

Case officer pack

Provider information for assessing Milkwood's **Permaculture Living** 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

Permaculture Living · 12 weeks	AU\$459
Fast Forward option (coaching and books)	AU\$899

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

Qualifications and experience

David Holmgren presents each of the 12 principles. Kirsten Bradley and Nick Ritar, who founded Milkwood in 2007, present the practical actions and mentor students.



David Holmgren

Permaculture Living. Presents each of the 12 principles.

EXPERIENCE

- Co-originator of permaculture, with Bill Mollison; co-author of *Permaculture One* (1978)
- Author of *Permaculture: Principles and Pathways Beyond Sustainability* and *RetroSuburbia*



Kirsten Bradley

Co-teaches the course and mentors students.

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

Co-teaches the course and mentors students.

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.

PERMACULTURE LIVING

Permaculture thinking, skills and habits for the whole household, built around David Holmgren's 12 design principles.



LENGTH	FORMAT	RECOMMENDED TIME	COST
12 weeks	Online guided course, run as a dated class	1 to 2 hours a week, plus practical work	AU\$459 incl. GST

LEARNING OUTCOMES

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

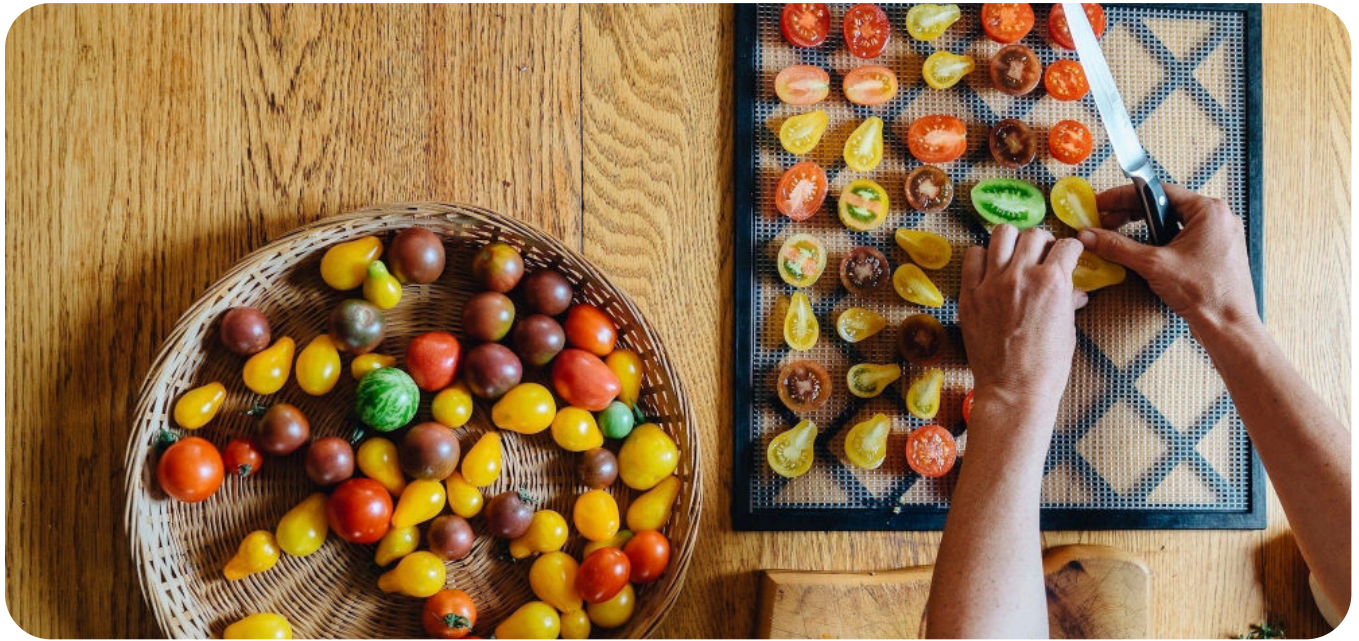
1. Explain permaculture's three ethics and 12 design principles, and use them as thinking tools for decisions about their household and land. · What is Permaculture?; the David Holmgren lesson in each of Weeks 1-12
2. Write a personal goal statement and build, and later revise, an action plan of practical changes. · What is Permaculture? (Define your goal); Choose your action each week; Week 12 Revisit your goal statement
3. Observe and map their place: identify useful local plants, draw a base map and keep a seasonal garden diary. · Week 1 Observe & Interact; Week 7 Design from Patterns to Details
4. Catch and reuse water at home through rainwater harvesting and greywater reuse, within local regulations. · Week 2 Catch & Store Energy; Week 8 Integrate Rather Than Segregate
5. Produce and preserve food at home: sprouts and microgreens, ferments and preserves, oyster mushrooms and saved seed. · Weeks 2, 3, 9, 10 and 11
6. Measure household resource use with a carbon footprint calculation, a local food challenge and a waste challenge, and act on the results. · Week 4 Self-Regulation & Feedback; Week 6 Produce No Waste
7. Cut household running costs by making cleaning products, starting a worm farm, repairing everyday items and budgeting. · Week 2 (budget idea); Week 5 Renewable Resources; Week 6 Produce No Waste; Week 9 Small & Slow Solutions
8. Plan for chickens and pollinator habitat as working parts of a home food system. · Week 8 Keep chickens; Week 10 Use & Value Diversity
9. Build community connections by sharing and swapping surplus, joining local groups, and planning for change. · Week 3 Obtain a Yield; Week 8 ideas; Week 12 Creatively Use & Respond to Change

STRUCTURE

15 modules, 68 lessons. 5.5 hours of video in the core course.

	MODULE	LESSONS	VIDEO
Start here	Getting Started	2	13 min
Start here	What is Permaculture?	5	27 min
Week 1	Principle 1: Observe & Interact	5	23 min
Week 2	Principle 2: Catch & Store Energy	5	26 min
Week 3	Principle 3: Obtain a Yield	5	20 min
Week 4	Principle 4: Apply Self-Regulation & Accept Feedback	5	21 min
Week 5	Principle 5: Use & Value Renewable Resources & Services	5	25 min
Week 6	Principle 6: Produce No Waste	5	18 min
Week 7	Principle 7: Design from Patterns to Details	5	20 min
Week 8	Principle 8: Integrate Rather Than Segregate	5	28 min
Week 9	Principle 9: Use Small & Slow Solutions	5	27 min
Week 10	Principle 10: Use & Value Diversity	5	20 min
Week 11	Principle 11: Use Edges & Value the Marginal	5	43 min
Week 12	Principle 12: Creatively Use & Respond to Change	5	16 min
Wrap up	Course Wrap Up	1	2 min

Delivery and cost



DELIVERY

Teachers	David Holmgren (presents the principles), Kirsten Bradley and Nick Ritar (present the practical actions)
Release	Two introductory modules open on enrolment, then one principle each Monday for 12 weeks.
Materials	Each week: a captioned video on the principle with David Holmgren, two practical action lessons with how-to guides and worksheets, more action ideas, and an action the participant chooses for their personal Action Plan.
Support	Questions answered by the teaching team under every lesson and in a private student community. Regular live Q&A sessions with Kirsten and Nick, recorded.
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\$459
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>The Milkwood Permaculture Living Handbook</i> and <i>Milkwood: Real Skills for Down-to-Earth Living</i>).
Other costs	Nothing to buy before starting. Participants choose actions to suit their place, budget and time.

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-permaculture-living-course-outline.pdf

Course page

courses.milkwood.net/permacultureliving

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