

VCAL and VCE



VCAL (Victorian Certificate of Applied Learning) is the ideal certificate for completing Year 12 if you are heading to work or further training, eg TAFE. Subjects for VCAL can be selected from the range offered in VCE, VCAL, VET and maths.

Make an appointment with the VCAL/VCE Coordinator to design an individual learning program to suit your interests and needs. You might even be able to achieve both VCAL and VCE.

VCE Headed for Uni in 2011? You may need to do only one VCE subject. Arrange an appointment with the VCAL/VCE Coordinator.

VCAL Subjects

Return to Study

Develop the key skills and knowledge to make your study easier and more fun. The first three sessions are compulsory for all new VCAL and VCE students and the full semester is recommended for continuing students.

First three sessions:

Mon 9.30am – 11.30am 8.2.10 – 22.2.10
C - \$50 B - \$62 F - \$70

Full semester:

Mon 9.30am – 11.30am 8.2.10 – 21.6.10
C - \$165 B - \$185 F - \$195

Students will be given an individual timetable after meeting with the VCAL Coordinator. Classes are scheduled for Mondays, Tuesdays, Thursdays and Fridays. Students need to be available to attend all scheduled classes. Students are required to study a VET subject as part of their VCAL studies. VCAL subjects include the following:

Project Design Skills, Work Related Skills, Literacy and Maths

Prices for each of the above:

Foundation:

C - \$180 B - \$275 F - \$293

Intermediate:

C - \$235 B - \$315 F - \$333

Intermediate VCAL students will also complete a Certificate II in Business Administration as part of their course. See website for costings.

VCE Year 11 (Units 1 & 2)

English

Mon 12.00pm – 3.00pm 8.2.10 – 22.11.10
C - \$245 B - \$274 F - \$805

Further Maths (Unit 2 only)

Thurs 4.00pm – 6.30pm 11.2.10 – 24.6.10
C - \$165 B - \$185 F - \$454

Legal Studies (condensed)

Tues 12.15pm – 3.15pm 9.2.10 – 24.6.10
C - \$165 B - \$185 F - \$517

Additional costs for texts. See course outlines for details.

VCE Year 12 (Units 3 & 4)

Australian History

Fri 9.30am – 12.30pm 12.2.10 – 29.10.10

English

Wed 9.00am – 12.00pm 10.2.10 – 27.10.10

Geography

Mon 12.00pm – 3.00pm 8.2.10 – 25.10.10

History – Revolutions

Fri 9.30am – 12.30pm 12.2.10 – 29.10.10

Legal Studies

Tues 12.15pm – 3.15pm 9.2.10 – 26.10.10

Literature

Wed 12.15pm – 3.15pm 10.2.10 – 27.10.10

Health & Human Development

Fri 9.00am – 12.00pm 12.2.10 – 29.10.10

International Studies

Wed 10.00am – 12.00pm 10.2.10 – 27.10.10

Philosophy

Tues 6.30pm – 9.30pm 9.2.10 – 26.10.10

Psychology

Fri 12.15pm – 3.15pm 12.2.10 – 29.10.10

Prices for each Year 12 subject sequence:

C - \$245 B - \$297 F - \$916

Additional costs for texts. See course outlines for details.

Maths for Adults

Enjoy the stimulation of maths and develop your skills. Ring to organise a class to suit your needs.

Maths - Gentle Pace

Develop your basic skills and confidence in everyday Maths. Gently paced classes with topics chosen to suit students' needs.

Wed 9.30am – 12.00pm 10.2.10 – 1.12.10

C - \$170 B - \$240 F - \$920

Maths for Work and Study

Brush up your skills for employment, study, to help your children or to build your confidence.

Wed 9.30am – 12.00pm 10.2.10 – 1.12.10

C - \$170 B - \$240 F - \$920

Maths for Entry

Tests and Nursing

Build the Maths skills and confidence you need to prepare for career selection tests and/or help with the maths specific to nursing.

Wed 7.00pm – 9.00pm 28.4.10 – 23.6.10

C - \$80 B - \$80 F - \$195

VCE Maths – see VCE section

Reading and Writing

Do you have gaps in your skills in reading or writing? Do you have difficulties with spelling? We have a range of classes from basic to advanced. Ring to discuss a program to suit your needs.

English and Learning

Start to build your confidence and skills in reading & writing. Gently paced and encouraging.

Mon 7.00pm – 9.00pm 15.2.10 – 29.11.10

Tues 2.00pm – 4.00pm 9.2.10 – 30.11.10

C - \$170 B - \$220 F - \$780

English for Work and Study

Are you considering a change of direction? Brush up on your skills in reading, writing & spelling and improve your opportunities for work and study.

Tues 7.00pm – 9.00pm 9.2.10 – 29.11.10

C - \$170 B - \$220 F - \$780

Wed 12.30pm – 3.00pm 10.2.10 – 1.12.10

C - \$170 B - \$240 F - \$920

ESL English

Is English your second language? Would you like to improve your skills & confidence in speaking, listening, reading & writing English? We have a range of classes and levels - ring to discuss a program to suit your needs.

English Language

Skills in both spoken and written English will be covered in our English classes. It is recommended that students enrol in at least two classes per week to improve their skills.

Entry/Level 1 **Mon 12.30pm – 3.00pm**

Entry/Level 1 **Thurs 9.15am – 12.00pm**

Level 1/2 **Mon 9.15am – 12.00pm**

Level 1/2 **Thur 12.30pm – 3.00pm**

Level 2/3 **Thur 9.15am – 12.00pm**

Level 2/3 **Sat 10.00am – 12.30pm**

Classes will commence the week beginning 8th February 2010 and finish the week of 29th June.

Prices for each of the above – per year.

C - \$170 B - \$240 F - \$920

Reading and Writing for long-term migrants

A gently paced class for long-term migrants who would like to develop their confidence and skills in written English.

Level 1

Wed 9.30am – 11.30am 24.2.10 – 23.6.10

Cost: \$50

Level 2

Wed 9.00am – 12.00pm 10.2.10 – 1.12.10

C - \$170 B - \$240 F - \$920

English Conversation

Come and practise your spoken English in a small, friendly group. Groups commence the week beginning 15th February & end the week of 21st June.

Level 1

Mon or Wed 12.00pm – 1.00pm

or Thurs 11.00am – 12.00pm

Level 2

Tues 11.00am – 12.00pm

or Thurs 12.00pm – 1.00pm

C & B - \$20 (for students enrolled in ESL classes)

F - \$60

ESL - Let's talk

Discuss topics of interest and improve your fluency, pronunciation and grammar.

Tues 10.00am – 12.00pm 9.2.10 – 22.6.10

C & B - \$100 F - \$320

Speak English Well

Through a range of practical activities, develop your fluency and clarity in spoken English for work or study or simply to build your confidence.

Mon 7.00pm – 9.00pm 15.2.10 – 21.6.10

C & B - \$100 F - \$320

English and Computers

A very basic course for students who want to improve their English skills while learning how to use a computer. Students can use English Language programs and also learn basic word processing skills.

Tues 12.30pm – 3.00pm 16.2.10 – 22.6.10

C - \$110 B - \$110 F - \$390

Vocational Training

Certificate I in Information Technology (ICA10105)

Accredited units in Microsoft Word, Excel, PowerPoint, Outlook, Internet and Access provide a sound basis for further study or work. Learners can progress at their own pace according to their existing skills and the amount of work they are prepared to do both in and outside class. *Learners pay for two terms at a time. Some people should allow up to 4 terms to complete a full qualification and would need to re-enrol.* **Note: The Monday course runs in the first week of the Term 1 & 2 holidays**

Mon 3.30pm – 6.30pm	1.2.10 – 28.6.10	
Tues 9.00am – 12.00pm	9.2.10 – 22.6.10	
Thurs 12.15pm – 3.15pm	11.2.10 – 24.6.10	
Fri 12.15pm – 3.15pm	12.2.10 – 25.6.10	
C - \$195	B - \$195	F - \$434

Certificate II in Information Technology (ICA20105)

For those who have completed at least 3 core units of Certificate I in Information Technology, this course is a combination of self-paced and on-site learning of further applications of the Microsoft package as well as hardware and software units. Learners will be expected to work 2 – 3 hours per week at home. A great pathway from Certificate I in Information Technology. *(manuals included)*

Tues 9.00am – 12.00pm	9.2.10 – 23.11.10	
Fri 9.00am – 12.00pm	12.2.10 – 26.11.10	
Fri 12.15pm – 3.15pm	12.2.10 – 26.11.10	
C - \$325	B - \$371	F - \$908

Certificate III in Information Technology (ICA30105)

This qualification enables people to be regarded as advanced computer users. The course teaches advanced applications of the Microsoft package, user documentation, hardware and software units and web design electives. Pre requisites apply.

Wed 9.00am – 3.00pm	10.2.10 – 23.6.10	
and Fri 9.00am – 3.00pm	12.2.10 – 25.6.10	
C - \$420	B - \$669	F - \$1880

Certificate III in Business Administration (BSB30407)

Develop strong computer skills and be equipped to work in a modern office environment. A great pathway to work! To complete Certificate III in Business Administration, students need to study the core units (1½ days per week), **plus Business Bookkeeping (½ day per week)**. This course also includes Job Search training. *Manuals included* **Note: This course runs in the first week of the Term 1 & 2 holidays**

Mon 9.00am – 3.30pm	1.2.10 – 28.6.10	
and Wed 9.00am – 3.15pm	3.2.10 – 23.6.10	
or Thurs 9.00am – 3.15pm	4.2.10 – 24.6.10	
C - \$490	B - \$752	F - \$2030

Business Bookkeeping Units

Learn the basics of bookkeeping (manual and computerised) including payroll (MYOB), accounts payable & receivable, general ledgers and financial record keeping. *Manuals included* **Note: This course runs in the first week of the Term 1 & 2 holidays**

Mon 12.30pm – 3.30pm	1.2.10 – 28.6.10	
C - \$250	B - \$250	F - \$690

Note: If vacancies exist, enrolments will be taken in Bookkeeping as stand alone units.

Certificate III in Business Administration - Medical (BSB31107)

Learn medical terminology, medical reports, appointments, billing, medical stores, OH&S and computer skills to work in a medical environment. Students need basic computer skills and will complete a computer assessment before starting. Level 2 First Aid will be studied as part of this qualification. *(manuals included)*

Wed 9.00am – 3.15pm	3.2.10 – 23.6.10	
and Thurs 9.00am – 3.15pm	4.2.10 – 24.6.10	
C - \$490	B - \$812	F - \$2090

Medical Administration Units

Complete 6 units of Medical Administration which count towards Certificate III in Business Administration (Medical). **Note: Medical Accounts unit will be held on Wed 7 & 14.4.10.**

See the previous entry.

Thurs 9.00am – 3.15pm	4.2.10 – 24.6.10	
C - \$360	B - \$436	F - \$985

Certificate II in Retail (SIR20207)

The retail industry offers a full range of employment options – a career in retail, a part time job for students or a stepping stone for parents returning to the workforce. Whether you want to work in small shops or large department stores and specialise in selling fashion, food, hardware or pets, Certificate II in Retail provides you with the entry level qualification and skills to work in most retail settings. It also develops skills transferable to a wide range of work situations.

Tue 9.00am – 3.00pm	13.4.10 – 14.9.10	
C - \$245	B - \$392	F - \$1248

Certificate IV Small Business Management (BSB40407)

We are in an increasingly competitive business environment. This course will support existing and new managers of small businesses in business planning, marketing, financial management, customer service and the legal requirements necessary to manage their businesses successfully. Contact DVLC for more information.

Occupational Health & Safety

Food Safety Level 1

Required for all jobs in hospitality and food retail, this course teaches food safety requirements and procedures. Accredited Unit Code SITOHS002A

Sat 9.30am – 4.00pm	13.3.10
or 1.5.10	
C - \$100	F - \$115

First Aid

First Aid develops life skills as well as being a useful addition to your resume. Level II First Aid HLTA301B is required to provide first aid in a workplace. Students can achieve CPR HLTCPR201A within this course as a stand alone unit on the morning of 31.3.10, or 19.6.10.

Wed & Thurs 9.00am – 5.00pm	31.3.10 & 1.4.10
Term 1	
or Sat 9.00am – 5.00pm	19.6.10 & 26.6.10
Term 2	

Cost: Level 2 \$175 CPR Refresher \$60

Floristry

Floristry

Selected Units (WRF30104)

Nationally accredited units from Certificate III in Floristry are delivered practically, developing skills of wiring, use of base medium and hand tying as well as flower selection and care. For the hobbyist or someone looking for a career in floristry.

Mon 9.30am – 12.00pm	8.2.10
and Wed 12.30pm – 3.00pm	to 23.6.10
<i>This course runs during the first week of the Term 1 holidays</i>	

C - \$518 B - \$573 F - \$1240

Note: Fees include most materials. A Materials List will be provided on enrolment. Students need to bring their own flowers, scissors and wire cutters to all floristry courses.

Health and Wellbeing

Good Health – Naturally

Learn with a qualified Naturopath about alternative and natural ways to care for yourself & your family.

Fri 9.30am – 12.00pm	11.3.10 – 25.6.10	
C - \$110	B - \$120	F - \$450

Personal Growth Skills

Build A Better Self

Improve your self esteem, communication skills and relationships with partners, family or friends. A local, qualified counsellor will facilitate a small group and help you to learn practical strategies in a relaxed and informative way.

Wed 7.00pm – 9.00pm	17.2.10 – 9.6.10	
C - \$110	B - \$110	F - \$196

Communication, Self Esteem & Assertion

Would you like to deal better with negative, aggressive or critical people? Learn ways of achieving this while still giving full respect to the needs of others. Relevant to parenting, the home or work related settings.

Mon 10.00 – 12 noon	15.2.10 – 21.6.10	
C - \$110	B - \$110	F - \$196

Professional Skills Development

Develop Emotional Intelligence at Work

This course is designed to help you develop strategies for handling situations which commonly arise in the work place. Provides the opportunity for you to build on your communication skills, set boundaries and cope better with challenging situations. This course will be useful and enjoyable whether you do paid or unpaid work.

Sat 10.00am – 3.00pm	1.5.10 – 15.5.10	
C - \$105	B - \$105	F - \$198

Defuse Confronting Behaviours at Work

Learn strategies to defuse confronting situations in your workplace including aggressive or threatening behaviours and situations of panic or distress. This workshop is idea for people who work with the public.

Sat 10.00am – 3.00pm	17.4.10
C - \$120	F - \$150

Frontline Contact Training Program

A five day program of Communication and Assertiveness training for medical receptionists, ward clerks and medical administration workers.

Explore strategies for handling difficult situations, build communication skills, learn to manage your workload better and cope with daily workplace challenges.

Contact the Centre for details of the next program.

The Arts

Musique Unique

An exciting opportunity to join other men and women who love to sing. Led by an experienced music director, we have a varied repertoire including popular and world music. Prior experience or sight reading is not necessary. *NOTE Class will run on 26th April & 14th June but not 8th March*

Mon 7.15pm – 9.15pm 1.2.10 – 21.6.10
C - \$180 F - \$220

Oil Painting and Drawing Skills

This course provides students with a solid basis in Painting and Drawing and the confidence to improve their skills in a supportive group environment. Students need to provide their own materials.

Wed 6.30pm – 9.00pm
Term 1 3.2.10 – 23.4.10
Term 2 14.4.10 – 23.6.10
C - \$180 F - \$210

Quilters Patch

Machine & hand quilting and patchwork. BYO project and be advised by an expert. Explore new techniques including sew as you go, crazy patchwork, candlewicking, silk & cotton embroidery, fabric photos, beading etc. Stitch together in this friendly class.

Mon 12.45pm – 3.15pm 1.2.10 – 21.6.10
C - \$130 F - \$170

General Interest

POWERtalk

This practical course is designed for those who want to enhance their communication and presentation skills and become an effective communicator and public speaker. BYO lunch.

Sat 9.45am – 4.30pm 17.4.10 & 24.4.10
Cost \$60

For more information contact Leigh - Diamond Valley Communicators on 9386 9448 or email: dvcommunicators@gmail.com

Exploring Women's Issues

A unique women's discussion group committed to personal growth through sharing ideas, knowledge and issues - includes guest speakers, book reviews, excursions.

Wed 12.45pm – 3.15pm 10.2.10 – 23.6.10
F - \$65

Free Adult Hearing Screenings

Free hearing screenings carried out by VicDeaf on the third Friday of every month



Introduction to Wine and Wine Appreciation

A general wine course covering the basics of wine assessment and wine making, for first time wine drinkers and wine enthusiasts. Make better choices when you buy wine at the liquor store & the cellar door. Impress wine buffs with your knowledge of wine and the wine making process. *This class runs fortnightly.*

Tues 7.00pm – 9.00pm
Term 1 2.2.10 – 16.3.10
Term 2 20.4.10 – 1.6.10

F - \$90 (includes wine)

Literature for Pleasure

This self-managed group meets to explore, enjoy and study a wide range of literary texts - poetry, short stories, novels, films and plays.

There are no vacancies in the Tuesday group. If you are interested in forming a new group, please call us and let us know.

Tues 9.30am – 12.00pm 9.2.10 – 22.6.10
F - \$65

The Penguin Club

The Penguin Club of Australia is a training club for women to develop skills and confidence in communication. Meetings at DVLC on 2nd and 4th Tuesday of each month at 8:00pm. To enrol or receive more information ring Wendy on (03) 9439 8687.

Write Your Stories

Develop the skills and strategies to find your 'voice' in writing. Join other keen writers to have fun and craft your stories.

Fri 12.30pm – 3.00pm 12.2.10 – 25.6.10
C - \$110 B - \$120 F - \$450

OM:NI (Greensborough)

Older Men:New Ideas is a discussion group for men over 50. OM:NI provides men with the opportunity to talk about what's happening in their lives and the world. A great way to make new friends. Alternate Tuesdays from 10.00am – 12.00pm. Contact Ken on 9438 1384

Language Courses

Italian – Taster Session

Meet with tutors and other students before enrolling. Find out how the Italian language has grown so popular over the years. Light refreshments provided.

Thurs 7.00pm – 9.00pm 11.2.10
No Cost – bookings essential. Students can enrol in the First or Second Year course during this session.

Italian – First Year

Would you like to learn the Italian language? Do you wish to build upon your basic knowledge? Come to join our class in many different speaking & writing activities! *Avanti!!*

Thurs 7.00pm – 9.00pm 25.2.10 – 24.6.10

New Students: includes manual
C - \$345 F - \$390

Continuing Students:
C - \$245 F - \$310

Italian – Second Year

Completion of Italian First Year is required or an interview to determine your appropriate level. Second year Italian furthers your grammar, listening and conversation skills. *See course outline for details of textbook to be purchased.*

Thurs 7.00pm – 9.00pm 25.2.10 – 24.6.10
C - \$245 F - \$310

Italian Conversation

For those who have completed second year Italian or who have a comprehensive understanding of the language. A chance to get together and just talk Italian...

Thur 6.30pm – 8.00pm 25.2.10 – 24.6.10
F \$65

Japanese

A new class designed to teach the Japanese language. For those intending to travel overseas or just for the love of learning a new language. *Includes manual*

Wed 7.00pm – 9.00pm 24.2.10 – 23.6.10
C - \$305 F - \$370

Mandarin - Beginners

A class for those who want to learn Mandarin, the language of the fastest growing country in the world. *Includes manual*

Wed 7.00pm – 9.00pm 24.2.10 – 23.6.10
C - \$275 F - \$340

Mandarin – Post-beginners

For those who have completed one year or have a grasp of Mandarin. New students need to speak with the teacher or coordinator before enrolling.

Wed 7.00pm – 9.00pm 24.2.10 – 23.6.10
C - \$245 F - \$310
Additional cost for manual – To be advised

Spanish

A new class designed to teach the Spanish language. For those intending to travel overseas or just for the love of learning a new language.

Thurs 7.00pm – 9.00pm 25.2.10 – 24.6.10
C - \$245 F - \$310
Additional cost for manual – To be advised

Let us know:

Is there is a course you are interested in that is not on our program? Let us know for our future planning.

NEW

Greensborough Historical society – Are you interested in the history of our local area?

Noted local historian, Noel Withers is interested in forming an historical society in Greensborough. Please call DVLC on 9435 9060 to register your interest for a public meeting in February 2010

Returning to Earning & Community Access Grants

Grants are available for parents who:

- have been absent from education, accredited training and/or the workforce for over two years while caring for children
- are currently unemployed and wish to return to work, preferably in the next 12 months

Please visit

www.parentsreturntowork.net.au or ask at our office for more information

Diamond Valley Learning Centre Awards

2008 - Outstanding Adult Community Education Teacher
2008 - VET Student Awards – Floristry Excellence & Encouragement Awards
2007 - Outstanding Adult Community Education Organisation

HOW TO ENROL



BY PHONE

Enrol and pay over the phone using your credit card by calling
03 9435 9060



IN PERSON

Cnr Diamond Creek & St Helena Rds
Greensborough
Monday - Friday
9:00am – 4:00pm



BY POST

Post a completed enrolment form and credit card details or cheque to: PO Box 217
Greensborough Vic 3088



BY FAX

Fax a completed enrolment form with credit card details to:
03 9432 2521

ENROLMENT INFORMATION

Payment

- Payment must be made in full upon enrolment.
- Can be made by cash, cheque, money order, EFTpos and Credit Card. Electronic Fund Transfer is also available by arrangement.
- An enrolment form is available on the website www.dvlc.org.au or by phoning the office.
- It is possible to arrange payment by instalments. Please ask for more information when enrolling.
- In cases of hardship learners may apply to the course coordinator for consideration of fee reduction.

Receipts

- A receipt will be given or posted to you. If not received within one week, please contact us.

Fees

- Most fees include a Student Amenities Fee (SAF) and a Tuition Fee.
- SAF supports the operation of classes and the Centre.
- Courses of less than 7 hours duration do not have a SAF.
- A levy is charged for self managed clubs which use the facility.
- Some courses may have additional costs for materials and/or manuals.

ACFE Subsidised Tuition Fees

ACFE (Adult Community Further Education) subsidises tuition fees for a limited number of student places.

There are two levels of fees for *ACFE funded places

C = Concession

B = Basic

Concession Fees

Apply if you hold a current Commonwealth Health Care Card, Pension Concession Card or a Veteran's Gold Card. This must be shown at enrolment.

Basic Fees

Apply if you are eligible for ACFE funding but do not hold a current concession card as listed above and funded places are available

The Victorian Government will support ACE to deliver to Victorians who are well suited to an ACE setting including people:

- From culturally and linguistically diverse backgrounds and those who require assistance with English as a second language
- Who have been marginalised and have not accessed education, training and employment
- Who have experienced barriers to education in the past; or
- Who live in remote and rural areas or who otherwise have limited access to learning opportunities.

A Stronger ACE-Delivering Skills for Victoria 2009 Victorian Government publication Page 13

F - Full Fees

Apply if you are not eligible for an ACFE place, or you are on a Visitors Visa or you are concurrently enrolled in a school or there are no remaining ACFE funded places in the course.

Refunds

- Classes will run subject to sufficient enrolments, therefore early enrolment is advisable.
- Classes with low enrolments may be postponed or cancelled.
- Every effort will be made to notify learners of any changes to course details.
- Full refunds apply when DVLC cancels the course.
- Refunds for other reasons will only be available in accordance with our Refund Policy which is available in the Student Handbook and on the website.

Session Times

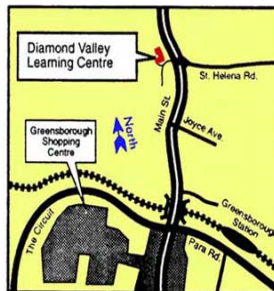
In addition to the session times listed extra study time is available for some ACFE funded courses.

Centre Closures

Classes are not normally held on public holidays except in specific instances where students will be advised.

Where are we?

We are located on the corner of Diamond Creek & St Helena Roads, Greensborough - just in front of Greensborough Oval.
Short walk from Greensborough Station and bus routes No: 563 and 517.



Melway Map Reference 20 K 1

Customised Training For Business

DVLC can provide targeted, professional training to upskill your staff. Professional trainers will customise the content and negotiate the most effective way to deliver the training and results you are looking for! Ask us about:

MYOB	Word	Excel	Access
Internet	Email	Outlook	PowerPoint
Photoshop	Dreamweaver	Office 2007	
Web Design	iLife	Customer Service	
Business Planning	Vista		

Individualised coaching in spelling, grammar, reading, writing and maths skills.

Contact Suzanne Crellin 9435 9060

Coming in Semester 2, 2010

- English for Further Education
- Maths for Further Education
- iMac courses
- Floristry
- Certificate II in Retail
- Business Writing for Professionals
- Quality Assurance for Business

Visit our website www.dvlc.org.au for more information