

TAFE QUEENSLAND

2018 SHORT COURSE GUIDE

GOLD COAST



NON-ACCREDITED
SHORT COURSES



ACCREDITED
SHORT COURSES



STUDENT
SATISFACTION



**MAKE
GREAT
HAPPEN**



CAMPUSES

GOLD COAST REGION

ASHMORE TRADE TRAINING CENTRE

Cnr Heeb St and Benowa Rd
Ashmore QLD 4214

COOLANGATTA

5 Scott St
Coolangatta QLD 4225

COOMERA

198 Foxwell Rd
Coomera QLD 4209

COOMERA MARINE

50 Waterway Dr
Coomera QLD 4209

SOUTHPORT

91-99 Scarborough St
Southport QLD 4215

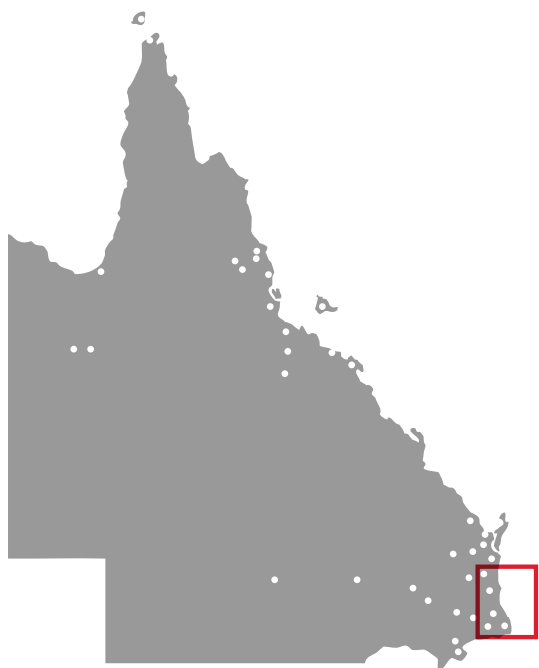
COOMERA ●

COOMERA MARINE ●

SOUTHPORT ●

ASHMORE ●

COOLANGATTA ●



For a full list of campus locations, check out our website at tafeqld.edu.au

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GREATNESS STARTS WITH YOU





SHORT COURSES

(NON-ACCREDITED)

At TAFE Queensland we have a large number of short courses on offer from Computers and Design to Cake Decorating. If you are looking to learn something new or to upskill, enrol in one of our courses in 2018.



SHORT COURSES

COURSE	MONTH OFFERING	DAY OF THE WEEK	TIME OF CLASS	NO. OF SESSIONS	LOCATION	PRICE
ANIMAL STUDIES						
Introduction to Veterinary Nursing	July, November	Saturday	9am - 3.30pm	1	Southport	\$160
BUSINESS						
Accounting for Non-Accountants	August	Saturday	9am - 3.30pm	3	Southport	\$265
Easy & Effective Public Speaking	July, October	Saturday	9am - 4pm	2	Southport	\$240
Introduction to the Stockmarket	August	Tuesday	6pm - 9pm	6	Southport	\$265
	October	Wednesday	6pm - 9pm	6	Southport	\$265
Online Promotion and Social Media Strategies for Small Business	August	Thursday	6.30pm - 9pm	3	Southport	\$195
Starting and Managing a Small Business	July	Tuesday + Thursday	6pm - 9pm	6	Southport	\$265
	November	Saturday	9am - 3.30pm	3	Southport	\$265
	April	Tuesday	5pm - 8pm	8	Southport	\$590
Success in Small Business	July	Tuesday	5pm - 8pm	8	Southport	\$590
	October	Saturday	9am - 12pm	8	Southport	\$590
Time Management Today	September	Wednesday	9am - 4pm	1	Southport	\$175
Understanding Basic Small Business Taxation	July	Friday	9.30am - 2pm	2	Southport	\$165
COMPUTER SOFTWARE & DESIGN						
Adobe Illustrator CC Beginners - Intermediate	August	Saturday	8.30am - 12.30pm	6	Coomera	\$435
Adobe Illustrator CC - Advanced	November	Saturday	8.30am - 12.30pm	4	Coomera	\$250
Adobe Indesign CC Beginners - Intermediate	October	Saturday	8.30am - 12.30pm	6	Coomera	\$435
Adobe Photoshop CC Beginner - Intermediate	October	Saturday	8.30am - 12.30pm	6	Coomera	\$435
Adobe Photoshop CC - Advanced	July	Saturday	8.30am - 12.30pm	4	Coomera	\$250
ArchiCAD - Level 1	October	Saturday	9am - 2.30pm	5	Coomera	\$405
AutoCAD - Level 1	July, November	Saturday	8am - 2.30pm	4	Coomera	\$400
AutoCAD - Level 2	August	Saturday	8am - 2.30pm	4	Coomera	\$400
Introduction to Building Design	November	Saturday	9am - 2pm	2	Coomera	\$145

SHORT COURSES

COURSE	MONTH OFFERING	DAY OF THE WEEK	TIME OF CLASS	NO. OF SESSIONS	LOCATION	PRICE
COMPUTER SOFTWARE & DESIGN						
Introduction to Computers and the Internet	July	Thursday	6pm - 9pm	3	Southport	\$165
	October	Monday	9am - 12pm	3	Southport	\$165
Introduction to Interior Design	July, October	Saturday	9am - 12:15pm	6	Coomera	\$310
Microsoft Office Word Essentials (Level 1)	July	Monday	6pm - 9pm	2	Southport	\$165
	October	Saturday	9am - 12pm	2	Southport	\$165
Microsoft Office Excel Essentials (Level 1)	August	Monday	6pm - 9pm	2	Southport	\$165
	November	Saturday	9am - 12pm	2	Southport	\$165
Microsoft Office (Level 1) Bundled Course (Microsoft Office Word Essentials + Microsoft Office Excel Essentials)	July	Monday	6pm - 9pm	4	Southport	\$300
	October	Saturday	9am - 12pm	4	Southport	\$300
Microsoft Office Word for Business (Level 2)	August	Wednesday	6pm - 9pm	2	Southport	\$165
	November	Tuesday	6pm - 9pm	2	Southport	\$165
Microsoft Office Excel for Business (Level 2)	September	Wednesday	6pm - 9pm	2	Southport	\$165
	December	Tuesday	6pm - 9pm	2	Southport	\$165
Microsoft Office (Level 2) Bundled Course (Microsoft Office Word for Business + Microsoft Office Excel for Business)	August	Wednesday	6pm - 9pm	4	Southport	\$300
	November	Tuesday	6pm - 9pm	4	Southport	\$300
Microsoft Office Word for Business (Level 3 - Advanced)	July	Tuesday	6pm - 9pm	2	Southport	\$165
	October	Thursday	6pm - 9pm	2	Southport	\$165
Microsoft Office Excel for Business (Level 3 - Advanced)	August	Tuesday	6pm - 9pm	2	Southport	\$165
	November	Thursday	6pm - 9pm	2	Southport	\$165
Microsoft Office (Level 3 - Advanced) Bundled Course (Microsoft Office Word for Business + Microsoft Office Excel for Business)	July	Tuesday	6pm - 9pm	4	Southport	\$325
	October	Thursday	6pm - 9pm	4	Southport	\$325
Introduction to Accounting	July	Monday	8.30am - 1.30pm	2	Southport	\$195
	October	Friday	9am - 2pm	2	Southport	\$195
MYOB Accounting	June	Friday	9am - 1pm	4	Southport	\$300
	July	Monday	8.30am - 12.30pm	4	Southport	\$300
	November	Friday	9am - 1pm	4	Southport	\$300
MYOB Payroll	June	Friday	9am - 12.30pm	2	Southport	\$175
	August	Monday	8.30am - 12pm	2	Southport	\$175
	November	Friday	9am - 12.30pm	2	Southport	\$175

SHORT COURSES

COURSE	MONTH OFFERING	DAY OF THE WEEK	TIME OF CLASS	NO. OF SESSIONS	LOCATION	PRICE
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COMPUTER SOFTWARE & DESIGN

MYOB Accounting Bundled Course (Introduction to Accounting, MYOB Accounting & MYOB Payroll)	July	Monday	8.30am - 1.30pm	8	Southport	\$495
	October	Friday	9am - 2pm	8	Southport	\$495
MYOB Accounting Bundled Course (MYOB Accounting, MYOB Payroll)	June	Friday	9am - 1pm	6	Southport	\$395
	July	Monday	8.30am - 1.30pm	6	Southport	\$395
	November	Friday	9am - 1pm	6	Southport	\$395
RevitCAD Design Essentials	August	Tuesday + Thursday (Twice Weekly)	6pm - 9pm	8	Coomera	\$400
	October	Saturday	8.30am - 12.30pm	6	Coomera	\$400
WordPress Basics	August	Wednesday	6pm - 9pm	2	Coomera	\$105
Xero Accounting	June	Friday	9.30am - 2.30pm	5	Coomera	\$370
	July	Monday	9.30am - 2.30pm	5	Southport	\$370
	August	Thursday	6pm - 9pm	7	Southport	\$370
	October	Monday	9.30am - 2.30pm	5	Southport	\$370
	November	Saturday	9am - 1pm	5	Coomera	\$370

ENGLISH & LANGUAGES

Basic Kanji and Japanese Calligraphy	September, November	Monday	6.30pm - 8.30pm	3	Southport	\$115
French Conversation - Level 1	July	Tuesday	6pm - 8.30pm	8	Southport	\$295
	October	Wednesday	9.30am - 12pm	8	Southport	\$295
French Conversation - Level 2	July	Monday	6pm - 8.30pm	7	Southport	\$220
	July	Wednesday	9am - 11.30am	8	Southport	\$260
	August	Wednesday	6pm - 8.30pm	8	Southport	\$260
	October	Tuesday	6pm - 8.30pm	8	Southport	\$260
French Conversation - Level 3	August	Friday	9.30am - 12pm	8	Southport	\$260
	October	Wednesday	6pm - 8.30pm	8	Southport	\$260
French Conversation - Level 4	October	Friday	9.30am - 12pm	8	Southport	\$260
French Conversation - Level 5	August	Wednesday	9.30am - 12pm	8	Southport	\$260

SHORT COURSES

COURSE	MONTH OFFERING	DAY OF THE WEEK	TIME OF CLASS	NO. OF SESSIONS	LOCATION	PRICE
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ENGLISH & LANGUAGES

Italian Level 1 - Introduction	July	Tuesday	6pm - 8.30pm	8	Southport	\$350
	July	Monday	12.30pm - 2.30pm	10	Southport	\$280
Japanese Conversation - Level 1	July	Thursday	6.30pm - 8.30pm	10	Southport	\$280
	October	Tuesday	6.30pm - 8.30pm	10	Southport	\$280
Japanese Conversation - Level 2	October	Monday	12.30pm - 2.30pm	10	Southport	\$250
	October	Thursday	6.30pm - 8.30pm	10	Southport	\$250
Japanese Conversation - Level 3	July	Tuesday	6.30pm - 8.30pm	10	Southport	\$315
Mandarin Chinese - Level 1	July	Monday	9am - 2.30pm	6	Southport	\$390
	September	Thursday	6pm - 8.30pm	12	Southport	\$390
Mandarin Chinese - Level 2	August	Wednesday	6pm - 8.30pm	12	Southport	\$370
Spanish Conversation - Level 1	July	Monday	6pm - 9pm	10	Southport	\$375
	July	Friday	9am - 12pm	10	Southport	\$375
	October	Wednesday	6pm - 9pm	10	Southport	\$375
Spanish Conversation - Level 2	July	Wednesday	6pm - 9pm	6	Southport	\$280
Travelling to Japan	August, November	Wednesday	6.30pm - 8.30pm	5	Southport	\$175

EVENTS & HOSPITALITY

Accommodation Reception Services (Opera)	July, November	Monday, Tuesday + Wednesday (3 nights weekly)	6pm - 9pm	3	Southport	\$425**
Barista - The Art of Making the Perfect Espresso	June, August, November	Tuesday, Wednesday + Thursday (1 week)	5.30pm - 9pm	3	Southport	\$250**
Responsible Management of Licensed Venues (RMLV)	August, November	Monday	8am - 6pm	1	Southport	\$265

** Subsidised price may be available. Enquire for eligibility.

SHORT COURSES

COURSE	MONTH OFFERING	DAY OF THE WEEK	TIME OF CLASS	NO. OF SESSIONS	LOCATION	PRICE
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HEALTH

Venous Blood Collection ^{>}	Enquire Now	1 Saturday workshop + 3 Monday workshops	Saturday 9am - 5pm Monday 5.30pm - 8.30pm	4	Southport	Enquire Now
^{>} Students are required to complete a minimum of 8 live blood collections in the practical workshop held at TAFE Queensland Southport campus as part of this course. This course is for existing health, nursing or medical workers that would like to add this skill to their skill set. This course can also be completed by students studying within the health, nursing and medical sectors.						

LEISURE

Basics of Silversmithing	June	Saturday	9am - 3.30pm	3	Coomera	\$410
	July	Monday	6pm - 9pm	6	Ashmore	\$410
	September	Saturday	9am - 3.30pm	3	Coomera	\$410
Silversmithing - Intermediate	June	Monday	6pm - 9pm	8	Ashmore	\$535
	October	Tuesday	6pm - 9pm	8	Ashmore	\$535
Curry Cooking Masterclass	June, August	Thursday	6pm - 8.30pm	1	HUB*	\$99
Creative Writing	June, July, September, October	Saturday	9.30am - 4.30pm	2	Southport	\$240
Creative Writing Advanced	August, November	Saturday	9.30am - 4.30pm	2	Southport	\$240
Floristry 1 - Introduction	July	Thursday	6pm - 9pm	6	Southport	\$700
	November	Friday	8.30am - 3pm	3	Southport	\$700
French Patisserie Baking	July, October	Saturday	9am - 12.30pm	5	HUB*	\$475
Hawker Street Food	October	Thursday	6pm - 8.30pm	1	HUB*	\$99
Malaysian Street Food	September, December	Thursday	6pm - 8.30pm	1	HUB*	\$99
Photography - Digital Essentials (SLR Type)	August, October	Wednesday	6.30pm - 9pm	8	Southport	\$280
Photography Beyond the Basics	July, October	Tuesday	6.30pm - 9pm	8	Southport	\$305
Vegan Cooking Masterclass	July, November	Thursday	6pm - 8.30pm	1	HUB*	\$99

* HUB - 11 Nerang St Southport



SHORT COURSES **(ACCREDITED)**

At TAFE Queensland, stay up-to-date with the latest industry technology, gain or renew your industry licenses, or upskill with our accredited short courses.



SHORT COURSES

COURSE	MONTH OFFERING	DAY OF THE WEEK	TIME OF CLASS	NO. OF SESSIONS	LOCATION	PRICE
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HEALTH

HLTAID001 Provide Cardiopulmonary Resuscitation	Enquire Now		9am - 12pm	1	Southport	\$42
HLTAID003 Provide First Aid	Enquire Now	Tuesday, Thursday	9am - 5pm	1	Southport	\$140
HLTSS00059 Venous Blood Collection Skill Set*	Enquire Now	1 Saturday workshop + 3 Monday workshops	Saturday 9am - 5pm Monday 5.30pm to 8.30pm	4	Southport	Enquire Now
<p>This course is for existing health, nursing or medical workers that would like to add these skills to their scope of practice. This skill set has been endorsed by industry as suitable for individuals who:</p> <ul style="list-style-type: none"> hold a qualification at Certificate III level or higher in health OR; have skills equivalent to the qualification requirement validated through a recognition of prior learning process. <p>*Students are required to complete a minimum of 8 live blood collections prior to attending the mandatory 35 hours of clinical experience. Pre-requisites apply.</p>						
CHCSS00070 Assist clients with Medication Skill Set >	Enquire Now			1	Southport	Enquire Now

>Must be employed in the Health or Community Service Industry.

HOSPITALITY

SITSS00051 Food Safety Supervision	June, September, November	Friday	8am - 12.15pm	2	Southport	\$240
SITSS00055 Responsible Service of Alcohol	June, August, November	Monday	5pm - 9pm	1	Southport	\$80

COURSE	MONTH OFFERING	DAY OF THE WEEK	LOCATION	PRICE
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NURSING - CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR NURSES (SINGLE UNIT DELIVERY) UNITS FROM HLT64115 ADVANCED DIPLOMA OF NURSING. ELIGIBILITY CRITERIA APPLIES.

HLTENN033 Research and report on nursing trends and practice	Enquire	Mixed Mode	Southport	Enquire
HLTENN034 Contribute to the improvement of clinical practice	Enquire	Mixed Mode	Southport	Enquire
HLTENN007 Administer and monitor medicines and intravenous therapy	Enquire	Mixed Mode	Southport	Enquire
HLTENN010 Apply a palliative approach in nursing practice	Enquire	Mixed Mode	Southport	Enquire
HLTENN015 Apply nursing practice in the primary health care setting	Enquire	Mixed Mode	Southport	Enquire
HLTENN031 Apply nursing practice in the contemporary mental health care setting	Enquire	Mixed Mode	Southport	Enquire
HLTRNL001 Support a person with chronic kidney disease	Enquire	Mixed Mode	Southport	Enquire
HLTWHS006 Manage personal stressors in the work environment	Enquire	Mixed Mode	Southport	Enquire

SHORT COURSES

COURSE	MONTH OFFERING	DAY OF THE WEEK	LOCATION	PRICE
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GROUP FIRST AID DELIVERY FOR DET62694 CUSTOMERS

HLTAID001 Provide cardiopulmonary resuscitation	On request	Statewide	\$50 – 10 people* \$45 – 15 people* \$35 – 20 people* \$35 – 25 people*
HLTAID003 Provide first aid	On request	Statewide	\$130 – 10 people* \$125 – 15 people* \$120 – 20 people* \$115 – 25 people*
HLTAID004 Provide an emergency first aid response in an education and care setting	On request	Statewide	\$135 – 10 people* \$130 – 15 people* \$125 – 20 people* \$120 – 25 people*
HLTAID005 Provide first aid in remote situations	On request	Statewide	\$215 – 10 people* \$205 – 15 people* \$195 – 20 people* \$185 – 25 people*
HLTAID006 Provide advanced first aid	On request	Statewide	\$275 – 10 people* \$250 – 15 people* \$225 – 20 people* \$200 – 25 people*
UETSS00029 Refresher - Perform Rescue from a Live LV Panel and CPR ⁺ Includes the following two units: HLTAID001 - Provide cardiopulmonary resuscitation UETTDRRF06B - Perform rescue from a live LV panel.	On request	Statewide	\$75 – 10 people* \$70 – 15 people* \$65 – 20 people* \$60 – 25 people*

⁺Candidates must hold and shall be current in the unit:
HLTAID001 Provide cardiopulmonary resuscitation.

*Price is per person, ex GST for a minimum of 10 participants delivered at the customer's location.

First Aid for DET62694 Customers

TAFE Queensland designs customised training solutions for individuals/groups and employers. First Aid training is available to DET62494 customers. Training can occur at a TAFE Queensland regional location across the state or offsite at your workplace with a teacher from TAFE Queensland delivering the training. Training is available for individuals or groups. Group bookings of multiple programs may receive a further discounted price.

For more information visit tafeqld.edu.au/firstaid

SHORT COURSES

COURSE	MONTH OFFERING	NO. OF SESSIONS	LOCATION	PRICE
BUILDING & CONSTRUCTION				
BSBSMB401 Establish legal and risk management requirements of small business (Unit from CPC40110 Certificate IV in Building and Construction)	Enquire	1	Ashmore	Enquire*
SAFETY				
CPCCCM2010 Work safely on scaffolding higher than two metres	Enquire	1	Ashmore	Enquire*
CPCCWHS1001 Prepare to work safely in the construction industry	Every month	1	Ashmore	\$40
ELECTROTECHNOLOGY				
UEENEEG175A Develop compliance policies and plans to conduct an electrical contracting business [^] (Unit from UEE40611 Certificate IV in Electrotechnology – systems electrician)	Enquire	1 night x 14 weeks	Ashmore	Enquire*
Restricted Electrical Licence:				
UEENEEP019A Locate and rectify faults in low voltage water heaters using set procedures [^]	Enquire	1 night x 13 weeks	Ashmore	Enquire*
UEENEEP024A Attach cords and plugs to electrical equipment for connection to a single phase 230V supply [^]				
UEENEEP025A Attach cords, cables and plugs to electrical equipment for connection to 1000 Va.c. or 1500 Vd.c. supply [^]				
UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures [^]				
UEENEEP016A Locate and rectify faults in low voltage appliances using set procedures [^]				
UEENEEP010A Disconnect/reconnect appliances connected to low voltage installation wiring [^]				
UEENEEP012A Disconnect/reconnect composite appliances connected to low voltage installation wiring [^]				
UEENEEP014A - Disconnect - reconnect water heaters connected to low voltage installation wiring [^]	Enquire	1 night x 13 weeks	Ashmore	Enquire*
UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace				

[^]Pre-requisites apply

SHORT COURSES

COURSE	MONTH OFFERING	NO. OF SESSIONS	LOCATION	PRICE
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ENGINEERING

Introduction to Welding: MEM05012C Perform routine manual metal arc welding MEM05049B Perform routine gas tungsten arc welding MEM05050B Perform routine gas metal arc welding MEM05051A Selecting welding processes	Enquire	1 night x 10 weeks	Ashmore	Enquire
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HORTICULTURE

Chainsaw and Cross Cut Training: AHCMOM213 Operate and maintain chainsaws FWPCOT2239 Trim and cut felled trees	Enquire	1 day	Ashmore	\$350
Chainsaw and Tree Felling Training: AHGPCM203 Fell small trees AHCMOM213 Operate and maintain chainsaws FWPCOT2239 Trim and cut felled trees	Enquire	2 days	Ashmore	\$585
Agricultural Chemical Distribution Control (ACDC) Commercial Operators Licence Training: AHGPMG301 Control weeds AHCCHM304 Transport and store chemicals AHCCHM303 Prepare and apply chemicals	Enquire	2 days	Ashmore	\$350

PLUMBING

Backflow Training: CPCPWT4022A Commission and Maintain Backflow Prevention Devices (Revalidation for a Plumber)	Enquire	1 day revalidation	Ashmore	Enquire*
CPCPWT4022A Commission and Maintain Backflow Prevention Devices	Enquire	3 days	Ashmore	Enquire*
Thermostatic Mixing Valves Training: CPCWT4023A Commission and Maintain hot and heated water temperature control devices	Enquire	3 days	Ashmore	Enquire*

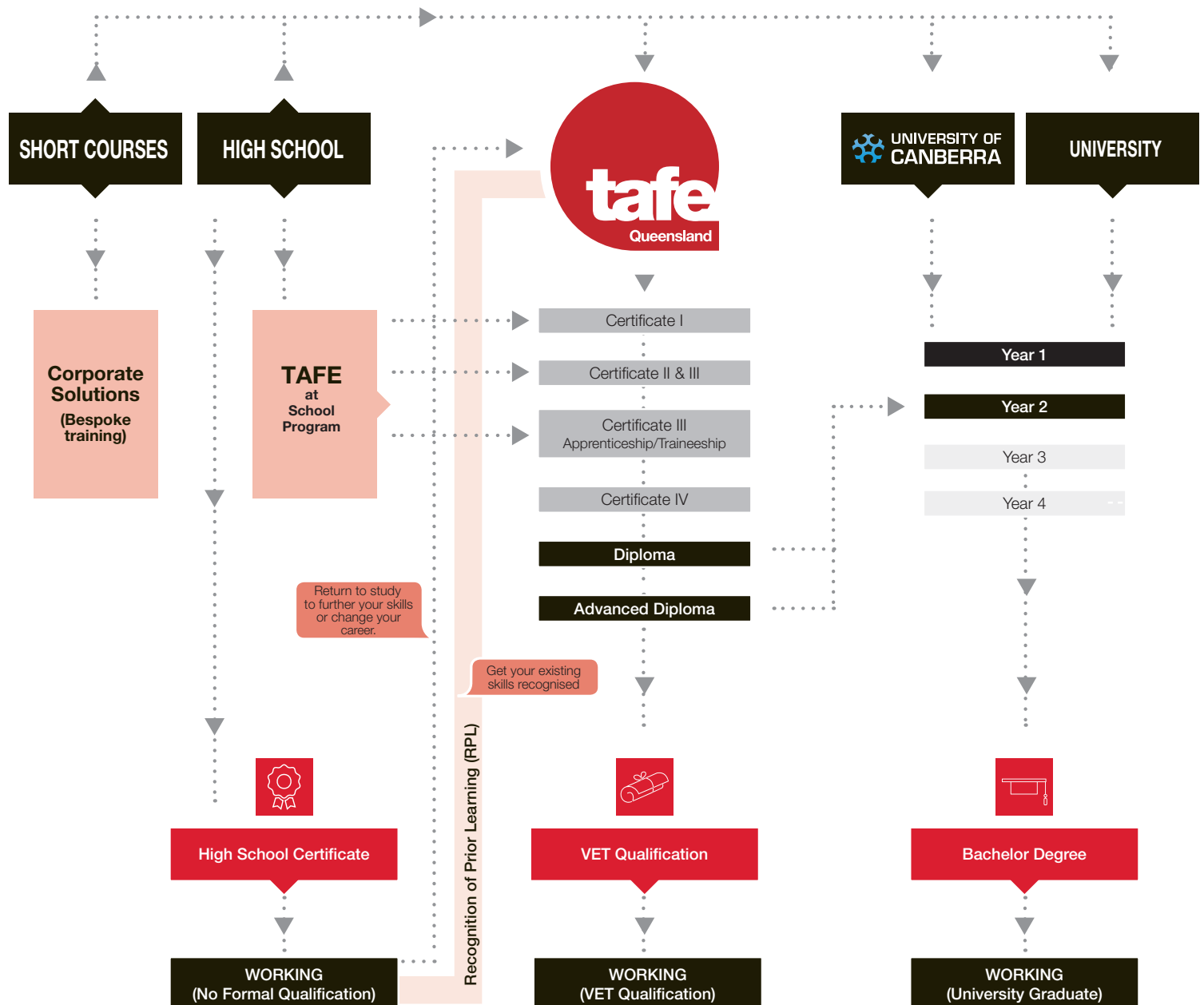
*Construction Skills Queensland (CSQ) subsidised. Eligibility criteria applies, for more information go to [csq.org.au](https://www.csq.org.au)

A Construction Skills Queensland initiative

Construction Skills Queensland (CSQ) is an independent industry funded body supporting employers, workers, apprentices and career seekers in the building and construction industry. CSQ believes that a successful industry relies on a combination of world class capability and access to the best knowledge.

If you are currently working in the Queensland building and construction industry you may be eligible for Construction Skills Queensland (CSQ) funded training. Eligibility criteria applies, for more information go to [csq.org.au](https://www.csq.org.au)

Where does TAFE Queensland fit with my study plans?



Ashmore Trade Training Centre

Cnr Heeb St and Benowa Rd
Ashmore QLD 4214

Coolangatta

5 Scott St
Coolangatta QLD 4225

Coomera

198 Foxwell Rd
Coomera QLD 4209

Coomera Marine

50 Waterway Dr
Coomera QLD 4209

Southport

91-99 Scarborough St
Southport QLD 4215

CONNECT WITH US

1300 308 233

tafeqld.edu.au



RTO NO: 0275 | CRICOS NO: 03020E

Disclaimer: All information was accurate at time of publication (5 June 2018); however, TAFE Queensland policies, tuition fees, competencies and course content is subject to change without notice. Course commencement is dependent on sufficient enrolments, appropriate accreditation and registration requirements. Course fees are GST inclusive.