



INTERIOR DÉCOR E-COURSE

SCHOOL OF INTERIOR DÉCOR & DESIGN

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Interior Designer - Accredited Professional Member – Design Institute of Australia
Workplace Trainer & Assessor BSZ40198

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INTRODUCTION

ABOUT THE COURSE

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

The course comprises six (6) units. Each unit focuses on the knowledge, understanding and carrying out of decorating services and business-related procedures required for the research, development, promotion, and practice of successful home interior decoration services as follows:

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

COURSE ADMINISTRATOR	Judith Molyneux - course developer and administrator has the following credentials: <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 Member - Design Institute of Australia❖ Certificate IV in Workplace Training & Assessment BSZ40198.
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TARGET GROUP - Interior Decor Course delivers vocational training to:

- 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 AND CHARGES

DÉCOR COURSE X 6 UNITS <i>By correspondence</i>	\$960.00 (excluding GST) including delivery of all course notes and documentation in support to the units of study. Enrolment of a couple entitles registrants to a discount of \$200.00 per couple.
DÉCOR COURSE X 9 UNITS <i>School Attendance</i>	\$1500.00 (excluding GST) including delivery of all course notes and documentation in support to the units of study. Enrolment of a couple entitles registrants to a discount of \$300.00 per couple.
PER UNIT <i>By correspondence</i>	\$195.00 (excluding GST). Units may be studied individually as preferred.
KITCHEN UNIT <i>By Correspondence</i>	\$250.00 (excluding GST)

COURSE STRUCTURE

Upon registration and following payment of fees, participants shall receive all or preferred selected units via email. Each unit shall be read and researched in compliance with unit performance skills needed for final assessment.

Course participants shall complete all skills and evidence as required in the **Unit Assessment Instrument**. Following successful completion of units undertaken, including the 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 student for inclusion in their final portfolio. Presentation portfolios may be submitted as evidential proof of skills and knowledge required for future employment. Judith Molyneux, course administrator, shall be available for consultation via telephone at a pre-appointed time or emailed to assist the course participant on issues pertaining to any unit of study.

STUDY LOCATION BY CORRESPONDENCE

Correspondence study may be undertaken at their place of work or preferred study environment to be supervised/witnessed by a parent, relative or principal workplace representative. Students shall be responsible for unit presentation material costs. Materials required are A4 bond paper, out of date home and décor magazines for cutting samples, colour paint swatches for generating colour sample boards, and either a scanner for reproducing visuals or mobile phone for photographing work for submission.

ASSESSMENT MATERIAL SUBMISSION

Completed units shall be submitted via email, posted, or delivered to the School of Interior Décor and Design for assessment. All work shall be prepared in A4 PDF format scanned, photographed, or photocopied for submission. The original presentation shall be retained as the graduate's portfolio of evidence of study undertaken when applying for future employment.

FINAL ASSESSMENT

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

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

Graduates having completed units successfully shall receive a A3 “**Certificate of Attainment**” certified and signed by **Judith Molyneux, APM DIA, Workplace Trainer and Assessor BSZ40198**. An A4 copy of their “Certificate of Attainment” shall be emailed 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 short 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 **Home Interior Decor and Design Courses** (9 units) and the **Interior Decor Correspondence E-Course** (6 units).

Courses have been developed specifically for persons 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.

COURSE CONTENT – INTERIOR DÉCOR UNITS

	<p>Unit 1 Explore the use of colour. Research, analyse and apply colour for interior spaces.</p> <p>Colour is a most critical component of design. To use colour wisely we must have knowledge of its properties to develop meaningful schemes. Colour has energy, and its impact has a physio-psychological impact on people and spaces. Using the right colour combinations can have a profound impact on space, our health and well-being.</p>
	<p>Unit 2 Windows and window treatments.</p> <p>Window selection criteria is critical to spatial air quality, ventilation, cooling, heating, privacy, and security. Window treatments contribute to the visual enhancement of the exterior and interior of a home.</p> <p>The well-being of our home interior environment and occupants depends on the orientation and selection of windows and treatments. Knowing what to select and why will result in an environmentally sustainable, comfortable home.</p>
	<p>Unit 3 Floors and floor treatments</p> <p>Floors suffer more damage than any other element of the home. The well-informed selection of floor coverings is critical to their suitability, longevity, and lasting beauty. Learn why and how to select the correct floor finish for different areas around the home.</p>
	<p>Unit 4 Accessories</p> <p>Our homes reflect our personalities through the compilation of colours, lighting, furnishings, and accessories. Accessories can include rugs, lamps, artwork, ceramics, plants, craft, and objet d'art which can often overwhelm spaces creating chaos if not correctly displayed. How we select and display our much loved, sometimes expensive accessories depends on knowing the basics of composition, light, and focus.</p>
	<p>Unit 5 Design for domestic space</p> <p>Understanding anthropometrics and ergonomics are tantamount to making spatial design recommendations and creating documentation in support for sub-contractors, suppliers and client referencing.</p> <p>The above is achieved through a process of observing, assessing, recording, and advising design anomalies and physical hazards within the workplace or on-site.</p>



Unit 6 **Advise clients on interior decor.**

Develop and present an interior decor proposal including materials, colour, soft furnishing, and accessories recommendations for a bedroom, living and dining room. Students shall be supplied with a floor plan for reference. Décor recommendations shall be submitted for assessment via email, posted or delivered to the School of Interior Décor and Design.

This unit shall be submitted as the final major assessment.



Unit 7 **Kitchen and bathroom finishes.**

Selecting doors, bench tops, storage and material considerations and their combinations are crucial factors when specifying new kitchen recommendations.

There are many cabinet materials from which to choose. Being conversant with up to date, premium materials is essential when specifying kitchen final design recommendations. Materials should be selected for maintenance, durability, and sustainability qualities.

Knowing what to choose and why will ensure your client has the best advice without commercial influence.

SIMILAR COURSES

There are currently full and part time interior design and decor courses available through TAFE and on-line. Prior to registration for any course, seek references from previous course participants to ensure your money and time spent is not squandered on superficial courses and seminars.

The Interior Decor Course is compiled by **Judith Molyneux APM DIA, T & A BSZ40198** who has delivered interior design courses for fifteen years in Perth, Western Australia. The seminars and courses have been well attended by people wishing to pursue a career in home interior décor and design. The School of Interior Décor and Design training packages have been formatted for correspondence and face to face delivery, minimizing course venue contact allowing self-perpetuating study timetables.

At the successful completion of the course, graduates receive a **“Certificate of Attainment”** in all units completed and may be used for (RPL status) **“Recognition of Prior Learning”** when applying for further study in Interior Decor and Design.

TAFE versus Private Courses

TAFE courses are conducted at various TAFE institutions whereas private courses at private teaching venues or through an RTO. A TAFE accredited certificate, diploma or degree may enhance your opportunities for employment however, attitude, personal skills and degree of relevant knowledge and skills are more widely regarded as essential criteria for job prospects. TAFE courses are more commercially aligned rather than residential, and RTOs aligned to trade organisations.

The Interior Decor Course has been compiled and written by Judith Molyneux, Accredited Workplace Trainer, and Assessor BSZ40198 using the National Training Information Service Units of Competency (NTIS). Her vast design experience both locally, interstate and overseas gives her excellent credentials for delivering future décor and design training packages privately.

GENERAL AIMS

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

- ❖ Identify, analyse, and resolve home interior decor problems.
- ❖ Understand colour and its properties.
- ❖ Research and develop necessary documentation for home interior decorating services.
- ❖ Develop decor proposals.
- ❖ Research and identify interior decor soft furnishing materials, fabrics, and specialist finishing services.
- ❖ Demonstrate basic communication skills necessary for researching, documenting, and administering an interior decor commission through to completion.
- ❖ Research and identify OH&S and building limitations with respect to interior decoration application.

OBJECTIVES

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

- The role of the professional interior decorator.
- The role of a client/employee representative.
- Client expectations of the professional interior decorator.
- Contractual obligations relating to the client/contractor agreement.
- Skills required to provide cost effective, home décor solutions.
- Skills required to perform contractual duties professionally, ethically, and diligently.
- Communication skills required for consulting with building trades and suppliers.
- Preparation of contract documentation to include sample boards, schedules, and specifications in support of décor proposals.
- Preparation of presentation and visual aids in support of décor proposals.
- Essential business practice.

WORKPLACE REQUIREMENTS & INDUSTRY STANDARDS

The 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.

REGISTRATION FORM

<i>Please print your name clearly: -</i>	
FIRST.....	Email:.....
SURNAME.....	Mobile:.....
<i>I wish to enrol in the following Units of Competence: -</i>	
Unit 1..... <input type="checkbox"/>	Explore the use of colour.
Unit 2..... <input type="checkbox"/>	Windows and window treatments
Unit 3..... <input type="checkbox"/>	Floors and floor coverings
Unit 4..... <input type="checkbox"/>	Accessories
Unit 5..... <input type="checkbox"/>	Design for domestic space
Unit 6..... <input type="checkbox"/>	Advise customers on interior decoration
<i>Additional</i> - Unit 7 <input type="checkbox"/>	Kitchen and bathroom finishes

CREDIT CARD PAYMENT DETAILS

REDI NOMINEES PTY LTD
ABN 68024099860

PO Box 36, Fremantle, WA, 6959
Suite 2A, Level 1, Marmion Professional Centre, 275 Marmion Street, Melville, WA, 6156
Email – judith@molyneuxdesigns.com.au - Mobile 0408 176 455

NAME ON CARD Please print clearly.	TYPE OF CARD
CARD NUMBER	Expiry Date /
Signature of Card Holder.....	Date
AMOUNT PAID.....	\$

I, the undersigned, authorize the sum of \$..... as payment of fees for **THE INTERIOR DECOR COURSE UNITS** as selected on my registration form being credited to **REDI NOMINEES PTY LTD** by pre-authorized 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 7 and email to judith@molyneuxdesigns.com.au

Upon receipt of your payment a TAX INVOICE/Receipt shall be return emailed as per your **Registration *Form** Page 6.

School of Inter Décor and Design –
Suite 2A, Level 1, Melville Professional Centre, 275 Marmion Street, Melville, WA 7156
Telephoner **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.