



## Training and Development Provider

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### Brief Overview of 2010 Courses

**INAP Training and Development Provider** works to develop the relationship between industry and secondary schools, enabling student access to high quality relevant Vocational Training during **after school hours**. VET courses offered through INAP involve students from member and non-member schools, giving students opportunities that an individual school may be unable to support in isolation

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#### **Architectural Drafting**

**Blackfriars Priory School** - 17 Prospect Road, Prospect

**Accreditation:** 1 SACE unit

**Course Outline:** The Architectural Drafting course introduces the student to technical manual drawing of buildings in orthographic projection. How to read and interpret plans and notation of documents used by the construction industry.

There will be an introduction to basic domestic building construction as well as develop a sectional view. Students will prepare a plan, section and elevations of a typical house.

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**Automotive** (1 Semester Course – 12 Weeks) Certificate I

**V Tech Automotive**, 14 Bishopstone Road, Davoren Park

**Accreditation:** 2 SACE units

**Course Outline:** Designed for students interested in pursuing a career in the Automotive Industry. A strong knowledge of automotive will be gained from this hands-on course.

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**Automotive** (Full Year Course) Certificate I

**V Tech Automotive**, 14 Bishopstone Road, Davoren Park

**Accreditation:** 3 SACE units

**Course Outline:** Apply safe working practices. Identify environmental regulations and best practices in a workplace or business. Work effectively with others. Apply basic communication skills. Test, service and maintain battery storage systems. Carry out servicing operations. Use and maintain workplace tools and equipment.

Some subject tasks are structured to be carried out in the workplace.

All students must complete 20 days of compulsory Structured Workplace Learning in the automotive industry.

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#### **Automotive Advanced Course**

**V Tech Automotive**, 14 Bishopstone Road, Davoren Park

**Accreditation:** 2 SACE units

**Course Outline:** Balance tyres and wheels. Use and maintain basic measuring devices. Service engines and associated components (Outdoor power equipment). Repair engines and associated components (Outdoor power equipment). Apply automotive parts interpretation process.

All students must complete 10 days of compulsory Structured Workplace Learning in the automotive industry.

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**Bar & Wine** (Cert II Hospitality) – AHTS & TIME

**Accreditation:** 2-3 SACE units

**Adelaide Hospitality & Tourism School**, 97 Pirie Street, Adelaide

**TIME Pty Ltd (Training Innovation – Management &**

**Enterprise**, 162 Richmond Road, Marlestone

(Pre-requisite – Certificate I Hospitality Operation)

**Course Outline:** The Certificate II in Hospitality is designed to reflect the role of hospitality employees who perform a range of activities and functions requiring basic operational knowledge and limited practical skills within a hospitality food and beverage operation. This course provides basic skills training in the bar sector. A combination of generic hospitality units, course specific units provide the students with a complete training package. Learn and develop the skills and knowledge pertaining to: bar operations, cocktail making and espresso coffee machine operation.

*Students under 18 years of age must have a signed letter of consent from a parent or guardian.*

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**Business - Virtual Enterprise** (1 semester or full year course)

**Marden Senior College**, Marden Road, Marden

**Accreditation:** 2-3 SACE units

**Course Outline:** The Virtual Enterprise is a simulated business. With the support of their trainer the students set up and run the simulated business.

The students conduct business by buying and selling products and services from other Virtual Enterprises (140 in Australia).

Students learn about various business procedures and protocols in departments such as Reception, Purchasing, Marketing and Sales and Finance. Students use virtual money to buy and sell virtual goods and services.

This course is designed for students with a general interest in developing skills in Business.

This course can also be done as a full year SSABSA VET subject.

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## Children's Services part of CERT II IN COMMUNITY SERVICES

### TAFESA Elizabeth

**Held at: Our Lady of the Sacred Heart College, 496 Regency Road, Enfield**

**Accreditation:** 3 SACE units

**Course Outline:** Students must be prepared to, and be physically able, to perform tasks at the childcare Centre. Students are required to have, as a minimum, the level of literacy necessary to cope with and the ability to manage the Certificate II subjects. **Prior knowledge of this is required before the student will be accepted.**

If you enjoy children, this course is the first step towards working in a career in Children's Services. A National Police clearance is required before the course commences, so that students can attend on the job training at a childcare centre every fortnight for half a day. The placement allows the experience of caring and educating young children from 0 – 5 years of age.

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### Certificate I General Construction – Doorways to Construction (Full Year Course) Semester 1 enrolment

**Flexible Construction Training & Assessment, 30 Jacobson Crescent, Holden Hill**

**Accreditation:** 5 SACE units

**Course Outline:** The Doorways to Construction program is a broad and general introduction to the construction industry. Providing students with a solid foundation of skills, knowledge and experience, which articulate into a range of vocational training and career pathways.

Students must be prepared and be physically able to perform tasks in this course and are required to have, as a minimum, the level of literacy necessary to cope with and the ability to manage the Certificate subjects. **Prior knowledge of this is required before the student will be accepted.**

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### Driver Education

**Allan Miller Driving School  
Held at Annesley College, 89 Greenhill Road, Wayville**

**Accreditation:** 3 SACE units

**Course Outline:** This engaging and interactive course integrates the normal in-vehicle training, practice and assessment a learner would go through to get their P's with a course of study designed to increase awareness of road safety issues, instil a culture of safe driving and equip the young learner with useful knowledge and skills as they start out as novice drivers. The course will be facilitated by an accredited and experienced trainer/assessor.

This program integrates driver training that most year 11 students will usually be undertaking out of school hours. This course goes well above and beyond the normal

driver licence training standard.

Professional, accredited driving instructors will provide up to 24 hours of driver training on a 2-to-1 basis in safely maintained, dual controlled, driving school vehicles. A choice of manual or automatic vehicles offered. Because vehicle training is competency based, additional training hours and support required to achieve competency will be discussed on a case-by-case basis. Learner drivers will need to practice the skills learnt with the instructor in their own time with a Qualified Supervising Driver.

Note: training and practice hours must meet the minimum specified by DTEI in the 'Driving Companion'. Practical vehicle training will be supplemented with a program of learning and assessment activities delivered on a group basis.

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### Certificate II Electrotechnology (Full Year course)

**PEER VEET, 1042 Port Road, Albert Park**

**Accreditation:** 4 SACE units

**Course Outline:** The Electrotechnology industry includes electrical engineering, industrial measurements and control, electrical appliances servicing, electronic and radio communication equipment and wiring installation.

There are employment opportunities in the following areas: lighting, general power, fire protection and security, robotics, automated process systems, instrumentation (food processing, water, petrochemical and manufacturing), optical data and voice systems, and electrical motors and control system.

Further study would enable students to work across a broad span of environments including: residential, commercial and heavy industrial buildings. Typical work activities include the installation, maintenance and modifying of electrical components, wiring, equipment and systems that are used throughout buildings, and manufacturing applications.

This qualification provides grounding in safety and basic skills and knowledge for work in any Electrotechnology discipline. It comprise of classroom based study and workshop activities as well as one major written project. This certificate is completed over TWO years, as Stage 1 and Stage 2. It is anticipated Year 11 students would complete Stage 1 and continue with Stage 2 in year 12. Once both years are complete students will receive a Certificate II in Electrotechnology (Career Start).

This program covers the introductory all new Apprentices learn e.g., Occupational Health & Safety and Workshop Practices. The course is structured to provide 260 hours of school attendance with 160 hours of work experience.

This course is offered to Year 11 and 12 students and no prior experience is required. After successful completion of this program the student will be awarded the certificate I in Electrotechnology.

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## Event Management (Function / Events)

**TIME Pty Ltd (Training Innovation- Management & Enterprise)**

**Held at Wilderness School**, 30 Hawkers Road, Medindie

**Accreditation:** 4 SACE units

**Course Outline:** Organising an event is not as simple as it seems. There are all the logistical issues to consider like venue hire, catering, safety, transport, council and government regulations, audio visual requirements, crowd control, just to name a few.

What happens when something goes wrong (which very often is the case)? You must have a contingency plan. How do you get people to come to the event, how do you market the event? And then there are the invitations, media involvement and dealing with celebrities. There are lots of varied and exciting parts to this profession.

Planning, coordinating, meetings, functions, conventions, exhibitions, official or social functions, launches or sports events, festivals, concerts or celebrations are all part of Event Management and this course will give you an insight into the Event Management Industry.

Course pathway are areas such as; Function coordinator, Wedding Planner, Special event management, Business operations – public relations, Airline careers and many others.

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## Event Management – Music (Semester 2 only)

**Ausmusic**, Level 1, Music House, Cnr North Terrace & Morphett Street, Adelaide

**Accreditation:** 2 SACE units

**Course Outline:** Good management of events is a crucial ingredient for their success. This unit covers the principles of good management.

Students will organise, under minimal supervision, a local event. The type of music event will be decided upon and organised as a group.

At the completion of this module the student should be able to:

- Define the concept of an event, their economic & cultural impact
  - Plan an event
  - Seek out appropriate sponsorship of event
  - Employ appropriate staff
  - Market the events
  - Demonstrate financial control of event and budget
  - Manage legal requirements and risk management
  - Manage the logistics and co-ordination of the event
  - Stage the events
  - Evaluate & report to appropriate organisations/individuals
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**Fibre Fashion & Colour / Texture** (Full Year or 1 Semester Course)

**Marden Senior College**, Marden Road, Marden - 400 block (classrooms clearly marked)

**Accreditation:** 3 - 4 SACE units (full year)

**Course Outline:** This course is for those interested in a very creative approach to textiles, art and its application to fashion.

Areas covered in the first semester will include dyeing and printing on fabric, introduction to fashion terminology and beginning garment construction skills.

Areas covered in the second semester will include inspiration sources, machine and hand embroidery, appliqué and beading, introduction to fashion terminology and beginning garment construction skills. The course will be adapted to meet students' interests and skill level.

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## Fitness Pathway TAFESA Regency

**Held at St Dominic's Priory College**, 139 Molesworth St, North Adelaide

**Accreditation:** 2 SACE units

**Course Outline:** This course has been specifically designed for Senior School Students with the consideration of delivering a practical and enjoyable fitness program. For students who wish to enter into further fitness study, this course will give them a good head start to entering into the Certificate III in Fitness.

This course offers a gateway to many areas within the fitness industry. It provides a very broad base of knowledge and practical skills that are relevant to and useable across the Resort, Leisure, Fitness, Aquatic, Outdoor and Recreation Industries.

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## Introduction to Floristry short course (Statement of Attainment)

**Cultural Immersion (t/as Excellence in Education & Training)**, 50 Grenfell Street, Adelaide

**Accreditation:** 2 SACE units

**Course Outline:** Turn your love of flowers into an exciting career or rewarding hobby. Learn how to create beautiful floral designs and flower arrangements. Students enrol in floral courses to become a florist and floral designer in the floristry industry or design floral arrangements from home or learn to arrange flowers for your own personal satisfaction and enjoyment.

This course introduces students to the world of Floristry. This Statement of Attainment will introduce students to basic Floristry techniques as well as providing competencies in displaying and caring for floristry stock.

This course is delivered in a face-to-face classroom setting and a practical session will be included in each lesson.

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## Graphic Design (Semester 1, only)

**Marden Senior College**, Marden Road, Marden  
(Multimedia Lab – 900 Block)

**Accreditation:** 3 SACE units

**Course Outline:** The overall plan is to come up with an entire marketing/advertising package for a company, including the logo, A4 letterhead, business cards, merchandise, website and digital files.

Students will use computers for graphic design both web and print and to provide information and processes about working as a designer and the design profession.

For students wishing to complete the **Multimedia** component of the course can enroll in this next Semester. The overall plan for Semester 2 is to produce a portfolio of photos and place them on a website. 1 SACE unit.

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## Hairdressing – Certificate II (Full Year Course)

**Clip Joint**, 86 Gawler Place, Adelaide

**Accreditation:** 3 SACE units per semester

**Course Outline:** This course provides students who want a career in hairdressing with valuable insight into the profession. Students do not have to complete the full Certificate and can choose to complete only 1 semester of the course. Students must complete 3 semesters for the full Certificate II.

Certificate II in Hairdressing is a qualification that teaches the skills needed to become a 'Hairdressing Salon Assistant'. The focus of the training is to learn valuable skills for working and assisting qualified hairdressers in a salon environment.

All modules (apart from some work experience) are conducted on premises at the Clip Joint Academy of Hairdressing.

Student can complete 1 semester if they do not wish to do the full year course.

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## Cert 1 Hospitality – AHTS, SITE, TIME

**Adelaide Hospitality & Tourism School**, 97 Pirie Street, Adelaide

**TIME Pty Ltd (Training Innovation – Management & Enterprise)**, 162 Richmond Road, Marlestone

**SITE Academy – Sfera Park Suits & Convention Centre**, 191 Reservoir Road, Modbury

**Accreditation:** 4 – 5 SACE units

**Course Outline:** These courses allow students to gain an understanding of the hospitality industry, front of house. Students will be required to participate in work placement and learn skills in restaurant set-up and service.

Following are some of the units:

- Work with colleagues and customers
- Work in a socially diverse environment

- Follow Health, safety and security procedures
- Develop and update hospitality industry knowledge
- Follow workplace hygiene procedures
- Prove a link between kitchen & service areas
- Prepare and serve non-alcoholic beverages
- Provide food and beverage service
- Prepare and service espresso coffee

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## Interior Decorating & Design TAFESA Marlestone

**Held at Annesley College**, 89 Greenhill Road, Wayville

**Accreditation:** 1 SACE unit

**Course Outline:** Decorating can be exhausting if you don't have the skills and ability. This course will provide students with an insight into this exciting career. There is a world of opportunity for trained interior designers.

This course will provide you with a basic understanding of the approach to decoration and design. You will learn about how to use colour, how to follow a concept based on your inspiration for your decoration and about how to plan and represent your ideas on paper.

The course will look at the interior decoration industry and understand how to advise customers on colour coordination. Students will look at a range of materials, how to understand what the customers requirements are and to communication ideas. Use measurements to calculate an area and estimate material requirements, apply analytical techniques to many customer requirements with preferred options and use technology related to locating and analysing options for the client.

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## Kitchen Operations – SITE

**SITE Academy – Sfera Park Suits & Convention Centre**, 191 Reservoir Road, Modbury

**Adelaide High School**, West Terrace, Adelaide

**Nazareth Catholic College**, 1 Hartley Road, Flinders Park

**Accreditation:** 2 SACE units

**Course Outline:** A **Certificate I in Hospitality (Kitchen Operations)** reflects the role of entry level employees who perform routine tasks in the kitchen under direct supervision.

Students who complete the courseware will be able to confidently apply for the Apprenticeships and Kitchen hand positions, knowing that they have the skills, knowledge and work experience to meet the requirements of the position.

Students can continue further study in the **Certificate II Hospitality (Kitchen Operations)** course. The Certificate II in Hospitality (Kitchen Operations) reflects the role of employees who undertake a range of kitchen functions and activities which require the application of a limited range of practical skills in a defined context.

## **Cert II Makeup Services (Full Year Course)**

**Media Makeup Academy & Agency**, Shop 17  
Renaissance Arcade, Pulteney Street, Adelaide

**Accreditation:** up to 9 SACE units

**Course Outline:** The makeup industry is a highly competitive industry and this course allows students to gain practical skills required to work as a professional photographic makeup artist for weddings in a studio or outdoor environment. Students undertake skin care and basic makeup application and develop techniques to update beauty industry knowledge.

This course will introduce students to the glamorous world of Makeup Artistry. It provides an initial grounding for students who wish to embark on a career as a professional Makeup Artist.

This course is designed for participants who are currently at Secondary School and wish to gain practical skills required to work as a retail cosmetic consultant and photographic makeup artist.

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### **Statement of Attainment Certificate 11 in Makeup Services**

**Media Makeup Academy and Agency**, Shop 17  
Renaissance Arcade, Pulteney Street, Adelaide

**Accreditation:** 1 SACE unit

**Course Outline:** This is a fun practical short course that will give the participant a better understanding of the cosmetics industry and how to apply skin products and a basic makeup application to industry standards.

Students learn and are assessed on how to cleanse skin, how to choose and advise on products, contra indications, how to apply and remove skincare products. A basic "day makeup" application is a component of the course and an additional 2 sessions have been applied for applying makeup.

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### **Massage for Health & Sport**

**Natural Health Academy of Australia**, Level 3, 47 South Terrace, Adelaide

**Accreditation:** 2 SACE units

**Course Outline:** A practical course to introduce students to the massage industry, using techniques to deal with stress management, health maintenance and to aid sporting activities. The techniques are performed through clothes and are suitable for all age groups and genders. Students learn the professional skills that allow them to enjoy their vocation whilst creating their own lifestyle working with and helping people.

Massage Therapy subjects are best learnt as a 'hands-on' subject. There is a considerable learning and correction of practical techniques, personal postural assessment and adjustment for performing of the techniques, and detailing of personal information and feedback from class teachers. All this adds to the knowledge and quality of touch that must be developed for successful professional practice.

This course is designed as an 80% "hands-on" approach.

## **Master of Ceremonies**

**Cultural Immersion (t/as Excellence in Education & Training)**, 50 Grenfell Street, Adelaide

**Accreditation:** 1 SACE unit

**Course Outline:** This exciting course teaches students skills on becoming an MC (Master of Ceremonies). MC's are becoming popular and sought after for social events, weddings, formals and functions, working with DJ's at nightclubs and dance functions, for community events and even in radio.

This course has as its basis English Proficiency and includes creative thinking, oral expression, and personal presentation, decision-making and seeks to enhance each student's confidence in themselves, their expression and in relating to others.

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### **Music Industry Essentials (Semester 1 only)**

**Ausmusic**, Level 1 / Music House, cnr North Tce & Morphet Street, Adelaide

**Accreditation:** 1 SACE unit

**Course Outline:** The Australian music industry is a vital and energetic industry, which pervades the lives of most Australians.

Music is both an industry and an art form, meeting cultural and recreational needs while also offering major employment opportunities across many sectors: recording, publishing, retail, music business, entertainment, radio, television, film, video, advertising, computer software, multimedia, teaching, and, of course, performance.

Over 15 weeks students will examine the structure of the music industry in Australia, developing the knowledge of the industry, exploring job profiles, career paths and opportunities with a view to identifying personal skills and interest and developing an individual career plan.

This course is designed for students with an interest in the music industry although students do not need to be musicians as this course focuses on Music Business.

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### **Nursing Introduction**

**Nursing Industry Skills Centre**, 191 Torrens Road, Ridleyton

**Accreditation:** 1 SACE unit

**Course Outline:** Nursing is an exciting and innovative area of health care. Becoming a nurse is not only about having a job, it is about having a career that offers a wide range of different roles of which there are few professions that can offer the diversity and excitement of nursing, and allows you to match your career with your lifestyle. A nurse is a health care professional, educated to provide holistic nursing care to a variety of patients/clients in a diverse range of health care settings, and often under challenging circumstances. Nurses develop therapeutic relationships with patients/clients and their families through open and honest communication and application of counseling skills. Nurses assess client needs, develop effective interventions and implement a plan of nursing care that meets both physiological and psychological needs.

Students must have good written English skills.

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## Community Pharmacy

**The Pharmacy Guild of Australia**, 233 – 235 Greenhill Road, Dulwich

**Accreditation:** 2 SACE units

**Course Outline:** A realistic, fun look at the everyday operations of a community pharmacy. The topics covered will be transferable to various industries, but will be flavoured with product knowledge and experience from the industry of retail community pharmacy. The trainers and guest presenters will provide relevant information and scenarios relating to the daily workings of a pharmacy.

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## Introduction to Photography

**Our Lady of the Sacred Heart College**, 496 Regency Road, Enfield

**Accreditation:** 2 SACE units

**Course Outline:** Photographers record both events and experiences and present a diverse array of concepts and opinions. The study of photography as an art form provides students with the opportunity to develop their creativity and imagination. Some of the topics that may be covered during this course include: Cameras, lenses, shutter speeds and f-stops, correct exposures, film processing and chemistry, contact sheets and enlarging, test strips and print controls, dodging, burning, and photographic retouching.

This course is intensive and creative and introduces students to the fundamentals of camera and darkroom practice. In addition, they explore historical and contemporary approaches to creative photography within a visual arts context. All consumer materials are supplied and students must have a 35mm manually operated S.L.R. camera.

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## Plumbing (Cert I in General Construction) (Full Year Course)

**PEER VEET**, 1042 Port Road, Albert Park

**Accreditation:** 4 SACE units

**Course Outline:** This program covers the introductory competencies all new Apprentices are taught; OH&S, Hand and Power Tools, Welding (Oxy and Arc), Copper Fabrication, Levelling and Sheet Metal work.

This course is structured to provide 240 hours of school attendance with 160 hours of work experience. After successful completion of this program the student will be awarded the Certificate I in General Construction.

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## Certificate I Retail Operations

**St Dominic's Priory College**, 139 Molesworth Street, North Adelaide

**Accreditation:** 4 SACE units

**Course Outline:** More Australians work in retail than in any other industry. The retail environment is dynamic and constantly evolving and there are many exciting opportunities in the retail sector. For those looking to find a career in the retail industry, manage or own your own retail enterprise, or just looking at gaining some part-time work while studying, this course gives an insight into various sectors of the retail industry.

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This course aims to develop skills, knowledge and personal attributes for work at an entry level in the various sectors of the retail industry. Areas for focus are customer services, communication, operate retail equipment and apply safe work practices. The students will be required to complete a week's work placement.

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## Screen & Media (Semester 2 only)

**Marden Senior College**, Marden Road, Marden

**Accreditation:** 1 SACE unit

**Course Outline:** This course is an introduction to basic photo manipulation/creation and multimedia software. Different techniques for manipulating photos are taught, including black and white, sepia, collages and much more. Design aspect of creating websites will be discussed, including the navigation, interface and web standards. The outcomes are a website to display the created photos along with a portfolio of printed photos.

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## Songwriting and Performance

**Ausmusic SA** – held at Flashpoints Events 8 Kilkenny Road, Kilkenny

**Accreditation:** 4 SACE units

**Course Outline:** This program in a creative songwriting and ensemble music performance course. It will be focusing on contemporary music (rock, pop, hip hop etc) students will examine the different styles of contemporary music and their relevance, learn structured methods of songwriting and exploring creativity, ensemble performance, getting the right sound on stage, set up and use a small P.A., rehearsal techniques and preparing for a performance. This course is aimed at young aspiring contemporary musicians. Being able to play an instrument or sing is integral to the program.

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## Studio Recording – Introduction (held each term)

**Fat Trax Studio**, 312 Wakefield Street, Adelaide

**Accreditation:** 2 SACE units

**Course Outline:** Held in one of Adelaide's top recording studios with a leading Producer & Engineer, students will learn the process for recording and producing a 1-2 track 'Demo' with a musical act. The entire course is based around structured workplace learning and will be held on site at a commercial studio.

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## Certificate II Tourism Operations – Events

**SITE Academy**, Hindmarsh Stadium

Students who successfully complete the Cert II Tourism Events course will be able to study the Cert III in Meetings & Events in Semester 2, 2010.

**Accreditation:** 5 SACE units

**Course Outline:** This course is designed to reflect the role of individuals who work in an events operation, who perform a range of mainly routine tasks and who work under direct supervision. Students who complete this course will achieve the skills and knowledge to meet the requirement of an Office Assistant in a function centre, Event Sales Assistant, Office Assistant in a Conference Centre and Function Sales Assistant.

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