

Wyndham CEC Short Course Skills Checklist

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How to use this document

If you're new to Wyndham CEC, you may not be sure what level course to enrol into, especially if you have some skills within this area of the class. On the website you can see what is delivered in the class, however for any class higher than level 1 there may be some skills you're required to have when enrolling. Use the checklists below to ensure you have the skills required to enrol into the class you want to do.

Things to remember

- In order to be funded students must be an Australian Citizen or Permanent Resident. There are a limited number of temporary visa's that can also be funded – contact us on 9742 4013 to discuss if your visa is eligible for funding or not.
- Students who are not funded can still enrol as a full fee paying student. The fee rates are different (payment plans are available) and students cannot enrol online but must enrol in person at our head office. Contact us on 9742 4013 to discuss further.
- The rules of our funding body state students cannot repeat a class they've successfully completed within the same calendar year. If you want to repeat a class you can enrol as a fee for service student and pay the full fee rate (payment plans are available). Contact us on 9742 4013 to discuss further.

Sewing

Not sure what level the class is?	
	Craftermania – Level 0
So and Sew - Introduction to Sewing – Level 1	
	Sew Crafty – Level 1.5
Next Stitch - Intermediate Sewing – Level 2	
All Sewn Up - Advanced Sewing – Level 3	
Garment and Pattern Alterations – Level 4	
Pattern Draping – Level 5	
Note: Sew Crafty can be completed after So and Sew, but is not required to complete before Next Stitch.	
Note: Craftermania is an outlier class and not part of the sewing progression. This can be done at any time and by any student.	

Next Stitch – Intermediate Sewing Class		
• If you have successfully completed So and Sew, you can enrol straight into Next Stitch. • If you have not completed So and Sew, use the checklist below to ensure Next Stitch is the right class for you.		
Do you have functional English?	Yes ☐	No ☐
Can you thread & sew with a sewing machine?	Yes ☐	No ☐
Have you used a sewing machine in the last 2 years?	Yes ☐	No ☐
Have you sewn basic zips?	Yes ☐	No ☐
Are you familiar with the following stitch types:		
Zigzag	Yes ☐	No ☐
Straight Stitch	Yes ☐	No ☐
Finishing seams (overlock/zigzag)	Yes ☐	No ☐
Do you have a general understanding of:		
Seam allowance	Yes ☐	No ☐
Backstitch/Backtack	Yes ☐	No ☐
If you answered NO to one or more of the questions above, please enrol into So and Sew. If you were able to answer YES to <u>all of the questions above</u> you can enrol into Next Stitch.		

All Sewn Up – Advanced Sewing Class

- If you have successfully completed Next Stitch, you can enrol straight into All Sewn Up.
- If you have not completed Next Stitch, use the checklist below to ensure All Sewn Up is the right class for you.

Do you have functional English?	Yes ☐	No ☐
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Can you do all the items listed under the Next Stitch checklist?	Yes ☐	No ☐
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Have you sewn following a garment pattern within the last 2 years?	Yes ☐	No ☐
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Have you sewn a garment using a stretch fabric within the last 2 years?	Yes ☐	No ☐
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Can you identify the following terms:

Stretch & non-stretch fabric	Yes ☐	No ☐
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Grain	Yes ☐	No ☐
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Weft	Yes ☐	No ☐
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Warp	Yes ☐	No ☐
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Bias	Yes ☐	No ☐
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Positive/Negative ease	Yes ☐	No ☐
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If you answered YES to all of the questions in the top section, and YES to at least 4 out of the 6 questions in the bottom section, you can enrol into All Sewn Up.

If you answered NO to at least one question in the top section, you cannot enrol into All Sewn Up. Check the Next Stitch checklist to see if that class is more suitable.

If you answered YES to all the questions in the top section, but NO to 3 or more of the 6 questions in the bottom section, you cannot enrol into All Sewn Up. Check the Next Stitch checklist to see if that class is more suitable.

Garment & Pattern Alterations		
- If you have successfully completed All Sewn Up, you can enrol straight into Garment & Pattern Alterations. - If you have not completed All Sewn Up, use the checklist below to ensure Garment & Pattern Alterations is the right class for you.		
Do you have functional English?	Yes ☐	No ☐
Can you do all the items listed under the Next Stitch and All Sewn Up checklists?	Yes ☐	No ☐
Have you sewn zips into a garment?	Yes ☐	No ☐
Do you have sewing experience with the following:		
Facings	Yes ☐	No ☐
Waistbands	Yes ☐	No ☐
Collars	Yes ☐	No ☐
Different closure methods	Yes ☐	No ☐
Gradings between sizes	Yes ☐	No ☐
Gathering	Yes ☐	No ☐
Pleats	Yes ☐	No ☐
Darts	Yes ☐	No ☐
If you answered YES to <u>all of the questions</u> in the top section, and YES to at least 7 out of the 9 questions in the bottom section, you can enrol into Garment & Pattern Alterations. If you answered NO to at least one question in the top section, you cannot enrol into Garment & Pattern Alterations. Check the All Sewn Up checklist to see if that class is more suitable. If you answered YES to all the questions in the top section, but NO to 1-6 of the 9 questions in the bottom section, you cannot enrol into Garment & Pattern Alterations. Check the All Sewn Up checklist to see if that class is more suitable.		

Pattern Draping
- If you have successfully completed Garment & Pattern Alterations, you can enrol straight into Pattern Draping - If you have not completed Garment & Pattern Alterations with Wyndham CEC you cannot enrol into Pattern Draping without first having a consultation with one of our staff. Please email short.courses@wyndhamcec.org.au and include a brief history of your sewing experience and your phone number. A staff member will contact you to discuss further.

Cake Decorating

Not sure what level the class is?

Let's Bake – Level 0

Introduction to Cake Decorating – Level 1

Cake Decorating - The Next Layer– Level 2

Note: Let's Bake is an optional class for students who have no baking experience or have had trouble when baking cakes at home. If you are confident in your baking skills you can go straight to Intro to Cake Decorating.

Cake Decorating – The Next Layer

- If you have successfully completed Intro to Cake Decorating, you can enrol straight into Cake Decorating – The Next Layer.
- If you have not completed Intro to Cake Decorating, use the checklist below to ensure Cake Decorating – The Next Layer is the right class for you.

Do you know how to crumb coat a cake? Yes ☐ No ☐

Can you use different piping techniques? Yes ☐ No ☐

Can you make American or Swiss Meringue Buttercream? Yes ☐ No ☐
(note: not just mixing butter and icing sugar)

If the answer to any question above is NO, please enrol into Intro to Cake Decorating.

If you are able to answer YES for all of the questions above, you can enrol into Cake Decorating – The Next Layer.

Barista

Barista Art		
• If you have successfully completed Basic Barista/Introduction to Coffee Making, you can enrol straight into Barista Art. • If you have not completed Basic Barista/Introduction to Coffee Making, use the checklist below to ensure Barista Art is the right class for you.		
Have you use commercial coffee machine before (including using the grinder and knowing how to work with grind setting)?	Yes ☐	No ☐
Do you know how to use, clean and maintain coffee machines?	Yes ☐	No ☐
Do you have basic understanding of quantities, ingredients, cup sizes and temperature control of hot beverages?	Yes ☐	No ☐
Do you know how to prepare different types of hot drinks?	Yes ☐	No ☐
Do you have basic understanding of OHS needed by hospitality workers?	Yes ☐	No ☐
If the answer to any question above is NO, please enrol into Basic Barista. If you are able to answer YES for all of the above questions, you can enrol into Barista Art.		

Digital pathways

Not sure what level the class is?
General: Digital Essentials - Level 1 General: Digital literacy for Adults – Level 2 General: Office Skills – Level 3
Excel: Introduction to Excel – Level 1 Excel: Intermediate Excel – Level 2 Excel: Advanced Excel – Level 3
MYOB/Bookkeeping: Manual Bookkeeping – Level 1 MYOB/Bookkeeping: Introduction to MYOB – Level 2 MYOB/Bookkeeping: Intermediate MYOB – Level 3
Looking to start a business? Try these classes...
Digital Essentials / Digital literacy for Adults / Office Skills Manual Bookkeeping MYOB (Intro and Intermediate) Intro to Image and Video Editing Webpage Design / Webpage Design - Beyond the Basics Building Blocks for Business Social Media Marketing / Social Media Marketing 2.0

Excel

Intermediate Excel		
- If you have successfully completed Intro to Excel, you can enrol straight into Intermediate Excel. - If you have not completed Intro to Excel, use the checklist below to ensure Intermediate Excel is the right class for you.		
Open, save, and close spreadsheets	Yes ☐	No ☐
Enter numbers/text into cells & edit/delete cell contents	Yes ☐	No ☐
Understanding basic formulas/AutoSum	Yes ☐	No ☐
If the answer to any question above is NO, please enrol into Introduction to Excel. If you are able to answer YES for <u>all of the above questions</u>, you can enrol into Intermediate Excel.		

Advanced Excel		
- If you have successfully completed Intermediate Excel, you can enrol straight into Advanced Excel. - If you have not completed Intermediate Excel, use the checklist below to ensure Advanced Excel is the right class for you.		
Can you do all the items listed under the Intermediate Excel checklist	Yes ☐	No ☐
Create custom formulas	Yes ☐	No ☐
Use conditional formatting	Yes ☐	No ☐
Use Excel to work with percentages	Yes ☐	No ☐
Create / update charts	Yes ☐	No ☐
If the answer to any question above is NO, you cannot enrol into Advanced Excel. Check the Intermediate Excel checklist to see if that class is more suitable. If you are able to answer YES for <u>all of the above questions</u>, you can enrol into Advanced Excel.		

MYOB

Intermediate MYOB		
- If you have successfully completed Intro to MYOB, you can enrol straight into Intermediate MYOB. - If you have not completed Intro to MYOB, use the checklist below to ensure Intermediate MYOB is the right class for you.		
Creating a new data file	Yes ☐	No ☐
Understanding and editing the Chart of Accounts	Yes ☐	No ☐
Making and receiving payments	Yes ☐	No ☐
Tax codes and GST accounts	Yes ☐	No ☐
Balancing bank reconciliation	Yes ☐	No ☐
Creating card files	Yes ☐	No ☐
If the answer to any question above is NO, you cannot enrol into Intermediate MYOB. Please enrol into Introduction to MYOB. If you are able to answer YES to <u>all of the above questions</u>, you can enrol into Intermediate MYOB.		

Social Media Marketing

Social Media Marketing 2.0

- If you have successfully completed Social Media Marketing, you can enrol straight into Social Media Marketing 2.0.
- If you have not completed Social Media Marketing, use the checklist below to ensure Social Media Marketing 2.0 is the right class for you.

Understand the purpose/features of major platforms (Facebook, Instagram, LinkedIn, TikTok etc)	Yes ☐	No ☐
Create and post content on at least one social media platform	Yes ☐	No ☐
Use tools for scheduling or managing posts (e.g. Meta Business Suite, Buffer, or similar)	Yes ☐	No ☐
Understand basic engagement metrics (likes, comments, shares, reach)	Yes ☐	No ☐
Identify target audiences and write simple, engaging captions	Yes ☐	No ☐
Create/manage a personal or small business social media page	Yes ☐	No ☐
Comfortable using Canva or similar for simple image-based posts	Yes ☐	No ☐
Understand the importance of consistent posting and branding	Yes ☐	No ☐

If the answer to 0 – 5 of the questions above is NO, you cannot enrol into Social Media Marketing 2.0. Please enrol into Social Media Marketing.

If you are able to answer YES to 6 - 8 of the above questions, you can enrol into Social Media Marketing 2.0.

Webpage Design

Webpage Design - Beyond the Basics		
• If you have successfully completed Webpage Design, you can enrol straight into Webpage Design - Beyond the Basics. • If you have not completed Webpage Design, use the checklist below to ensure Webpage Design - Beyond the Basics is the right class for you.		
Navigate and use a website builder (e.g. Wix, Squarespace, WordPress, or similar)	Yes ☐	No ☐
Have created a simple multi-page website (home, about, contact, etc.)	Yes ☐	No ☐
Understand basic design principles: layout, readability, contrast, and consistency	Yes ☐	No ☐
Know how to add/edit text, images, and links on a webpage	Yes ☐	No ☐
Embed basic media (video, map, or form) into a webpage	Yes ☐	No ☐
Understand what “responsive design” means (site looks good on desktop and mobile)	Yes ☐	No ☐
Have a basic understanding of how websites are used for business or community promotion	Yes ☐	No ☐
Use cloud storage or file management (e.g. upload/download images, manage assets)	Yes ☐	No ☐
If the answer to 0 – 5 of the questions above is NO, you cannot enrol into Webpage Design - Beyond the Basics. Please enrol into Webpage Design. If you are able to answer YES to 6 - 8 of the above questions, you can enrol into Webpage Design - Beyond the Basics.		