

We provide a wide range of pre-accredited and nationally recognised certificate courses. Our flexible delivery options offer a range of daytime, evening and weekend classes, all at affordable prices. The availability of funded accredited training for eligible applicants makes education accessible to all.

While many students come to DVLC to improve their skills, start a business or gain employment, a large number also come for the simple joy of learning, meeting others and having fun in a relaxed atmosphere.

## Why choose DVLC?

## Valley VCAL

Our Victorian Certificate of Applied Learning is a "hands-on learning" alternative to VCE. We offer foundation, intermediate and senior VCAL options to students looking for a less pressured and more supportive environment. VCAL is equivalent to completing years 10, 11, and 12 at a mainstream school. Students develop literacy, numeracy and work related skills, which increase their eligibility for further study and employment.

Our VCAL program runs **Monday to Fridays from 9.30am to 3pm.**

**Child safe statement:**  
 DVLC is committed to child safety and protecting children from harm. Our organisation fully supports the Victorian State Government Child Safe Standards.  
 Our Statement of Commitment (available at [www.dvlc.org.au](http://www.dvlc.org.au)) reinforces DVLC's undertaking to be a child safe institution and to focus on the safety and protection of children and young people under the age of 18 years across our diverse operations.

## Child safe statement:

Diamond Valley Learning Centre is a thriving hub of activity where you can come to:

- learn new skills
- complete courses that enable you to take a new direction in life
- connect with community.

Our qualified and talented tutors create an ideal learning environment where you are valued for your experience and knowledge and where you can learn from each other.

## Welcome to DVLC

## Nurture Possibility. Stir Change.



\* This timetable lists **just some** of our courses and may be subject to change. For more information, fees, new courses or confirmation please contact our reception team or visit [dvlc.org.au](http://dvlc.org.au).  
 \*\* Are you entitled to 800 hours of free English classes? Contact DVLC to discuss eligibility.

DAY	TIME	COURSE
MONDAY	6pm-8.30pm	Writing & Spelling for Work & Study
MONDAY	6pm-8pm	Sign Language - Advanced
MONDAY	6pm-9pm	Skills for Small Business
TUESDAY	9.00am-12pm	MYOB
TUESDAY	12.15pm-3.15pm	Introduction to Floristry
TUESDAY	7pm-8.30pm	Italian Level II
WEDNESDAY	12.45pm-3.15pm	Exploring Women's Issues
WEDNESDAY	3.30pm-6.30pm	Computer Plus More!
WEDNESDAY	6pm-9pm	Cloud Accounting - Xero
WEDNESDAY	6pm-8.30pm	Sign Language - Beginners
WEDNESDAY	7pm-8.30pm	Italian - Beginners
THURSDAY	9am-12pm	Computer Beginners
THURSDAY	9.15am-3.30pm	Certificate III Business Administration (Medical)
THURSDAY	12pm-3.00pm	Computer Beginners Plus
FRIDAY	9.15pm-12.15pm	Nuts & Bolts of Bookkeeping
FRIDAY	12.15pm-3.15pm	Writers Workshop

## DVLC Timetable Jan-Jun 2017\*

## Nurture Possibility. Stir Change.



Diamond Valley Learning Centre



# Course Guide

Semester 2 Jun - Dec 2017

## More information

- ☎ (03) 9435 9060
- ✉ [courses@dvlc.org.au](mailto:courses@dvlc.org.au)
- 🌐 [dvlc.org.au](http://dvlc.org.au)
- 🏠 1 Diamond Creek Rd Greensborough VIC 3088
- 📍 [/diamondvalleylearningcentre](https://www.facebook.com/diamondvalleylearningcentre)

RTO No. 3769

## YOUTH PROGRAMMES

### \*VALLEY VCAL

Did you leave school early? VCAL (Victorian Certificate of Applied Learning - Foundation, Intermediate or Senior) is a great way to complete school if you are heading to work or further training at TAFE. Valley VCAL is a less pressured and very supportive way to study if mainstream school does not suit and is equivalent to years 10, 11 and 12 of mainstream school. The VCAL qualifications we offer are VCALFND001, VCALINT001 and VCALSEN001

### RECONNECT

DVLC is funded to deliver Reconnect services to engage eligible young people aged 15-24 who have left school without completing Year 12 and are not in education, training or full time employment, or are aged 20-24 and completed Year 12 but have been unemployed for more than 12 months. We work with other community organisations to provide appropriate wrap around support and services for eligible young people.

## PATHWAYS TO EMPLOYMENT

### COMPUTER BEGINNERS

This course is for people with little or no computer skills. Supportive and patient teaching teamed with an easy to follow manual helps to build confidence and skills. The course begins by identifying basic components of a computer such as the mouse, keyboard, printer and monitor. Additional areas include word processing, internet and email.

### WRITING AND SPELLING FOR WORK AND STUDY

Whether it is for staying on top of reports and log books at work, to prepare for upcoming study, or to start blogging, this course is for students who want to improve their skills and confidence in writing and spelling. Focus on the important patterns of the English language and learn key strategies to improve your skills. It is suitable for both native English speakers and people who have learnt English as an additional language.

### BARISTA SKILLS

A three day course, teaching coffee making, customer service and food hygiene.

## COMMUNITY GROUPS

Writers workshop  
Exploring women's issues group  
Craft Circle  
See our website for details



## Do you have a project in mind?

DVLC is always keen to support community interest groups and makes space available for both one-off and ongoing events and groups.

If you would like to find out more about renting a space or would like to suggest a new program, please contact us.

Call us at (03) 9435 9060 if you would like to get in touch with any of our community partners.



Diamond Valley Learning Centre acknowledges the support of the Victorian Government and Banyule City Council in providing these services.  
\*THIS VOCATIONAL TRAINING IS DELIVERED WITH VICTORIAN AND COMMONWEALTH FUNDING UNDER THE VICTORIAN TRAINING GUARANTEE.

## CERTIFICATE COURSES

### \*SFL20115 CERTIFICATE II IN FLORISTRY (ASSISTANT)

This is a comprehensive course which prepares you to work as a florist shop assistant. Learn how to make an exciting range of floral products, how to select and care for flowers, recognise their botanical names, and how to sell them successfully. The course is designed for those looking for a career in floristry, and also for those seeking to start a home based business.

### HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION

This course applies to all workers who may be required to provide CPR, in a range of situations, including community and workplace settings. Pre-reading is required as part of the assessment.

### HLTAID003 PROVIDE FIRST AID

This course is often referred to as Level 2 or Workplace First Aid. A knowledge of First Aid may save lives and is a useful addition to a resume as well as being a requisite in some areas of employment. Pre-reading and the completion of multiple choice questions are required as part of the assessment.

### BSB31115 CERTIFICATE III IN BUSINESS ADMINISTRATION(MEDICAL)

Our BSB31115 Certificate III in Business Administration (Medical) is a nationally recognised course which provides training required to obtain employment within the healthcare industry. Former DVLC students have successfully found work in medical/dental practices, hospital records and administration departments.

### \*ICT10115 CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

### CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. Course covers: communication and work in health or community services, working with diverse people, workplace health and safety and more.

Denotes Nationally Recognised Training course

## BUSINESS SKILLS

### COMPUTER BEGINNERS PLUS

A computer course that builds on beginners skills. Develop word skills: Learn shortcuts, toolbar, changing case, bullets, numbering, format painter, copy and drag text, find and replace, header and footer, working with tables and word art skills. Intro to Power Point and intro to Excel.

### COMPUTERS PLUS MORE!

This course builds on skills acquired in the Beginners Plus course. Enhance your word skills. Expand your Excel knowledge. Using the latest Windows 10 and Microsoft Office 2016 software.

### CLOUD ACCOUNTING-XERO

Xero-certified advisors offer an introduction to cloud-based accounting. Students will be introduced to the Xero package and taught to set up a business, create invoices in sales and purchases, do bank reconciliations, process payroll and learn how to complete a business activity statement.

### NUTS & BOLTS OF BOOKKEEPING

Refresh your maths skills, learn how to budget, and be able to tell the difference between debits and credits, accounts payable and receivable and general ledgers. This course gives you the firm foundation you need to do your own bookkeeping or further study.

### MYOB BASICS

The skills and knowledge acquired in this course will enable students to create a company data file with historical and opening balances, produce and manage purchase orders and invoices, manage accounts payable and accounts receivable and produce BAS documentation.

### SKILLS FOR SMALL BUSINESS

Are you using Excel to its full potential? Want to learn about formulas, formatting, graphs and much more? Do you need to create professional slideshows? Learn how to create email marketing campaigns for your business using Mailchimp.

# Victorian Learn Local Awards Winner 2016



Diamond Valley Learning Centre is a member of the Learn Local network of over 300 organisations offering adult community education and training across Victoria.

- Every year over 95,000 Victorians choose to learn through Learn Local organisations.
- Learn Local organisations are independent not-for-profit organisations that deliver a broad range of education and training programs to individuals and businesses in community settings across Victoria.

**Diamond Valley Learning Centre has been the recipient of the following Victorian Learn Local Awards: The Rowena Allen Award Recognising Pre-Accredited Learner Excellence in 2016 (awarded to Matt Agostinelli) and 2011 Outstanding learner award (awarded to Jess McKenzie)**



## ENRICH YOUR LIFE

### SIGN LANGUAGE FOR BEGINNERS AND ADVANCED

Auslan is the language used by Australians with hearing impairment. Learning to sign is not only fun, it is also extremely useful. Improve your communication with deaf and hard of hearing people whether they are friends, relatives, people you work with in the health/allied health services, or even in the education and retail sectors.

### INTRODUCTION TO FLORISTRY

Take time for creativity. Join our very popular floristry class and create unique arrangements each week, with our inspiring and friendly tutor.

### ITALIAN

This beginner's course will help you with conversational Italian and understanding written language in a friendly and relaxed atmosphere. It focuses on communication skills and understanding of the Italian culture, culminating in a visit to a local Italian restaurant. We also offer an ongoing intermediate class.

## ENROLMENT INFORMATION

- 📍 Visit [dvlc.org.au](http://dvlc.org.au) for starting dates, fees and updates
- 📅 Term 3 17.08.17 – 22.09.17
- 📅 Term 4 09.10.17 – 15.12.17

### ENROL ONLINE

- 1 Choose your course or certificate
- 2 Complete registration enrolment form
- 3 Make payment

### ENROL BY PHONE

(03) 9435 9060

### ENROL AT THE CENTRE

1 Diamond Creek Rd, Greensborough, VIC 3088

Information correct at the time of printing. Visit our website [dvlc.org.au](http://dvlc.org.au) for current information. Please note that all courses must achieve a minimum enrolment in order to proceed. DVLC reserves the right to cancel any class with insufficient numbers, or to change timetables as required.

ABN: 58 891 533 250