

## < JOB SKILLS >

### • Writing and spelling for Work and Study

Improve your confidence in writing and spelling with this course.

**Cost:** \$200 **Concession:** \$180

**Term 4 Starts:** 8 October

**Classes:** Monday 6.00pm-8.30pm **Duration:** 8 Weeks

### • Wheels to Work

Are you struggling to get your learners permit? Come along to our supportive class and get your learner permit.

**Term 4 start**

**Cost:** \$110 **Concession:** \$93

**Classes:** September 18th 10.00am to 12.00pm (Vic Roads Bundoora) Test

### • Introduction to Banyule Employment Industries

Are you currently looking for employment in Banyule? This course identifies local industries where there may be employment. Guest speakers from various businesses in Banyule will provide vital information and insight into their industries. On completion students will have a good understanding of employer expectations as well as contacts to assist with their job search.

**Cost:** \$50 **Concession:** \$40

**Term 4 Start:** 8 October

**Classes:** Monday 12.30pm-2.30pm **Duration:** 8 Weeks

### • Get Job ready—Free for current DVLC Students!

Learn all the skills you need to get that job! This course covers all the vital elements of being job ready including, personal presentation, confidence building, conflict resolution, and interview techniques. On completion students will have a professional resume.

**Cost:** \$200 **Concession:** \$175

**Term 4 Start:** 9 October

**Classes:** Tuesday 12.00pm-2.30pm **Duration:** 8 Weeks

### • Barista

Come along and learn the art of coffee making in a fun and friendly environment. Impress your friends and also get the skills required for a new career!

**Cost:** \$142 **Concession:** \$125

**Term 4 Starts:** 3 December

**Classes:** Monday-Thursday 9.30am-2.30pm each day (4 Days)

## < GENERAL INTEREST >

### • Exploring Women's Issues Group

**Cost:** \$132 **Duration:** Full Year

**Classes:** Wednesday 12.45pm-3.15pm

### • Craft Circle

**Cost:** \$130 **Duration:** Full Year

**Classes:** Monday 12.45pm-3.15pm

### • Writers Workshop

**Cost:** \$140 **Duration:** Full Year

**Classes:** Friday 12.15pm-3.15pm

### • Literature for Pleasure

**Cost:** \$136 **Duration:** Full Year

**Classes:** Tuesday 9.30am-12.00pm

## < CERTIFICATE COURSES >

### • SFL20115 Certificate II in Floristry (Assistant)



This is a comprehensive course which prepares you to work as a floristry 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. This course is designed for those looking for a career in floristry and also those seeking to start their own business.

### • HLTAID001 Provide Cardiopulmonary Resuscitation (CPR)



Did you know CPR qualifications need to be renewed annually?

Refresh your skills at DVLC! (Pre-reading is required)

### • HLTAID003 Provide First Aid



This course is often referred to as a Level 2 or Workplace First Aid. A knowledge of First Aid may save lives and is a useful addition to a resume. (Pre-reading is required)

### • BSB31115 Certificate III in Business Administration (Medical)



The Certificate III in Business Administration is a suitable qualification for those looking to seek employment in the medical industry. Previous students have successfully found employment 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 work force entry as community services workers. Community service workers provide a first point of contact and assist individuals in meeting immediate needs. Course covers: communication and work in health and community services, working with diverse people, workplace health and safety and more.

### • FNS40217 Certificate IV in Accounting & Bookkeeping



This qualification may be used as a pathway for a career in accounting and bookkeeping. Students will gain an understanding of fundamental accounting concepts and learn how to apply these in the business environment. Some of the topics covered include preparation of financial and BAS statements and cloud computing.

*This training is delivered with Victorian & Commonwealth Government funding.*

*DVLC supports and encourages the application of people with a disability and students of Aboriginal or Torres Strait Islander heritage.*

**Contact DVLC on 9435 9060 for more information**



Diamond Valley  
Learning Centre

RTO 3769

## COURSE GUIDE

# Diamond Valley Learning Centre

Term 4 - 2018

9435 9060

[www.dvlc.org.au](http://www.dvlc.org.au)

1 Diamond Creek Road Greensborough



## < ENRICH YOUR LIFE >

### • Introduction to Floristry

Come and learn the art of flower arranging in our popular floristry class. Explore the basic skills of floral arrangement and the care of flowers. You will complete beautiful pieces for your home, a special event or to give as a gift. All flowers are included in the cost of the class.

**Cost:** \$300 **Concession:** \$275

**Term 4 Starts:** 9 October

**Classes:** Tuesday 9.00am-12.00pm **Duration:** 8 Weeks

### • Papercraft Techniques

Learn techniques for Scrapbooking, Card Making and Off the page projects. Includes a variety of stamping techniques with dye based and pigment inks, wet and dry embossing, colouring with alcohol markers, paper flowers and a basic introduction to using Design Space and an Electronic cutting machine.

**Cost:** \$160 **Concession:** N/A

**Term 4 Starts:** 13 October

**Classes:** Saturday 1.30pm–4.00pm **Duration:** 8 Weeks

## < LANGUAGES >

### • Italian—Level 1, 2 and intermediate

Hold a conversation in Italian and learn the written language in a friendly and relaxed environment. During this course students will learn all about Italian culture, culminating in a visit to an Italian restaurant.

#### Beginner Level 1

**Cost:** \$225 **Concession:** N/A

**Term 4 Starts:** 29 August

**Classes:** Wednesday 7.30pm-9.00pm **Duration:** 8 Weeks

#### Beginner Level 2

**Cost:** \$225 **Concession:** N/A

**Term 4 Starts:** 29 August

**Classes:** Wednesday 6.00pm-7.30pm **Duration:** 8 Weeks

#### Intermediate

**Cost:** \$225 **Concession:** N/A

**Term 4 Starts:** 4 September

**Classes:** Tuesday 7.00pm-8.30pm **Duration:** 8 Weeks

### • Spanish

In this fun class you will learn all the basics of speaking Spanish, including the correct pronunciation!

**Cost:** \$260 **Concession:** N/A

**Term 4 Starts:** 8th October

**Classes:** Monday 7.00pm-8.30pm **Duration:** 10 Weeks

*Please Note: Auslan (Sign Language) will not run in Term 4, 2018.*

*Enrolments are being taken for 2019. See our website*

*www.dvlc.org.au or give us a call on 9435 9060 to enrol.*

## < BUSINESS SKILLS >

*Please Note: A good knowledge of bookkeeping is required for Xero, MYOB and QuickBooks courses.*

### • Cloud Accounting - XERO

This course equips you to work with Xero. Students will be creating invoices, running payroll, reconciling the bank and creating a BAS.

**Cost:** \$190 **Concession:** \$165

**Term 4 Starts:** 10th October

**Classes:** Wednesday 6.00pm-9.00pm **Duration:** 8 Weeks

### • Nuts & Bolts of Bookkeeping

This introductory course is a great foundation for students wanting to start bookkeeping. By the end of the course students will understand debits, credits, and the different ledgers.

**Cost:** \$200 **Concession:** \$170

**Term 4 Starts:** 12 October

**Classes:** Friday 9.15am-12.15pm **Duration:** 8 Weeks

### • MYOB Basics

In this course students will learn how to set up a company file, produce and manage invoices and purchase orders, manage accounts payable and receivable and produce BAS documentation.

**Cost:** \$200 **Concession:** \$170

**Term 4 Starts:** 11 October

**Classes:** Tuesday 6.00pm–9.00pm **Duration:** 8 Weeks

Or Wednesday 9.15am-12.15pm

### • Skills for Small Business

This course teaches students to use Excel. Students will also learn how to create professional slideshows and marketing campaigns.

**Cost:** \$200 **Concession:** \$170

**Term 4 Starts:** 9th October

**Classes:** Tuesday 6.00pm-8.30pm **Duration:** 8 Weeks

### • Intuit QuickBooks

This course will be run by a QuickBooks Advanced ProAdvisor Certified tutor. Students will develop the skills necessary to navigate and utilise the various features of QuickBooks.

**Cost:** \$125 **Concession:** \$105

**Term 4 Starts:** 19 October

**Classes:** Friday 1.00pm-3.00pm **Duration:** 8 Weeks

## < CAREER STARTERS >

Kick start your career with these courses! They will give you insights into each industry and knowledge about the skills and pathways required to get you started in a new career!

- Introduction to Retail
- Introduction to Beauty
- Introduction to Warehousing
- Introduction to Volunteering
- Introduction to Working in Disability
- Introduction to Event Management
- Introduction to Pet Care
- Introduction to Furniture Restoration and Upcycling
- Introduction to Banyule Employment Industries

Contact DVLC for more information

## < COMPUTER SKILLS >

### • Computers Beginners

This introductory course is designed for those who have had little experience using computers. By the end of the course students will be confident using the computer to perform a variety of tasks like word processing, internet and email.

**Cost:** \$200 **Concession:** \$165

**Term 4 Starts:** 18 October

**Classes:** Thursday 9.00am–12.00pm **Duration:** 9 Weeks

### • Computers Beginners Plus

This course builds on the beginner skills. Students will develop their skills using Microsoft Word, Excel and PowerPoint.

**Cost:** \$200 **Concession:** \$165

**Term 4 Starts:** 18 October

**Classes:** Thursday 12.30pm-3.00pm **Duration:** 9 Weeks

### • Computers Beginners Plus More!

This course builds on the beginner plus skills. Students will develop their skills even more using Microsoft Word and Excel.

**Cost:** \$200 **Concession:** \$165

**Term 4 Starts:** 17 October

**Classes:** Wednesday 3.30pm-6.30pm **Duration:** 8 Weeks

### • Introduction to Excel

This course will introduce you to some of the wonders of Excel and improve your employment opportunities.

**Cost:** \$230 **Concession:** \$210

**Term 4 Starts:** 16th October

**Classes:** Tuesday 12.45pm-3.15pm **Duration:** 8 Weeks

### • Social Media Skills

Learn how to market your business effectively on social media! Students will learn how to harness the power of Facebook, Instagram, and Twitter to engage customers. Students will also learn about basic marketing principles.

**Cost:** \$240 **Concession:** \$200

**Term 4 Starts:** 8th October

**Classes:** Monday 6.00pm-9.00pm **Duration:** 8 Weeks

## < Diamond Valley VCAL >

### What is special about the DVLC VCAL program?

We believe that every young person who comes through our door can and will be an important and successful member of the community. As a friendly adult education centre you will be treated with respect by staff and fellow students. The classes are small and taught by teachers who believe in making learning a safe and enjoyable experience that builds confidence and happiness as well as important academic skills. Students quickly learn that school can be fun and it is safe to ask questions and to try new things. Our teachers care about and respond to each student's interests and our hands on learning, plus our many events and excursions, add even more interest.