

Skills for Work and Study

Pathway to Food Processing Jobs or Further Study

Duration: 10wks

In this class you will:

Improve your English and Numeracy skills. Learn the terminology used in Food Processing. Learn about food processing and be work-ready.

On completion you will gain:

Confidence for further study and work readiness.
Certificate of Attendance

Pathway to Health and Community Services

Duration: 10wks

In this class you will:

Be ready for employment or further studies in health or community services. Improve your English and maths skills.

On completion you will gain:

Confidence for further study and work readiness.
Certificate of Attendance

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 essential and successful community member. 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 that learning should be a safe and enjoyable experience that builds confidence, happiness, and critical academic skills. Students quickly learn that school can be fun, and it is safe to ask questions and try new things.

Our teachers care about and respond to each student's interests, and our hands-on learning, many events, and excursions add even more interest.

Student withdrawal from pre-accredited courses

DVLC commences pre-accredited courses based on the number of students who enrol. Students are advised to consider their personal circumstances carefully when committing to enrolment.

- If a student withdraws from a pre accredited course **before commencement**, the student will be offered a full refund of fees already paid, less a 20% administration fee.
- If a student withdraws from a pre accredited course **after commencement**, a pro-rata refund of fees, less a 20% administration fee, will be provided **on provision of a medical certificate**. If there are extenuating circumstances, the student may apply to the coordinator for a refund, which will be decided on a case-by- case basis.
- Pre-existing medical conditions which impact on course participation will not be considered for fee refunds. Pre-accredited students are advised to seek medical advice from their health care professional before enrolling in courses.
- Students may **transfer** to another course in the same term (or semester for a semester-based course), depending on course availability and available places. If the replacement course has higher fees, the student will be liable for the difference in fees. If the replacement course fee is lower, DVLC will refund the difference.

DIAMOND VALLEY LEARNING CENTRE

COURSE GUIDE 2021

TERM 3

1 Diamond Creek Rd
GREENSBOROUGH

9435 9060

www.dvlc.org.au

RTO Code: 3769

DVLC
Diamond Valley Learning Centre



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CITY COUNCIL



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 - Mode of Delivery - Online

Kickstart 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). Study from the comfort of your home.

HLTSS00064 Infection Control Skills Set (Release 1)



*FREE COURSE * Fully funded by the Victorian and Commonwealth Government

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

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)

CHC32015 Certificate III in Community Services



Start a rewarding career within community service by completing this course.

You will learn to:

- * Work with diverse people
- * Promote Aboriginal and Torres Strait Islander cultural safety
- * Respond to client needs and much more

Community Services is one of the fastest growing sectors in Australia with an estimated **50,000 + new jobs to be created within the industry by 2023** (Source: joblook.gov.au)

Job Skills

Introduction to Retail/Barista

Duration: 3wks

In this class you will:

Learn to operate a commercial espresso machine and produce coffee art. Develop skills in customer service, money handling and stock processing, plus much more.

On completion you will gain:

Skills for a rewarding career
Certificate of Attendance

Saturday 9.00am -2.00pm Start 14 Aug

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

Writing and Spelling for Work and Study

Duration: 8wks

In this class you will:

Build your confidence and skills in writing, spelling and grammar. This course is designed for adults who would like to improve their writing and spelling ability.

On completion you will gain:

Improved English writing and spelling
Certificate of Attendance

Monday 6.00pm - 8.30pm Start 19 Jul

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

Languages

Sign Language - Beginners and Advanced

Duration: 8wks

In this class you will:

Learn AUSLAN, the language used by the Deaf Community in Australia. Learn how to communicate effectively with the Deaf in this informative class.

On completion you will gain:

Skills in Auslan
Certificate of Attendance

Monday	Advanced Level 3	6.00pm - 8.30pm	Start: 19 Jul
Tuesday	Beginners	6.00pm - 8.30pm	Start: 20 Jul
Wednesday	Advanced Level 2	6.00pm - 8.30pm	Start: 21 Jul

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

Please note: All DVLC courses run subject to enrolment numbers. Our friendly staff will contact you to confirm your course commencement.

Computer & Digital Literacy

Computer Beginners

Duration: 8wks

In this class you will:

Improve your basic skills in Word Processing, Internet and Email

On completion you will gain:

Improved basic computer skills
Certificate of Attendance

Thursday 9.30am -12.00pm

Start 22 Jul

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

Computer Beginners Plus

Duration: 8wks

In this class you will:

Build on skills from the Beginners course.
Improve skills in Word Processing; develop skills in using Microsoft Word, Excel and PowerPoint

On completion you will gain:

Improved computer skills
Certificate of Attendance

Thursday 12.30pm -3.00pm

Start 22 Jul

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

Computer Beginners Plus More

Duration: 8wks

In this class, you will:

Build on Beginners Plus skills
Further develop skills in Word, Excel and PowerPoint

On completion you will gain:

Improved computer skills
Certificate of Attendance

Thursday 4.00pm - 6.30pm

Start 22 Jul

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

Introduction to Computer Digital Literacy

Duration: 8wks

In this class you will:

Develop basic computer and digital literacy skills so that you can "Be Connected". Learn about types of digital devices, security and usage. Effectively navigate websites and email.

On completion you will gain:

Computer skills
Certificate of Attendance

Tuesday 12.30pm - 3.00pm

Start 20 Jul

Basic: \$70	Concession: \$50
Admin & Materials: \$160	Admin & Materials: \$160
Total: \$230	Total: \$210

Business Skills

Nuts & Bolts of Bookkeeping—Blended Delivery Mode

Duration: 8wks

In this class you will:

Build an excellent foundation for Bookkeeping.
In addition, you will gain knowledge of debits, credits, and the different ledgers.

On completion you will gain:

Skills in Bookkeeping
Certificate of Attendance

Tuesday 9.30am -12.00pm

Start 20 Jul

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

BLENDDED DELIVERY MODE: is a mix of Face-to-Face classes and Zoom online classes. Enjoy the flexibility of learning from home plus joining an interactive classroom. A good knowledge of Bookkeeping & Digital Literacy is required for Xero and MYOB

Xero Basics—Blended Delivery Mode

Duration: 8wks

In this class you will:

Learn to work with Xero accounting software. You will be creating invoices, running payroll, reconciling bank statements, and much more.

On completion you will gain:

Skills in Xero functionalities
Certificate of Attendance

Tues 12.30pm - 3.00pm

Start: 19 Jul

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

MYOB Basics - Online Delivery

Duration: 8wks

In this class, you 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.

On completion you will gain:

Skills in MYOB functionalities
Certificate of Attendance

Monday OR 12.30pm -3.00pm

Start 19 Jul

Thursday 6.00pm - 8.30pm

Start: 22 Jul

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

Career Starters

Intro to Medical Reception

****Intermediate Computer Skills are required to participate****

Duration: 8wks

In this class you will:

Be introduced to medical terminology
Gain hands-on experience with industry specific software
Have the option to gain reception work experience with DVLC (*Conditions Apply)

On completion you will gain:

Medical administration skills
Skills for further study
Certificate of Attendance

Friday 12.30am - 3.00pm Start 23 Jul

Basic:	\$70	Concession:	\$50
Admin & Materials:	\$160	Admin & Materials:	\$160
Total:	\$230	Total:	\$210

How to Build a Website

****Good computer skills are required to participate****

Duration: 8wks

In this class you will:

Students will build their websites in this course.
If you are a business owner or looking to start a new career in Web Design, this may be for you.

On completion you will gain:

Knowledge in Web design
Increased Computer Skills
Certificate of Attendance

Term 4 Time: TBA Start TBA

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

Social Media Skills

Duration: 8wks

In this class you will:

Learn how to promote your business effectively on social media. Students will learn how to harness the power of Facebook, Instagram, and Twitter to engage customers.

On completion you will gain:

Knowledge in setting up social media accounts and uploading posts on various social platforms
Certificate of Attendance

Term 4 Time: TBA Start TBA

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

EARLY BIRD 10% DISCOUNT

TO APPLY: ENROL 2WKS BEFORE COURSE START DATE

(Excludes: Floristry Course)

Enrich your Life

Introduction to Floristry

Duration: 8wks

In this class you will:

First, explore the basic skills of floral arrangement.
Then, you will complete beautiful pieces for your home, a special event, or give them as a gift.

On completion you will gain:

Skills in floristry
Certificate of Attendance

Tuesday 9.00am -12.00pm Start 20 Jul

Basic:	\$70	Concession:	\$50
Admin & Materials:	\$270	Admin & Materials:	\$270
Total:	\$340	Total:	\$320

It's a Dog's Life (**Expression of Interest**)

Duration: 8wks

In this class you will:

Learn canine healthy habits, grooming and exercise, behaviour management etc. Come along and enjoy this outdoor course.

On completion you will gain:

Skills in maintaining dogs
Improved confidence in further study
Certificate of Attendance

Saturday Time: TBA Start TBA

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

Conversational English

Duration: 8wks

In this class you will:

Improve your English speaking ability as well as develop reading, writing and spelling skills. This course welcomes participants from Non-English speaking backgrounds.

On completion you will gain:

Improved English verbal, reading and writing skills
Certificate of Attendance

Day: TBA Time: TBA Start TBA

Basic:	\$70	Concession:	\$50
Admin & Materials:	\$100	Admin & Materials:	\$100
Total:	\$170	Total:	\$150

WHY CHOOSE DVLC?

SMALL CLASSES: More hands-on learning opportunities; a richer learning experience.

STUDY LOCALLY: In Greensborough

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

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