to produce a great result every time.

Enrol at tafesa.edu.au/shortcourses
### Advanced Excel 2016 for Business
Learn how to perform advanced data operations such as formatting styles, data consolidations, filters and advanced pivot table techniques to macros, keyboard shortcuts and cell references.

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<tr>
<td>PTL</td>
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### Intermediate Word 2016 for Business – 1 Day Intensive
Build your Microsoft Word skills to create highly professional documents incorporating effective formatting and enhanced pictures.

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<tbody>
<tr>
<td>PTL</td>
<td>Continuous intake until Fri 15 May</td>
<td>4 days x 12:45pm – 3:45pm</td>
<td>$199</td>
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<tr>
<td>WHY</td>
<td>Continuous intake until Fri 15 May</td>
<td>4 days x 9:00am – 12:00pm</td>
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<tr>
<td>WHY</td>
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<td>$199</td>
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</table>

### Keyboarding Speed and Accuracy – Skills Testing
This test meets the Australian Standards for keyboarding speed and accuracy and is accepted by South Australia Police and others. You will be given the opportunity to become familiar with the testing equipment and environment prior to the test and have up to three official speed test attempts.

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<tbody>
<tr>
<td>PTL</td>
<td>Tue 10 Mar</td>
<td>Attendance by appointment</td>
<td>$55</td>
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<tr>
<td>PTL</td>
<td>Tue 17 Mar</td>
<td>Attendance by appointment</td>
<td>$55</td>
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<td>PTL</td>
<td>Tue 26 May</td>
<td>Attendance by appointment</td>
<td>$55</td>
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<tr>
<td>PTL</td>
<td>Tue 2 Jun</td>
<td>Attendance by appointment</td>
<td>$55</td>
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<tr>
<td>WHY</td>
<td>Tue 10 Mar</td>
<td>Attendance by appointment</td>
<td>$55</td>
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<tr>
<td>WHY</td>
<td>Tue 17 Mar</td>
<td>Attendance by appointment</td>
<td>$55</td>
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<tr>
<td>WHY</td>
<td>Tue 26 May</td>
<td>Attendance by appointment</td>
<td>$55</td>
</tr>
<tr>
<td>WHY</td>
<td>Tue 2 Jun</td>
<td>Attendance by appointment</td>
<td>$55</td>
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Enrol at tafesa.edu.au/shortcourses
Microsoft Office Training – Design and Produce Digital Text Documents
Design and develop text-based documents using advanced features of word processing software.

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<tr>
<td>PTL</td>
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<td>WHY</td>
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</tbody>
</table>

State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.

Microsoft Office Training – Design and Produce Spreadsheets
Develop spreadsheets by selecting and preparing resources, planning spreadsheet design, creating spreadsheets, producing simple charts and finalising spreadsheets.

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<tr>
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<tr>
<td>PTL</td>
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<tr>
<td>WHY</td>
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</table>

Children’s Education and Care
Safe Environments for Children and Young People (formerly Child Safe Environments)
Understand your obligations as a mandated notifier under the Children and Young People (Safety) Act 2017, learning about the signs of possible child abuse and neglect and finding out what can be done to support children and families.

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<tr>
<td>PTL</td>
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<td>WHY</td>
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</table>

Digital Literacy
Advanced Microsoft Word, Excel and PowerPoint
Build on your existing skills with advanced techniques to make the most of Microsoft Word, Excel and PowerPoint and claim your position as the workplace whiz.

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<td>PTL</td>
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</table>

Creating Letters and Brochures Using Microsoft Word
Get started with Microsoft Word 2016 and learn to open and save files, format text, create lists and tables, insert headers and footers, insert images and print documents.

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<th>L D T C</th>
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<tbody>
<tr>
<td>PTL</td>
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<tr>
<td>WHY</td>
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</table>

Creating Simple Budgets Using Microsoft Excel
Get started with Microsoft Excel 2016 and learn to build spreadsheets, use basic formulas and functions, create charts and graphs, print worksheets and more.

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<tbody>
<tr>
<td>PTL</td>
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<tr>
<td>WHY</td>
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</table>

Getting to Know Your Computer
Learn how to operate a computer, including how to save and access files, send and receive emails, use the internet, apply basic security settings and use other devices such as a keyboard and mouse.

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<td>PTL</td>
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</table>

Intermediate Microsoft Word, Excel and PowerPoint
Build on your general understanding of Microsoft Office and the Windows operating system and learn to design and produce documents for use in a business environment using Microsoft Word, Excel and PowerPoint.

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<td>PTL</td>
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</table>

Enrol at tafesa.edu.au/shortcourses

1 State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
**First Aid**

**Provide Cardiopulmonary Resuscitation (CPR)**
Learn from current paramedics about how to maintain breathing and circulation in an adult, child or infant following cardiac arrest. Annual re-certification recommended.

- **CED** Fri 21 Feb 1 day x 9:00am - 12:00pm $55‡
- **CED** Fri 1 May 1 day x 9:00am - 12:00pm $55‡
- **CED** Fri 5 Jun 1 day x 9:00am - 12:00pm $55‡
- **CLE** Mon 2 Mar 1 day x 9:00am - 12:00pm $55
- **CLE** Mon 18 May 1 day x 9:00am - 12:00pm $55
- **KIM** Thu 30 Apr 1 day x 9:00am - 12:00pm $55
- **PTL** Mon 17 Feb 1 day x 9:00am - 12:00pm $55‡
- **PTL** Mon 6 Apr 1 day x 9:00am - 12:00pm $55‡
- **PTL** Mon 15 Jun 1 day x 9:00am - 12:00pm $55‡
- **WHY** Wed 6 May 1 day x 9:00am - 12:00pm $55‡
- **WUD** Fri 20 Mar 1 day x 9:00am - 12:00pm $55‡
- **WUD** Fri 19 Jun 1 day x 9:00am - 12:00pm $55‡

**Provide First Aid**
Gain life-saving skills in managing an unconscious patient, performing cardiopulmonary resuscitation (CPR), treating burns, wounds and bleeding, assisting someone who is choking, handling medical emergencies such as chest pain, asthma or anaphylaxis, reacting appropriately to someone in shock, and treating fractures and head, neck and spinal injuries. Three-yearly re-certification is recommended.

- **CED** Fri 21 Feb 1 day x 9:00am - 5:00pm $155‡
- **CED** Fri 1 May 1 day x 9:00am - 5:00pm $155‡
- **CED** Fri 5 Jun 1 day x 9:00am - 5:00pm $155‡
- **CLE** Mon 2 Mar 1 day x 9:00am - 5:00pm $155
- **CLE** Mon 18 May 1 day x 9:00am - 5:00pm $155
- **KIM** Thu 30 Apr 1 day x 9:00am - 5:00pm $155
- **PTL** Mon 17 Feb 1 day x 9:00am - 5:00pm $155‡
- **PTL** Mon 6 Apr 1 day x 9:00am - 5:00pm $155‡
- **PTL** Mon 15 Jun 1 day x 9:00am - 5:00pm $155‡
- **WHY** Wed 6 May 1 day x 9:00am - 5:00pm $155‡
- **WUD** Fri 20 Mar 1 day x 9:00am - 5:00pm $155‡
- **WUD** Fri 19 Jun 1 day x 9:00am - 5:00pm $155‡

**Hairdressing**

**Men’s Barbering**
Master freehand clipper techniques for haircutting and full-face shaving. BYO model.

- **WHY** Mon 11 May – Tue 12 May 2 days x 9:00am – 5:00pm $50‡

**Hospitality**

**Responsible Service of Alcohol (RSA) and Liquor Licensing Laws of South Australia**
The course provides Responsible Service of Alcohol (RSA) training as well as an understanding of the current South Australian Liquor Licensing Laws. The course is suitable for those currently working in or seeking work in a licensed premise and looking to gain their Responsible Person Licence (RP) badge.

- **WHY** Tue 31 Mar 1 day x 8:30am – 4:30pm $50‡
- **WHY** Thu 2 Apr 1 day x 8:30am – 4:30pm $50‡
- **WHY** Thu 18 Jun 1 day x 8:30am – 4:30pm $50‡

State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.

Enrol at tafesa.edu.au/shortcourses
Management

**Contractor’s Licensing Unit – Establish Legal and Risk Management Requirements for Small Business**
Meet Office of Consumer and Business Services requirements for your contractor’s licence and gain an understanding of legal and administrative obligations affecting the operation of a small business.

- **L D T C**
- **WHY** Sat 21 Mar – Sun 22 Mar 2 days x 8:30am – 3:30pm $450†‡

**Contractor’s Licensing Unit – Plan Small Business Finances**
Meet Office of Consumer and Business Services requirements for your contractor’s licence and gain an understanding of different industry costs, how to ensure full recovery of costs in your pricing strategy, break-even analysis and profit projection, equity and loan capital, assets, working capital and the cash-flow cycle.

- **L D T C**
- **WHY** Sat 28 Mar – Sun 29 Mar 2 days x 8:30am – 3:30pm $450†‡

Website Development

**Create, Format and Upload a Basic Website (HTML5)**
Produce a simple website from scratch using HTML (Hypertext Markup Language) to create web pages and CSS (Cascading Style Sheets) to format these. You’ll customise website fonts and colours, add images and videos to a website, validate HTML documents and CSS files and upload a website to the internet.

- **L D T C**
- **PTL** Mon 20 Jan – Tue 21 Jan 2 days x 9:00am – 4:00pm $150‡
- **PTL** Mon 20 Apr – Tue 21 Apr 2 days x 9:00am – 4:00pm $150‡

Work Health and Safety

**Health and Safety Representative Training – Level 2**
Add to and extend the skills and knowledge acquired in the initial Level 1 course, including using a systematic approach to managing and controlling multiple Work Health and Safety (WHS) risks, understanding the responsibilities of different hazard management roles and developing action plans to manage risks.

- **L D T C**
- **PTL** Mon 11 May – Wed 13 May 3 days x 9:00am – 5:00pm $550
- **WHY** Mon 1 Jun – Wed 3 Jun 3 days x 9:00am – 5:00pm $550

**Health and Safety Representative Training – Level 3**
This final level of training for health and safety representatives ensures well rounded understanding and insights into the role.

- **L D T C**
- **PTL** Thu 14 May – Fri 15 May 2 days x 9:00am – 5:00pm $395
- **WHY** Thu 4 Jun – Fri 5 Jun 2 days x 9:00am – 5:00pm $395

**Return to Work Coordinator Training**
Develop a clear understanding of your role as a return to work coordinator including functions and responsibilities.

- **L D T C**
- **PTL** Thu 20 Feb 1 day x 9:00am – 5:00pm + online components $585

Workplace Training

**Assessment Activities and Processes and Validation (TAEASS403 & TAEASS401) – Upgrade Units**
Upgrade to the new Certificate IV in Training and Assessment (TAE40116) to comply with the Standards for Registered Training Organisations (RTOs) 2015.

- **L D T C**
- **PTL** Mon 11 May – Mon 8 Jun 2 days x 9:00am – 4:00pm + 4 weeks online study $495†‡

† Concession may be available to CITB members. You must be a current CITB member at the time of enrolment. For details visit tafesa.edu.au/concessions.
‡ State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.

Enrol at tafesa.edu.au/shortcourses
Far North

PAG Port Augusta
ROX Roxby Downs

Agriculture

Introduction to Shearing and Wool-Handling
Learn practical shearing skills relevant to commercial wool harvesting operations. The course will cover penning up sheep for shearing, requirements specific to shearing and wool handling and using equipment such as grinding combs, cutters and setting up a handpiece.

Check the TAFE SA website for course locations, dates and costs.

Business and Administration

Beginners Excel 2016 for Business – Self Directed Learning
Feel confident in creating and working with spreadsheets by learning to create workbooks, sort and filter data, work with formulas and design and enhance spreadsheets. This course is delivered as weekly self-directed sessions.

Intermediate Excel 2016 for Business – Self Directed Learning
Take your Microsoft Excel skills to the next level by learning to use more complex formulas and functions, perform calculations, work with tables and enhance charts. This course is delivered as weekly self-directed sessions.

Intermediate Word 2016 for Business – Self Directed Learning
Build your Microsoft Word skills to create highly professional documents incorporating effective formatting and enhanced pictures. This course is delivered as weekly self-directed sessions.
Keyboarding Speed and Accuracy – Skills Testing
This test meets the Australian Standards for keyboarding speed and accuracy and is accepted by South Australia Police and others. You will be given the opportunity to become familiar with the testing equipment and environment prior to the test and have up to three official speed test attempts.

First Aid
Provide Cardiopulmonary Resuscitation (CPR)
Learn from current paramedics about how to maintain breathing and circulation in an adult, child or infant following cardiac arrest. Annual re-certification recommended.

Microsoft Office Training – Design and Produce Digital Text Documents
Design and develop text-based documents using advanced features of word processing software.

Microsoft Office Training – Design and Produce Spreadsheets
Develop spreadsheets by selecting and preparing resources, planning spreadsheet design, creating spreadsheets, producing simple charts and finalising spreadsheets.

Electrical and Renewable Energy
Low Voltage Rescue and Resuscitation (LVR/CPR)
Be prepared to provide rescue and resuscitation in response to respiratory arrest or unconsciousness due to electrical shock, manage the danger of accidental electrocution, know the relevant Work Health and Safety (WHS) requirements, expectations of a safety observer and use of a low voltage rescue kit. Twelve-month licence issued on completion.

Literacy and Numeracy
Prepare to Drive – Obtain your Learner’s Permit
Get your Learner’s Permit through TAFE SA with this combined preparatory training and test. This course is suitable if you require support in reading and responding to visual and graphic texts.

Work Health and Safety
Return to Work Coordinator Training
Develop a clear understanding of your role as a return to work coordinator including functions and responsibilities.

Enrol at tafesa.edu.au/shortcourses

† State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
Agriculture

Animal Health and Nutrition (Sheep and Beef Focus)
This nationally accredited course covers both theory and practical skills related to animal health and nutrition and is targeted at shed hands who wish to have a more proactive role in herd management.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>L D T C NAR Mon 15 Jun – Thu 18 Jun</td>
<td>4 days x 9:00am – 4:00pm</td>
<td>$170</td>
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</table>

Animal Health for Farmhands
Local large animal veterinarian, Dr Rebel Skriving, will cover common cattle disease symptoms and treatment, as well as correct restraint, examination and administration of medication and sample collection methods.

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<th>Dates</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>L D T C MTG Wed 10 Jun – Thu 11 Jun</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$100‡</td>
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Artificially Inseminate Livestock (specialising in Cattle)
Join A.I. technician, Matt Aikenhead, who will cover heat detection, correct handling of frozen semen, loading of guns and correct insemination techniques.

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<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>L D T C MTG Wed 1 Apr – Thu 9 Apr</td>
<td>4 days x 9:00am – 4:00pm</td>
<td>$200‡</td>
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Chemical Card
Prepare, apply, transport, handle and store agricultural chemicals safely by learning the relevant legislation, understanding product labels, prioritising personal and environmental safety, and undertaking record keeping, risk assessment, integrated pest management and equipment calibration. Re-accreditation is required every five years.

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<th>Fee</th>
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<tr>
<td>L D T C MTG Wed 13 May – Fri 15 May</td>
<td>3 days x 9:00am – 4:00pm</td>
<td>$430‡</td>
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<tr>
<td>L D T C NAR Mon 22 Jun – Wed 24 Jun</td>
<td>3 days x 9:00am – 4:00pm</td>
<td>$430‡</td>
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Cups On, Cups Off
Suitable for anyone who milks cows on a dairy farm, this course covers why and how mastitis infections occur and develops practical methods to detect and deal with them.

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<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>L D T C MTG Wed 4 Mar – Thu 5 Mar</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$100‡</td>
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Establish Pastures and Crops
A hands-on introduction to best-practice crop and pasture establishment and management to support livestock production.

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<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>L D T C MTG Tue 24 Mar – Tue 31 Mar</td>
<td>3 days x 9:00am – 4:00pm</td>
<td>$50</td>
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</table>

Enrol at tafesa.edu.au/shortcourses

† State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
Implement Feeding Plans
Study the fundamentals of animal nutrition to enable you to understand the feeding regimes on farms and discuss these with farm nutritionists. Course includes a field trip to a farm to review a nutrition plan in action.

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<tr>
<td>MTG</td>
<td>Tue 26 May – Wed 27 May</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$70†</td>
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Introduction to Shearing and Wool-Handling
Learn practical shearing skills relevant to commercial wool harvesting operations. The course will cover penning up sheep for shearing, requirements specific to shearing and wool handling and using equipment such as grading combs, cutters and setting up a handpiece.

Check the TAFE SA website for course locations, dates and costs.

Operate Front-End Loader
Learn to operate a front-end loader in an agricultural environment, including preparing for operation, operation and carrying out basic operator maintenance.

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<tr>
<td>MTG</td>
<td>Thu 18 Jun</td>
<td>1 day x 9:00am – 4:00pm + practical assessment</td>
<td>$100†</td>
</tr>
<tr>
<td>NAR</td>
<td>Thu 2 Apr – Fri 3 Apr</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$100†</td>
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Operate Quad Bikes
Learn to safely operate and maintain quad bikes as well as how to load and unload them onto trailers or other vehicles used for their transport.

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<tbody>
<tr>
<td>MTG</td>
<td>Wed 11 Mar</td>
<td>1 day x 9:00am – 4:00pm</td>
<td>$100†</td>
</tr>
<tr>
<td>NAR</td>
<td>Thu 30 Apr</td>
<td>1 day x 9:00am – 4:00pm</td>
<td>$100†</td>
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Operate Tractors
Learn to operate tractors with and without attached equipment. You’ll carry out pre-operational checks and maintenance, set and secure attachments, operate a tractor in a safe and controlled manner, implement shut-down procedures, store machinery and equipment and record maintenance and operation details.

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<td>MTG</td>
<td>Thu 18 Jun</td>
<td>1 day x 9:00am – 4:00pm + practical assessment</td>
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<tr>
<td>NAR</td>
<td>Thu 2 Apr – Fri 3 Apr</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$100†</td>
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Enrol at tafesa.edu.au/shortcourses

Beauty Therapy
Back to Basics: Day and Night Make-Up Looks
Create flawless, long-lasting day and night make-up looks suited to your individual eye and face shape, plus learn the secrets behind a perfect foundation base, highlighting and contouring.

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<th>C</th>
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<tr>
<td>MTG</td>
<td>Tue 5 May</td>
<td>1 day x 6:00pm – 9:00pm</td>
<td>$125</td>
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Eyelash Extensions
Become a fully accredited eyelash extension therapist by learning how to consult effectively with clients, select suitable products and equipment, apply a full set of lashes to natural lashes for added length and thickness, apply infills and safely remove extensions.

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<th>T</th>
<th>C</th>
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<tr>
<td>MTG</td>
<td>Tue 11 Feb – Tue 31 Mar</td>
<td>8 days x 6:00pm – 9:30pm</td>
<td>$350</td>
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Female Intimate Waxing Services
Learn how to consult with clients and provide a range of female intimate waxing treatments using hot and strip wax, as well as aftercare recommendations and advice.

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<tbody>
<tr>
<td>MTG</td>
<td>Tue 12 May – Tue 2 Jun</td>
<td>4 days x 6:00pm – 9:30pm</td>
<td>$390</td>
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Spray Tanning
Become a fully qualified spray tanner able to prepare the skin, analyse different skin types and use appropriate tanning products and equipment to produce a great result every time.

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</thead>
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<tr>
<td>MTG</td>
<td>Tue 12 May – Tue 2 Jun</td>
<td>4 days x 6:00pm – 9:30pm</td>
<td>$390</td>
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† State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
Business and Administration

**Advanced Excel 2016 for Business**
Learn how to perform advanced data operations such as formatting styles, data consolidations, filters and advanced pivot table techniques to macros, keyboard shortcuts and cell references.

- **MTG Fri 20 Mar**  
  1 day x 9:00am – 3:45pm  
  $199

- **MTG Fri 29 May**  
  1 day x 9:00am – 3:45pm  
  $199

**Advanced Word 2016 for Business**
Become a Microsoft Word pro able to work with multiple documents, format tables, apply indents, use mail merge, create labels, track changes and run macros.

- **MTG Fri 28 Feb**  
  1 day x 9:00am – 3:45pm  
  $199

- **MTG Fri 15 May**  
  1 day x 9:00am – 3:45pm  
  $199

**Beginners Excel 2016 for Business – Self Directed Learning**
Feel confident in creating and working with spreadsheets by learning to create workbooks, sort and filter data, work with formulas and design and enhance spreadsheets. This course is delivered as weekly self-directed sessions.

- **MTG Continuous intake until Fri 15 May**  
  4 days x 9:00am – 12:00pm  
  $199

- **MTG Continuous intake until Fri 15 May**  
  4 days x 12:45pm – 3:45pm  
  $199

**Beginners Word 2016 for Business – Self Directed Learning**
Get to know Microsoft Word as you create, format and work with documents, set up page layouts, insert pictures and create and modify tables. This course is delivered as weekly self-directed sessions.

- **MTG Continuous intake until Fri 15 May**  
  4 days x 9:00am – 12:00pm  
  $199

- **MTG Continuous intake until Fri 15 May**  
  4 days x 12:45pm – 3:45pm  
  $199

**Intermediate Excel 2016 for Business – Self Directed Learning**
Take your Microsoft Excel skills to the next level by learning to use more complex formulas and functions, perform calculations, work with tables and enhance charts. This course is delivered as weekly self-directed sessions.

- **MTG Continuous intake until Fri 15 May**  
  4 days x 9:00am – 12:00pm  
  $199

- **MTG Continuous intake until Fri 15 May**  
  4 days x 12:45pm – 3:45pm  
  $199

**Intermediate Word 2016 for Business – Self Directed Learning**
Build your Microsoft Word skills to create highly professional documents incorporating effective formatting and enhanced pictures. This course is delivered as weekly self-directed sessions.

- **MTG Continuous intake until Fri 15 May**  
  4 days x 9:00am – 12:00pm  
  $199

- **MTG Continuous intake until Fri 15 May**  
  4 days x 12:45pm – 3:45pm  
  $199

**Keyboarding Speed and Accuracy – Skills Testing**
This test meets the Australian Standards for keyboarding speed and accuracy and is accepted by South Australia Police and others. You will be given the opportunity to become familiar with the testing equipment and environment prior to the test and have up to three official speed test attempts.

- **MTG Wed 11 Mar**  
  Attendance by appointment  
  $55

- **MTG Wed 18 Mar**  
  Attendance by appointment  
  $55

- **MTG Wed 27 May**  
  Attendance by appointment  
  $55

- **MTG Wed 3 Jun**  
  Attendance by appointment  
  $55

**Microsoft Office Training – Design and Produce Digital Text Documents**
Design and develop text-based documents using advanced features of word processing software.

- **MTG Continuous intake until Fri 1 May**  
  8 days x 9:00am – 12:00pm  
  $250

- **MTG Continuous intake until Fri 1 May**  
  8 days x 12:45pm – 3:45pm  
  $250

Enrol at tafesa.edu.au/shortcourses

Limestone Coast
TAFE SA Regional Short Courses

63
Microsoft Office Training – Design and Produce Spreadsheets
Develop spreadsheets by selecting and preparing resources, planning spreadsheet design, creating spreadsheets, producing simple charts and finalising spreadsheets.

Plan and Chair Effective Meetings
Learn techniques and strategies for pre-meeting preparation, organisation during the meeting and effective follow-up post meeting to ensure your meetings are effective and productive.

Plan and Organise Effective Minute Taking
Learn the techniques and strategies to record accurate and concise minutes that will enable effective reviewing and accountability.

Carpentry and Furniture Making
Basic Carpentry for Women
Learn how to safely use basic hand tools and power tools to assist with minor home maintenance projects, such as hanging picture frames on different types of walls and fixing fly screens. You will also gain woodworking skills to make a wooden stool to take home.

Enrol at tafesa.edu.au/shortcourses
† Concession may be available to CITB members. You must be a current CITB member at the time of enrolment. For details visit tafesa.edu.au/concessions.
### Children’s Education and Care

**Responding to Abuse and Neglect – Education and Care (RAN–EC) Training**

This training provides those working in education and care environments with an understanding of the underlying factors of child abuse and neglect and their impact on children’s development and wellbeing.

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<tr>
<td>MTG</td>
<td>Thu 14 May</td>
<td>1 day x 9:00am – 5:00pm</td>
<td>$125</td>
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### Conservation and Land Management

**Chainsaw Operation and Maintenance**

This short course will provide you with the training to operate and maintain a chainsaw when cross-cutting fallen timber.

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<tr>
<td>MTG</td>
<td>Mon 1 Jun – Tue 2 Jun</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$100†</td>
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<td>NAR</td>
<td>Thu 4 Jun – Fri 5 Jun</td>
<td>2 days x 9:00am – 4:00pm</td>
<td>$100†</td>
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### Safe Environments for Children and Young People (formerly Child Safe Environments)

Understand your obligations as a mandated notifier under the Children and Young People (Safety) Act 2017, learning about the signs of possible child abuse and neglect and finding out what can be done to support children and families.

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<td>MTG</td>
<td>Wed 8 Apr</td>
<td>1 day x 9:00am – 5:00pm</td>
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<td>MTG</td>
<td>Tue 16 Jun</td>
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**Collect Native Seeds**

Join native plant expert, ethnobotanist and author, Neville Bonney, and learn how to collect, treat and store native seeds. Learn about different seed types, when and how to collect certain species, how to correctly identify mature and immature seed capsules, the equipment needed for seed collection, laws for seed collection permits, where you can and cannot collect seeds and ethical standards for collectors.

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<tr>
<td>MTG</td>
<td>Thu 13 Feb – Thu 20 Feb</td>
<td>2 days x 9:30am – 3:30pm</td>
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† State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
**Improve Your Garden Soil**

Learn soil testing techniques to improve the soil for your garden and turf areas. Using recognised sampling techniques you will learn about texture, structure, colour and organic matter of soil as well as its pH and salinity. This course will help you to identify ways to improve your soil and determine plant suitability.

**L D T C**

MTG Thu 27 Feb – Thu 12 Mar 3 days x 9:30am – 3:30pm $60†

**Hairdressing**

**Men’s Barbering**

Master freehand clipper techniques for haircutting and full-face shaving. BYO model.

**L D T C**

MTG Mon 20 Apr – Tue 21 Apr 2 days x 9:00am – 5:00pm $50†

**Retail**

**Retail Job Ready**

Get the edge to secure an entry-level sales assistant position in retail with insights into customer service, organisational procedures and job interview preparation.

**L D T C**

MTG Thu 12 Mar – Fri 13 Mar 2 days x 9:00am – 3:00pm $150†

MTG Thu 4 Jun – Fri 5 Jun 2 days x 9:00am – 3:00pm $150†

**Workplace Training**

**Assessment Activities and Processes and Validation (TAEASS403 & TAEASS401) – Upgrade Units**

Upgrade to the new Certificate IV in Training and Assessment (TAE40116) to comply with the Standards for Registered Training Organisations (RTOs) 2015.

**L D T C**

MTG Mon 25 May – Mon 22 Jun 2 days x 9:00am – 4:00pm + 4 weeks online study $495†

**Wine and Spirits School**

**Introduction to Wine**

Through tastings of both Australian and international wines you’ll explore what wine labels reveal, how different processes create different flavours as well as wine and food matching.

**L D T C**

CNW Mon 4 May 1 day x 6:00pm – 9:00pm $100

**SGI**

**WSET® Level 1 Award in Wines and an Introduction to Australian Wine**

A hands-on introduction to the world of wine that explores the main wine styles through sight, smell and taste to enable accurate description and suitable food and wine pairings.

**L D T C**

CNW Tue 5 May 1 day x 9:00am – 5:00pm $320

Enrol at tafesa.edu.au/shortcourses

† State Government funding subsidies apply. Students must meet eligibility criteria. For details visit tafesa.edu.au/sc-funded.
**Yorke Peninsula and Mid-North**

**Agriculture**

**Introduction to Shearing and Wool-Handling**
Learn practical shearing skills relevant to commercial wool harvesting operations. The course will cover penning up sheep for shearing, requirements specific to shearing and wool handling and using equipment such as grinding combs, cutters and setting up a handpiece.

Check the TAFE SA website for course locations, dates and costs.

**Business and Administration**

**Beginners Excel 2016 for Business – Self Directed Learning**
Feel confident in creating and working with spreadsheets by learning to create workbooks, sort and filter data, work with formulas and design and enhance spreadsheets. This course is delivered as weekly self-directed sessions.

**Intermediate Excel 2016 for Business – Self Directed Learning**
Take your Microsoft Excel skills to the next level by learning to use more complex formulas and functions, perform calculations, work with tables and enhance charts. This course is delivered as weekly self-directed sessions.

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<td><strong>Provide Cardiopulmonary Resuscitation (CPR)</strong></td>
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<tr>
<td>Learn from current paramedics about how to maintain breathing and circulation in an adult, child or infant following cardiac arrest. Annual re-certification recommended.</td>
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<td>Gain life-saving skills in managing an unconscious patient, performing cardiopulmonary resuscitation (CPR), treating burns, wounds and bleeding, assisting someone who is choking, handling medical emergencies such as chest pain, asthma or anaphylaxis, reacting appropriately to someone in shock, and treating fractures and head, neck and spinal injuries. Three-yearly re-certification is recommended.</td>
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<td><strong>Prepare to Drive – Obtain your Learner’s Permit</strong></td>
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<tr>
<td>Get your Learner’s Permit through TAFE SA with this combined preparatory training and test. This course is suitable if you require support in reading and responding to visual and graphic texts.</td>
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Enrol at tafesa.edu.au/shortcourses
Management

Contractor’s Licensing Unit – Establish Legal and Risk Management Requirements for Small Business
Meet Office of Consumer and Business Services requirements for your contractor’s licence and gain an understanding of legal and administrative obligations affecting the operation of a small business.

L D T C
PPI Sat 23 May – Sun 24 May 2 days x 9:00am – 5:00pm $450†‡

Contractor’s Licensing Unit – Plan Small Business Finances
Meet Office of Consumer and Business Services requirements for your contractor’s licence and gain an understanding of different industry costs, how to ensure full recovery of costs in your pricing strategy, break-even analysis and profit projection, equity and loan capital, assets, working capital and the cash-flow cycle.

L D T C
PPI Sat 30 May – Sun 31 May 2 days x 9:00am – 5:00pm $450†‡

Work Health and Safety

Health and Safety Representative Training – Level 1
Develop skills as a newly elected health and safety representative to represent your work group and exercise your powers and functions under the Work Health and Safety Act.

L D T C
PPI Mon 30 Mar – Fri 3 Apr 5 days x 9:00am – 5:00pm $895

Wine and Spirits School

WSET® Level 1 Award in Wines and an Introduction to Australian Wine
A hands-on introduction to the world of wine that explores the main wine styles through sight, smell and taste to enable accurate description and suitable food and wine pairings.

Check the TAFE SA website for course locations, dates and costs.

Enrol at tafesa.edu.au/shortcourses
Agriculture

Animal Health and Nutrition (Sheep and Beef Focus)
- Administer medication to livestock (AHCLSK301)
- Implement animal health control programs (AHCLSK309)
- Implement feeding plans for livestock (AHCLSK311)

Animal Health for Farmhands
- Administer medication to livestock (AHCLSK301)
- Implement animal health control programs (AHCLSK309)

Artificially Inseminate Livestock (specialising in Cattle)
- Artificially inseminate livestock (AHCAIS303)
- Assist with artificial insemination procedures (AHCAIS201)
- Coordinate artificial insemination and fertility management of livestock (AHCLSK312)

Chemical Card
- Prepare and apply chemicals to control pest, weeds and diseases (AHCCHM307)
- Transport and store chemicals (AHCCHM304)

Cups On, Cups Off
- Milk livestock (AHCDRY201)

Establish Pastures and Crops
- Establish pastures and crops for livestock production (AHCBAC302)

Implement Feeding Plans
- Implement feeding for livestock (AHCLSK311)

Introduction to Shearing and Wool-Handling
- Participate in work health and safety processes (AHCHWS201)
- Shear sheep to novice level (AHCSHG203)
- Grind combs and cutters for machine shearing (AHCSHG205)
- Prepare handpiece and downtube for machine shearing (AHCSHG206)
- Undertake basic shearing and crutching (AHCSHG210)
- Apply animal welfare principles to handling and husbandry of livestock (AHCLSK217)
- Perform board duties (AHCWOL202)

Operate Front-End Loader
- Conduct front-end loader operations (AHCMOM207)

Operate Quad Bikes
- Operate quad bikes (AHCMOM217)

Operate Telehandler
- Conduct telescopic materials handler operations (RIIHAN309F)

Operate Tractors
- Operate tractors (AHCMOM202)

Animal Studies and Veterinary Nursing

Microchipping
- Implant microchip in cats and dogs (ACMMIC401)

Beauty Therapy

Eyelash Extensions
- Apply eyelash extensions (SHBBMUP001)

Female Intimate Waxing Services
- Provide female intimate waxing services (SHBBHRS002)

Spray Tanning
- Apply cosmetic tanning products (SHBBBOS001)

Building Trades

White Card - Prepare to Work Safely in the Construction Industry
- Prepare to work safely in the construction industry (CPCCWHS1001)

Work Safely at Heights
- Work safely at heights (RIIWHS204D)

Yellow Card - Operate Elevating Work Platform
- Operate elevating work platform (RIIHAN301E)

Building, Design and Drafting

Create Visual Design Components (Photoshop)
- Create visual design components (CUADIG304)

Produce and Present 3-D Models of Small-Scale Building Designs (Intermediate REVIT)
- Produce and present 3-D models of small-scale building designs (CPPBDN5012A)

SketchUp - Generate Design Solutions
- Generate design solutions (BSBDES401)

Business and Administration

Microsoft Office Training - Design and Produce Digital Text Documents
- Design and produce digital text documents (BSBITU313)

Microsoft Office Training - Design and Produce Spreadsheets
- Design and produce spreadsheets (BSBITU314)
Carpentry and Furniture Making

Assess Timber-Framed Designs for One and Two Storey Buildings (Timber Framing Code)
- Assess timber-framed designs for one and two storey buildings (CPCCSV5012A)

Basic Carpentry for Women
- Plan and organise work (CPCCCM1013)
- Apply WHS requirements, policies and procedures in the construction industry (CPCCWHS2001)

Furniture Restoration
- Apply traditional French polishing techniques (MSFFF3008)

Conservation and Land Management

Chainsaw Operation and Maintenance
- Operate and maintain chainsaws (AHCMOM213)

Collect Native Seeds
- Collect native seed (AHCNAR305)

Improve Your Garden Soil
- Implement soil improvements for garden and turf areas (AHCSOL304)

Digital Literacy

Advanced Microsoft Word, Excel and PowerPoint
- Use advanced features of computer applications (ICTICT308)

Creating Letters and Brochures Using Microsoft Word
- Operate word-processing applications (ICTICT102)

Creating Simple Budgets Using Microsoft Excel
- Operate spreadsheet applications (ICTICT105)

Getting to Know Your Computer
- Operate a personal computer (ICTICT101)

Intermediate Microsoft Word, Excel and PowerPoint
- Operate application software packages (ICTICT203)
- Design basic organisational documents using computing packages (ICTICT205)

Electrical and Renewable Energy

Advanced PLCs
- Develop, enter and verify word and analogue control programs for programmable logic controllers (UEENEE151A)

Basic Programmable Logic Controllers (PLC 1)
- Develop, enter and verify discrete control programs for programmable controllers (UEENEE150A)

Restricted Electrical Licence (Disconnect/Reconnect) – Skill Sets
- Apply Occupational Health and Safety regulations, codes and practices in the workplace (UEENEEE101A)
- Disconnect - reconnect appliances connected to low voltage installation wiring (UEENEEP010A)
- Disconnect - reconnect water heaters connected to low voltage installation wiring (UEENEEP014A)
- Disconnect - reconnect motors connected to low voltage installation wiring (UEENEEP015A)

Solar Accreditation Training – Stand Alone Power System Install & Design
- Carry out basic repairs to renewable energy apparatus (UEENEEK123A)
- Solve problems in stand-alone renewable energy systems (UEENEEK128A)
- Install ELV stand-alone photovoltaic power systems (UEENEEK134A)
- Design stand-alone renewable energy (RE) systems (UEENEEK139A)

Test and Tag (Accredited) – Conduct in-service safety testing of electrical cord connected equipment and cord assemblies
- Apply Occupational Health and Safety regulations, codes and practices in the workplace (UEENEEE101A)
- Conduct in-service safety testing of electrical cord connected equipment and cord assemblies (UEENEEP026A)

Enrol at tafesa.edu.au/shortcourses
Electronics and Communications

Open Cabling (Data and Voice) - Install and Maintain Cabling for Multiple Access to Telecommunications Services
- Install and maintain cabling for multiple access to telecommunication services (UEENEF102A)

Hairdressing

Men’s Barbering
- Cut hair using freehand clipper techniques (SHBHCU109)

Hospitality

Cafe Culture
- Prepare and serve espresso coffee (SITHFAB005)
- Use hygienic practices for food safety (SITXFSA001)
- Prepare and present sandwiches (SITHCCC003)

Espresso Coffee Making
- Prepare and serve espresso coffee (SITHFAB005)
- Use hygienic practices for food safety (SITXFSA001)

Responsible Service of Alcohol (RSA)
- Provide responsible service of alcohol (SITHFAB002)

Restaurant 101
- Work effectively with others (BSBWOR203)
- Use food preparation equipment (SITHCCC001)
- Prepare and present sandwiches (SITHCCC003)
- Use hygienic practices for food safety (SITXFSA001)
- Participate in safe work practices (SITXWHS001)
- Serve food and beverage (SITHFAB007)
- Prepare and serve espresso coffee (SITHFAB005)
- Prepare and present simple dishes (SITHCCC002)

World of Bartending
- Provide responsible service of alcohol (SITHFAB002)
- Use hygienic practices for food safety (SITXFSA001)
- Clean and tidy bar areas (SITHFAB001)

Interior Design

Design colour schemes for interior and exterior spaces (Colour Studies)
- Design colour schemes for interior and exterior spaces (MSFID4016)

Draw to Communicate
- Produce drawings to communicate ideas (CUAACD301)

Introduction to REVIT
- Produce digital models and documentation for interior design projects (MSFID4014)

SketchUp – Introduction
- Create 3D digital environments (CUAANM502)

SketchUp Layout
- Produce digital models and documentation for interior design projects (MSFID4014)

Languages, Interpreting and Translating

Interpreting Skills for NAATI Certification
- Prepare to translate and interpret (PSPTIS003)
- Apply codes and standards to ethical practice (PSPTIS001)
- Manage discourses in general settings (PSPTIS042)
- Build glossaries for translating and interpreting assignments (PSPTIS002)

Translating Skills for NAATI Certification
- Build glossaries for translating and interpreting assignments (PSPTIS002)
- Prepare to translate and interpret (PSPTIS003)
- Apply codes and standards to ethical practice (PSPTIS001)
- Read and analyse special purpose English texts to be translated (PSPTIS064)

Literacy and Numeracy

Maths for Nursing
- Calculate with whole numbers and familiar fractions, decimals and percentages for work (FSKNUM14)
- Estimate, measure and calculate with routine metric measurements for work (FSKNUM15)

Prepare to Drive - Obtain your Learner’s Permit
- Read and respond to routine visual and graphic texts (FSKRDG08)

Management

Contractor’s Licensing Unit - Establish Legal and Risk Management Requirements for Small Business
- Establish legal and risk management requirements of small business (BSBSMB401)

Contractor’s Licensing Unit – Plan Small Business Finances
- Plan small business finances (BSBSMB402)

Run Your Small Business – Financial Planning and Xero for Farms and Rural Businesses
- Plan small business finances (BSBSMB402)

Enrol at tafesa.edu.au/shortcourses
Plumbing and Water Operations

Aerobic Wastewater Treatment System – Servicing and Maintenance
• Maintain effluent disinfection systems (CPCPDR2023A)

Basic Plumbing Awareness for Environmental Health Officers
• Design and size domestic treatment plant disposal systems (CPCPDR4013B)
• Install below ground sanitary drainage systems (CPCPDR3022A)
• Install discharge pipes (CPCPNSN3022A)
• Install domestic treatment plants (CPCPDR20222A)
• Install on-site disposal systems (CPCPDR3023A)
• Install pre-treatment facilities (CPCPNSN3025A)
• Install trench support (RIICCM210D)
• Plan layout of a residential sanitary drainage system (CPCPDR3021A)
• Plan layout of a residential sanitary plumbing system (CPCPNSN3011B)

Commission and Maintain Backflow Prevention Devices
• Commission and maintain backflow prevention devices (CPCPWT4022A)

Commission and Maintain Thermostatic Mixing Valves
• Commission and maintain hot and heated water temperature control devices (CPCPWT4023A)

Retail

Customer Service Workshop
• Engage the customer (SIRXCEG001)
• Communicate in the workplace to support team and customer outcomes (SIRXCOM001)

Fashion Retail Styling
• Engage the customer (SIRXCEG001)
• Style the customer (SIRRSTY001)

Retail Job Ready
• Organise personal work requirements (SIRXIND003)
• Plan a career in the retail industry (SIRXIND004)
• Engage the customer (SIRXCEG001)

Visual Merchandising Workshop
• Produce visual merchandise displays (SIRRMER001)
• Communicate in the workplace to support team and customer outcomes (SIRXCOM001)

Software Development

Introduction to Python Programming
• Apply introductory programming techniques (ICTPRG301)

Website Development

Create a Business Website using WordPress
• Customise content management system (ICTWEB416)

Create, Format and Upload a Basic Website (HTML5)
• Create a markup language document to specification (ICTWEB429)
• Transfer content to a website using commercial packages (ICTWEB403)

Workplace Training

Assessment Activities and Processes and Validation (TAEASS403 & TAEASS401) – Upgrade Units
• Participate in assessment validation (TAEASS403)
• Plan assessment activities and processes (TAEASS401)

Design and Develop Assessment Tools (TAEASS502) – Upgrade Unit
• Design and develop assessment tools (TAEASS502)

Support the Development of Adult Language, Literacy and Numeracy Skills (TAELLN501)
• Support the development of adult language, literacy and numeracy skills (TAELLN501)

Enrol at tafesa.edu.au/shortcourses
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METROPOLITAN

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44-60 Gouger St, Adelaide SA 5000

TAFE SA Adelaide City
8207 8200
120 Currie Street, Adelaide, SA 5000

Adelaide College of the Arts
8463 5000
39 Light Square, Adelaide, SA 5000

TAFE SA Elizabeth
8207 9700
2 Woodford Road, Elizabeth, SA 5112

TAFE SA Gilles Plains
8207 1100
33 Blacks Road, Gilles Plains, SA 5086

Imperial Measures Distilling
31 West Thebarton Road
Thebarton, SA, 5031

TAFE SA Noarlunga
8207 3900
Ramsay Place, Noarlunga Centre, SA 5168

TAFE SA Regency Park
8348 4444
137 Days Road, Regency Park, SA 5010

TAFE SA Tonsley
8207 2800
1284 South Road, Clovelly Park, SA 5042

TAFE SA Urrbrae
8372 6800
505 Fullarton Road, Netherby, SA 5062

REGIONAL

Adelaide Hills and Fleurieu

Langhorne Creek
Training in the Langhorne Creek area is delivered at community, industry and agricultural sites and supported with online training materials.

McLaren Vale
Training in the McLaren Vale area is delivered at community, industry and agricultural sites and supported with online training materials.

TAFE SA Mount Barker
8391 7333
3-5 Dumas Street, Mount Barker, SA 5251

TAFE SA Victor Harbor
8552 0222
19 George Main Road
Victor Harbor, SA 5211

Barossa and Riverland

TAFE SA Barossa Valley
8562 0500
Old Kapunda Road, Nuriootpa, SA 5355

TAFE SA Berri
8595 2600
36 Kay Avenue, Berri, SA 5343

TAFE SA Murray Bridge
8535 6555
Swanport Road, Murray Bridge, SA 5253

Eyre Peninsula

TAFE SA Ceduna
8628 7055
Decres Bay Road, Ceduna, SA 5690

Cleve
Training in the Cleve area is delivered at community, industry and agricultural sites and supported with online training materials.

Kimba
Training in the Kimba area is delivered at community, industry and agricultural sites and supported with online training materials.

TAFE SA Port Lincoln
8688 3600
2 London Street, Port Lincoln, SA 5606

TAFE SA Whyalla
8648 8788
141 Nicolson Avenue
Whyalla Norrie, SA 5608

TAFE SA Wudinna
8680 2212
Medley Terrace, Wudinna, SA 5652

Far North

TAFE SA Port Augusta
8648 9022
9-39 Carlton Parade, Port Augusta, SA 5700

TAFE SA Roxby Downs
8671 9070
Richardson Place, Roxby Downs, SA 5725

Limestone Coast

Coonawarra
Training in the Coonawarra area is delivered at community, industry and agricultural sites and supported with online training materials.

Keith
Training in the Keith area is delivered at community, industry and agricultural sites and supported with online training materials.

TAFE SA Mount Gambier
8735 1555
Wireless Road West
Mount Gambier, SA 5290

Naracoorte
Training in the Naracoorte area is delivered at community, industry and agricultural sites and supported with online training materials.

Yorke Peninsula and Mid-North

Clare
Training in the Clare area is delivered at community, industry and agricultural sites and supported with online training materials.

TAFE SA Kadina
8821 0400
1A Doswell Terrace, Kadina, SA 5554

TAFE SA Port Pirie
8638 4222
Mary Elie Street, Port Pirie, SA 5540
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