MACEDON RANGES EDUCATION
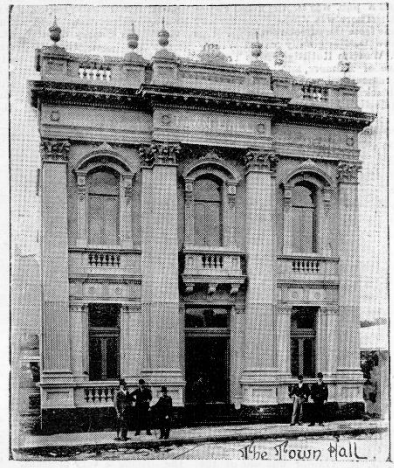
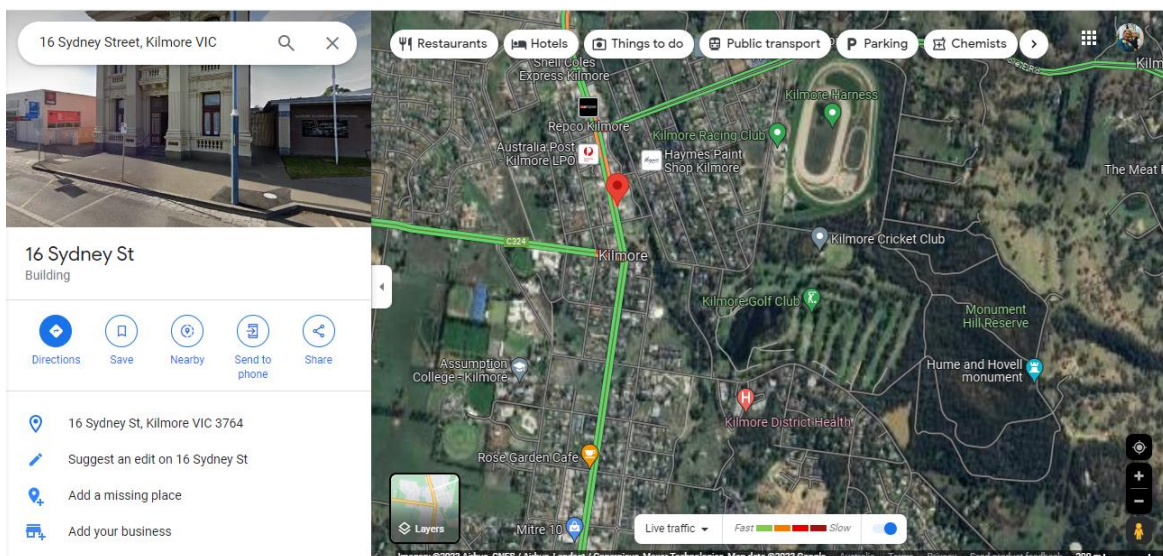MACEDON RANGES EDUCATION

CAMPUS PLAN

Campus Plan

16 Sydney St Kilmore

From 1894 to today our campus building has stood the test of time.

Contents

Key details

Registration details

Business name Registered name	Macedon Ranges Education Pty Ltd
Trading Names	Explore Education and Training Go Books Online Macedon Ranges Education
Date registered	10/03/2023
State registered in	Victoria
Business structure	Company
Australian business number (ABN)	96666393326
Australian company number (ACN)	666393326
RTO Number	46155

Contact details.

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Online and social media details

	Address/details
Website	www.mymre.com.au
Website	www.explooreed.com.au
Website	www.gobooksonline.com.au
Facebook	https://www.facebook.com/profile.php?id=100094299490751&viewas=100000686899395

About Us

Located at 16 Sydney Street Kilmore Victoria, we are proud custodians of the Kilmore Town Hall built in 1894. This two (2) story red brick building was built to house a large police presence in the town in the late 1800's as Kilmore became a major freight and supply centre. The building is leased from the Mitchell Shire Council on a 2 x 2 x 2 lease and Council have approved its use for an Education and Training Facility.

Located in the main street of Kilmore in the original old town hall and near the Kilmore Town Library, we are approximately 75km from Melbourne with parking at the rear of the building we are ideally located and set up to service the local and surrounding areas.

We have high-speed internet connections, a classroom set up for up to 25 students at a time and break out areas for activities or self-study.

Staffed by a small group of mainly local staff who come from varied backgrounds that are committed to bringing accessible and affordable education to our regional area.

Our vision is to be able to interact with, teach and enrich the lives of local communities by offering courses in finance , accounting, business and courses that will provide varied skill sets. By doing this we hope to expand employment opportunities, variety and choices as well as a sense of and self-worth.

By offering both online and in person classroom courses we allow the learner to choose which suits their lifestyle and learning style better.

The plan is to provide certified and uncertified courses for both professional and personal growth and development. Whether face to face teaching or online, there will be courses in everything from simple how to use computers through to courses in QuickBooks, MYOB, Xero and Certificate courses in finance, accounting and business.

We aim to provide something for everyone and can offer literacy and numeracy support where required.

Upon entering the front doors there is easy access to staff and trainers and quiet spaces for students to study in a truly grand and lovely old building with a relaxed and friendly atmosphere conducive to learning new skills and as part of our mandate to service the local community we have 2 community rooms downstairs we are offering the local community for meetings or other activities where a small space is needed.

The Campus

Ground Floor

- Toilets x 4 and Disabled Toilet
- Deck and Outside Student Area — 6.3 x 12.8
- Kitchen
- Disabled Access Ramp
- Small Group Classroom
- Administration — 4.3 x 4.2
- Small Group Classroom
- ENTRY
- Administration — 4.3 x 3.6

GROUND FLOOR

Upper Floor

- Student Lounge — 4.5 x 4.9
- Self-Study Area — 4.5 x 4.9
- WC
- Classroom — 11.6 x 8.2
- Small Group Study Area
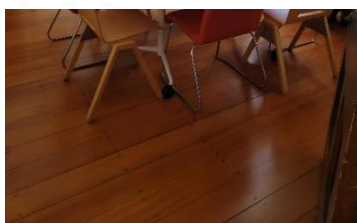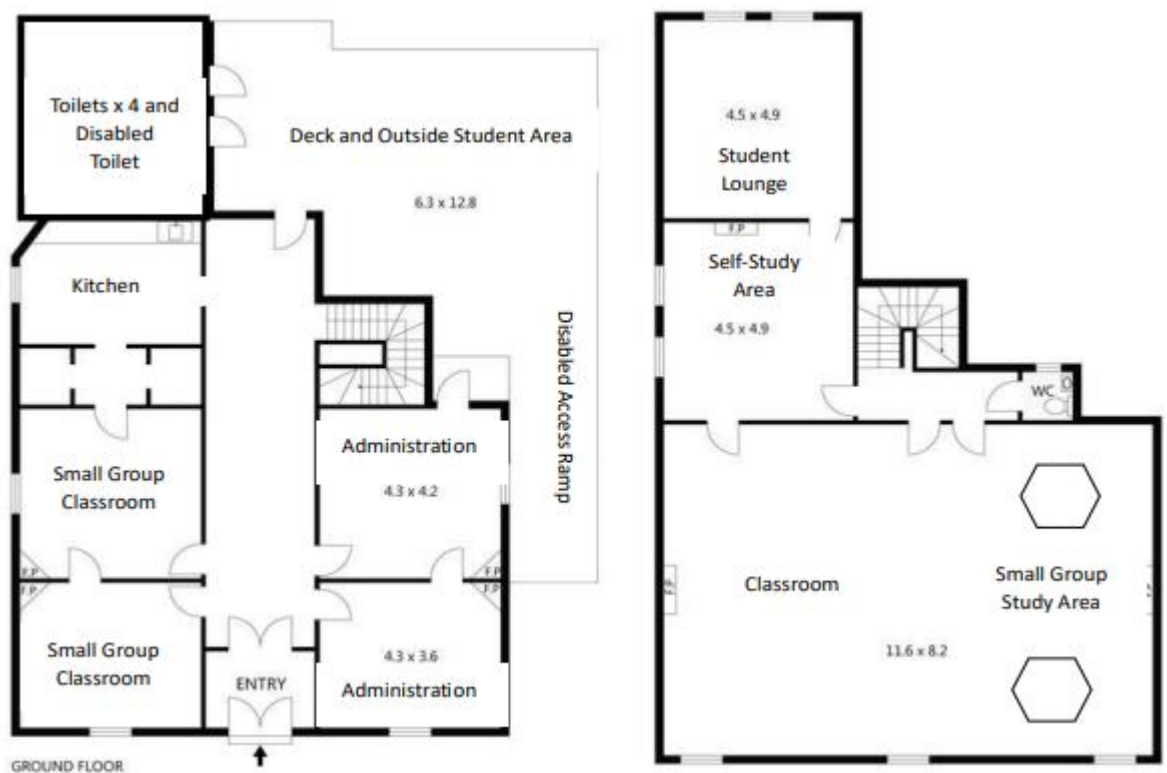
Our Business - what we do, our products and services.

Macedon Ranges Education, GoBooks Online and Explore Education and Training are providers of nationally accredited qualifications (on approval), and non-accredited education and training for skill dimension development and continuing personal and professional education for business, project management, leadership, entry to the workforce and accounting and bookkeeping.

Our Commitment to You

We strive to empower individuals in the wider community, through our commitment to accessibility, comprehensive, meaningful education and training, networking, role models, and community engagement, to make a difference in the lives of aspiring learners of any age.

Accessibility and Affordability

Our business recognises the challenges faced by individuals in the wider regional communities who aspire to study. We have developed a unique selling point that sets us apart and positions us for success in the market.

1. Accessibility and Affordability: We understand the financial constraints many individuals face when pursuing vocational and higher education. Our business aims to provide accessible and affordable education by offering flexible payment plans and ensuring where possible all learning materials are included in our course fees. We strive to make quality education and training accessible to individuals from diverse socio-economic backgrounds.

2. Comprehensive and Updated Curriculum: To address the evolving industry landscape, we have designed a comprehensive curriculum that encompasses the latest trends, technologies, and regulatory changes. Our courses are regularly updated to ensure students receive relevant and practical knowledge that aligns with the current demands of the accounting and finance field.

3. Networking and Industry Connections: We recognise the importance of networking in the industry. To facilitate networking opportunities, we will have established partnerships with industry professionals, accounting firms, and finance organisations. Our students benefit from mentorship programs, and networking events that enhance their industry exposure and increase their chances of securing job opportunities.

4. Community Engagement: We believe in the power of community engagement. Our business actively engages with local communities, offering in person – in classroom learning environments, workshops, seminars, and career counselling sessions. By reaching out to remote communities, we aim to bridge the gap and provide equal opportunities for aspiring individuals who have limited access to education and training.

Our Uniqueness

By addressing the challenges and offering unique solutions, our business aims to make a positive impact in the market. We strive to empower individuals in the wider community, equipping them with the knowledge, skills, and connections necessary to succeed in their chosen field. Through our commitment to accessibility, comprehensive education, networking, role models, and community engagement, we are confident that our business will thrive and make a difference in the lives of aspiring learners.

Our history

Established in 2023 in response to demand in the Central and North Central Regions in Victoria for courses both in classroom and online that focus on work skills needed in these regions. Macedon Ranges Education, GoBooks Online and Explore Education and Training currently offers non-accredited courses for CPD/CPE and skill dimension development opportunities in Accounting and Bookkeeping, Payroll Management, Work Skills for entry level job applicants in office environments, Project Management, Office Administration, Business and Leadership for mid-level Business Managers and Small Business Owners.

An application will be lodged in mid-September 2023 for accreditation as a Registered Training Organisation to offer nationally accredited courses to extrapolate our course offerings as natural extensions of the current non-accredited courses we offer to provide access for learners and empower individuals in the wider community, equipping them with the knowledge, skills, and connections necessary to succeed in their chosen field. Our team is comprised of extremely experienced individuals in each of their operational roles with real world experience and knowledge.

Our why

To provide access to work and skill education and training in areas where access is limited by geography, socio-economic and regional factors.

Our vision

Our hopes, dreams and where we aim to go.

To be the provider of choice for access to education and training and work skill development in areas where access is limited by geography, socio-economic and regional factors.

Our mission

Who we are and why we exist.

We provide current and relevant accredited, software and non-accredited courses for professional and personal development and continuous learning opportunities for corporate groups and individuals for professional education.

Our Students

Participation rates are often lower in regional areas due to factors including access to linked transport, geography, and socio-economic status. Regional areas tend to show a decline in participation in education and training post year 11. The Business Plan documents a full breakdown of the population growth, representation at TAFE , the number of people with no qualifications and the employment rate in the Mitchell Shire, Macedon Ranges Shire, Greater Bendigo Shires, City of Hume, the City of Brimbank and the City of Whittlesea. The analysis of these, in the Business Plan, is why we believe that we are needed and the courses we are offering are what the communities are looking for.

Student and Staff Wellbeing

At Macedon Ranges Education, Go Books and Explore Education and Training, the link between education and health and well-being of both students and staff, as part of a regional community, is of utmost importance. We believe that studying can bring the community together and increase the sense of self-worth of an individual. It also has an impact on the individuals' perceived place and value to society and increases the chance of an improved fiscal future.

Coming together to learn new skills, and teaching new skills to students as part of a progressive school community has a positive effect on both students and staff. Studying can help with an individual's mental health and wellbeing and the employment and income opportunities that come with a formal qualification have an impact on how an individual perceives themselves and their mental and emotional state as well as their perception of security and social recognition and acceptance.

Teaching and guiding students no matter what age, to achieve their goals is emotionally satisfying and fulfilling.

Our school community allows both students and staff to gain engagement and socialisation skills from the relationships they form from working together toward a common goal. Wellbeing is just as important to both students and staff as academic achievement for all the team.

Meet the Team

Role	Name
Chief Executive Officer	Iona McKimmie
Curriculum Co-Ordinator	Loren Reid
Education and Training Administrator	Mark Pearce
Campus and Quality Co-Ordinator	Dorothy Smith
Marketing and Technology Co-Ordinator	Marek Reid
Trainer and Assessor	Imran Anwer
Trainer and Assessor	Momina Awan
Trainer and Assessor	Miler Maksimovic
Trainer and Assessor	John McKenzie
Sales Co-Ordinator	Danielle O'Neill
Maintenance Co-Ordinator	Daniel Dickinson
Education and Training Administration Assistant	Aimee Nolan
Instructional Designer	Suzie Crawford

Macedon Ranges Education Plan – Key important dates.

Year	Study Period	Dates
2024	**Study Period 1**	22nd January 2024 – 22nd March 2024
	Study Period 2	15th April 2024 – 29th June 2024
	Study Period 3	15th July 2024 – 23rd September 2024
	Study Period 4	30th September 2024 – 13th December 2024
2025	**Study Period 1**	27th January 2025 – 21st March 2025
	Study Period 2	7th April 2025 – 20th June 2025
	Study Period 3	7th July 2025 – 19th September 2025
	Study Period 4	6th October 2025 – 12th December 2025

Macedon Ranges Education Courses:

Course Code and Name	Description
BSB20120 - Certificate II in Workplace Skills	This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles work under direct supervision.
FNS30322 - Certificate III in Accounts Administration	This qualification reflects the role of individuals with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions, and producing financial reports. Individuals in these roles apply skills and knowledge to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.
BSB30120 - Certificate III in Business	This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

	Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment, and relevant theoretical knowledge. They may provide technical advice and support to a team.
FNS40222 - Certificate IV in Accounting and Bookkeeping	This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.
BSB40920 - Certificate IV in Project Management Practice	This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer. Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.
BSB40520 - Certificate IV in Leadership and Management	This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance, and support to others. They may also have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.
BSB50120 - Diploma of Business	This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

	Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.
BAS Agent Skill Set	This skill set is designed for persons who are seeking registration as a business activity statement (BAS) agent with the Tax Practitioners Board (TPB).
Payroll Skill Set	This skill set is designed for payroll administrators and workers in job roles who perform payroll administration and payroll management tasks in a variety of industries.

Macedon Ranges Education – Courses Information.

Location	Course	Orientation Day	Induction Day	Start Date	End Date
Classes at 16 Sydney St Kilmore	**BSB20120 Cert II Workplace Skills**				
	BSB30120 Cert III in Business				
	FNS30322 Cert III in Accounts Administration				
	FNS40222 Cert IV in Accounting and Bookkeeping				
	BSB40920 Cert IV in Project Management				
	BSB40520 Cert IV in Leadership and Management				
	BSB50120 Diploma of Business				
Classes online					

Explore Education and Training
Explore Education and Training – Non-Accredited Course Topics Available via website.

Effective Leadership

Leadership

Effective Planning

How to deal with Resistance to Change

Group Work Strategies

Communication

Persuasion and Negotiation

The Art of Execution

Decision Making

Customer Service Training

Relational Conflict

Effective Listening

Leading Remote Teams

Professionalism in the workplace

Planning with Purpose

Goal Setting

Time Management
Effective Meetings
Business Writing
Diversity and Inclusion
Sexual Harassment Training

Communicating Ideas: Presentations & Projects

Creating a Unique Presentation
Google Slides
Microsoft PowerPoint
Creating an Infographic
Blogging Basics
Mobile Movie Making
Building a website
Coding Languages

Social Awareness

Behaviour Disorders & Autism Spectrum Disorder
Bipolar Disorder, Attention Disorders, Disruptive Behaviours
A Story of Being Bullied and Attempting Suicide
Suicide Prevention & Managing the Aftermath of the Death
Anxiety and Depression
Traumatization of Youth and Adolescents: Implications for Educator Practices and Student Success
Sexual Harassment Training

Diversity and Inclusion

Office Management

Computer Basics (Mac and PC)

Professionalism in the Workplace

Business Writing

Creating Presentations

Information Security Best Practices

Copyright and Fair Use

Audio Best Practices

Career Readiness

Professional Etiquette

Goal setting

Asking Essential Questions

Successful Time Management

Cover Letter Writing

Resume Writing

Communication

Meetings

Effective Listening

Workforce Ready Soft Skills

Software Courses

Adobe Basics

Creative Cloud
Acrobat Pro
Photoshop
After Effects
Illustrator
Premier Pro

Adobe Web

Adobe Creative Cloud
Adobe Edge Animate
Captivate
Bridge
Dreamweaver
Connect
Muse

Adobe Full Suite

Adobe Creative Cloud
Acrobat Pro
After Effects
Animate
Bridge

Captivate
Connect
Dreamweaver
Edge Animate
Flash
Illustrator
InDesign
Lightroom
Media Encoder
Muse
Photoshop
Photoshop Elements
Premier Elements
Premier Pro.

Microsoft

Microsoft Basics

Word (Basic)
Excel (Basic)
PowerPoint
Office 365 Basics

Microsoft Extended

Word (Advanced)
Excel (Advanced)
PowerPoint
OneDrive
Teams
SharePoint

Microsoft Web

One Drive
One Note
SharePoint
Internet Explorer
Outlook
Office Online
Teams
Skype
PowerPoint Online
Word Online

Microsoft All

Access
Excel
Internet Explore
Office
Office 365
OneDrive
OneNote
Outlook
PowerPoint
PowerPoint Online
Project
Skype (Opt In)
Surface Pro (Opt In)
Sway
Visio
Windows (Opt In)
Word
Word Online

Google Basic

Chrome
Docs
Slides
Drive

Google Travel

Photos
Maps
Earth

Google All

Chrome
Docs
Drawing
Earth
Forms
Hangouts
Maps
Photos
Sheets
Slides

Internet Safety

Information Security Best Practices

Your Social Media Footprint

Being Savvy Online

Keeping Devices Safe

Internet Safety & Digital Citizenship

Cyberbullying: Hateful, Harmful, and Insidious

Self-Management

Developing Self-Management Skills

Successful Time Management

How Do I Manage My Time?

Living with Depression

Emotional Wellbeing and Stress Reduction

Nutrition, Movement, and Emotional Wellbeing

Overcoming Test Anxiety

Learning Management Systems

Canvas

Blackboard

D2L/Brightspace

Moodle

Self-Care

Warning! Sinking Ship: Helping Those Around Us

Health and Wellness of Educators

Nutrition, Movement, and Emotional Wellbeing and Stress Reduction

Survival 102: Tips for Successful Teachers

Teacher Engagement

Social Awareness

Improving Social Awareness

Strategies for Working in a Group

Effective Listening Training

Behaviour Disorders & Autism Spectrum Disorder

Bipolar Disorder, Attention Disorders

A Story of Being Bullied and Attempting Suicide

Suicide Prevention &Managing the Aftermath of the Death

Anxiety and Depression

Traumatization

Relationship Skills

How Do I Resolve Conflict?

Navigating Relational Conflict

Developing Healthy Relationship Skills

Healthy Relationships

Connecting Through Vulnerability

The Art of Execution

Helping Those Around Us

Workforce Ready Soft Skills

Improving/Planning Instruction for Teachers and Trainers

Pathway to Success: Planning and Preparation Using SMART Goals

Alignment of Standards-Based Curriculum, Instruction, Assessment and Learning

Universal Design for Learning

Educational Program Design Using the ADDIE Model

An Overview of Learning Methodologies

Writing Effective Learning Outcomes

Depth of Knowledge

Socratic Seminars

Think, Pair, Share

Pass/Send a Problem

Cooperative Learning

Questioning Strategies

Differentiation Techniques and Basics

Classroom Resources

Finding and Evaluating Classroom Materials and Resources

Copyright, Copyleft, and Fair Use

Evaluating Web Resources

Evaluating Technology Resources

Classroom Management/Environment

Classroom Management Strategies

The Space - Training for Teachers

Climate in the Classroom

Unlocking Potential: The Impact of Mindset on Success

Connecting Through Vulnerability

Active Supervision

Strategies for Communicating with Teens

Go Books Online Non-Accredited Accounting Software Courses

Course Name	Description
MYOB	
Level 1	Introduction to Bookkeeping, setting up and Using MYOB
Level 2	Accounts Payable and Receivable, Reporting and Payroll Basics
Level 3	Templates Management, Journals, Budgets and STP (Single Touch Payroll).
Xero	
Level 1	Introduction to Bookkeeping, setting up and Using Xero
Level 2	Accounts Payable and Receivable, Reporting and Payroll Basics
Level 3	Templates Management Journals, Budgets and STP.
Dext Prepare	Dext Prepare, collect, and extract paperwork, then automatically processes it to accountancy software.
BAS Management	This course is designed for persons who are in the preparation of the business activity statement (BAS) for their own business.
Payroll using KeyPay	This skill set is designed for payroll administrators and workers in job roles who perform payroll administration and payroll management tasks in a variety of industries.

Go Books Online – Accounting and Bookkeeping Courses 2023

Xero Courses	Level 1 - Introduction to Xero	26th September 2023	24th October 2023	28th November 2023
	Level 2 – Intermediate Xero	26th September 2023	24th October 2023	28th November 2023
	Level 3 – Advanced Xero	26th September 2023	24th October 2023	28th November 2023
	BAS and IAS Preparation with Xero	26th September 2023	24th October 2023	28th November 2023
	Managing Payroll with Xero	26th September 2023	24th October 2023	28th November 2023
Computer Courses	Introduction to Computer Use	29th September 2023	27th October 2023	1st December 2023
	Using Microsoft Excel	28th September 2023	26th October 2023	30th November 2023
	Using Microsoft Word	28th September 2023	26th October 2023	30th November 2023

Goals and actions

Goals for next year

Goals and Actions	RTO Registration	350 Courses for CPD/CPE	60 Enrolments GoBooks Online
Actions to achieve goal.	- Complete Application - Lodge Application - Achieve Registration	- Load courses via LTI - Update website - Launch corporate sales	- Load courses via LTI - Update website - Marketing via Google and social media
Due date	15/09/2023	30/09/2023	31/09/2023

Goals for the next 3 years

Goals and Actions	Macedon Ranges Education – 1200 Yearly Classroom and Online enrolments	Explore Education and Training - 350 Courses for CPD/CPE release each year.	540 Enrolments GoBooks Online Yearly
Actions to achieve goal.	- Intake Quarterly 60 student's classroom delivery - Online Intake 20 students per month	- Load courses via LTI - Update website - Launch corporate sales	- Load courses via LTI - Update website - Marketing via Google and social media

Version Control

This document is under version control.

Version	1.1	Created Date	18 Apr 2023
Created By	Dot Smith	Modified Date	16 Apr 2024
Modified By	Dot Smith	Status	Approved
Policy Group	Administration	Approved By	Iona McKimmie