

INTERIOR DÉCOR & DESIGN COURSE



Course delivered by JUDITH MOLYNEUX – ©
APM – Design Institute of Australia, Workplace Trainer & Assessor BSZ40198

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INTRODUCTION

The **Interior Décor and Design Course** provides graduates with the skills, knowledge and attitude required to provide home interior decor and design services and business-related tasks as a self-employed consultant, employee of interior décor and design retail and commercial outlet, building company and/or new home start consultant.

The **Interior Décor and Design Course** comprises thirteen (13) décor and thirteen (13) design units of competency. Each unit focuses on the knowledge, understanding and carrying out of décor and design services and business-related procedures required for the research, development, promotion and practice of successful home interior décor and design services as follows:

- Decor and design analysis
- Colour properties and selection recommendations.
- Client briefing techniques.
- Work safely and effectively and communicate in the workplace.
- Preparation of décor and design proposals
- Compilation and creation of visuals aids in support of design recommendations
- Preparation of contract documents in support of design recommendations
- Window types and selections, floor finishes
- Scheduling, ordering, and purchasing.
- Essential business practice.
- Specifications and scheduling

ADMINISTRATOR	<p>Judith Molyneux - course developer and administrator has the following credentials:</p> <ul style="list-style-type: none"> ❖ Diploma of Interior Design - 1981 Leederville Technical College ❖ Professional Interior Designer – residential, commercial, medical, retail. ❖ Convener-Society of Interior Designers of Australia (1985 – 1987) ❖ Accredited Professional Member - Design Institute of Australia ❖ Certificate IV in Workplace Training & Assessment BSZ40198.
TARGET GROUP	<p>Interior Design Course delivers vocational training to:</p> <ul style="list-style-type: none"> • School leavers • Building and supply company employees • Furniture and furnishing manufacturing/retail company employees. • Soft furnishing, decor, and design retail outlet employees. • Wholesale and retail company employees • Mature-age students
FEES	INTERIOR DÉCOR AND DESIGN -
13 X Décor & Design	\$3,500 (excluding GST) including delivery of all course notes and documentation in support to the units of study. Enrolment of a couple entitles the registrants to a discount of \$500.00 per couple.
Per selected unit	\$320 (excluding GST) Units may be studied individually as preferred.
<p style="text-align: center;">KITCHEN BATHROOM AND INTERIOR SPACES</p> <p>The KBIS course is an extension to the Décor and Design Course and undertaken following completion of the Décor and Design Units of Competency. To complete all Décor and Design Units and Kitchen Bathroom and Interior Spaces, the total fee is \$5,300.00</p>	
<p>13 x Kitchen, Bathroom, & Interior Spaces.</p> <p>26 units in total incl. Décor and Design Units.</p>	\$5,300 (excluding GST) including delivery of all course notes and documentation in support of the units of study. Enrolment of a couple entitles the registrants to a discount of \$1000.00 per couple.

COURSE STRUCTURE

Upon registration and payment of fees, participants shall receive Units of Competency as selected for study either emailed on-line or a hard copy delivered upon attendance at the School of Interior Décor and Design. Each unit shall be read and researched in compliance with unit performance skills required for final assessment. Course participants shall complete all skills and evidence required in the Unit of Competency **Assessment Instrument**.

Following successful completion of units undertaken, including the final assessment, a “**Certificate of Attainment**” certified and endorsed by **Judith Molyneux APM DIA** and **Workplace Trainer and Assessor BSZ40198** shall be returned to the successful graduates. Units not available through correspondence study shall be delivered to trainees at the School of Interior Décor and Design.

STUDY LOCATION

Correspondence study may be undertaken at the workplace or preferred study environment to be supervised/witnessed by a parent, relative or principal workplace representative. Course trainees shall be responsible for unit presentation material costs. (approx. \$50.00).

ASSESSMENT MATERIAL SUBMISSION

Completed units shall be submitted by email or hand delivered upon attendance at School of Interior Décor and Design for assessment. All work shall be prepared in A4 PDF format scanned or photocopied for submission. The original presentation shall be retained by the trainee as the graduate's portfolio of evidence when applying for future employment.

FINAL ASSESSMENT

Upon successful completion and assessment of selected units, trainees shall compile and submit a major home interior décor and design project for final assessment.

Students who have successfully completed all unit assessment requirements shall be certified as competent to perform tasks necessary for carrying out home interior décor and design services and/or home start consulting services competently and professionally either independently, as a sole practitioner or employee of a company.

Successful candidates will be presented with a “**Certificate of Attainment**” certified and signed by **Judith Molyneux, APM DIA, Workplace Trainer and Assessor BSZ40198**. An A4 copy of their “Certificate of Assessment” shall be emailed or hand delivered for inclusion in the graduate's portfolio for future employment reference.

COURSE DEVELOPMENT

Judith Molyneux APM DIA has provided professional interior design services for over thirty years and delivered interior decor and design seminars and courses to home decorators and renovators, home developers, home start consultants, retail businesses and decor and design company employees.

As a result of the above seminars and workshops Judith Molyneux has written and compiled the following training packages for people living locally or remotely: -

1. **Home Interior Decor and Design Course** *(delivered by correspondence and face to face)*
2. **Kitchen, Bathroom and Interior Spaces** *(delivered by correspondence and face to face)*
3. **Interior Décor E- Course** *(delivered by correspondence)*

Courses have been developed specifically for people wishing to pursue a career as a self-employed consultant or employee of a building company, décor, design or soft furnishing retail outlet or specialist consultant to product, building and design service providers.

Basic computer skills may be an advantage but not necessary. In the décor and design course, the development of hand generated drawing skills are taught as a form of communication necessary between clients, designer and sub-contractors which may not be available through on-line courses.

Applicants attending at the School of Interior Décor and Design for face-to-face training shall commence study on **Wednesday February 14th, 2024 at 9.30 a.m.** Attendance is every first week and third week on Wednesday excluding school of public holidays.

COURSE CONTENT

INTERIOR DÉCOR AND DESIGN

Unit 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.
Unit 2	BSBDES305A	Source and apply information on the history and theory of design
Unit 3	LMFID4001A	Research, analyse and apply colour for interior spaces
Unit 4	LMFSF3011B	Advise customers on interior decor
Unit 5	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.
Unit 6	LMFFM3013B MSAPMOH200A MSAPMSUP106A MSAPMSUP102A	Measure and draw site layout for manufactured furniture products Work safely. Work in a team Communicate in the workplace
Unit 7	LMFID4008A	Assess interior light and recommend fittings
Unit 8	LMFID3002A	Source and specify decoration products. Floor types and coverings
Unit 9		Accessories and their application,
Unit 10		Major Assignment Brief

KITCHEN, BATHROOM, & INTERIOR SPACES

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

SIMILAR COURSES

There are currently full and part time interior design and decor courses available through TAFE institutions, industry related RTOs, and now on-line. Courses delivered on-line may be delivered by trainers without interior design qualifications and industry experience, and not recognised by the décor and design industry. It is wise to seek references from previous course participants to ensure your money and time spent is not squandered on superficial courses and seminars and websites reviews. Research is essential when registering in on-line courses today.

The **Interior Décor, Décor and Design and Kitchen, Bathroom and Interior Spaces** courses are delivered by Judith Molyneux having provided courses for over fifteen years in Perth, Western Australia.

The seminars and courses have been well attended by people living remotely, or having family or work commitments, wishing to pursue a part-time or full-time career in home interior décor and design and kitchen design. References are available, if required.

Training packages have been formatted for non-contact correspondence and face to face delivery, minimizing course venue contact allowing self-perpetuating study timetables. All training packages may be studied at the School of Interior Décor and Design if preferred.

At the successful completion of all or selected units, graduates receive a “**Certificate of Attainment**” which may be used for (RPL status) “Recognition of Prior Learning” when applying to TAFE or RTOs for further study in interior decor and design.

TAFE versus Private Courses

A TAFE certificate, diploma or degree may enhance your educational qualifications however, attitude, personal skills and degree of relevant knowledge and hands-on skills are more widely regarded as essential criteria for job prospects. TAFE courses may be more commercially aligned whereas School of Interior Décor and Design courses are residentially focused with private tuition and mentoring if required.

All courses have been developed using the National Training Information Service Units of Competency, targeted at residential design only.

GENERAL AIMS

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

- ❖ Identify, analyse, and resolve home interior design problems.
- ❖ Hand develop plans, elevations, sections and visuals for presentation.
- ❖ Understand colour and colour properties, and delivery of colour proposals for discussion.
- ❖ Research and develop necessary documentation for home interior design services.
- ❖ Develop decor and design proposals.
- ❖ Research and identify interior furnishing materials, and specialist finishing services and implementation.
- ❖ Demonstrate basic communication and hands-on skills necessary for researching, documenting, and administering an interior décor and design commission through to completion.
- ❖ Research and identify building limitations with respect to interior design.

OBJECTIVES

On completion of the course, graduates shall be aware of the following: -

- Compliance and regulatory industry requirements.
- The role and legalities of the professional interior designer.
- The role and legalities of a client/employee representative.
- Client expectations of the professional interior designer.
- Contractual and legal obligations relating to the client/contractor agreement.
- Skills required to provide cost effective, home design solutions.
- Skills required to perform contractual duties professionally, ethically, and diligently:
- Communication skills required for liaising with building trades and suppliers.
- Contract documentation to include sample boards, schedules, and specifications in support of décor/design proposals.
- Essential business practice.

WORKPLACE REQUIREMENTS & INDUSTRY STANDARDS

Each course and its content shall comply with all relevant Workplace Standards, Australian Standards Codes, Building Industry and Product Supply Codes relevant to the building, design, and retail industries.

Upon registration and following payment of fees, participants shall receive selected Units of Competency on-line or hand delivered upon attendance at the School of Interior Décor and Design. Each unit shall be read and researched in compliance with performance skills required for final assessment.

Judith Molyneux shall be available for consultation at the school at a pre-arranged appointment time, on-line at a pre-appointed time or emailed to assist course participants on issues pertaining to any unit of study.

Course participants shall complete all skills and evidence required in the Unit of Competency Assessment Instrument. Following successful completion of units undertaken, including final assessment, a “Certificate of Attainment” certified and signed by Judith Molyneux APM DIA and Workplace Trainer and Assessor BSZ40198 shall be returned to the successful graduate for inclusion in their portfolio.

Presentation portfolios may be submitted for future employment prospects as evidential proof of skills and knowledge acquired whilst undertaking training.

REGISTRATION FORM

<i>Please print your name clearly: -</i>	
FIRST.....	EMAIL
SURNAME.....	MOBILE
INTERIOR DÉCOR AND DESIGN TRAINING UNITS <i>Please tick your selection of preferred units.</i>	KITCHEN, BATHROOM & INTERIOR SPACES <i>The following units must be studied at the School of Interior Décor & Design</i>
Unit 1..... <input type="checkbox"/>	Unit 11 <input type="checkbox"/>
Unit 2..... <input type="checkbox"/>	Unit 12..... <input type="checkbox"/>
Unit 3..... <input type="checkbox"/>	Unit 13..... <input type="checkbox"/>
Unit 4..... <input type="checkbox"/>	Unit 14..... <input type="checkbox"/>
Unit 5..... <input type="checkbox"/>	Unit 15..... <input type="checkbox"/>
Unit 6..... <input type="checkbox"/>	Unit 16..... <input type="checkbox"/>
Unit 7 <input type="checkbox"/>	Unit 17 <input type="checkbox"/>
Unit 8 <input type="checkbox"/>	Unit 18 <input type="checkbox"/>
Unit 9 <input type="checkbox"/>	Unit 19 <input type="checkbox"/>
Unit 10 <input type="checkbox"/>	Unit 20 <input type="checkbox"/>

CREDIT CARD PAYMENT DETAILS

NAME ON CARD Please print clearly.	TYPE OF CARD
CARD NUMBER	Expiry Date/.....
SIGNATURE	Date
AMOUNT PAID	\$

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 2141 – **Mobile** 0408 176 455

Authorisation if required - (Please fill in details and sign)

I,.....the undersigned, authorize the sum of \$..... being payment of fees for **THE INTERIOR DÉCOR & DESIGN COURSE** and/or **KITCHEN, BATHROOM & INTERIOR SPACES COURSE** as ticked and signed on Registration Form being credited to **REDI NOMINEES PTY LTD** by pre-authorised credit card transaction (details above).

Please print name in full.....

Signed by the above.....

To confirm your enrolment please fill in the **Registration Form** on page 6 and email to

judith@molyneuxdesigns.com.au

Mobile - 0408 176 455 for further details.

Website details: www.molyneuxdesigns.com.au

Email: judith@molyneuxdesigns.com.au

CONDITIONS OF ENROLMENT

All registrations received shall be recognised as legally and financially binding contracts.

Should the applicant wish to cancel the contract for whatsoever reason, then all monies paid shall be either forfeited or transferable towards a future course for the benefit of the Applicant or other party.

Should the Applicant wish to cancel their involvement in the course, then all monies due shall be paid to the Course Administrator in full and final settlement.

All monies paid at commencement of course start is non-refundable.

Course delivery details may be subject to change without notice and at the discretion of the course presenter. This will enable course details to be updated when required.

Should any Applicant not be able to complete the course at any stage for whatever 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 the course fee or monies paid to that date.

Should the Administrator of the course cancel the Contract for whatsoever reason, then all monies paid for Units not yet delivered to the student shall be fully reimbursed within 30 days of termination of the Contract.