



INTERIOR DECOR & DESIGN COURSE PROSPECTUS

School of Interior Décor and Design

Suite 2A, Level 1, Melville Professional Centre,
275 Marmion Street, Melville, Western Australia, 6156

HOME INTERIOR DECOR & DESIGN COURSES

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HOME INTERIOR DECOR & DESIGN COURSES

INTRODUCTION

GENERALLY

The Home Interior Decor and Design Courses provide graduates with the skills, knowledge and attitude required to provide home interior decor and design services and carry out marketing and business related tasks as a self-employed professional, employee of interior decor and/or design related commercial outlet, building company and/or new home start consultant.

The courses comprise Units of Competency delivered by correspondence or over 20 or 40 weeks depending on your preferred course.

Each Unit of Competency focuses on the knowledge and understanding and carrying out of decorating and designing related procedures required for the development, promotion and practice of successful home interior decor and design services.

The courses may be studied by correspondence and/or contact at The School of Interior Decor and Design located at **Suite 2A, First Floor, Melville Professional Centre, 275 Marmion Street**, (corner Stock Road) **Melville, Western Australia**.

Skills required to successfully complete the courses include: -

- Design analysis;
- Colour properties and selection;
- Briefing techniques,
- Work safely and effectively and communication in the workplace
- Preparation of décor and design proposals
- Compilation and creation of visuals aids
- Preparation of contract documents in support of work recommendations;
- Specialist décor and design services;
- Interior building fixtures and finishes;
- Cabinetwork design and finishes;
- Lighting design, types and application;
- Interior planning and furniture layout;
- Door and window types and selections;
- Window treatment types and selections;
- Furniture selection;
- Wall, ceiling and floor types and finishes;
- Scheduling, ordering and purchasing;
- Work timetables;
- Essential business practice; and
- Specifications and scheduling

COURSE ADMINISTRATOR

Judith Molyneux is the course owner and administrator and has the following credentials:-

- Diploma of Interior Design - 1981 Leederville Technical College
- Professional Interior Designer – residential, commercial, medical, retail.
- Convener - Society of Interior Designers WA Chapter (1985 – 1987)
- Accredited Design Practice Member Design Institute of Australia
- Certificate IV in Assessment and Workplace Training -BSZ40198

HOME INTERIOR DECOR & DESIGN COURSES

TARGET GROUP

The Home Interior Decor and Design Courses provide vocational training to:

- School leavers -
- Employees of - Building and supply companies
- Furniture and furnishing manufacturing/retail companies
- Soft furnishing, decorating and design retail outlets
- Wholesale and retail companies
- Mature-age students

COURSE PREREQUISITES

Applicants must have successfully completed Year 10 Secondary School Certificate or be eighteen years of age or older.

COURSE VENUE

ATTENDANCE

Course hours - 9.30 a.m. to 3.30 p.m.

Venue - **Interior Decor and Design School**, Suite 2A, First Floor, Melville Professional Centre, 275 Marmion Street, (corner Stock Road) Melville, Western Australia.

The venue has reverse cycle air-conditioned and is suitably illuminated. Facilities include free parking directly around the centre, comfortable seating and generous desk space for each student, projector and screen, whiteboard and kitchenette and WC facilities.

DURATION

Tea, coffee and biscuits will be provided.

1. **HOME INTERIOR DECOR AND DESIGN - 20 weeks in total** to include 10 contact weeks every alternate week and 10 non-contact weeks including school mid-term breaks.

2. **KITCHENS, BATHROOMS AND INTERIOR SPACES - 40 weeks in total** to include 20 contact weeks every alternate week and 20 non-contact weeks including school mid-term breaks.

3. **INTERIOR DECOR COURSE – 20 weeks in total** to include 5 contact weeks or may be studied by correspondence to suit your own timetable (for the home renovator).

COURSE COMMENCEMENT

COURSE START

1. **HOME INTERIOR DECOR AND DESIGN commencing:-**

First Course - Alternate Wednesdays from 4th February 2015 = 20 weeks

Second Course - Alternate Wednesdays from 29th July 2015 = 20 weeks

2. **KITCHENS, BATHROOMS AND INTERIOR SPACES commencing:-**

One Course only – Alternate Wednesdays from February 2015 = 20 weeks

3. **INTERIOR DECOR COURSE commencing:-**

First Course - Selected Wednesdays from 4th February 2015 = 20 weeks

Second course – Selected Wednesdays to from 29th July 2015 = 20 weeks

This course may be studied by correspondence to suit your own timetable = 20 weeks

HOME INTERIOR DECOR & DESIGN COURSES

FEES AND CHARGES

INTERIOR DECOR COURSE

\$1950.00 *inclusive of GST.*

Correspondence Course (7 units) - **\$950.00** (excluding contact units for the do-it-yourself decorator)

Monthly course folders, study notes and any documentation relating to the delivery of each unit of study are included. No extra text books are required.

Correspondence Course (12 units) – **\$1,950** including two optional contact days (class 2 and 8) at the School for five additional units (Not compulsory but highly recommended)

INTERIOR DECOR AND DESIGN

\$3,200 *inclusive of GST.*

Weekly course folders, study notes and any documentation relating to the delivery of each unit of study are included. No extra text books are required.

A \$500.00 discount applies to the Professional Interior Decor and Design Course if fees are fully paid not less than 120 days prior to commencement of course.

A \$300.00 discount applies per person for registration of a couple enrolled and fully paid not less than 60 days prior to commencement of the course.

KITCHENS, BATHROOMS AND INTERIOR SPACES

\$5,900 *inclusive of GST.*

Weekly course folders, notes, brochures and any documentation relating to the delivery of each unit of study are included. No extra text books are required.

A \$500.00 discount applies to the Kitchen, Bathroom and Interior Spaces Course if fees are fully paid not less than 120 days prior to commencement of course.

A \$1,000.00 discount applies per person for registration of a couple enrolled and fully paid not less than 60 days prior to commencement of the course.

TERM PAYMENTS are available through credit card transactions only. (See page 11 for course registration details.)

ADDITIONAL COSTS Students are responsible for all unit presentation material costs. (Approx. \$50.00 in total)

COURSE STRUCTURE

CONTACT WEEKS

Every second Wednesday-

Delivery of each Unit of Competency at course venue -

Format - General discussion on course unit, distribution of theory, technical and visual aids in support, case studies, performance based activity demonstrations, questions and performance of group activities necessary for understanding the skills and knowledge required for completion of the Unit of Competency Assessment Task.

NON CONTACT WEEKS

Procedure - Course attendees to complete all that is required in the Unit of Competency Assessment Task at their place of work or preferred study environment to be supervised/witnessed by a parent, relative or principal workplace representative. A time allocation of two weeks per unit shall be allowed for final submission of assessment material.

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COURSE CURRICULUM

HOME INTERIOR DECOR AND DESIGN

* INTERIOR DECOR *and/or by* CORRESPONDENCE

Week 1 *	MSAENV272B	Participate in environmentally sustainable work practices. Exterior and interior home design components and their function and how they impact on home planning, decoration and design.
Week 3	LMFFM3013B MSAPMOH200A MSAPMSUP106A MSAPMSUP102A	Measure and draw site layout for manufactured furniture products Work safely. Work in a team Communicate in the workplace.
Week 5. *	BSBDES305A	Source and apply information on the history and theory of design
Week 7 *	LMFID4001A	Research, analyse and apply colour for interior spaces
Week 9	LMFSF3011B	Advise customers on interior decoration
Week 11 *	LMSFS2006B LMFKB4006A LMFGN3002A	Window types and treatments. Calculate Fabric quantities for window coverings. Prepare quotation and contract documentation for design project. Estimate and cost job.
Week 13	LMFID4008A	Assess interior light and recommend fittings
Week15 *	LMFID3002A	Source and specify decoration products. Floor types and coverings
Week 17		Accessories and their application, Major Assignment Brief
Week 19		Day Excursion

KITCHEN, BATHROOM AND INTERIOR SPACES (cont'd)

Class 11.	LMFKB4001A LMFKD4002A	Determine spatial planning considerations for kitchen designs. Research and recommend materials, components and finishes for kitchen and bathroom designs.
Class 12.	BSBDES401A LMFDN4001B	Generate design solutions. Produce drawings from design concepts.
Class 13.	LMFID5005A	Explore and apply creative design principles to interior space.
Class 14.	LMFFM3011B	Produce manual and computer-aided production drawings
Class 15.	LMFID4007A	Identify building materials, construction techniques and methods used in interiors
Class 16.	LMFKB3001A	Identify processes in kitchen and bathroom projects.
Class 17.	LMFKB3008A LMFKB4003A LMFKB4007A	Identify cabinet construction and installation methods. Identify and document services required to support fitted furniture designs. Design ancillary residential cabinetry.
Class 18.	CPCCOHS1001A	Work safely in the construction industry
Class 19.	BSBSMB403A	Market the small business
Class 20.		Major Design Assignment Brief
Week 40		Day excursion to design businesses.

HOME INTERIOR DECOR & DESIGN COURSES

Following successful completion of all units each student shall complete and submit a full interior decor proposal for assessment. This presentation folder shall be kept as the graduate's portfolio of work when applying for future employment.

FINAL ASSESSMENT

Course administrator shall assess the Unit Assessment Tasks fortnightly.

At completion of the course all students shall be re-assessed on their final home interior decor and design projects.

Students are assessed as competent following successful completion of all course Units of Competency and submission of a major home design assignment. Each successful student shall then be certified as competent to perform tasks necessary for carrying out home interior decorating and design or home start consulting services competently and professionally either independently, as a sole practitioner or employee of a company.

On completion of the course each successful candidate shall be presented with a certified **"Interior Decor and Design Practical Completion Certificate"** in all Units of Competency completed.

Mentoring will be available for graduates wishing to become self-employed.

COURSE DEVELOPMENT

Judith Molyneux has provided professional interior design services for over 30 years to home decorators and renovators, home developers, home start consultants, retail business owners and decoration and design company employees. Previous Seminars were run over 8 – 10 weeks and workshops on weekends. Upon completion of these seminars and workshops, attendees repeatedly enquired about further extension courses available to them with a view to future employment prospects.

As a result of the above seminars and workshops Judith has written and compiled the **Home Interior Decor and Design Course**. This course has been developed specifically for persons wishing to pursue a career as a self-employed consultant or employee of a builder or building company, décor, design or soft furnishing retail outlet or specialist consultant to product, building and design service providers.

Over the past 15 years, Judith Molyneux has conducted many professional design courses. Many of the graduates are now self-employed or employed within the retail, building and design industries.

SIMILAR COURSES

There are full time and part time interior design and decor courses available through TAFE and other institutions and organizations.

There are private courses and correspondences courses available through the web however these courses may not be recognised by the building and retail industry or the designing and decorating professions.

HOME INTERIOR DECOR & DESIGN COURSES

TAFE accredited certificates, diplomas or degrees may or may not enhance your opportunities for employment however applicant attitude, personal skills and degree of relevant knowledge and experience are more widely regarded as essential criteria for job prospects.

Accredited courses are conducted at Registered Training Organizations (RTO) such as Central TAFE and registered annexes.

The Home Interior Decor and Design and TAFE courses are compiled and written using the **National Training Information Service Units of Competency**. The Home Interior Decor and Design Courses minimize course venue contact commitments allowing self-perpetuating study timetables.

At the completion of the course graduates shall receive an **“Interior Decor and Design Practical Completion Certificate”** listing all units successfully completed.

Completed Units of Competency may be used for **(RPL) “Recognition of Prior Learning”** when applying to TAFE for further study in Interior Decoration and Design.

The School of Interior Decor and Design courses specializes in home décor and design, kitchen and bathroom design and prepares the student/graduate for self-employment or employment within industry retail, wholesale, manufacturing or building companies, specializing in home decorating and design, kitchen and bathroom design and home start consulting.

GENERAL AIMS

Provide graduates with the necessary skills, knowledge and attitude to enable them to:-

1. Identify, analyse and resolve home interior decorating and design problems;
2. Recommend home enhancement improvements and procedures;
3. Develop and recommend new home interior design, kitchen and bathroom design finishing and furnishing proposals.
4. Understand colour and colour properties;
5. Develop colour schemes;
6. Understand lighting properties and types;
7. Design responsible lighting solutions for home enhancement;
8. Research, conceptualize and develop industry standard documentation for home interior decorating and design presentation proposals;
9. Research, identify and recommend interior decoration and design finishing materials, fabrics and specialist finishing services;
10. Demonstrate basic skills necessary for researching, documenting and administering an interior decorating and design commission through to completion;
11. Research architectural styles and their impact on the development of the Australian home;
12. Research and identify basic building elements and identify their impact on home design;
13. Research essential building services; and
14. Research and identify design limitations with respect to interior design and decoration.

HOME INTERIOR DECOR & DESIGN COURSES

OBJECTIVES

Following completion of the course, graduates shall be aware of:-

- The role of the professional interior decorator/designer;
- The role of a client/employee representative;
- Client expectations of the professional interior decorator and designer;
- Contractual obligations relating to the client/contractor agreement;
- Skills required to provide cost effective, home décor and design solutions;
- Skills required to perform contractual duties professionally, ethically and diligently;
- Communication skills required for liaising with building trades and suppliers;
- Skills required in generating scaled furniture and cabinetwork sketch plans, elevations and sections;
- Preparation of contract documentation to include plans, elevations, sections through, sample boards, schedules and specifications in support of proposals;
- Preparation of final presentation and visual aids in support of design proposals;
- Understanding cabinetwork construction, manufacture, finishing and design limitations; and
- Essential business practice

WORKPLACE REQUIREMENTS & INDUSTRY STANDARDS

The course content and delivery of the course shall comply with all relevant Work Place Standards, Australian Standards Codes, Building Industry and Product Supply Codes relevant to the Building, Design and Retail Industries.

COURSE TRAINING INFORMATION

The Home Interior Decor and Design Course has been compiled and written by Judith Molyneux using the National Training Information Service Competencies.

Should a course attendee fail to complete a Unit of Competency for any reason then the attendee may attend a future class to complete that Unit of Competency at a time suitable to the course administrator, class attendees and course timetables.

Judith Molyneux wishes to acknowledge that information used in this prospectus is the copyright of the author and shall not be used, copied or reproduced in any way, shape or form by any other person/s or company for the promotion of interior decor and/or design seminars, workshops or courses. © 2006

HOME INTERIOR DECOR & DESIGN COURSES

REGISTRATION FORM

INTERIOR DECOR AND DESIGN.....	3,200.00 (incl. GST) A \$500.00 discount applies if fees are paid in full not less than 90 days prior to commencement of course and a \$300.00 discount applies if fees are paid not less than 60 days prior to commencement of the course. \$5,800 per couple (incl. GST) Conditions apply
SPECIAL OFFER..... TERM PAYMENTS.....	Credit Card only - \$1,000.00 deposit on enrolment plus six (6) x \$450.00 payments due on the first day of each month.
KITCHEN, BATHROOM AND INTERIOR SPACES.	\$5,900.00 (incl. GST) A \$500 discount applies if fees are fully paid not less than 60 days prior to commencement of the course. \$9,800 per couple (incl. GST) Conditions apply
TERM PAYMENTS.....	Credit Card only- \$1,500.00 deposit on enrolment plus ten (10) x \$490.00 payments due on the 1 day of each month for 10 months.
INTERIOR DÉCOR CORRESPONDENCE COURSE	\$1950.00 (incl. GST) to include 7 contact days \$950.00 + 1,000.00 (incl. GST) (not compulsory)

I wish to apply for enrolment in...(please tick box) <input type="checkbox"/> Interior Decor Course (or by Correspondence) <input type="checkbox"/> Home Interior Decor and Design <input type="checkbox"/> Kitchen, Bathroom and Interior Spaces		Date.....20.....
NAME: Please print clearly:		
ADDRESS		
.....POSTCODE.....		
SIGNED		
EMAIL.....	TELEPHONE.....	
Course fee or deposit to be paid upon enrolment	Paid in full \$..... or Deposit \$.....	

HOME INTERIOR DECOR & DESIGN COURSES

PLEASE TICK THE APPROPRIATE BOX FOR PREFERRED PAYMENT METHOD

- ☐ Payment of fees may be **paid in full**.....(See details above for discount benefits)
- ☐ Or by **6 monthly instalments of \$450.00**..... (Design and Décor Course)
- ☐ Or by **10 monthly instalments of \$490.00**..... (Kitchen and Bathroom Course)
Plus deposit paid on enrolment by cash or credit card transaction

Telephone (08) 9 317 6146 or 0408 176 455 for further details.
Website details: www.molyneuxdesigns.com.au Email: judith@molyneuxdesigns.com.au

CONDITIONS

1. Enrolment in any of the above courses is subject to limited numbers.
2. Candidates are accepted on a first enrolled basis following receipt of full payment.
3. Deposit is non-refundable.
4. All monies paid are non-refundable.
5. Enrolment of a couple constitutes a discount. (See details on page 5)
6. Course details may be subject to change
7. Following receipt of deposits, term payments are due on the 1st day of each month and all agreements entered into by applicant/s are legally binding and enforceable until all monies due under the signed agreement are paid in full.
8. Non-payment of term payments on due date will incur a penalty of \$50.00 per month.
9. Direct debit transactions must be fully paid before enrolment is confirmed.
10. Should any applicant not be able to complete the course at any stage for whatsoever reason the applicant shall be entitled to complete the course at any stage in the future. Non-completion of the course does not entitle the applicant to a refund of course fee.
11. Should any course be cancelled by the Administrator prior to commencement of the course, then all monies paid by the course attendee shall be refunded in full.
12. Should any part of any course be cancelled by the Administrator prior to completion of the course then monies paid for undelivered Units of Competency shall be refunded to the course attendee.

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COURSE DATES 2015

UNIT	DAY		
Unit 1 & 11	Wednesday	4 th February	29 th July
Unit 2 & 12	Wednesday	18 th February	12 th August
Unit 3 & 13	Wednesday	5 th March	26 th August
Unit 4 & 14	Wednesday	18 th March	9 th September
Unit 5 & 15	Wednesday	1 st April	23 th September
Unit 6 & 16	Wednesday	22 nd April	21 st October
Unit 7 & 17	Wednesday	13 th May	4 th November
Unit 8 & 18	Wednesday	27 th May	18 th November
Unit 9 & 19	Wednesday	10 th June	2 nd December
Excursion	Wednesday	24 th June	16 th December
Unit 10 & 20	Wednesday	25 th June <i>Optional</i>	16 th December <i>Optional</i>

HOME INTERIOR DECOR & DESIGN COURSES

CREDIT CARD PAYMENT Pre-authorisation details

REDI NOMINEES PTY LTD

ABN 68024099860

PO Box 36, Fremantle, WA, 6959
Suite 2A, First Floor, Melville Professional Centre,
275 Marmion Street, (corner Stock Road), Melville, 6156

Telephone 089 317 6146 – Facsimile (08) 9 317 6140 – Mobile 0408 176 455

NAME ON CARD Please Print	TYPE OF CARD
CARD NUMBER □□□□ □□□□ □□□□ □□□□	Expiry Date □□/□□
Signature of Card Holder	Date
AMOUNT PAID	\$
<p style="text-align: center;">PROFESSIONAL INTERIOR DECOR AND DESIGN</p> <p>I, the undersigned authorize SIX (6) payments of \$450.00 being credited to REDI NOMINEES PTY LTD by pre- authorised credit card transaction <i>(details above)</i> on the first day of each month for the next 6 (six) months.</p> <p>Please print name in full</p> <p>Signed by the above</p> <p style="text-align: center;">KITCHEN, BATHROOM AND INTERIOR SPACES</p> <p>I, the undersigned authorize 10 payments of \$490.00 being credited to REDI NOMINEES PTY LTD by preauthorised credit card transaction <i>(details above)</i> on the first day of each month for the next 10 (ten) months.</p> <p>Please print name in full</p> <p>Signed by the above</p> <p style="text-align: center;">To confirm your enrolment</p> <p>please fill in the Registration Form and your preferred method of payment and either facsimile send to 9 317 6140 or post to PO Box 36, Fremantle, 6959 or email judith@molyneuxdesigns.com.au</p>	