

Academy
of Jewellery
Manufacture
and Design

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TRADE Selected	
CERT II Trainee	
CERT III Non-indentured	
CERT III Apprentice	
CERT IV Jewellery Making for Small business	
EMPLOYER DETAILS:	
Contact Person Name:	
Business Address:	
PHONE:	
EMAIL:	
Business hours:	
Best Contact time:	
Employer Requested Units:	

THIS TRAINING PLAN IS AN OUT LINE FOR TRADE UNITS DELIVERED VIA FACE TO FACE AND BLOCK RELEASE.

Other units can be added as required according to the needs and requirements of the Student, however extra units are at students expense.

As per Jacques Fabian Master Silver & Goldsmith – Senior Head Lecture

ACADEMY OF JEWELLERY MANUFACTURE & DESIGN

TRAINING PLAN

Training Plan for Student Name 2019 Jewellery Manufacture MEM30619



Academy
of Jewellery
Manufacture
and Design

www.ajmd.biz | admin@ajmd.biz | 0488 441 635



Jacques Fabian | www.ajmd.biz | 0488441635 | admin@ajmd.biz

Contact: www.ajmd.biz | admin@ajmd.biz | 0488 441 635

This the Training Plan for Jewellery Manufacture

Please review the following unit topics that will be delivered to you by the Academy of Jewellery Manufacture and Design.

Student Name:	
Student USI:	To Be Advised
Student Address:	
Student DOB:	REQUIRED
Date Set:	
Accounts To:	
Employer Details:	
BLOCK RELEASE dates: <i>**Dates may alter as required</i>	

Dear Employer,

Please find as follows the 2018/19 new Training Package for qualification MEM30619 Jewellery Manufacture.

The new training package has added and discontinued units applicable to your qualification requirements.

If you have any other concerns or request please contact me via email at admin@ajmd.biz or via phone 0488 441 635 and leave a message and I will return your call as soon as possible.

Regards

Jacques Fabian

Senior Head Lecturer

Core Units MEM30619

MEM09002 Interpret Technical drawing
MEM11011 Undertake Manual handling
MEM12023 Perform engineering measurements
MEM12024 Perform computations
MEM13015 Work safely and effectively in manufacturing and engineering
MEM14006 Plan Work activities
MEM16006 Organise and communicate information
MEM16008 Interact with computing technology
MEM17003 Assist in the provision of on the job training
MEM18001 Use hand tools
MEM18002 Use power tools/hand held operations
MSAENV272 Participate in environmentally sustainable work practices

Required Critical Units

Minimum Hours, however, Competency base achievement

(Points will only be applied if Competency of task is confirmed)

Unit code	Unit title
MEM05006	Perform brazing and/or silver soldering
MEM06007	Perform basic incidental heat/quenching, tempering and annealing
MEM08010	Manually finish/polish materials
MEM13003	Work safely with industrial chemicals and materials
MEM13004	Work safely with molten metals/glass
MEM18003	Use tools for precision work
MEM19002	Prepare Jewellery Illustrations
MEM19003	Handle gem materials
MEM19005	Produce three-dimensional precision items
MEM19007	Perform Gemstone Setting
MEM19012	Produce jewellery wax model
MEM19013	Produce jewellery metal masters
MEM19016	Construct jewellery components
MEM19017	Fabricate Jewellery Item
MEM07032	Use workshop machines for basic operations
MEM08003	Perform electroplating operations
MEM19008	Prepare Jewellery designs
MEM19018	Repair jewellery items
Electives	
MEM03001	Perform Manual production assembly
MEM03002	Perform precision assembly
MEM19014	Perform Hand Engraving (Elective – Not currently available to online Students)
MEM19015	Perform Jewellery Enamelling (Elective – Not currently available to online Students)
MEM08011	Prepare surfaces using solvents and/or mechanical means
MEM11012	Purchase materials
MEM11016	Order Materials
MEM12001	Use comparison and basic measuring devices
MEM16004	Perform internal/ external customer service
MEM19004	Handle and examine gemstone material
MEM19009	Perform investment procedures for lost was casting process (Not for Online students)
<i>*This is a guide only and units may change according to stage tasks</i>	

Student Name:	
Student USI:	
Student Contact Details:	
Date Set:	
Employer Name:	
Employer Signature:	
Student Signature:	
Date Signed:	

Trainer Signature:	
Date Signed:	
Alteration Date:	

Calendar for Training:

03/02/2020 Start date for Training Plan		
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Indemnity

Please fill in the form below and give to the Office Administration **before you undertake** further activity.

...cut on dotted line.....
 I understand that Jacques Fabian is not liable for any injury incurred to my person or my personal property. I understand that I am responsible for my own safety at all times in the Workshop and at STUDIO41premsis. I understand that no makeup classes are available. I understand that I have been made aware that personal ear phones or listening devices such as phones are not allowed to be used in the workshop at any time. I understand that my classes can be cancelled without refund if Workshop rules are not complied with.

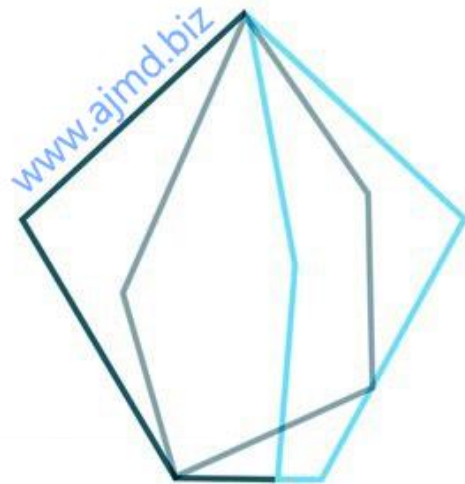
Signature:..... Date:.....

Students Copy:

Please fill in the form below and give to the Office Administration **before you undertake** further activity.

...cut on dotted line.....
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Signature:..... Date:.....



Academy of Jewellery Manufacture and Design

Introduction to
Jacques Fabian's
AJ.M.D. @ STUDIO41



In this booklet you will find the Policy and Procedures as well as the Code of Conduct. There is information within the booklet that will help you with Safety procedures.

If you need to contact the Studio or you are late for class please call or text us on
0488 441 635

The AJMD Courses are delivered from
STUDIO41: 41 Adelaide Road, STRATHABYN
SA 5255

STUDIO41 Policy, Procedures and Code of Conduct
Indemnity form must be read and signed prior to enrolment into any course.
www.ajmd.biz | admin@ajmd.biz | 0488 441 635

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ACADEMY OF JEWELLERY MANUFACTURE AND DESIGN: (AJMD)

STUDIO41 Policy, Procedures and Code of Conduct

Indemnity form must be read and signed prior to enrolment into any course.

The Academy of Jewellery Manufacture and Design is independently owned and operated from Jacques Fabian's private studio in Strathalbyn South Australia.

We do not receive any Government funding for the training we provide.

We provide Trade Certified Education. ©

We will train all students to industry best practice. Instruction on the proper use and maintenance of all tools in the workshop as provided, including safety procedures. Any non-compliance with safety policy or instructions will result in students' course being cancelled with no refund. This will be at the sole discretion of Jacques Fabian and further correspondence will not be entered. All students are responsible for their own safety and wellbeing within the workshop.

All training notes and resources will remain the property of PanachefabENT. No reproduction of any images, notes or video footage is allowed without prior written consent. Any infringement on all IP, Trademarks and Copyright will be legally pursued.

All items created and made under any instruction or educational process at the AJMD must acknowledge either Jacques Fabian or the Academy of Jewellery Manufacture and Design.

All design assistance and guidance provided by Jacques Fabian must be acknowledge in any form of advertising or self-promotion.

Please be respectful and courteous of those around you. Everyone is here to learn equally.

Recognition to Prior Learning (RPL)

No certification is provided beyond that of certificate of attendance. All skills developed at the Academy of Jewellery Manufacture are eligible for Recognition to Prior Learning (RPL) of skills. Portfolio evidence must be kept and details of relevant providers will be given if students competency in task is obtained.

Resources such as notes, images, videos or activities *cannot* be used for Recognition to Prior Learning (RPL) process. All handouts and resources are Copyright protected and subject to our Intellectual Property claims. You must use your own designs and work in portfolio submission for the RPL process. It must be evidence of your skills – *not ours*.

Tools

All motorised machines are not to be used without supervision.

Tool levy is applicable on all courses.

Misuse of tools will be met with an immediate Studio / Workshop suspension or cancelation of training with no refund. Any loss of tools from within the workshop affects our ability to competently train other people. Your actions or negligence affects everyone.

If you are unsure of how to use a tool please ask for assistance. That's what we are here for. You can ask the same questions as often as you need to.

Remember Safety and correct tool use is paramount.

Clean as you go in the workshop. Once you have finished with the tools you are using please put them back in their correct place for other students to find and use.

Materials will be charge out at market rate and all material accounts are to be finalises on date of invoicing.

Library Books can be looked through in the workshop at the black table. They **cannot** be borrowed. Any damage will be charged out at replacement value. As some of the books are no longer in print, damage to these books will be charged out at \$500.00 each.

Tuition costs cover lecturing only. **No make-up classes will be offered.**

If your lecturer is unavailable for class, then other arrangements will be made.

If you are going to be late or absent from class, you must notify us by text on 0488 441 635.

Any disputes must be submitted in writing. All disputes will be resolved by the AJMD management and the Directors decision is final and no further discussion or correspondence will be entered into.

Full time Students

Full time students are required to provide their own bench tools as per lecture list by completion of week 8.

Full time students need to develop a workspace at home or in a private location for independent assignment and catch up work.

Bench hire

Available for continuing students please apply to admin@ajme.biz

Bench hire will not include any tuition assistance.

Trade Apprenticeship Program

The Trade apprenticeship program is now Nationally delivered by an industry approved curriculum. Standardised units with associated tasks and activities. *Everyone practices on the same skill development activities* The assessments may vary however, but will remain within Industry recognised hand skills requirements.

Due to the lack of Government funding, the fees are structured as follows using the fee for service system:

- Training Organisation Fee
- RTO Fee (Registered Training Organisation)
- Resources fees

In order to make it as flexible and cost effective for employers there are two options provided for the consistent delivery of training to apprentices and support for employer.

OPTION ONE: Face to face delivery on campus at the Academy of Jewellery Manufacture & Design (AJMD) every Monday for 3 years. Total of 40 weeks per year, Standard calendar dates with break in June/ July. Workshop visit twice a year.

- On campus at the AJMD face to face
- Workshop visits – up to two per year on a Friday

OPTION TWO: Face to face delivery a minimum of 15 days per year for three years. Other training to be continued in the workplace using the Industry recognised video online training resource **Jewellery Training Solutions** (JTS) as specified by Lecturer.

Employers would engage Jewellery Training Solutions directly under the Apprenticeship programme page and the apprentice would be required to do units/ activities directed by the face to face lecturer.

Dates would be set for apprentices absents from face to face delivery and contact dates be set to follow up the progress of the Apprentices.

It is *IMPRETIVE* to note that employers are legally obligated to allow the apprentice the time to view the training video resource and to undertake the activity. Failure to do so is a breach of the training agreement

When the apprentice attends face to face training they will present their work and be give a similar activity to do as an assessment task.

- On Campus at the AJMD face to face a minimum of 15 days per year
- Online Resource – units as directed
- Work place visits – minimum of 3 per year (mandatory)

Fees List and Class times:

All Novice fees due one week prior to course start date. All other fees as per notification. Studio will not open prior to 9.20am and is closed at 4pm (pack up at 3.40pm)

Lunch is at 12.30pm **No student to continue work at the bench or use any workshop tools.** This is a standard occupational health and wellbeing criteria.

*Prices subject to change without written notice

Item	Fee	Class time / details
Perishables as required	Includes Burrs, drill bit etc	
Photo copy (Black & White only)	\$ 0.50 per copy, per side	
Trade training (Apprentices) Per Year	\$6,000.00 or (\$ 750.00 every 5 weeks)	Mondays 9.30am – 4pm Face to face
	\$2,250.00 \$450.00	Minimum 15 days Workplace visits plus transport if applicable
Online Resource Per Year	Up to \$750.00	Online Resource units from Jewellery Training Solutions – direct registration Only charged out on the skill units required
RTO fees Per Year	\$500.00	
Tailored Training	\$ 750.00 every 5 weeks	Mondays 9.30am – 4pm
Special courses	From \$ 1,500.00	3 – 4 day workshops 9.30am – 4pm

Items to bring to class with you:

Trade Students:

A4 spiral bound Visual Arts diary

Black BIC fine point pen

Permanent marker pen – fine point black or blue to make your metal

2B Pencil, Mechanical Pencil, Eraser, Ruler

Personal toolbox

Materials – Metal and Gemstones

Lunch

Weather:

We have a reverse cycle Airconditioning unit so that the Studio/ workshop environment can be managed. Catastrophic fire days, the Studio/ workshop is closed.

**Please go to the last page for signed declaration*

Academy of Jewellery Manufacture & Design General TOOL LIST

Traditional Silversmithing Tool list has variants.

1.	Saw Frame
2.	Saw Blades 4/0, 3/0, 6/0
3.	Cut 2 & 0 ring files 13mm wide 150mm long with handles
4.	Set of needle files cut 2/ cut 4
5.	Emery Stick x 2
6.	Emery paper 1000 and 2000
7.	Pliers <ul style="list-style-type: none">• ½ round Ring• Snipe nose• Flat• Round on Flat• End Cutters
8.	AA tweezers
9.	Soldering pick
10.	Dividers 75mm
11.	Scriber
12.	Hide Mallet
13.	Jewellers Hammer
14.	Steel Ring Mandrel with sizes marked
15.	Wooden Ring clamp & wedge
16.	Digital Vernier callipers (Stratco \$20.00)
17.	Tool Box
18.	Silver solder (easy, medium and hard)
19.	Tenacity 4A Flux
20.	Drill bits <ul style="list-style-type: none">• 0.8mm• 0.9mm• 1mm
21.	Round Burrs <ul style="list-style-type: none">• 0.8mm• 0.9mm• 1mm• 1.5mm• 2mm
20.	Cone Burrs <ul style="list-style-type: none">• 1.5mm• 2mm• 2.5mm
23.	Fissure Burrs <ul style="list-style-type: none">• 0.5mm• 1mm• 1.2mm• 1.5mm

24.	Tapered Fissure Burrs <ul style="list-style-type: none"> • 0.6mm • 0.8mm • 0.9mm
25.	Flame Burr <ul style="list-style-type: none"> • 1mm • 1.2mm • 1.4mm
26.	Bearing Cutter 70° <ul style="list-style-type: none"> • 1.2mm • 1.5mm • 1.8mm
27.	Sterling Silver stock gauge <ul style="list-style-type: none"> • 4.5cm x 6mm Square wire • 80cm x 50cm x 1.2mm sheet silver
28.	Safety Glasses
29.	Text Book: Jewellery Making manual by Silvia Wicks ISBN: 0 316 904848 Available on Book depository

Tool Suppliers:

Twin Plaza – ask for David Level 2, 55 Gawler place Adelaide SA 5000 08 8410 1117 adelsales@twinplaza.com	Australian Jewellers Suppliers – Pauline or Andrew Andrew or Pauline Thoday Level 2, 38 Gawler Place (The Edments Building) 08 8223 1351 www.jewellerssuppliers.com.au
Western Frontier Traders Unit 2, 41 McCoy street Myaree, WA 6154 08 9330 8383 admin@telama.com.au	Koodak 4th Floor, 125 Swanston St, Melbourne (03) 9654 5811 koodak@koodak.com.au
Rio Grande https://www.riogrande.com 7500 Bluewater Rd NW, Albuquerque, NM 87121, USA Please be aware that some tools have different trade requirements in Australia.	Ottofrei https://www.ottofrei.com info@ottofrei.com phone (toll free): (800) 772-3456 Please be aware that some tools have different trade requirements in Australia.

General Safety

The Need for Accident Prevention

Industrial accidents are a serious community problem. Every year in Australia hundreds of thousands of people are kept away from work for at least one day and almost a million working person - *weeks are lost*

YOU ARE WORKING IN A FULLY EQUIPPED COMMERCIAL JEWELLERY MANUFACTURING WORKSHOP.

Governments and safety organisations are carrying out research on accident causes and are promoting safe working practices.

Some of the finding of research apply particularly to the engineering worker. Research shows that:

Young workers are people new to their jobs are more likely to have accidents.

Overall, about one worker in every 34 has an accident in the course of the year, which keeps them away from work for more than one week.

These are average figures. In some industries, the problem of having an accident is much higher than in others. You can reduce the risk of having an accident by learning to work safely.

Two accidents out of there result in people hurting themselves by straining, falling, slipping (even with hand tools) stumbling being struck by moving or falling objects or stepping on or striking against stationary objects.

By thinking about your surrounds, you will reduce your risks:

Where is the soldering bench?

Where are the other people in the workshop situated?

Where are the doors?

Are there any power cords around me?

Where are the tools located?

Just some questions you should ask yourself each time you enter the studio.

By using common sense and obeying general safety rules you can save yourself and others from being hurt.

Clothing in STUDIO/ Workshop

If you are not dressed in an appropriate manner you will be dismissed from the studio/workshop for the rest of that day.

- No short skirts/ dresses
- Closed in shoes (not high heels)
- Hair tied back
- No baggy tops
- Aprons
- No loose sleeved tops

Be a safe worker:

- Think Safety.
- Know the safety procedures for your job and your place
- Develop safe working habits
- Set a good example for fellow workers
- Continually try to improve your working habits.
- Strictly no earphones from personal devices allowed in the studio/ workshop

- All phone calls must be taken outside.

Causes of Accidents

An accident often has more than one cause or catalyst.

Accidents can be prevented by removing their causes. Finding out what caused an accident is important. It can help in planning how to prevent similar accidents.

There are two causes of accidents:

- Unsafe acts.
- Unsafe conditions

The person who gets hurt does not always cause the accident. However, accidents are caused by some person failing to act safely or to correct an unsafe condition.

Think about these examples of unsafe acts:

- Using equipment without having received proper training in its use.
- Using tools or equipment the wrong way or for the wrong purpose.
- Not using personal protective equipment such as goggles when the job requires it
- Ignoring safety signage
- Fooling around and playing about
- Hurrying and taking dangerous short cuts through the workshop or on the job
- Distracting others from their work or tasks or allowing yourself to be distracted
- Not being aware of your surrounded ie: wearing earphones when in the workshop. **This is an immediate dismissal from the workshop at STUDIO41.**

Consider these examples of unsafe conditions for the worker:

- Lack of instruction in safe methods
- Lack of training
- Unsuitable clothing for the task to be done
- Physical defects like poor eyesight or defective hearing
- Long hair near rotating machine
- Lack of safeguards on machines.

Care in the Use of Machines

Machine tools can cause serious injuries when they are used incorrectly or when persons accidentally come into contact with moving parts. It is essential that you only use those machines for which you have been trained and are authorised to use.

Never be afraid to say that you do not know how to use a machine. Failure to do this has cost lives. Always keep your fingers away from moving parts and keep the following rules:

1. Any machine guard that is damaged, not in place or working correctly must be reported immediately. The machinery must be labelled as unsafe and not to be operated until its guards are correctly in place.
2. Never remove any machine guard unless you are authorised to do so in order to clean, oil, set, adjust or maintain /repair the machines.
3. When guards are removed for the maintenance or adjustments of the machine they must be replaced before the machine is restarted.
4. Guards and safety devices must never be made or left inoperative.

5. Work to be drilled must be held in a safe way in a vice or a jig. Never try to hold it still with your hand.
6. Never start a grinding wheel until you have checked that the wheel is in good condition and the guard and work rests are fixable in place and properly adjusted.
7. Never try to remove cutting or swarf from a machine with your hands. Use a brush or a hook, and only when the machines is stationary and switched off and unplugged.
8. Switch off any machine at the machine switch not at the supply point
9. When carrying out maintenance the machine must be electrically isolated and clearly labelled. "DO NOT USE MATIENCE IN PROGRESS"
10. Try not to get the tool wet and take extra care in damp situations (eg: Do not let leads drag through water. Wear rubber-soled shoes and rubber gloves)
11. Consider the safety of others when using tools
12. Make sure that others will not be hit by flying sparks, hot metal (use screens)
13. Do not leave an unattended power tool plugged in
14. Notify everyone before you make a loud noise like striking metal. ("Loud noise")

It is your responsibility to avoid unsafe acts. You must, for your own sake and that of the others, learn to work safely. Any silly act that could cause danger to yourself or others is irresponsible. Follow your supervisor's instructions. Always use the correct working methods.

Behaviour in the work Area

Behaviour that may be enjoyable on the playing field can be extremely dangerous on concrete floors, or near sharp steel edges and moving machinery.

- Do not trip or wrestle another person in you work area.
- Walk, do not run in the workshop
- Do not play practical jokes
- Do not play with fire, electricity, compressed air or water or gas hoses
- Never throw things about your workplace
- It is especially dangerous to throw things in the workshop
- Concentrate on the job you are doing but be aware of what is happening around you
- Take notice of signs and barriers which have been built to mark off unsafe areas or conditions.
- Do not distract anyone who is concentrating on their own job.