

Case officer pack

Provider information for assessing Milkwood's **Organic Vegetable Gardening** online course as non-RTO training.

This pack is for a Farm Household Case Officer to attach to an assessment request to the Department of Agriculture, Fisheries and Forestry. It sets out the information the department asks for about a provider that is not a Registered Training Organisation: learning outcomes, insurance, trainer qualifications and experience, memberships, costs and delivery. Milkwood courses are not pre-approved. Each request is assessed by the department against the participant's own circumstances.

PROVIDER

Provider	Milkwood Trading Pty Ltd, trading as Milkwood
ACN	159 276 669
ABN	95 159 276 669
Postal address	PO Box 162, Cygnet TAS 7112
Contact	support@milkwood.net
Website	milkwood.net

INSURANCE

Insurer	AAI Limited trading as Vero Insurance
Cover	Public and products liability
Limit of liability	\$20,000,000
Insured	Milkwood Trading Pty Ltd
Policy number	SPI024283523
Period of cover	2 February 2026 to 2 February 2027
Certificate	Certificate of currency, 2 March 2026 (final page of this pack)

Background. Teaching practical skills since 2007, face to face and, since 2020, online. More than 15,000 students across 80+ countries.

Training status. Not a Registered Training Organisation. The courses are non-accredited training, so a request is assessed as non-RTO training.

HOW AN ASSESSMENT REQUEST WORKS

- The participant talks to their case officer first** before enrolling or paying, about which course and how it fits their activity agreement.
- The case officer sends an assessment request** to the Department of Agriculture, Fisheries and Forestry, with this pack attached.
- The department assesses the request** against the participant's own circumstances. No Milkwood course is pre-approved.
- If the request is approved** Milkwood issues a tax invoice on request, paid directly or by the participant for reimbursement, as the case officer arranges.

Questions from case officers, the department or participants: support@milkwood.net

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COST

Organic Vegetable Gardening · 8 weeks	AU\$439
Fast Forward option (coaching and books)	AU\$899

Prices as at October 2026, including GST. Current class dates: milkwood.net/courses

Qualifications and experience

Hannah Moloney presents the lessons. Kirsten Bradley and Nick Ritar, who founded Milkwood in 2007, mentor students through the course.



Hannah Moloney

Organic Vegetable Gardening. Presents the lessons.

RECOGNITION

- Tasmanian Young Landcare Leader Award (2015)

EXPERIENCE

- Teaching permaculture since 2009, as a lead and guest teacher on Permaculture Design Certificate and Permaculture Teacher Training courses, including Milkwood's from 2012
- Director of Good Life Permaculture, Hobart
- Presenter on ABC TV's *Gardening Australia*
- Author of *The Good Life* (Affirm Press, 2021) and *Good Life Growing* (Affirm Press, 2023)



Kirsten Bradley

Mentors students through the course.

QUALIFICATIONS

- Two Permaculture Design Certificates

MEMBERSHIPS

- Member and supporter of Permaculture Australia

EXPERIENCE

- Co-founder and Director of Milkwood since 2007
- Author of *Milkwood: Real Skills for Down-to-Earth Living* (with Nick Ritar, Murdoch Books, 2018; more than 25,000 copies sold)
- Author of *The Milkwood Permaculture Living Handbook* (Murdoch Books, 2023)
- Author of *Easy Peasy: Gardening for Kids* (Gestalten, 2019)



Nick Ritar

Mentors students, especially on garden design and irrigation.

QUALIFICATIONS

- Certificate IV in Assessment and Workplace Training (2001), the forerunner of today's Certificate IV in Training and Assessment
- Permaculture Design Certificate, Permaculture Research Institute (2007)
- Permaculture Teacher Training with Geoff Lawton

MEMBERSHIPS

- Member and supporter of Permaculture Australia

EXPERIENCE

- Co-founder and Managing Director of Milkwood since 2007
- Has taught 3,000+ students face to face: 2,000+ in permaculture design and 1,000+ in gourmet mushroom cultivation
- Has taught all 2,655 online Home Mushroom Cultivation students to date
- Lecturer and tutor in Media and Communications, Swinburne University of Technology (2004)
- Trained with mycologists including Paul Stamets and Peter McCoy
- Co-author of *Milkwood: Real Skills for Down-to-Earth Living* (Murdoch Books, 2018)

PROFESSIONAL AND INDUSTRY MEMBERSHIPS

Permaculture Australia

The national permaculture association. Nick Ritar and Kirsten Bradley are both members and supporters.



VEGETABLE GARDENING

Design, build, plant and look after a productive vegetable garden, using organic and permaculture methods.



LENGTH	FORMAT	RECOMMENDED TIME	COST
8 weeks	Online guided course, run as a dated class	1 to 2 hours a week, plus practical work	AU\$439 incl. GST

LEARNING OUTCOMES

By the end of the course, participants will be able to:

1. Design a vegetable garden for their household and site, using observation, a base map, permaculture zones and a concept design. · Week 1 Designing your garden; extra: Drawing a detailed garden design
2. Assess their soil with simple home tests (texture and pH) and choose and build suitable beds: in-ground, raised, no-dig or wicking. · Week 2 Knowing your soil & establishing your garden
3. Plan what to grow, when and where, for their climate zone, with a crop list, crop rotation by plant family, and succession and companion planting. · Week 3 Planning: what to grow when & where
4. Source seeds and seedlings, raise and plant them at the right spacing, sow crops direct, and manage weeds organically. · Week 4 Planting your veggie garden; extra: Raising seedlings
5. Water crops efficiently, and build supports and protection from heat, frost and pests. · Week 5 Infrastructure for growing veggies
6. Build and maintain soil fertility with liquid fertilisers, cold and hot compost, worm farms and green manures. · Week 6 Feeding your soil; extra: Hot composting
7. Prevent and manage pests, diseases and wildlife damage using organic, integrated pest management methods. · Week 7 Common pests & diseases; extra: Chickens
8. Harvest crops at their best, rest beds at the end of a season, and preserve surplus produce and save seed. · Week 8 Harvesting your veggies; extras: Preserving your harvest, Seed saving

STRUCTURE

15 modules, 47 lessons. 5.5 hours of video in the core course, plus 1.5 hours in the 6 optional extra modules (shown in grey).

	MODULE	LESSONS	VIDEO
Start here	Getting started	3	29 min
Week 1	Designing your garden	4	34 min
Optional extra	Drawing a detailed garden design	1	12 min
Week 2	Knowing your soil & establishing your garden	7	48 min
Week 3	Planning: what to grow when & where	5	42 min
Week 4	Planting your veggie garden	5	46 min
Optional extra	Raising seedlings	1	11 min
Week 5	Infrastructure for growing veggies	5	36 min
Week 6	Feeding your soil	5	55 min
Optional extra	Hot composting	1	11 min
Week 7	Common pests & diseases for veggie growers	3	29 min
Optional extra	Chickens - your veggie garden's best friend	1	8 min
Week 8	Harvesting your veggies	2	11 min
Optional extra	Preserving your harvest	2	32 min
Optional extra	Seed saving	2	27 min

Delivery and cost



DELIVERY

Teachers	Hannah Moloney (presents the lessons), Kirsten Bradley and Nick Ritar
Release	A new module each week for 8 weeks, after a "Getting started" module. Six optional extra modules sit alongside the weeks.
Materials	Short captioned video lessons, step-by-step guides and downloads, and a Veggie Garden Planner workbook the participant fills in for their own garden.
Support	Questions answered by the teaching team under every lesson and in a private student community. Live Class Calls every two weeks.
Completion	Non-accredited, with no formal assessment. A certificate of completion is issued when the participant finishes the course. Access continues after the class ends.

COST

Standard	AU\$439
Fast Forward	AU\$899. Adds 2 hours of one-on-one coaching calls with Kirsten and Nick, and two signed books posted to the participant (<i>Milkwood: Real Skills for Down-to-Earth Living</i> and <i>Good Life Growing</i>).
Other costs	Nothing to buy before starting. Garden materials depend on the participant's own design. Suits about 10 square metres of growing space.

Prices include GST. A tax invoice is issued on request.

Current class dates: milkwood.net/courses

MORE DETAIL

Full course outline (PDF)

www.milkwood.net/wp-content/uploads/2026/09/milkwood-organic-vegetable-gardening-course-outline.pdf

Course page

courses.milkwood.net/vegetablegardening

Business Insurance Certificate of Currency



Policy Number: SPI024283523

Certificate Date 02 March, 2026

Insurer

AAI Limited ABN 48 005 297 807 trading as Vero Insurance

Important Information

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date

Period of Cover 2/02/2026 to 2/02/2027 at 4pm

Endorsement effective date 2/03/2026

Insured

Insured Name Milkwood Trading Pty Ltd

Address

Policy Wording

Vero SCTP PDS Policy Wording V0007 V1 05/12/24 A

Situation Details

Situation: (Principal)

Business Details

Education Consultant
Education Programme Designe

Interested Parties

No Interested Parties noted

Public and Products Liability

Limit of Liability

Limit of Liability - Public & Products Liability \$ 20,000,000

Additional Benefit

Property in Physical & Legal Control - Limit \$ 250,000