

General Interest

- **Exploring Women's Issues Group**

If you are interested in personal growth and sharing ideas, knowledge and issues through active discussion, then these women would love to meet you!

Cost: \$132 per year **Classes:** Every Wednesday 1.00pm-3.00pm (except School Holidays)

- **Writers Workshop**

A self managed group supporting each other to write.

Cost: \$100 per year **Classes:** Every Friday 12.15pm-3.15pm (except School Holidays)

- **Literature for Pleasure**

A small group of people who love literature, exploring a wide range of genres.

Cost: \$100 per year **Classes:** Every Tuesday 9.30pm-12.00pm (except School Holidays)

ABOUT 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. Check out our website for information about this successful program.

www.dvlc.org.au or phone 9435 9060

Ask us about Childcare and Kinder options now available offsite

Diamond Valley Learning Centre



Diamond Valley Learning Centre
RTO 3769

COURSE
GUIDE
TERM 3
2019

1 Diamond Creek Road
Greensborough

9435 9060
www.dvlc.org.au



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) next course 2020** 

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, word, power point and excel.

- **CHC22015 Certificate II in Community Services** 

This qualification may be used as a pathway for workforce 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.

All courses are subject to minimum enrolment numbers

PLEASE SEE OUR WEBSITE FOR MORE INFORMATION ON THESE COURSES

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.

Job Skills

- **Writing and Spelling for Work and Study**

Improve your confidence in writing and spelling with this course. This course is designed for adults who struggle with writing, spelling and grammar and for those who would like to improve their skills. This course runs over Terms 3 & 4.

Cost: \$400

Concession: \$360

Duration: 16 weeks (2 terms)

Classes: Monday 6.00pm-8.30pm

Term Starts: 22 July—25 November (No classes school holidays or Melbourne Cup Eve)

Classes: Friday 12.30am to 3.00pm

Term Starts: 26 July

Duration: 8 weeks

- **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 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

Duration: 8 weeks

Term Starts: 22 July **Classes:** Monday 12.30pm-2.30pm

- **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

Duration: 8 weeks

Term Starts: 23 July **Classes:** Tuesday 12.00pm-2.30pm

- **Barista Skills**

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

Cost: \$142

Concession: \$125

Start Date: TBA

Classes: Monday to Thursday 9.30am-2.30pm each day

Duration: 4 Days

- **English Skills for Everyday**

A short course for those whose who struggle with the English language.

For migrants or those who just need to improve their English skills for everyday life.

This course is aimed at adults who would like to improve their conversation skills as well as reading and writing.

Cost: \$200

Concession: \$180

Term Starts: 24 July

Classes: Wednesday 9.30am to 12 noon

Duration: 8 weeks

- **Introduction to Retail**

This course looks at building employability skills like customer service, money handling, stock processing, visual merchandising and how to dress on trend!

Cost: \$200

Concession: \$180

Term Starts: 22 July

Classes: Monday 9.30am to 12 noon

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.

Cost: \$225	Duration: 8 weeks	
Beginners:	Classes: Tuesday 8.00pm-9.30pm	Term starts: 16 July
Beginners Lvl 2:	Classes: Wednesday 8.00pm-9.30pm	Term starts: 17 July
Pre-Intermediate Lvl2:	Classes: Wednesday 6.30pm-8.00pm	Term starts: 17 July
Intermediate:	Classes: Tuesday 6.30pm—8.00pm	Term starts: 17 July

- **Spanish**

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

Cost: \$210	Duration: 8 weeks	Term starts: 22 July
Beginners:	Classes: Monday 7.45pm – 8.45pm	

Cost: \$210	Duration: 8 weeks	Term starts: 22 July
Pre-Intermediate	Classes: Monday 6.45pm - 7.45pm	

- **Sign Language Beginners, Level 2,3 & 4**

AUSLAN is the language used by Australians with hearing impairment. Improve your ability to communicate with the deaf and hard of hearing in this fun class. **All Duration:** 8 Weeks

Beginners:	Cost: \$240	Concession: \$200	
	Classes: Wednesday 6.00pm-8.30pm		Term starts: 24 July
Level 2:	Cost: \$240	Concession: \$200	
	Classes: Thursday 6.00pm-8.30pm		Term starts: 25 July
Level 3:	Cost: \$200	Concession: \$180	
	Classes: Monday 6.00pm-8.00pm		Term starts: 22 July
Level 4:	Cost: \$200	Concession: \$180	
	Classes: Saturday 10.00am –12.00		

Enrich your Life



- **Sewing for Beginners**

A course for those interested in developing fundamental sewing skills. Our tutor brings a wealth of knowledge and ideas to share. You will need to bring your own sewing machine to this class and a basic sewing kit. Scissors, tape measure and pins etc.

Cost: \$280	Concession: n/a	
Classes: Tuesday 5.30pm-8.30pm	Duration: 7 Weeks	Term Starts: 23 July

ENROL TODAY online www.dvlc.org.au or phone 9435 9060

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: \$330	Concession: \$300	
Classes: Tuesday 9.00am-12.00pm	Duration: 8 weeks	Term Starts: 23 July
Wednesday 6.00pm-9.00pm	Duration: 8 weeks	Term Starts: 24 July



- **The Creative Writer**

Calling all beginner and developing writers!

Do you want to get a taste for the different writing styles, including short story, poetry, creative nonfiction and the personal essay?

This 8-week course is taught by experienced university and TAFE writing teacher, award-winning poet, journalist and short story writer Gary Smith. So, come try your hand at these different styles and see which one is suited to your talents in the friendly company of other aspiring writers.

Cost: \$200	Concession: \$180	Term Starts: 23 July
Classes: Tuesday 5.30pm-8.00pm	Duration: 8 weeks	

Career Starters

Please see our website for more information on the courses below

- * **Introduction to Retail**
- * **Introduction to Beauty**
- * **Introduction to Volunteering**
- * **Introduction to Logistics**
- * **Introduction to Working in Disability**
- * **Introduction to Event Management**

Did you know ...

DVLC is now delivering **AMEP** - Adult Migrant English Program - in Bundoora. Classes are for eligible migrants and humanitarian entrants, who have less than functional English. Classes are held at the Darebin North East Community Hub. Please call us on 9435 9060 if you or someone you know is interested in this course.

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: \$225 **Concession:** \$190
Classes: Thursday 9.00am-12.00pm **Duration:** 9 weeks **Term Starts:** 25 July
New!! Tuesday evening classes starting 23 July , 5.30pm—8.30pm

• Computers Beginners Plus

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

Cost: \$225 **Concession:** \$190
Classes: Thursday 12.30pm-3.00pm **Duration:** 9 weeks **Term Starts:** 25 July
New!! Wednesday evening classes starting 24 July, 5.30pm—8pm

• Computers Beginners Plus More!

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

Cost: \$200 **Concession:** \$165
Classes: Wednesday 9.00am-12.00pm **Duration:** 8 weeks **Term Starts:** 24 July

• Introduction to Excel

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

Cost: \$200 **Concession:** \$180 **Duration:** 8 weeks
Classes: Wednesday 12.45pm-3.15pm **Term Starts:** 24 July

• 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
Classes: Monday 6.00pm to 8.30pm **Duration:** 8 weeks **Term Starts:** 22 July

• Build your own Website

Students will build their own website in this class. If you are a business owner or looking to start a new career in Web Design, then this class may be for you! **Good computer skills are required to participate.** BYO Lunch!

Cost: \$200 **Concession:** \$160
Classes: Friday 10.00am-2.00pm **Duration:** 5 weeks **Starts:** 21 June

Business Skills

• 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
Classes: Friday 9.15am-12.15pm **Duration:** 8 weeks
Term Starts: 26 July

• 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: \$200 **Concession:** \$170 **Duration:** 9 weeks
Classes: Wednesday 12.30pm-3.00pm **Term Starts:** 24 July

• 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 **Duration:** 8 weeks
Classes: Wednesday 9.00am-12.00pm **Term Starts:** 24 July

• Skills for Small Business

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

Cost: \$200 **Concession:** \$180 **Duration:** 8 weeks
Classes: Tuesday 6pm-8.30pm **Term Starts:** 23 July

• Intro to Office Skills Lvl 1 & Lvl 2

This course is designed to prepare students for entry-level administrative positions. Introduction to a work environment & office equipment as well as Word, Excel, Power point and Outlook. Develop basic keyboard skills and basic office procedures and etiquette.

Cost: \$400 **Concession:** \$360
Classes: Tuesdays 9am to 2.30pm **Duration:** 8 weeks **Term Starts:** 23 July

• Write a Business Plan Workshop

Got a bright idea that would make a great business? You will need a business plan! Learn how to structure your business, marketing strategies, applying for finance and much more in this great course. Our CEO Veronica Kioria will be the tutor, she has a wealth of knowledge and experience!

Cost: \$200 **Concession:** \$170 **Duration:** 8 weeks
Classes: Tuesdays 5.00pm to 7.30pm **Term Starts:** 30 July

Note: A good knowledge of bookkeeping is required for Xero and MYOB courses.



PLEASE NOTE THERE ARE NO CLASSES ON PUBLIC HOLIDAYS