

General Interest

Exploring Women's Issues Group - 2021

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: \$100 per year Wednesdays (*except school holidays*) Time: 1.00pm - 3.00pm

Writers' Workshop - 2021

A self managed group supporting each other to write.

Cost: \$100 per year Fridays (*except school holidays*) Time: 12.15pm - 3.15pm

Literature for Pleasure - 2021

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

Cost: \$100 per year Tuesdays (*except school holidays*) Time: 9.30am - 12.00pm

Tarot Reading Course for Beginners

Please contact Carla 0407 123 571

Fascinated by Tarot? Want to read for yourself, others & professionally?
Learn how with this 6 week, 90 mins per session course . For those with little or no experience .

Cost:	\$600	Thursdays	Time: Contact Carla
Concession	\$450		Duration: 6wks

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.



DIAMOND VALLEY LEARNING CENTRE

COURSE GUIDE 2021

TERM 2

1 Diamond Creek Rd
GREENSBOROUGH

9435 9060

www.dvlc.org.au

RTO Code: 3769



Certificate Courses

NATIONALLY ACCREDITED COURSES

CHC22015 Certificate II in Community Services



This is a recognised qualification to become an introductory worker in the Community Service sector. This diverse skill set will prepare you for entry into the workforce and will make you an attractive candidate for a range of roles within the Community Service sector.

FNS40217 Certificate IV in Accounting & Bookkeeping



*ROLLING ENROLMENTS - We accept enrolments at any time during the year

*JOB TRAINER - is available

Kick Start a rewarding and successful career in accounting support roles, such as a bookkeeper, accounts clerk or payroll officer. This course meets the educational requirements of obtaining the BAS agent registration by the Tax Practitioners Board (TFB).

HLTSS00064 Infection Control Skills Set (Release 1)



FREE COURSE Fully funded by the Victorian and Commonwealth Governments

DVLC offers accredited infection control training, specifically aimed at existing workers in the healthcare, aged care, disability and community care sectors. Training is conducted by highly skilled trainers, with outcomes that are nationally accredited. NOTE: This course will require access to an appropriate health related workplace in order to complete all assessment requirements.

GOVERNMENT SUBSIDISED COURSES FOR ELIGIBLE STUDENTS

HOW TO ENROL: *There is an information session where you can learn more about how the course is delivered and how the course will contribute to goals for employment and further study*

The listed courses below are Fee For Service. No Government Funding

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)

HLTAID001 Provide Cardiopulmonary Resuscitation



Did you know CPR qualifications need to be renewed annually? Refresh your skills at DVLC! (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.

OUR TRAINERS HAVE EXTENSIVE AND CURRENT INDUSTRY EXPERIENCE

Job Skills

Writing and Spelling for Work and Study

Duration: 8wks

Improve your confidence in writing and spelling. This course is designed for adults who struggle with writing, spelling, grammar and for those who would like to improve their skills.

	Monday	6.00pm - 8.30pm	Start:	19 Apr
Basic:	\$70	Concession:	\$50	
Admin & Materials	\$140	Admin & Materials	\$140	
Total	\$210	Total	\$190	

Introduction to Retail/Barista - 2021

Duration: 6 Classes

Come along and learn the art of coffee making in a fun and friendly environment. This course is held over six evenings teaching coffee making, customer service and food hygiene. Impress your friends AND get the skill required for a new career!

Running over 3wks Tuesdays & Thursdays See Website for Start Times Start: TBA

Basic:	\$70	Concession:	\$50
Admin & Materials	\$105	Admin & Materials	\$105
Total	\$175	Total	\$155

Career Starters

Intro to Medical Reception

Duration: 9wks

Good computer skills are required to participate

For those interested in working as receptionists and administrators in the medical industry. Learners will be introduced to medical terminology and gain medical admin skills. Incorporating working in community services. Providing pathways to Cert III Business Admin Medical and Cert II Community Services courses

	Friday	12.30pm -3.00pm	Start:	23 Apr
Basic:	\$70	Concession:	\$50	
Admin & Materials	\$160	Admin & Materials	\$160	
Total	\$230	Total	\$210	

EQUAL OPPORTUNITY *DVLC support and encourages the application of people with disability and students of Aboriginal and Torres Strait Islander heritage*

Languages

Italian - ZOOM (Online)

Duration: Pre-Int & Intermed 10wks

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

Fee:	\$225	Beginner (8wks)	Tuesday	6.00pm - 7.30pm	Start	20 Apr
Fee:	\$280	Pre- Intermediate	Wednesday	10.15am - 11.45am	Start:	21 Apr
Fee:	\$280	Intermediate	Monday	10.40am - 12.10pm	Start:	19 Apr

Spanish

Duration: 8wks

Spanish is the second most common language in the world. In this fun class you will learn all the basics of speaking Spanish, including pronunciation!

Fee:	\$210	Beginner	Tuesday:	6.30pm - 7.30pm	Start:	20 Apr
		Intermediate	Tuesday:	7.30pm - 8.30pm	Start:	20 Apr

Sign Language Beginners & Advanced

Duration: 8wks

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.

Beginner	Tuesday	6.00pm - 8.30pm	Start:	20 Apr
Advanced LV2	Wednesday	6.00pm - 8.30pm	Start:	21 Apr
Advanced LV3	Monday	6.00pm - 8.30pm	Start:	19 Apr

Basic:	\$70	Concession:	\$50
Admin & Materials	\$180	Admin & Materials	\$180
Total	\$250	Total	\$230

Conversational English

Duration: 7wks

We welcome participants from Non-English speaking backgrounds, not currently studying English elsewhere and need the English language for everyday life, work and study. Our classes are small, relaxed and friendly. Students will receive individual help and can work at their own pace. Improve your English speaking, reading and writing skills and gain confidence to pursue your learning goals.

Fee	TBA	Friday	9.30am - 12.30pm	Start:	TBA
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Basic:	\$70	Concession:	\$50
Admin & Materials	\$100	Admin & Materials	\$100
Total	\$170	Total	\$150

Enrich your Life

Introduction to Floristry

Duration: 8wks

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.

Tuesday	9.00am - 12.00pm	Start:	20 Apr
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Basic:	\$70	Concession:	\$50
Admin & Materials	\$270	Admin & Materials	\$270
Total	\$340	Total	\$320

Introduction to Gardening

Duration: 8wks

Do you want to begin your life by starting a garden? This introductory course will provide the practical skills and knowledge in a broad range of tasks in gardening work including safe handling and use of pesticides, general workplace safety, skills in propagation, compost making, tending plants, treating weeds and planting. Furthermore, we also offer the irrigation using a range of horticultural equipment and maintaining garden beds.

Wednesday	9.30am - 12.00pm	Start:	21 Apr
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Basic:	\$70.	Concession:	\$50
Admin & Materials	\$180	Admin & Materials	\$180
Total	\$250	Total	\$230

Introduction to Computer Digital Literacy

Duration: 8wks

This course provides basic computer and digital literacy skills including setting up email account, online shopping and banking, instruction around navigating websites including Govt agencies and use of different social platforms.

Tuesday	12.30pm - 3.00pm	Start:	27 Apr
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Basic:	\$70	Concession:	\$50
Admin & Materials	\$160	Admin & Materials	\$160
Total	\$230	Total	\$210

Be Connected:

Free to over 50s. Learn how to go online with your phone, laptop Or tablet



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

Computer & Digital Literacy

Computer Beginners

Duration: 8wks

This introductory course is designed for those who have little experience using computers. You will learn to use a computer for a variety of tasks like word processing, internet and email.

Thursday 9.30am - 12.00pm Start: 29 Apr

Basic:	\$70	Concession:	\$50
Admin & Materials	\$130	Admin & Materials	\$130
Total	\$200	Total	\$180

Computer Beginners Plus

Duration: 8wks

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

Thursday 12.30pm - 3.00pm Start: 29 Apr

Basic:	\$70	Concession:	\$50
Admin & Materials	\$130	Admin & Materials	\$130
Total	\$200	Total	\$180

Computer Beginners Plus More! Or, Plus EVEN More!

Duration: 8wks

This course builds on the Beginner Plus skills. Students will be developed even **more** using Microsoft Word and Excel.

Plus More Wednesday 9.30am - 12.00pm Start: 5 May
 Plus EVEN More Wednesday 12.30pm - 3.00pm Start: 5 May

Basic:	\$70	Concession:	\$50
Admin & Materials	\$130	Admin & Materials	\$130
Total	\$200	Total	\$180

How to Build a Website *Good computer skills are required* 2021

Duration: 5wks

Students will build their own website in this class. If you're a business owner or looking to start a new career in Web Design, this may be for you.

Will run Term 3 or 4 Monday 10.00am - 2.00pm Start: Term 3

Basic:	\$70	Concession:	\$50
Admin & Materials	\$140	Admin & Materials	\$140
Total	\$210	Total	\$190

Business Skills

Nuts & Bolts of Bookkeeping - ZOOM Online

Duration: 8wks

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.

Tuesday 12.30pm - 3.00pm Start: 27 Apr

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

XERO Basics- ZOOM Online

Duration: 8wks

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

Monday (eve) OR 6.00pm - 8.30pm Start: 26 Apr
 Wednesday 12.30pm - 3.00pm Start: 28 Apr

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

MYOB Basics - Zoom Online

Duration: 8wks

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.

Monday 12.30pm - 3.00pm Start: 26 Apr
 Thursday (eve) 6.00pm - 8.30pm Start: 29 Apr

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

Social Media Skills

Duration: 8wks

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.

Thursday 6.00pm - 8.30pm Start: 29 Apr

Basic:	\$70	Concession:	\$50
Admin & Materials	\$150	Admin & Materials	\$150
Total	\$220	Total	\$200

Note: A good knowledge of bookkeeping & Digital Literacy is required for the Xero and MYOB

