

Enrolment Information

Administration

Narre Community Learning Centre Inc. (NCLC)
1 Malcolm Court, Narre Warren 3805

Phone: (03) 9704 7388 Fax: (03) 9704 0033

Email: info@narreclc.net.au www.narreclc.net.au

ABN: 36 809 112 033 Melway Ref 110 D6

Venues

Please note all classes are held at 1 Malcolm Court unless stated otherwise.

Old Cheese Factory (OCF)

34 Homestead Road, Berwick

Melway Ref 131 A2

Registration Fees

All participants must pay an annual, non refundable registration fee upon enrolment in their first program for the calendar year.

Single Fee: \$10.00

Family Fee: \$25.00 (3 or more family members)

Membership Fees

Memberships are from January to December.

Fee: \$2.00

Family: \$5.00 (3 or more family members)

Two Easy Ways to Enrol

In Person - Please visit us at 1 Malcolm Court, Narre Warren, fill in an Enrolment Form and pay for your class/course.

By Phone - Enrol by supplying your details to Administration and paying by Credit Card on (03) 9704 7388. Credit Card and EFTPOS facilities available. A receipt will only be sent on request. **Please note we do not accept AMEX or Diners.**

Client Service Fees

Charges are listed on many of our funded programs to identify that there are fees other than tuition fees being charged.

Concession

NCLC offer concessions on many of its programs. Proof and a copy of concession type for the cardholder are required upon enrolment.

Refunds

Applications for refund/credit will be considered if they are received at least 10 days prior to commencement of courses. Refunds/credits will not be given within 10 days prior to the start date or once a course has commenced. A \$20.00 administration fee applies for all withdrawals from a course. A credit/full refund will be given when the class/course is cancelled by NCLC.

Recognition of Prior Learning (RPL) &

Recognition of Current Competencies (RCC)

NCLC is able to provide students with credits for completed modules that are contained within the Accredited Course they choose to enrol in. This process is currently known as RPL or RCC and our qualified staff can assist clients with this, upon enrolment.

Grievances and Complaints

NCLC will ensure that course participants receive accurate information about :- course content, course competencies, tutors, venues, dates and times, fees and charges. Specific units including assessment procedures and tasks which must be completed successfully for a certificate or statement of attainment to be awarded.

Disclaimer

NCLC makes every effort to ensure that the information in this guide is correct at the time of publication. We reserve the right to change course days, rooms, fees and tutors when necessary

Professional Skills:-

ACCREDITED TRAINING

Certificate III in Children's Services (CHC30402) ▲

This course is from the latest training package and is a minimum requirement for those wishing to enter the workforce in a Children's Services position. Successful completion of the course can provide credits for those wanting to study further and undertake the Diploma in Children's Services. As part of the course students are required to complete a practical placement component. Course includes First Aid Level II.

Monday 1st February

5hrs x 39 weeks

9.30am – 3.00pm

\$1281.75 includes service fees, tuition fees, first aid

- Concession available for tuition fees
- Tuition fees to be paid in four instalments

Prior to commencing work placement students must have a current 'Working with Children Check' and a 'Police Check'

Materials List: 2 x Arch Lever Folder or similar – Pens/Pencils – Notebook

Certificate III in Aged Care Work (CHC30102) ▲

This course is the current minimum qualification for those seeking work in the aged care sector. It covers many facets of working with low to medium care for the aged in hostels, nursing homes and home care environments. As part of this course, participants are required to complete a practical placement component.

Tuesday 2nd February

5hrs x 39 weeks

9.30am – 3.00pm

\$1152.55 includes service fees, tuition fees

- Concession available for tuition fees
- Tuition fees to be paid in four instalments

Additional requirements – participants must complete First Aid Level II prior to commencing work placement in Term 3. Prior to commencing work placement students must have a current "Police Check". Materials List: 2 x Arch Lever Folder or similar – Pens/Pencils – Notebook

Certificate I Information Technology (ICA10105) ▲

This course will enable students to perform basic information technology functions using a personal computer. The skills gained will also assist with common computer tasks in a business environment. Topics included are operating a personal computer, computer hardware, a word processing application, a spreadsheet application, a database application and skills to send/retrieve information using web browsers/email.

Tuesday 9th February

5hrs x 18 weeks

9.30am – 3.00pm

\$402.75 tuition, service fees, manuals

- Concession available for tuition fees
- Tuition fees to be paid in two instalments

Materials List: USB Memory Stick – Pens/Pencils – Notebook

EXPRESSION OF INTEREST for Terms 3 & 4, 2010

**Certificate II in Business, Certificate IV in Assessment and Training (TAA40104)
Bookkeeping or Certificate II in Retail**

For all enquiries with regard to Business Services courses please contact Steve or Fiona, 9704 7388 or email bizsupport@narreclc.net.au

All First Aid courses are nationally recognised and accredited and are delivered by an outside registered provider.

First Aid Level I Emergency Life Support (HLTFA201A) ##

This is a short course designed to develop the knowledge and skills required to provide basic life support measures in an emergency.

Wednesday 24th February 2 sessions

Wednesday 19th May 2 sessions

6.00pm – 9.30pm \$130.00

First Aid Level II Apply First Aid (HLTFA301B) ##

This course will give you the skills to provide basic first aid and manage the casualty(s) and the incident at work, home, sport or play.

Wednesday 24th February 4 sessions

Wednesday 19th May 4 sessions

6.00pm – 9.30pm \$195.00

Perform CPR (HLTCPR201A) ##

CPR updates are recommended annually in some workplaces. All aspects of CPR will be covered and assessed.

Wednesday 24th March 1 session

Wednesday 16th June 1 session

6.00pm – 7.30pm \$50.00

Course in First Aid Management of Anaphylaxis – Epi Pen (21659VIC) ##

This course is a must for parents, carers, school staff and individuals with a recognised life threatening allergic reaction to assist by giving adrenalin via a pre loaded injection device. **As a pre-requisite for this course you must hold a current CPR certificate.**

Wednesday 24th March 1 session

Wednesday 16th June 1 session

7.30pm – 9.30pm \$60.00

First Aid Level II Apply First Aid Update (HLTFA301B) ##

Has your certificate nearly run out? This one day workshop is for renewing your certificate. It enables you to refresh your knowledge and demonstrate you have the required competencies. Please produce your previous certificate at the commencement of this course.

Saturday 19th June 1 session

10.00am – 3.30pm \$145.00

Venue: 1 Malcolm Court, Narre Warren

Course in Introduction to Community and Event Volunteering

This course is aimed to assist people who want the skills to start to work within the community as a volunteer. Participants will gain an understanding of how to have an

aptitude for volunteering and to provide services as a member of a team. Material List:
Pens/Pencils - Note book

Monday 9th May

5hrs x 4 Weeks

9.30am – 3.00pm

\$50.00

Youth:-

Are you looking for an alternative to mainstream education?

The Victorian Certificate of Applied Learning (VCAL) Senior Level (year 12 equivalent) is a hands-on option for students, that gives practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. **VCAL** is an accredited secondary certificate.

Get Into Life is designed to develop self confidence, literacy and numeracy skills and creativity in learning. This program provides an opportunity for young people to improve their knowledge and skills in a relaxed environment. Get into Life is designed to achieve a Certificate I in General Education of Adults, which is the Year 9 equivalent.

**Interviews are required before any student is placed into or
Commences one of our Youth Programs
Please contact Sarah Cairncross – Youth Manager for more information or
to book an interview time on 9704 7388**

Computer Skills:-

Introduction to Personal Computers 2007

This course provides entry skills in the operation of a Personal Computer, File Management display settings, program installation removal and the basics of Word & Excel applications and Windows will be covered.

Monday 15th February **4 sessions**

Wednesday 28th April **4 sessions**

Thursday 27th May **4 sessions**

7.00pm – 9.00pm \$110.00

Operate a Word Processing Application 2007

Introductory course to Microsoft Word for Windows program, basic formatting spell check, document layout and general use of Word application will be covered.

Wednesday 17th February **4 sessions**

Monday 12th April **4 sessions**

Wednesday 26th May **4 sessions**

7.00pm – 9.00pm \$110.00

Operate Spreadsheet Application 2007

This course is an introduction to the Microsoft Excel for Windows program formulas, basic formatting, spreadsheet layout/design printing and the general use of excel.

Wednesday 17th March **4 sessions**

Monday 17th May **4 sessions**

7.00pm – 9.00pm \$110.00

Operate a Word Processing Application 2007 Advanced

Word 2007 advanced will take you through skills using table features, building blocks, styles templates, sections, pictures, word art, shapes and mail merge.

Thursday 29th April **4 sessions**
7.00pm – 9.00pm \$110.00

Operate Spreadsheet Application 2007 Advanced

Learn to format charts, use functions in formulas, create linking formulas, consolidate data, use auditing features, create workspaces, apply named ranges, outline and summarise data.

Thursday 18th February **4 sessions**
7.00pm – 9.00pm \$100.00

Email

Learn how to manage your emails by organising folders, sorting and how to attach files to your emails.

Thursday 15th April **2 sessions**
7.00pm – 9.00pm \$90.00

VENUE HIRE

Narre Community Learning Centre has a range of multi-purpose rooms for hire to suit all your conference or special function needs. For more information call 9704 7388 today.

Health and Wellbeing:-

Slimmers Club

Friday 5th February **runs all year join anytime**
10.00am – 11.00am \$4.00** weekly + handouts

Introduction to Meditation

Meditation is the ability to go within and know yourself. It enables you to achieve and maintain peace, harmony and tranquillity in mind body and spirit. In this class you will be shown techniques for breathing, relaxation, concentration and meditation. Bring along a mat to lay on plus a pillow/cushion and a rug.

Wednesday 3rd February **8 sessions**
7.00pm – 8.30pm \$120.00**

Wednesday 14th April **8 sessions**
7.00pm – 8.30pm \$120.00**

Yoga

Please wear comfortable clothing and bring a blanket to class.

Monday 1st February **6 sessions**
6.30pm – 7.30pm \$84.00**

Monday 12th April **9 sessions**
6.30pm – 7.30pm \$126.00**

Friday 5th February **8 sessions**
9.30am – 10.30am \$112.00**

Friday 16th April **11 sessions**

9.30am – 10.30am \$154.00**

Venue: Old Cheese Factory, Berwick

Walking Groups

Tuesday 2nd February / Thursday 4th February all year

9.30am – 10.30am \$1.00 per session

Narre Men's Group:-

"A relaxed and informal gathering for Men"

This group meet the first and third Friday of each month to have coffee and discuss issues of interest and/or concern with plenty of laughs. Men are welcome to come to our discussion groups and meet with new people in a friendly atmosphere, with tea and coffee provided. New members are always welcome to come along and have a cuppa and a laugh. This group is facilitated by Mike Downing. For further information please call Emma on 9704 7388

1st and 3rd Friday of each Month

5th – 19th February, 5th – 19th March, 16th April, 7th – 21st May, 4th – 18th June

10.00am – 12.00pm \$4.00** per session

Literacy Classes:

For any of the following classes, please call Clea on 9704 7388 for further information or to arrange an appointment. Concessions are available to card holders.

ENGLISH AS A SECOND LANGUAGE

Would you like to learn more English? You can join one of our friendly classes and improve your speaking, listening, reading and writing!

21770VIC Course in Initial General Education for Adults

Fridays 9:30am – 11:30am

Starts: Friday 5th February

Cost: \$205.90 (1 year's full fees)

21771VIC Certificate I in General Education for Adults (Introductory)

Mondays 9:00am – 12:00pm and Wednesdays 12:00pm -3:00pm

Starts: Wednesday 3rd February

Cost: \$500.00 (1 year's full fees)

21772VIC Certificate I in General Education for Adults

Mondays 9:00am -3:00pm

Starts: Monday 8th February

Cost: \$435.40 (1 year's full fees)

21772VIC Certificate I in General Education for Adults – NEW!

Mondays 1:00pm -3:00pm and Fridays 12:45pm-3:00pm

Starts: Friday 5th February

Cost: \$395.40 (1 year's full fees)

ENGLISH – LITERACY

Would you like to improve your reading, writing, spelling and maths? You can learn and improve these skills in a relaxed and friendly class environment where everyone learns together.

Developing Literacy

Tuesdays 9:00am -12:00pm and Thursdays 12:00pm – 3:00pm

Starts: Tuesday 2nd February

Cost: \$435.40 (1 year's full fees)

Literacy for Special Needs

Thursdays 9:00am -11:00am

Starts: Thursday 4th February

Cost: \$175.30 (1 year's full fees)

OTHER ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES

PRE-INITIAL ENGLISH

This class will help students who are starting to learn English. Students will begin to learn speaking, listening, reading and writing skills.

Thursdays and Fridays 12:00pm – 3:00pm

Starts: Thursday 4th February

Cost: \$435.40 (1 year's full fees)

BEGINNERS'/INTERMEDIATE EVENING ENGLISH CLASS

Do you know a little English and want to learn more, but can't come to a class during the day? Our evening class will help you to improve your speaking, listening, reading and writing.

Tuesdays 7:00pm -9:00pm

Starts: Tuesday 2nd February

Cost: \$175.30 (1 year's full fees)

ADVANCED ENGLISH

Are you looking for a class that will help you to develop your English speaking, listening, reading and writing skills to a more advanced level? Join our Advanced English class and enjoy learning with others in a friendly classroom environment.

Tuesdays 9:00am – 12:00pm

Starts: Tuesday 2nd February

Cost: \$129.40 (1 year's full fees)

COMPUTER ASSISTED LANGUAGE LEARNING FOR ESL STUDENTS

If you already know some English and are interested in using the computer as well as developing your speaking, listening, reading and writing, this class will help you to develop your English further.

Wednesdays 9:00am -12:00pm

Starts: Wednesday 3rd February

Cost: \$221.20 (1 year's full fees)

SPECIAL PROGRAM FOR NEW MIGRANTS

If you have only just arrived in Australia, or have not been in Australia very long, you may be able to have 510 hours of free English tuition. This program is called the Adult Migrant English Program (AMEP). Please contact Clea on 9704 7388 for more information.

**ENGLISH AS A SECOND LANGUAGE (ESL) IN
DANDENONG AND ENDEAVOUR HILLS**

Would you like to improve your English and do you live in Endeavour Hills or Dandenong? Please call Clea on 7904 7388 if you would like to join a class. All classes will help you to improve your speaking, listening, reading and writing.

Pre-Initial English

This class will help students who are starting to learn English. Students will begin to learn speaking, listening, reading and writing skills.

South Eastern Migrant Resource Centre
314 Thomas Street, Dandenong
Mondays 9:15am -12:00pm and Wednesdays 12:15pm -3:00pm
Starts: Wednesday 3rd February
Cost: \$374.20 (1 year's full fees)

21771VIC Certificate I in General Education for Adults (Introductory)

Endeavour Hills Neighbourhood Centre
10 Raymond McMahon Boulevard, Endeavour Hills
Tuesdays 9:00am – 12:00pm
Starts: Tuesday 2nd February
Cost: \$358.90 (1 year's full fees)

21771VIC Certificate I in General Education for Adults (Introductory)

Endeavour Hills Neighbourhood Centre
10 Raymond McMahon Boulevard, Endeavour Hills
Thursdays 9:30am -11:30am
Starts: Thursday 4th February
Cost: \$190.60 (1 year's full fees)

21773VIC Certificate II in General Education for Adults

Tom Houlahan Community Support Centre
186 Foster Street, Dandenong
Wednesdays and Fridays 9:00am -12:00pm
Starts: Wednesday 3rd February
Cost: \$435.40 (1 year's full fees)

Kid's Corner:-

Funtime – (Pre-Kinder Group)

The aim of Funtime is to have a “fun time” socialising, learning, sharing and developing friendships with others in an environment which offers an exceptional program, activities and resources managed by qualified and friendly staff.

Help your child get ready for Kindergarten.

Children must be 3 before 30th April the year of attendance.

Tuesday 2nd February	8 sessions
Wednesday 3rd February	8 sessions
Thursday 4th February	8 sessions
Friday 5th February	8 sessions
9.30am – 12.00pm	\$116.00
Tuesday 13th April	11 sessions
Wednesday 14th April	11 sessions
Thursday 15th April	11 sessions
Friday 16th April	11 sessions
9.30am – 12.00pm	\$159.50

Funtime – (Deferred Kinder Group)

Not quite ready for Kindergarten.

Children must be 4 before 30th April the year of attendance.

Three sessions are to be attended as part of this group.

Tuesday, Wednesday and Thursday

Tuesday 2nd February **24 sessions**

1.00pm – 3.00pm \$288.00

Tuesday 13th April **33 sessions**

1.00pm – 3.00pm \$396.00

Jolly Gym

Is your toddler on the move? Help develop their memory and motor skills, eye hand coordination with creative play.

Friday 5th February **8 sessions**

1.00pm – 1.45pm \$52.00

Friday 16th April **11 sessions**

1.00pm – 1.45pm \$71.50

Playgroup (Birth to Five years)

Monday 1st February **7 sessions**

Monday 12th April **9 sessions**

9.30am – 11.00am \$4.50 per child per session

Fun Tots (2year old Activity Group)

Fun tots involves creative play and age appropriate activities in a structured program, while building self esteem and confidence. These activities will help develop your child's skills and abilities in the areas of social, physical, language and emotional development while learning about sharing, turn taking and paying attention. Parents are to stay with their children. Activities vary each week. **For more information call 9704 7388**

Monday 1st February **7 sessions**

1.00pm – 3.00pm \$84.00

Monday 12th April **9 sessions**

1.00pm – 3.00pm \$108.00

Symbols are used throughout this publication the meanings of which are:-

****** *GST component added into class fees*

^^ *Book into all classes and receive for cheaper rate*

*Accredited courses that are nationally recognised forms of training and meet the standards and guidelines set by governing bodies*

▲ *Courses are subsidised by the Council of Adult Community and Further Education (ACFE)*

General Interest:-

Cake Decorating & Sugar Art

Starter kit \$7.50 is payable to the Tutor during first class. Materials list available on enrolment.

Tuesday 2nd February **8 sessions**

7.00pm – 9.00pm \$129.60**

Wednesday 3rd February **8 sessions Beginners Class**

9.30am – 11.30am \$129.60**

Wednesday 3rd February	8 sessions
7.00pm – 9.00pm	\$129.60**
Tuesday 13th April	11 sessions
7.00pm – 9.00pm	\$178.20**
Wednesday 14th April	11 sessions Beginners Class
9.30am – 11.30am	\$178.20**
Wednesday 14th April	11 sessions
7.00pm – 9.00pm	\$178.20**

Painting and Drawing

Materials list available on enrolment.

Monday 1st February	7 sessions
10.00am – 12.30pm	\$113.00**
1.00pm – 3.30pm	\$113.00**
Monday 12th April	9 sessions
10.00am – 12.30pm	\$145.00**
1.00pm – 3.30pm	\$145.00**

Venue: Old Cheese Factory

Basic Photography SLR (Digital and Film)

Discover the mystery of the S.L.R. Learn how to control the manual functions by understanding the basic principals of aperture, shutter and how they are related, white balance and be able to use it confidently, with creative photography film or digital cameras welcome. Some excursions will be included in this course.

Tuesday 9th February	7 sessions
6.30pm – 8.00pm	\$175.00**
Tuesday 13th April	11 sessions
6.30pm – 8.00pm	\$275.00**

Photography SLR (Digital and Film) Level 2

To further your understanding of white balance the usage of colour filters to gain more creativity in your photography. Excursions to some popular places Melbourne and the waterfront, portraiture, still life, flash photography will be covered. To join this class, students must complete the basic course.

Wednesday 10th February	7 sessions
6.30pm – 8.00pm	\$175.00**
Wednesday 14th April	11 sessions
6.30pm – 8.00pm	\$275.00**

Course in Introduction to Volunteering

This course is aimed to assist people who want the skills to start to work within the community as a volunteer. Participants will gain an understanding of how to have an aptitude for volunteering and to provide services as a member of a team. Material List: Pens/Pencils - Note book

Monday 9th May	4 sessions
9.30am – 3.00pm	\$50.00

French Conversation for Travel

This is a support group for anybody with intermediate level French and includes conversation

Friday 5th February	8 sessions
Friday 16th April	11 sessions
10.00am – 12.00pm	\$4.00 per session

Casey Ladies Social Over 45's Group

Tuesday's 12.00pm onwards and Wednesday's 9.30am onwards.

Ring Kay on 9704 7388 for bookings and information.

Share and Care for Older Adults

Thursday 4th February

8 sessions

Thursday 15th April

11 sessions

9.30am – 11.30am

\$4.50 per session

We are vamping up our Neighbourhood House activities

Commencing Monday 1st February 2010. We welcome everyone to come along and have a chat, pick up a program and meet the Co-ordinators Mazz Lafrank and Kay Vrieze. Open Monday to Thursday 10.00am – 3.00pm daily. Great fun, activities, courses, outings, social groups, skill development, drop in, support, new residents' information, volunteering, new parent activities such as breastfeeding support, music for children, story time, toddlers' sessions and much, much more. Come on down and see us during the first week and tell us what shape you would like the Neighbourhood House to take. For further information or a copy of the Neighbourhood House program call 9704 7388

Term 3, 2010
Course Information
Available
23rd June, 2010
www.narrecic.net.au