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Certificate IV Knowledge Training Sessions 2010

Training Module	Content outline	APT Unit	Nominal Hours	Training method
Customer Service	Dealing with clients, contracts, fees and charges, information from clients (e.g. resources, needs, budget restraints), on-going work (service agreements), statement of limitations	PPP01, DES02, DES03	3	WS1
Permaculture Design Strategies	Ethics, principles and common practices of permaculture. Strategies for energy descent, transition initiative. Design principles.	PPP01, DES02, DES03	4	WS1
Designing	Design brief, design steps, concept plans, report format, detailed final report, drafting, drawing to scale, tools and techniques, site analysis, surveys. Rural design, urban design.	DES02, DES03	6	WS1
Budgets and Costs	Estimating, basic budgeting skills, costing components of a project, bill of quantities, ordering materials, cash-flow analysis, keeping records, developing a works program, job variations, budget summaries, GST and taxes.	BUI04, RTC4905, RTC4911	6	WS1
Research Techniques	Qualitative and quantitative research, sources of information, resources, presentation of research	PPP01, DES02, DES03	2	WS1
OHS Policies	Hazards and risks, Job Safety Analysis (JSA), OHS policy for a workplace, risks assessment and management, MSDS.	BUI04, IPA08, RES07, RES09	3	WS2
Appropriate Technology	Renewable energy systems, water-driven systems, building styles and materials, cost-benefit analysis.	BUI05	3	WS2

Bioregions	Bioregional characteristics and resources, natural ecosystems, water catchment, catchment management, built landscapes, social and cultural elements of an area, local currency (eg LETS), food supply systems.	BIO06, COM10	6	WS2
Sustainable Communities	Sustainable development, community governance, legal systems, cultural protocols and diversity, consultation, community gardens, city farms, local food security, transition programs.	COM10, BIO06	4	WS2
Permaculture Products	Types of products requiring storage, storage systems, treatment for products, preservation techniques, and planting, harvesting and storage plans.	RES07	4	WS3
Animal Health and Welfare	Health and welfare guidelines and regulations, health records, workplace procedures, management plans.	IPA08	3	WS3
Seed Collecting	Seed characteristics and plant biology, identifying seed, collection techniques, maintaining a seed collection, seed storage methods, local provenance, legislative requirements for seed collection.	RES09	4	WS3

Workshops

1. Designing
2. Permaculture Bioregions
3. Techniques
4. Reports and Design Presentations