

## 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](http://www.dvlc.org.au) or phone 9435 9060

Ask us about Childcare and Kinder options now available offsite

**DVLC**  
Diamond Valley Learning Centre  
RTO 3769

**Diamond Valley Learning Centre**

**COURSE GUIDE  
TERM 4  
2019**

1 Diamond Creek Road  
Greensborough

9435 9060  
[www.dvlc.org.au](http://www.dvlc.org.au)

Banyule  
CITY COUNCIL

Neighbourhood Houses  
The heart of our community

Learn Local

## 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.

*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.

**Cost:** \$200

**Concession:** \$180

**Duration:** 8 weeks

**Classes:** Friday 12.30pm—3.00pm

**Term Starts:** 11 Oct

- **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

**Classes:** Monday 12.30pm—2.30pm

**Term Starts:** 14 Oct

- **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

**Classes:** Tuesday 12.00pm-2.30pm

**Term Starts:** 15 Oct

### 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

**Duration:** 6 Classes

**Classes:** Monday, Tuesday, Wednesday 5.30pm—9.00pm (each day)

**Term Starts:** 11 Nov

- **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:** \$170

**Concession:** \$145

**Duration:** 8 weeks

**Classes:** Tuesday 5.30pm—8pm

**Term Starts:** 15 Oct

**All courses are subject to minimum enrolment numbers**

**PLEASE SEE OUR WEBSITE FOR MORE INFORMATION ON THESE COURSES**

## Languages

### • Italian—Beginners 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:** Monday 7pm - 8.30pm **Term Starts:** 14 Oct  
**Intermediate:** **Classes:** Thursday 7pm - 8.30pm **Term Starts:** 17 Oct

### • Spanish

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

**Cost:** \$210 **Duration:** 8 weeks  
**Beginners:** **Classes:** Monday 7.45pm – 8.45pm **Term Starts:** 14 Oct  
**Pre-Intermediate** **Classes:** Monday 6.45pm - 7.45pm  
**Term Starts:** 14 Oct

### • 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.

**Beginners:** **Cost:** TBA **Concession:** TBA **All Duration:** 8 Weeks  
**Classes:** Will resume in 2020 **Term Starts:** In 2020  
**Level 2:** **Cost:** TBA **Concession:** TBA **Term Starts:** In 2020  
**Classes:** Will resume in 2020  
**Level 3:** **Cost:** TBA **Concession:** TBA **Term Starts:** In 2020  
**Classes:** Will resume in 2020  
**Level 4:** **Cost:** TBA **Concession:** TBA **Term Starts:** In 2020  
**Classes:** Will resume in 2020

## 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

**ENROL TODAY** online [www.dvlc.org.au](http://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 **Duration:** 8 weeks  
**Classes:** Tuesday 9.00am-12.00pm **Term Starts:** 15 Oct  
 Wednesday 6.00pm-9.00pm **Term Starts:** 16 Oct

### • 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 course is taught by experienced university and TAFE writing teacher, award-winning poet, journalist and short story writer Gary Smith. 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 **Duration:** 8 weeks  
**Classes:** Tuesday 5.30pm-8.00pm **Term Starts:** 15 Oct



## 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.

**"Now I can speak English, I have confidence to study and find work"**



The Adult Migrant English Program is funded by the Australian Government and provides up to 510 hours of free English language lessons to eligible migrants and humanitarian entrants. If you have been granted a permanent visa or eligible temporary visa and speak little or no English, you may be eligible for AMEP. Some migrant youths aged between 15 and 17 years of age may also be eligible.

Classes now available in Bundoora  
 Contact Diamond Valley Learning Centre on 9435 9060



The Adult Migrant English Program (AMEP) is funded by the Australian Government Department of Education and Training

## 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      **Duration:** 9 weeks  
**Classes:** Thursday 9.00am-12.00pm      **Term Starts:** 17 Oct

- **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      **Duration:** 9 weeks  
**Classes:** Thursday 12.30pm -3.00pm      **Term Starts:** 17 Oct

- **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      **Duration:** 8 weeks  
**Classes:** Wednesday 9.00am-12.00pm      **Term Starts:** 23 Oct

- **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:** 23 Oct

- **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      **Duration:** 8 weeks  
**Classes:** Monday 6.00pm to 8.30pm      **Term Starts:** 14 Oct

- **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      **Duration:** 5 weeks  
**Classes:** Friday 10.00am-2.00pm      **Term Starts:** 13 Sept

## Business Skills



*Note: A good knowledge of bookkeeping is required for*

- **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      **Duration:** 8 weeks  
**Classes:** Friday 9.15am-12.15pm      **Term Starts:** 18 Oct

- **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:** 8 weeks  
**Classes:** Wednesday 12.15pm-3.15pm      **Term Starts:** 16 Oct  
Wednesday Evening 6pm—9pm

- **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:** Tuesday 12.00pm—3.00pm      **Term Starts:** 15 Oct  
Tuesday Evening 6pm—9pm

- **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:** 15 Oct

- **Photo Editing Workshop**

This 4 hour workshop will teach you how to create and edit photos with software that is freely available on the web. No prior graphic design experience is necessary.

**Cost:** \$80      **Duration:** 1 day only  
**Class:** Thursday 10am—2pm      **Term Starts:** 19 Sept

**PLEASE NOTE THERE ARE NO CLASSES ON PUBLIC HOLIDAYS**