

2018 Course Information for Short Courses

Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Wed 12	Mental Health First Aid Refresher	9:30AM	2:00PM	genU BARWON - Little Ryrie Street

**For further information
and bookings please contact**

training@genu.org.au or
1300 KTCOURSE (1300 582 687)

2018 Course Information for Short Courses

genU Training has a long history of supporting and developing the skills and abilities of people with a disability. This course delivers key outcomes for learners seeking to develop their literacy and numeracy capabilities.

In particular, the course assists learners in developing knowledge of strategies to:

- read, write and make meaning of words phrases and sentences
- orally convey personally relevant information
- use numerical information relating to time, money and measurements.

Fees

genU Training strives to make course fees inclusive and competitive. Quality learning is important to everyone in our community no matter their circumstances or abilities. genU Training is an approved Skills First RTO, the fee you pay depends on whether you qualify for government subsidies. A genU Training staff member will assist you in determining your course fees.

For details on genU Training's course fees please visit our [Fees & Charges page](#).

Course Units

- (VU21737) Read phrases
- (VU21738) Write phrases
- (VU21739) Communicate orally using phrases
- (VU21740) Read simple sentences
- (VU21741) Write simple sentences
- (VU21742) Communicate orally using simple sentences
- (VU21745) Count and use numbers from 1 to 100
- (VU21746) Count to 50 by multiples of 2
- (VU21754) Use coins and notes
- (VU21755) Use simple addition skills
- (VU21756) Use simple subtraction skills

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

This nationally accredited course supports learners with permanent intellectual disabilities to develop skills to assist them in the community. It assists learners to enter employment, volunteer work or access further study.

This course assists learners to develop skills and knowledge to assist them in the community after leaving school.

Learners develop learning plans, enhance their self-development, participate in travel and community activities and use technology to assist them in developing future work, training or community activities.

Fees

genU Training strives to make course fees inclusive and competitive. Quality learning is important to everyone in our community no matter their circumstances or abilities. genU Training is an approved Skills First RTO, the fee you pay depends on whether you qualify for government subsidies. A genU Training staff member will assist you in determining your course fees.

For details on genU Training's course fees please visit our [Fees & Charges page](#).

Course Units

- (VU21776) Develop and document a learning plan with support
- (VU21777) Enhance self development
- (VU21778) Participate in travel activities
- (VU21779) Investigate future options for further training, work or community activities
- (VU21780) Participate in the community
- (VU21781) Use technology for a range of purposes
- (VU21783) Access the media
- (VU21785) Participate in recreational activities
- (VU21786) Participate in Creative Activities
- (VU21787) Apply communication for a range of purposes

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

This qualification is open to people with learning, cognitive or developmental disabilities or those with special learning needs.

It assists them to gain the basic employability skills and knowledge needed to gain and maintain employment or undertake further vocational training.

The course delivers learners with:

- Real industry work placement
- Excursions, guest speakers, make-overs, new experiences and lots of fun
- Life skills and career planning
- Knowledge and skills to enhance continued education and employment prospects
- A variety of industry vocational experiences including in retail and hospitality.

Fees

genU Training strives to make course fees inclusive and competitive. Quality learning is important to everyone in our community no matter their circumstances or abilities. genU Training is an approved Skills First RTO, the fee you pay depends on whether you qualify for government subsidies. A genU Training staff member will assist you in determining your course fees.

For details on genU Training's course fees please visit our [Fees & Charges](#) page.

Course Units

- (BSBITU101) Operate a personal computer
- (BSBWHS201) Contribute to health and safety of self and others
- (ICTICT103) Use, communicate and search securely on the internet
- (VU21664) Prepare for employment
- (VU21666) Participate in job seeking activities
- (VU21771) Develop an individual vocational plan with support
- (VU21772) Develop personal management skills for work
- (VU21773) Participate in vocational activities
- (VU21774) Participate in practical placement with support
- (VU21775) Develop interpersonal communication skills for the workplace

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

This qualification gives you practical knowledge and skills to be a first point of contact and assist individuals in meeting their immediate needs.

Importantly, it offers pathways to further study and the chance to develop a rewarding and lasting career in the community services and welfare sectors.

- Support individuals by providing a first point of contact
- Refer individuals to a range of services
- Work effectively with diverse co-workers and clients

Career opportunities

- Assistant community services worker
- Community services customer service
- Contact officer

Learning Pathways

- CHC32015 Certificate III in Community Services
- CHC33015 Certificate III in Individual Support (Ageing, Home and Community)
- CHC43115 Certificate IV in Disability
- CHC43315 Certificate IV in Mental Health

Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$15.50	\$77.50	\$1,860.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

Course Units

Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

2018 Course Information for Short Courses

This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

- Learn to respond to client needs and work with diverse people.
- Develop skills to follow safe work practices for direct client care.

Career opportunities

- Migrant support worker
- Neighborhood centre worker
- Youth support worker
- Volunteer coordinator

Learning Pathways

- CHC33015 Certificate III in Individual Support (Ageing, Home and Community)
- CHC42015 Certificate IV in Community Services
- CHC43315 Certificate IV in Mental Health
- CHC43115 Certificate IV in Disability

Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$30.40	\$152.00	\$1,824.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

Course Units

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

This qualification develops your skills in preparation to work in a community and/or residential setting following an individualised plan to provide person-centred support to people who may require assistance due to ageing or some other reason.

- Develop skills to help empower older people and support those living with dementia.
- Gain factual, technical and procedural knowledge, as well as theoretical knowledge of concepts and practices required to provide person-centred support.

Career opportunities

- Personal care assistant
- Nursing assistant
- Personal care worker
- Community worker

Learning pathways

- CHC43015 Certificate IV in Ageing Support
- CHC43415 Certificate IV in Leisure and Health
- HLT54115 Diploma of Nursing
- Bachelor of Nursing

Vocational placement

- 120 hours (Mandatory)

Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$36.25	\$181.25	\$2,175.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

Course Units

- (CHCAGE001) Facilitate the empowerment of older people
- (CHCAGE005) Provide support to people living with dementia
- (CHCCCS011) Meet personal support needs
- (CHCCCS015) Provide individualised support
- (CHCCCS023) Support independence and wellbeing
- (CHCCCS025) Support relationships with carers and families
- (CHCCOM005) Communicate and work in health or community services
- (CHCDIS007) Facilitate the empowerment of people with disability

2018 Course Information for Short Courses

- (CHCDIV001) Work with diverse people
- (CHCHCS001) Provide home and community support services
- (CHCLEG001) Work legally and ethically
- (HLTAAP001) Recognise healthy body systems
- (HLTWHS002) Follow safe work practices for direct client care

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to a disability.

- Gain factual, technical and procedural knowledge, as well as theoretical knowledge of concepts and practices required to provide person-centered support.
- Develop skills to empower people with a disability and promote social inclusion.
- Learn how to contribute to the ongoing skills development of a person using a strength-based approach.

Placement requirements

To achieve this qualification, learners must complete a minimum of 120 hours of work placement.

Career Opportunities

- Accommodation support worker (Disability)
- Respite care worker
- Community care worker
- Personal care attendant

Learning Pathways

- CHC43115 Certificate IV in Disability
- CHC43415 Certificate IV in Leisure and Health
- CHC52015 Diploma of Community Services

Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$35.00	\$175.00	\$2,100.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

Course Units

Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

2018 Course Information for Short Courses

Learn how to demonstrate leadership in this increasingly important sector of the Community Services industry.

- Develop skills for coordinating services for older people.
- Be qualified to complete specialised tasks and functions in aged services in residential, home or community based environments.
- Take on more responsibility in developing, implementing and reviewing client services plans.

Career opportunities

- Aged Care Activity Worker
- Care Service Team Leader
- Care Supervisor (Aged Care)
- Community program coordinator

Learning Pathways

- CHC43415 Certificate IV in Leisure and Health
- HLT54115 Diploma of Nursing
- Bachelor of Nursing

Vocational Placement

- 120 hours (Mandatory)

Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$63.50	\$317.50	\$3,810.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

Course Units

- (CHCADV001) Facilitate the interests and rights of clients
- (CHCAGE001) Facilitate the empowerment of older people
- (CHCAGE003) Coordinate services for older people
- (CHCAGE004) Implement interventions with older people at risk
- (CHCAGE005) Provide support to people living with dementia
- (CHCCCS006) Facilitate individual service planning and delivery
- (CHCCCS011) Meet personal support needs
- (CHCCCS023) Support independence and wellbeing
- (CHCCCS025) Support relationships with carers and families
- (CHCDIS007) Facilitate the empowerment of people with disability

2018 Course Information for Short Courses

- (CHCDIS008) Facilitate community participation and social inclusion
- (CHCDIS009) Facilitate ongoing skills development using a person-centred approach
- (CHCDIV001) Work with diverse people
- (CHCLEG003) Manage legal and ethical compliance
- (CHCPAL001) Deliver care services using a palliative approach
- (CHCPRP001) Develop and maintain networks and collaborative partnerships
- (HLTAAP001) Recognise healthy body systems
- (HLTWHS002) Follow safe work practices for direct client care

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

Under the guidance of professional trainers with extensive practical experience, develop foundation skills and knowledge to:

- Implement health promotion and community interventions
- Use communication to build relationships and develop networks and partnerships.

Develop your knowledge in preparation for working in community-based organisations, withdrawal services, residential rehabilitation services and outreach services under the guidance of other practitioners and professionals.

Career opportunities

- Rehabilitation support worker
- Outreach worker
- Family support worker
- Drug and alcohol support worker
- Case worker

Learning Pathways

- CHC43315 Certificate IV in Mental Health
- CHC40413 Certificate IV in Youth Work
- CHC52015 Diploma of Community Services

Placement recommendations

It is recommended that learners complete a minimum of 80 hours of work placement while undertaking this course.

Fees

genU Training has three Tuition fee levels. The fee you pay depends on whether you qualify for government subsidies.

Approx. Tuition Fee:	Skills First Program (SFP) Concession	Skills First Program (SFP)	Fee For Service
	\$65.40	\$327.00	\$3,924.00

This training is delivered with Victorian and Commonwealth Government funding for eligible individuals. We encourage students with a disability to access government subsidised training. There may also be other charges such as material or amenities fees. A genU Training staff member will assist you in determining your course fees and a statement of fees detailing all course charges will be provided prior to enrolment.

For full details of genU Training's course fees please view our [Fees & Charges page](#).

Course Units

- (CHCADV001) Facilitate the interests and rights of clients
- (CHCAOD001) Work in an alcohol and other drugs context
- (CHCAOD004) Assess needs of clients with alcohol and other drugs issues
- (CHCAOD006) Provide interventions for people with alcohol and other drugs issues
- (CHCAOD009) Develop and review individual alcohol and other drugs treatment plans
- (CHCCCS003) Increase the safety of individuals at risk of suicide
- (CHCCCS004) Assess co-existing needs
- (CHCCCS014) Provide brief interventions

2018 Course Information for Short Courses

- (CHCCCS019) Recognise and respond to crisis situations
- (CHCCOM002) Use communication to build relationships
- (CHCDIV001) Work with diverse people
- (CHCLEG001) Work legally and ethically
- (CHCMHS001) Work with people with mental health issues
- (CHCMHS005) Provide services to people with co-existing mental health and alcohol and other drugs issues
- (CHCPRP001) Develop and maintain networks and collaborative partnerships
- (CHCPRP003) Reflect on and improve own professional practice
- (HLTAID003) Provide First Aid

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

The tasker revolution is here and we can't wait for you to be part of it! Our 3 day 'Become a Tasker' experience readies you to use Airtasker, a community marketplace for people and businesses to outsource tasks. You will walk out a Tasker, ready to make offers for paid tasks in your community. For job-seekers, this will look great on your resume!

The type of tasks you will be able to access includes:

- Trades/Odd jobs
- Home and garden
- Delivery and removals
- Event and photography
- Computer repairs and ICT support
- Business and admin

Skills you will develop

Whether you're just looking for some extra income or want to increase your employability prospects, this course is for you.

- Identify and utilise your skills and abilities
- Customer Service
- Negotiating work
- Using a digital platform
- Verbal and written communication
- Understanding health and safety practices whilst on the job
- Networking with the local community and businesses

Satisfactory completion of assessments during this course will result in a statement of attainment for the accredited unit SITXCCS003 Interact with Customers.

Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

**For further information
and bookings please contact**

training@genu.org.au or
1300 KTCOURSE (1300 582 687)

2018 Course Information for Short Courses

- Learn correct posture and exercise to reduce risk of injury
- Gain greater understanding of the consequences from an WHS injury
- Identify hazards and learn to reduce injuries

Course Units

(MANUAL HAND) Manual Handling

Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Fri 14	Manual Handling	9:30AM	12:30PM	Corio

2018 Course Information for Short Courses

Learning outcomes include:

- identifying personal values and cultural influences
- defining professional boundaries
- identifying why professional boundaries are broken
- understanding the purpose for maintaining professional boundaries
- identifying strategies for maintaining professional boundaries.

Course Units

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

This unit applies to all workers who may be required to provide CPR, in a range of situations, including community and workplace settings.

Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Wed 05	Provide Cardiopulmonary Resuscitation (CPR)	9:30AM	12:00PM	Sunshine
Fri 14	Provide Cardiopulmonary Resuscitation (CPR)	10:00AM	12:30PM	Corio

**For further information
and bookings please contact**

training@genu.org.au or
1300 KTCOURSE (1300 582 687)

2018 Course Information for Short Courses

- Assessing and determining at risk behaviors
- Understanding the causes of at risk behaviors within the context of mental wellbeing
- Understanding NSSI or Non- Suicidal Self Injury and responding appropriately
- Understanding suicide ideations and behaviors and responding appropriately

Cost: \$70 (plus GST) per person

Min Number of Students: 8

Duration: 2 hours

Course Units

Upcoming Courses

Phone 1300 582 687 to register you interest in this course.

2018 Course Information for Short Courses

- Exploring when the customer presentation appears beyond general sadness, including grief and loss, and or depression signs and symptoms
- Strategies to enhance the wellbeing of customers

Workshop Cost: \$55 (Inc GST)

Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

**For further information
and bookings please contact**

training@genu.org.au or
1300 KTCOURSE (1300 582 687)

2018 Course Information for Short Courses

Develop your skills in preparation for working in hospitality during this interactive three day course.

You will be introduced to the art of coffee making, working with a safe approach when handling food, guidelines for the responsible service of alcohol and customer service skills.

Satisfactory completion of assessments during this course will result in a statement of attainment for the accredited unit SITXFSA001 Use hygienic practices for food safety.

Tasting Plate Menu

Day 1:

- SITXFSA001 Use hygienic practices for food safety

Day 2:

- Basic coffee making
- Customer service

Day 3:

- Basic coffee making
- Customer service
- Responsible service of alcohol (RSA)

Learn from our very own hospitality heroes who are currently leading the way in the local hospitality scene.

Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Tue 04	Tasting Plate	9:30AM	More than 1 day	Sunshine
Mon 17	Tasting Plate	9:00AM	More than 1 day	genU BARWON - 18th Amendment and genU BARWON - Little Ryrie Street

**For further information
and bookings please contact**

training@genu.org.au or
1300 KTCOURSE (1300 582 687)

2018 Course Information for Short Courses

This course is a requirement for food handlers who directly handle food or food contact surfaces such as cutlery, plates and bowls during the course of their daily work activities. This includes cooks, chefs, caterers, kitchen stewards, kitchen hands, bar, and food and beverage attendants, and sometimes room attendants and front office staff.

Course Units

(SITXFSA001) Use hygienic practices for food safety

Upcoming Courses

December 2018

Date	Course	Start time	Finish time	Location
Tue 04	Use Hygienic Practices for Food Safety	9:30AM	3:30PM	Sunshine
Mon 17	Use Hygienic Practices for Food Safety	9:00AM	4:30PM	genU BARWON - 18th Amendment

2018 Course Information for Short Courses

Mental illnesses often start in adolescence or early adulthood and it is important to detect problems early to ensure the young person is properly treated and supported. The YMHFA course teaches adults who have frequent contact with adolescents, such as parents, guardians, school staff, sport coaches and youth workers, how to assist adolescents who are developing a mental health problem, experiencing a worsening of a mental health problem or in a mental health crisis.

What is the Youth Mental Health First Aid course?

The Youth Mental Health First Aid (YMHFA) course is based on international MHFA Guidelines. These Guidelines were developed using consensus of mental health consumers, carers and professionals from English-speaking developed countries.

Course Content

The YMHFA course teaches adults how to assist adolescents who are developing any of the following mental health problems, experiencing a worsening of an existing mental health problem or in a mental health crisis:

Developing mental health problems

- Depression
- Anxiety problems
- Eating disorders
- Psychosis
- Substance use problems.

Mental health crises

- Suicidal thoughts and behaviours
- Non-suicidal self-injury
- Panic attacks
- Traumatic events
- Severe psychotic states
- Severe effects from alcohol or other drug use
- Aggressive behaviours.

Course Format

This is a 2 day (14-hour) course. Course participants receive a copy of the YMHFA Manual to keep and are eligible to become an accredited Mental Health First Aider.



Upcoming Courses

Phone 1300 582 687 to register your interest in this course.

**For further information
and bookings please contact**

training@genu.org.au or
1300 KTCOURSE (1300 582 687)