

Job Management for Kitchens & Bathrooms

About the Course

This course has been developed in response to industry demand and sets a benchmark for professionals managing and overseeing complex projects in the residential kitchen and bathroom sector. The course has been designed to take a comprehensive, holistic approach to the job management and prepares the participant for the varied roles, skills and knowledge required of the position.

It is suitable for those wanting to advance their career with a specialty area of expertise or those who are exploring a new career path and have a general interest or understanding of trade, design, manufacturing or engineering.

The course is designed to give industry skills to work in a role within a kitchen or bathroom company where a specialist person is required to job manage a project.

- ✔ Convenient learning from home, work or your preferred place of study
- ✔ Flexible study mode to suit busy lifestyles
- ✔ Easy to follow online learning resources
- ✔ Learning support available by private phone tutorials and private remote classrooms

Outcomes of this course

- Inducted through current health and safety practices
- Interpret and understand cabinet and joinery documentation
- Understand construction methodology specific to kitchens and bathrooms
- Following a site evaluation checklist
- Adopting a procedure to increase efficiency
- Cross checking methods for increased accuracy

Course Duration and Delivery

Duration: Self-paced – 12 weeks is recommended allowing 3 -4 hours per week.

(Once you have commenced you have 6 months to complete the course)

Delivery: Distance learning

The course is delivered with a combination of self-directed learning in your own time and place, and contact with your course co-ordinator via phone, email, skype and through private remote classrooms (where they remotely log in to your computer to direct and assist) as required, or by logging a request for support.

Learning

- Accessing information and application of learning in self directed study time. This may include reading through resources, completing learning activities and conducting independent research
- Electronic resources are provided online which may include video, text, images, case studies, diagrams, graphics or explanatory information

Support

Your course coordinator is your first point of contact and can direct you to a support option to suit your learning style and needs. Requests for support can be logged by email or phone (call or text message).

Your course coordinator will provide support and direct you to:

- learning resources which may include video, text, images, case studies, diagrams, graphics or explanatory information
- book a private phone tutorial to discuss or explain (15 or 30 minute sessions available weekdays, including some after hours)
- book a private remote classroom to discuss, explain or demonstrate (15 or 30 minute sessions available weekdays, including some after hours)

Projects and feedback

At the conclusion of each module, you complete a project and submit to your trainer for review. Your trainer will provide you with feedback to give guidance on aspects that are well executed and/or opportunities for development.

Resource Requirements

Participants will need to have access to:

- computer with Microsoft Office or equivalent (eg Google Apps)
- high speed internet
- stationery as required eg pens, pencils and notepad

Certificate of Participation

All participants who complete and submit all projects are issued with a Certificate of Participation.

Cost

Course Fees: \$1500 Inc GST

Payment Options

Payment can be made in full at the time of enrolment or over 3 equal monthly instalments via credit card or direct debit.

Course Commencement and Enrolment

Enrolment applications must be received and processed by DTA prior to course commencement. Intakes open periodically throughout the year with a capped quota to ensure all our students are supported and industry ready. Contact DTA for the next available start date.

Please contact DTA for the Enrolment forms and course dates.

About Designer Training Australia

Designer Training Australia (DTA) is a Registered Training Organisation (Designer Training Pty Ltd T/A Designer Training Australia RTO32284) offering specialist training to the kitchen and bathroom industry.

As successful industry practitioners in the kitchen, bathroom and construction industry, all our trainers are up to date with current industry standards and are well equipped to provide a relevant and contemporary environment for learning.

Need more information

Please give us a call and we would be happy to assist you and answer any questions to ensure you are well informed prior to enrolling.

w: designertraining.edu.au

e: info@designertraining.edu.au

p: 1300 850 725

Module 1 - Management Processes

This module introduces the concept of projects, programs and portfolios and clarifies the key roles and responsibilities within the management process.

Module 2 – Time Management

This module covers the process of establishing the structure and documentation to develop, manage, execute and control the project schedule. Activities include sequencing, durations, resource requirements and constraints to manage a project. It involves a full analysis including visual diagrams to communicate the process and flow.

This module covers planning, performance and quality control within the project management process. Diagrams are used as a visual tool to communicate quality reports against the quality tool.

Module 3 – Cost Management

This module covers the planning and estimation of costs based on inputs, tools and techniques and outputs. Budgets are introduced, along with cost control measures to allow monitoring and management of the costs of a project.

Module 5 – Application for a Kitchen and Bathroom Project

This module assembles the theoretical components of the earlier modules to apply in a practical application for kitchens and bathrooms. Using tools and documentation processes to record the key stages of the project.

