



Diamond Valley
Learning Centre



COURSE GUIDE 2026

JANUARY-DECEMBER

**Check out our wide range of short courses,
interest groups and vocational courses**

Course delivery now face to face or online!
for selected courses only

1 Diamond Creek Rd, Greensborough
03 9435 9060 | www.dvlc.org.au

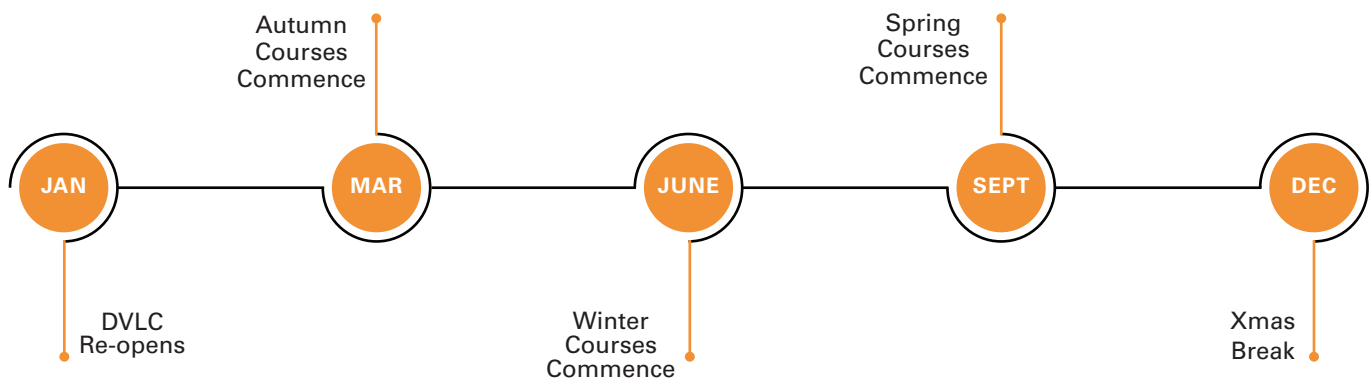
DVLC Courses

Explore the range of courses offered by us that are designed to help you acquire new skills and knowledge or enhance your existing knowledge.

Our website is user friendly and has detailed information on all courses, dates and times of each course plus our online enrolment form. You can also book in person or over the phone 9am - 5pm Monday to Friday - 9435 9060. If you are a concession holder most of our courses offer concession prices.



KEY DATES



Who are we?

DVLC is a vibrant, nurturing community of learning. From our earliest days, DVLC has provided education in creative, caring ways, meeting needs that are not filled by traditional learning venues. We create a friendly environment with small classes, and make study relevant to our students' real-life situations. Our tutors are passionate about seeing students achieve their goals. In this environment, students feel free to explore, develop friendships and forge new directions.

COMPUTER COURSES

Digital Essential Level 1

Cost: Funded \$69.90 Concession \$59.90

Digital Essentials Level 1 is a pre-accredited program that is designed to help learners understand the basics of various areas of technology, including different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet.

Digital Essential Level 2

Cost: Funded \$69.90 Concession \$59.90

This is a pre-accredited program designed to build on the Digital Essentials Level 1 program.



Accounting and Bookkeeping Courses

Bookkeeping for Beginners/Small Business

Cost: Funded \$69.90 Concession \$59.90

Learn or refresh your knowledge of the fundamentals of bookkeeping with our hands-on approach. Completion of this course is recommended before enrolling in MYOB or XERO if you don't already have bookkeeping experience.

Accounting for Small Business

Cost: Funded \$69.90 Concession \$59.90

Accounting for small business will provide foundation knowledge of basic accounting for running own business and for finding employment. This course introduces the basic concepts and principles of accounting with special focus given to the use and interpretation of financial accounting information.

MYOB for Beginners

Cost: Funded \$69.90 Concession \$59.90

Learn the fundamentals of MYOB computerised accounts systems with our hands on approach. This course covers all aspects of MYOB, including payroll, using the latest version.

XERO for Beginners

Cost: Funded \$69.90 Concession \$59.90

This course is run by our XERO certified tutor covering the full use of the XERO cloud accounting program.

XERO Essentials (Level 2)

Cost: Funded \$69.90 Concession \$59.90

This course is designed for individuals who have completed Xero for Beginners or have prior experience using Xero. The course provides in-depth training on essential Xero features, helping you streamline financial processes and improve business efficiency.



Be Connected
Every Australian online.

Introduction to Google Docs and Google Sheets

Cost: Funded \$69.90 Concession \$59.90

This course teaches you how to confidently use two essential cloud-based tools for work and study. You'll learn to create, edit and share documents, format text, organise data, use formulas, and collaborate in real time. This practical course helps build digital skills that boost productivity and are valuable in many workplace and everyday settings.

Introduction to Microsoft Word and Excel

Cost: Funded \$69.90 Concession \$59.90

This short program is designed to build skills in Microsoft Word and Excel together. This program will enable learners to develop their skills in Microsoft Word and Excel.

Introduction to Microsoft Outlook and Email

Cost: Funded \$69.90 Concession \$59.90

In this course, you will learn how to use Outlook to send, receive, and manage email messages as well as to keep track of your contacts, plan meetings and appointments, create tasks and notes for yourself, and adjust the Outlook interface to your preferences.

Job Skills

An Introduction to Digital Photography

Cost: Funded \$69.90 Concession \$59.90

This course explores essential photography skills, including composition, lighting, camera settings and creative techniques. This practical course helps beginners and hobbyists take better photos with confidence. Through hands-on exercises and expert guidance, you'll learn how to capture stunning images and develop your personal photographic style.

Excel Skills Level 2

Cost: Funded \$69.90 Concession \$49.90

Builds on basic Excel knowledge to boost your productivity and data-analysis confidence. You'll learn advanced functions, pivot tables, data validation, conditional formatting and automation tools. This practical course helps you work more efficiently, solve real workplace problems and enhance career opportunities in administration, finance or business support roles.

Introduction To Barista

Cost: Funded \$69.90 Concession \$59.90

This course will provide you with the basic skills and knowledge required to make delicious espresso coffee. This barista course is ideal for aspiring baristas looking for work and home baristas who would like to learn how to make better coffee at home. This hands-on course builds confidence and practical ability, preparing you for entry-level roles in cafés, coffee shops and hospitality environments.

Social Media Skills

Cost: Funded \$69.90 Concession \$59.90

This course equips students with the knowledge you need to market businesses effectively on social media. Students will learn how to harness the power of Facebook, Instagram and Twitter to engage customers.

Small Business Tax Essentials

Cost: Funded \$69.90 Concession \$59.90

This course gives you a clear and practical introduction to key tax requirements for small business owners. You'll learn about GST, BAS, record-keeping, tax obligations and compliance essentials to confidently manage your business finances. This course helps you understand tax basics, reduce risks and make informed decisions for your small business success.

Staying Safe Online

Cost: Free

This Course teaches essential strategies to protect yourself and others online. You'll learn how to recognise scams, protect personal information, use strong passwords, manage privacy settings and stay safe on social media and devices. This practical course builds confidence and awareness for digital life, whether for work, study or everyday online activity.

Advanced Barista Training

Cost: Funded \$69.90 Concession \$59.90

Builds on basic skills to refine your coffee-making expertise. You'll explore advanced espresso techniques, latte art, equipment maintenance and workflow efficiency in a professional café environment. This hands-on course boosts your confidence, creativity and employability, preparing you for skilled roles in busy cafés and hospitality settings.





Enrich Your Life

Sign Language for Beginners

Cost: Funded \$79.90 Concession \$69.90

In this sign language course you will learn the basics of Auslan such as alphabet, numbers, basic signs, pronouns, families, colour, communication guide, community/relationships, emotions, directions, Auslan grammar, money, food and how to finger spell.

Face to face

Sign Language Intermediate

Cost: Funded \$79.90 Concession \$69.90

The next level after completion of the sign language beginners class. This is a great course to build on the skill you learned in the beginners class. This course is an excellent add on to improve the skills of people working as disability support workers, community service workers, nurses, doctors, welfare workers and police.

Face to face

Sign Language Advanced

Cost: \$259.90

Builds on foundational Auslan skills to strengthen your signing fluency, receptive comprehension and cultural understanding. You'll practise more complex conversations, expand your vocabulary and gain confidence communicating in diverse situations. This practical course is ideal for those wanting to deepen their Auslan ability and enhance connection with the Deaf community.

*Face to face

Floristry - Beginners

Cost: Funded \$389.90 Concession \$364.90

Who doesn't love to try their hand at floristry and arrange some flowers for a special occasion? A bit of knowledge helps to create that special touch. Explore the basic skills of floral arrangement and the care of flowers with our inspiring and friendly tutor.

You will complete a different arrangement every week and learn to create beautiful pieces for your home, a special event or to give to friends and family.

Who knows? You may get so inspired you'll want to keep going and earn a Certificate II in Floristry (Assistant), or just have fun with beautiful people and beautiful flower arrangements.

Floristry Arrangement Set 1 & 2

Cost: Funded \$389.90 Concession \$364.90

These course will build on the skills you learned in Floristry Beginners and take your knowledge and expertise to the next level. This course will cover advanced design techniques and styles, focusing on contemporary and modern arrangements. You will learn how to incorporate new materials into your arrangements, such as wire, foam, and other elements. By the end of this course, you will have the skills and knowledge to create stunning, unique floral arrangements.

You will complete a different arrangement every week and learn to create beautiful pieces for your home, a special event or to give to friends and family.

Career Pathways and Nationally Accredited Qualifications

PSP20218 Certificate II in Auslan

This Course gives you a strong foundation in Australian Sign Language (Auslan), including essential signs, basic grammar and communication skills used in everyday situations. You'll also explore Deaf culture, community protocols and how Auslan differs from English. This nationally recognised six-month course is ideal for beginners, those working with diverse communities, or anyone seeking to build confidence and connection with Deaf and hard-of-hearing people, with a clear pathway to Certificate III in Auslan.

PSP30218 Certificate III in Auslan

This course builds on the Certificate II foundation to deepen your Australian Sign Language skills, including fluent expressive signing, receptive comprehension and cultural understanding. This nationally recognised six-month course prepares you to communicate confidently in personal, social and workplace contexts, support accessibility for Deaf and hard-of-hearing people, and serves as a pathway to advanced Auslan qualifications and interpreting studies.

HLTAID011 Provide First Aid

Teaches you essential life-saving skills for emergency situations. You'll learn how to assess injuries, manage shocks, perform CPR, treat wounds, choking, burns and other common first aid scenarios. This nationally recognised course boosts your confidence and preparedness for work, community and everyday life, and is ideal for those needing workplace first aid certification.

HLTAID009 Provide Cardiopulmonary Resuscitation

Teaches you current CPR techniques to respond confidently in emergency situations. You'll learn how to perform high-quality chest compressions, use a defibrillator (AED), recognise cardiac arrest and follow safety procedures. This practical, hands-on course boosts your lifesaving skills for workplace, community and everyday settings, helping you act quickly when it matters most.

CHC33021 – Certificate III in Individual Support (Ageing and Disability)

This course equips you with the practical skills and confidence to provide person-centred care to older people and individuals living with disability. You will learn how to support daily living activities, promote independence, follow safe work practices, and communicate effectively in community and residential care settings. The course includes hands-on training and industry placement to build real-world experience. Graduates can pursue roles such as Personal Care Assistant, Disability Support Worker, Aged Care Worker or Home Care Assistant in a growing and meaningful sector.

***Government funding available. Call us to check your eligibility.**

FNS40222 Certificate IV In Accounting & Bookkeeping

The Certificate IV in Accounting and Bookkeeping provides students with a thorough understanding of bookkeeping principles and practices. Students are equipped to continue their studies to a higher qualification or to gain employment as a contract bookkeeper or employee performing bookkeeping tasks. The aim of this course is to provide students with the skills and knowledge to be gainfully employed as a bookkeeper. Nationally recognised, this program meets all the requirements set out by the Tax Practitioners Board (TPB) for registering as a Business Activity Statements (BAS) Agent. Visit www.tpb.gov.au for further information.

***Government funding available. Call us to check your eligibility.**



NATIONALLY RECOGNISED
TRAINING

**For full course details
visit our website**

There is a pre-enrolment interview where you can learn more about the accredited course and how the course will contribute to goals for employment and further study. Book pre-enrolment via course page on DVLC website.

Equal Opportunity: DVLC supports and encourages the application of people with disability and students of Aboriginal and Torres Strait Islander heritage.

Some courses are delivered with Victorian and Commonwealth Government funding. DVLC offers government subsidised courses for eligible students.

For more information visit our website: www.dvlc.org.au or phone: 03 9435 9060

Reconnect

DVLC's Reconnect program is a free service for people aged between 17 and 64 who are not engaged in education or training or are underemployed for less than 8 hours a week. People involved in Justice Services and Asylum seekers are also eligible.

The Reconnect program is designed to empower you to achieve your career and education goals, with one on one support and guidance.

Reconnect is funded by the Victorian Department of Education and Training.

For more information, please contact our Reconnect team.

DVLC
Diamond Valley Learning Centre

RECONNECT

Break through barriers together.
achieve your goals and aspirations.

We use a person-centered, holistic approach
that is tailored to your needs and goals.

We can work with you to:

- Address needs and barriers in your next success
- Connect with community and health services
- Determine your education and training options
- Financially support study, training and career goals
- Prepare applications and attend interviews
- Maintain the right pathway for you
- And more!

This is a **free program**
for people aged 17 - 64 years
who are not engaged in education and training,
are underemployed or experiencing hardship.

**If this sounds like you,
we'd love to hear from you today!**

Call Ash: 0403 456 340 **or AJ:** 0428 698 517
Email: reconnect@dvlc.org.au

Drop by:
Diamond Valley Learning Centre
1 Diamond Creek Rd, Greensborough
www.dvlc.org.au

DVLC DELIVERS THE RECONNECT PROGRAM
ON THE LANDS OF WURLANDJERI PEOPLES
IN THE CITIES OF BANYULE, MULLUMBIK, WHITLIESEA, DAREBIN AND HUME

Neighbourhood House
The East Government
ALWAYS
ALWAYS
VICTORIA

Withdrawal Policy

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 pre-accredited course student withdraws before commencement, the student will be offered a full refund of tuition and amenities fees less the enrolment fee. If a student withdraws after commencement, a pro-rata refund of fees, less the enrolment and amenities 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.

For Nationally Accredited Qualifications please refer to our Fee Refund Policy on our website.

Scan QR code
to visit website.



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.

Language Classes Available:

- * Spanish Beginner
- * Spanish Conversational
- * Italian Beginners
- * Italian Intermediate



At DVLC:

**Improve your job prospects, Change your career,
Learn a new skill, Have fun, Meet new people.**

**Whatever you are looking for, DVLC's flexible
and affordable courses will get you there.**

Why come to DVLC?

**We provide a safe, friendly and relaxed
environment where you can learn new skills and
meet new people. Our pre-accredited courses
can help you gain new skills you need to gain
employment or change careers. While our lifestyle
courses can add fun and sparkle!**

**Nurture Possibility.
Stir Change**
