



# THE LAURELS

BACCHUS MARSH COMMUNITY COLLEGE INC. Inc No. A0002127T

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## Term 3&4 Program July - December 2009

ENROLMENTS ACCEPTED FROM MONDAY 6<sup>TH</sup> JULY 2009



### TRAINING FOR WORK & LEARNING FOR LIFE

#### retail

##### ▼ CERTIFICATE II IN RETAIL (SIR20207)

Looking for a job in Retail? This course can assist you in developing skills and knowledge and gaining a Nationally recognised certificate. This course is designed to include five of the most important units from the Certificate II qualification. Students who successfully complete the course will receive a Certificate of Attainment for the units completed.

The course commences on 14th July (limited places available)

Contact the office for a detailed course brochure or to book a pre enrolment interview.

#### financial record keeping

##### ▼ MAINTAIN A GENERAL LEDGER - BSBFIA304A

Do you already have basic book keeping skills (accounts payable and receivable) but need to expand your knowledge to include the maintenance of a general ledger? Perhaps you just need to brush up your employability skills. This unit from Certificate III in Business covers the following:

- Preparation of a general ledger
- Posting journal entries to the general ledger
- Preparation of a trial balance

Code: 9BUS32

Date: 13th July to 24th August

Time: 6.30pm - 9pm 7 Sessions

Fee: \$200.00 (Plus \$35.00 manual to be paid on enrolment)

Tutor: Mandy Hay

#### building industry

##### ▼ OH & S CONSTRUCTION INDUCTION TRAINING (WORKSAFE CARD)

VPAU349-Working safely in the construction industry

In recognition of the risks associated with construction work, a set of minimum safety requirements specific to the construction industry have now been created. From July 1, 2008 all people performing construction work will require proof that they have completed construction induction training for the industry before commencing work. This course is endorsed by and meets the requirements of WorkSafe Victoria concerning OH&S induction training for the building and construction industry. The card is issued within 60 days by WorkSafe upon successful completion of training.

Enrolments close on Friday 11th September so please book early!

Code: 93OHS

Date: 19th September

Time: 8am - 3pm 1 Session

Fee: \$195.00

#### computers for work

##### ▼ CERTIFICATE II IN INFORMATION TECHNOLOGY - UNITS

This course is designed for people seeking employment or who need to upgrade computer knowledge and skills. A fun course covering a broad range of computer concepts and business requirements - gain confidence in using computers, learn "what makes them tick", learn how to analysis and fix basic problems, design & produce business documents ... and much more.

On successful completion of the course participants will receive a Statement of Attainment for the units from ICA20105 Certificate II in Information Technology.

Course commences 23rd July on Thursdays for 9 weeks. Places are limited so book your pre enrolment interview now. An instalment plan for payment of fees is available.

Code: 9IT

Tutor: John Watts

Date: 23rd July to 17th September

Time: 9am - 3pm

Fee: \$250.00 (Concession \$105.00)

#### training & assessment

##### ▼ CERTIFICATE IV IN TRAINING & ASSESSMENT TAA40104A

The Certificate IV in Training and Assessment will qualify you to deliver training and/or conduct assessments in the Vocational Education and Training (VET) sector. It would suit those who have considerable responsibility for training program development, delivery and assessment of training participants or employees.

This course may also interest you if you:

- wish to make a career change
  - have trade qualifications and are interested in becoming a VET trainer/assessor
  - deliver training in industry
  - deliver training in Registered Training Organisations
  - deliver VET programs in secondary schools
  - work as a Human Resource Manager
  - wish to upgrade existing teaching qualifications
- Commencing on 21st July. There are still a couple of places available, please call the office now for further details.

Code: 9TRAIN

Date: 21st July to 27th October

Time: 6pm - 9pm 14 Sessions

**ACFE Funded Programs**  
The Bacchus Marsh Community College acknowledges funding received from the Adult Community & Further Education Board which subsidises the provision of selected programs.

**ACCREDITED COURSES**  
"▼" - indicates a nationally recognized course accredited under the Australian Qualifications Framework'  
NATIONALLY RECOGNISED TRAINING

#### hospitality

##### ▼ RESPONSIBLE SERVICE OF ALCOHOL

This certificate is essential if you are working in or intend to work in the hospitality sector. This is the official Victorian Liquor Licensing Commission program designed to increase knowledge and awareness of the issues and problems caused by drunkenness and how to deal with them. On successful completion students will receive a Statement of Attainment SITHFAB009A Provide Responsible Service of Alcohol (from Certificate II in Hospitality).

Tutor: David Hall

Code: 93ALCH

Date: 20th August

Time: 6pm - 10pm 1 Session

Fee: \$55.00

Code: 94ALCH1

Date: 29th October

Time: 6pm - 10pm 1 Session

Fee: \$55.00

##### ▼ FOLLOW WORKPLACE HYGIENE PROCEDURES

The National Food Safety Standards require that all food business ensure their food handlers have the skills and knowledge of food safety and hygiene for the work they do. The following course is suitable for staff working in any food business. Students who successfully complete the unit competencies will receive a Statement of Attainment SITXOHS002A "Follow Workplace Hygiene Procedures" from Certificate II in Hospitality.

Tutor: David Hall

Code: 93FOOD

Date: 17th August

Time: 9am - 4:30pm 1 Session

Fee: \$85.00

Code: 94FOOD1

Date: 26th October

Time: 9am - 4:30pm 1 Session

Fee: \$85.00

#### ENGLISH AS A SECOND LANGUAGE

##### Are you wanting to learn English?

The Adult Migrant English Program (AMEP) is a government-funded program providing 510 hours of English classes to new migrants and refugees. The AMEP will teach you how to read, write, speak and understand English. The AMEP is free to eligible participants. Even if you are not eligible for free AMEP classes, you can still attend our classes for a small fee. Call the Laurels for class details.



##### ▼ FOOD SAFETY SUPERVISOR

This two day course is designed specifically for the Food Safety Supervisor. The sessions incorporate basic food hygiene principles and their practical application in the workplace and the implementation and maintenance of food safety standards in the workplace. Suitable for anyone involved in food preparation including canteens, cafes, hotels, residential facilities and child care establishments. Topics include: hygiene and sanitation, food handling practices, personal hygiene and food health legislation and the implementation of food safety procedures.

Please note:- On the job workplace assessment is a component of the course. Current employment in a food business and access to policies, procedures and the food safety plan are pre requisites.

Students who successfully complete the unit competencies will receive Statements of Attainment for SITXOHS002A "Follow Workplace Hygiene Procedures" and SITXSA001A "Implement Food Safety Procedures" from Certificate II in Hospitality.

Tutor: David Hall

Code: 93FOODS

Date: 24th & 31st August

Time: 9am - 4:30pm 2 Sessions

Fee: \$150.00

Code: 94FOODS

Date: 23rd & 30th October

Time: 9am - 4:30pm 2 Sessions

Fee: \$150.00

#### GET BACK ON TRACK

Are you or do you know someone who is:

- Over 15 years old
- Not attending school
- Wanting a chance to learn

This program aims to provide students with the "Why and How?" to learn before focusing on the "What and Where?" as no amount of time, money or effort can penetrate an unwilling or closed mind. Development of confidence, motivation and achievable and desirable future pathways are the key elements of the program with skill development being supplemental to this aim. The course provides for the development of skills and attitudes which reflect the expectations of the workplace.

This program includes a Certificate in General Education for Adults, CGEA, which is an accredited certificate covering Maths, English and other skills.

Call to make a pre-enrolment interview appointment.

Code: 93GBOT

Date: 16th July

Time: 9:30am - 3.00pm

Fee: \$55.00

Download a copy of the course program from our website

[www.thelaurels.org.au](http://www.thelaurels.org.au)

COMPUTER COURSE SUMMARY

course	start	day	time	sessions	cost
<b>TERM 3</b>					
Seniors Computers Club (day)	ongoing	Wed	9.30am		free
Certificate II in Information Technology (day)	23/7	Thurs	9.00am	9	\$255
Receptionist/Administration Course (evening)	29/7	Wed	7.00pm	8	\$85
Computers From the Beginning Part 1 (day)	20/7	Mon	9.30am	4	\$65
Internet & eMail Part 1 (day)	20/7	Mon	1.00pm	4	\$65
MYOB Introduction (evening)	23/7	Thurs	6.30pm	6	\$170
Internet & eMail Part 2 (day)	24/7	Fri	9.30am	4	\$65
eBay Buying and Selling with Confidence (evening)	12/8	Wed	7.00pm	5	\$80
Digital Photography (evening)	13/8	Thurs	7.00pm	6	\$85
Computers From the Beginning Part 2 (day)	17/8	Mon	9.30am	4	\$65
Beginners Guide to Windows XP (day)	17/8	Mon	1.00pm	4	\$65
Spreadsheets Part 1 (day)	21/8	Fri	9.30am	4	\$65
MYOB Payroll (evening)	3/9	Thurs	6.30pm	1	\$40
<b>TERM 4</b>					
Seniors Computers Club (day)	ongoing	Wed	9.30am		free
Computers From the Beginning Part 1 (day)	5/10	Mon	9.30am	4	\$65
Computers From the Beginning Part 2 (day)	5/10	Mon	1.00pm	4	\$65
Internet & Email Part 2 (day)	8/10	Thurs	9.30am	4	\$65
Paint Shop (evening)	8/10	Thurs	7.00am	4	\$65
Spreadsheets Part 2 (day)	9/10	Fri	9.30am	4	\$65
eBay Buying and Selling with Confidence (evening)	14/10	Wed	7.00pm	5	\$80

▼ CERTIFICATE II IN INFORMATION TECHNOLOGY

This course is designed for people seeking employment or who would like to upgrade computer knowledge and skills.

Participants will have the opportunity to develop the skills to use computers efficiently in their work place. This is a fun course covering a broad range of computer concepts and business requirements with the aim of identifying ways of improving their own productivity and that of others by applying computer technology. On successful completion of the course participants will receive a statement of attainment for the following 6 units from ICA20105 Certificate II in Information Technology.

The units covered will include:

BSBCMN106A Follow workplace safety procedures

ICAI20105A Install software applications

ICAU2005A Operate computer hardware

ICAU2006A Operate computing packages

ICAS2243A Detect and protect from spam and destructive software

ICPMM263A Access and use the internet

Code: 9IT

Tutor: John Watts

Date: 23rd July to 17th September

Time: 9 am – 3 pm 9 Sessions

Fee: \$255 (\$105 conc.)

COMPUTERS - FROM THE BEGINNING PART 1

A course for those with little or no computer experience. For those new to computers, this course will help you develop confidence as you learn the basic operations of a computer. Small classes and a very patient tutor ensure you get the individual attention you need to progress to the next level.

COMPUTERS - FROM THE BEGINNING PART 2

If you have completed Part 1 or have basic computing skills, you are now ready to expand your basic knowledge of computer functions and commands. You will learn more about word processing and desktop publishing applications, but to make this class as appropriate to individual needs as possible, participants will have the opportunity to request topics.

INTERNET & E-MAIL FOR BEGINNERS - PART 1

For those ready to discover the possibilities of the internet. Learn how to access and search the internet, download images, create favourites and print information as well as how to send, receive and reply to emails. Once you gain the confidence to navigate your way around you will understand why it is called the "World Wide Web". Basic computer skills required.

INTERNET & E-MAIL- PART 2 (Attachments, Scanning CD's)

Now that you know how to search the internet and send and receive emails, you are ready to expand your knowledge to include setting up an address book, scanning photos or documents for emailing, attaching files or photos to emails, setting up folders for saving and storing emails. You will also learn about virus checking software, using a memory stick and secure internet connections. You will also pick up tips on how to keep your PC running smoothly and as risk free as possible. Basic computer and internet skills required.

BEGINNERS GUIDE TO WINDOWS XP

This would suit those who now have a basic knowledge of computers. This is the "behind the scenes" part of a computer (the operating system) which allows you to manage, move and store your files, create shortcuts for your desktop, arrange icons, and more. Learn how to use the Control Panel for setting up printers, changing the appearance of your screen, adding or removing programs, changing computer settings and more.

SPREADSHEETS - PART 1

This introduction to spreadsheets is ideal for people who work in an office or at home, where there is a requirement to produce reports, budgets and lists, or to track stock, investments etc. Learn how to create, save, edit and close workbooks, enter data, work within cells and use simple formulae to add, subtract, multiply and divide. Good computer and windows skills required.

SPREADSHEETS - PART 2

Continuing on, you will learn more about formatting, formulae, linking data and creating charts. To do this course you must know how to create, edit and save a basic workbook, use simple formulae and perform simple formatting of data. Good computer and windows skills required.

▼ RECEPTIONIST/ ADMINISTRATION

Pre-requisite for enrolment: Confidence in using a computer and windows based programs

Confidence in the use of a range of computer software is a major priority for receptionists and administration workers. This short course is designed for those working in or intending to work in the office environment. Learn to produce a range of office documents (memos, letters, minutes, etc) and procedures for the operation of word processing, spreadsheet and database applications. On successful completion of the course participants will be issued with a Certificate of Attainment for ICAU2006A "Operate computing packages" from Certificate II in Information Technology.

Code: 93IT1

Date: 29th July to 16th September

Time: 7pm – 9.30pm

Tutor: John Watts

Fee: \$85

DIGITAL PHOTOGRAPHY

This courses assumes you already have a digital camera but need to develop your confidence in the process of transferring images to your computer. Learn how to download images from your digital camera to your PC; how to retrieve, view and orient; copy and move into folders for filing, compress photos for emailing; store and archive images on CD and more. Good computer skills are required.

computer accounting

INTRODUCTION TO MYOB

Your MYOB accredited tutor will guide you through the basics of computer accounting, including setting up a company, sales, cheque book and reconciliation report and BAS. NOTE: It is essential that students have a basic understanding of manual book keeping and are confident working within the Windows environment

Code: 93MYOB

Tutor: Mandy Hay

Date: 23rd July to 27th August 2009

Time: 6:30pm - 9pm 6 Sessions

Fee: \$170.00 (plus \$35.00 for Manual to be paid on enrolment)

MYOB PAYROLL

This course deals with the payroll function of MYOB and would suit those who have a working knowledge of MYOB or continuing on from an introductory course. You will learn how to set up your payroll, enter employee information, set up categories and entitlements, generate cheques, produce group certificates and more.

Code: 93MYOBP

Date: 3rd September

Time: 6:30 pm - 9 pm 1 Session

Fee: \$40.00

PAINT SHOP

This course complements basic digital camera skills. Of the many photo editing software packages available, Paint Shop is an easy to use, inexpensive program, which allows you to work with your photographs prior to final printing. In addition to resizing, you will learn how to remove scratches or creases, restore missing sections, recolour and generally retouch your photographs to make them look like new. In this class you can also reproduce old photographs that have been scanned, and save your precious originals.

BECOME A CONFIDENT E-BAYER

Do you want to start trading on eBay but are not quite confident enough to do it by yourself? This course is presented by an experienced eBay trainer and covers:

**Buying:** - Registering as a buyer, searching and monitoring listings, comparing items, developing strategies for bidding, tracking purchases, methods of payment and Pay Pal, completing transactions and leaving feedback and security.

**Selling:** - Registering as a seller, creating listings, item descriptions, photography, setting pricing, using a Pay Pal account, monitoring your listings and completing transactions.

Along the way you will gain valuable tips on how to maximise your buying and selling experiences and minimise the risks of trading online with eBay.

**Computers for Seniors** **FREE**

Each Wednesday 9.30-11.00am

Come and play/research on the internet, learn specific skills or just have your questions answered.

Sessions are friendly



For more information. Call 5367 1061

**PUBLIC INTERNET ACCESS**

The Public Internet Access Program (PIAP) is part of the Victorian Government's initiative Connecting Communities. The objective of PIAP is to ensure that community-based free or affordable public internet access continues to be provided to disadvantaged Victorians who would not otherwise have such access.

The Laurels has 3 computers available for the public to use each weekday: 9am – 4pm

We acknowledge this very important Victorian Government Initiative.

## art & craft

### ANTIQUÉ FURNITURE RESTORATION

Under the guidance of a professional craftsman, learn how to do minor repairs and restore one or more items of your favourite furniture. Topics covered: methods of repairing; removing the old, and preparation and application of new finishes including French polishing. This course is suitable for absolute beginners as well as more experienced furniture restorers. Items to be restored should be small and easily transportable.

Material cost of \$25 to be paid to the tutor on the first day.

Limited places are available. Please pick up information sheet on enrolment.

Code: 93FURN2

Tutor: Ross Wayth

Date: 22nd & 23rd August

Time: 10am - 5pm 2 Sessions

Fee: \$135.00

Code: 94FURN1

Date: 24th & 25th October

Time: 10am - 5pm 2 sessions

Fee: \$135

### BACK TO BASICS - LEARN TO SEW

Suitable for beginners and those needing to brush up on the basics of sewing. Learn both traditional and stretch sewing techniques, how to read and use a pattern, cut out your material and assemble your garment. You will need to bring your own sewing machine which is in good working condition. Please pick up a requirements list.

Code: 93SEW3

Tutor: Lyn Erwin

Date: 5th August to 9th September

Time: 7pm - 9.30pm 6 Sessions

Fee: \$75.00

### KNOW YOUR OVERLOCKER

This two day workshop will introduce you to the workings of an overlocker. Learn about threading, adjusting tension, seams, etc. and more. Please pick up an information sheet which will provide you with more details about the classes.

Code: 93SEW2

Tutor: Joan Coker

Date: 12th & 19th August

Time: 10am - 3pm

Cost: \$80 (2 days) \$50 (1 day only)

The Laurels gratefully acknowledges the Neighbourhood House Coordination Funding through the Department of Planning and Community Development.

## health & wellbeing

### RELAXATION WORKSHOP

We all know that relaxation is an essential ingredient for wellness in modern day life but it is sometimes hard to know how to achieve it. This workshop will teach you simple ways to relieve the stresses of your busy life. Give and receive a shoulder, neck and head massage; enjoy a calming guided relaxation; learn simple breathing techniques for inner peace; loosen limbs, stretch tense muscles, rediscover playful movement and so much more. This is a relaxation workshop for everyone!

Code: 93RELAX

Tutor: Michelle Russell

Date: 24th August

Time: 6.30pm - 8.30pm

Fee: \$25

## LEARNING IS FOR LIFE AT THE LAURELS

There are many more opportunities to learning through education and training programs.

If your organisation or business has a specific need, please call Coral on 5367 1061.



## integration aide

### LITERACY NUMERACY CLASSROOM SUPPORT

VBQU623 Provide Literacy and Numeracy Classroom Support is a unit from the Course in Education Integration Support. Participants will learn to identify student's literacy and numeracy support needs; assist students with disabilities to meet their literacy and numeracy needs; and monitor student's progress in literacy and numeracy development.

Code: 94INTEG3

Date: Friday & Saturday

13/11, 14/11 & 27/11, 28/11

Time: 9am - 4pm 4 Sessions

Fee: \$300.00

## first aid

### CPR UPDATE

CPR is essentially a "Hands On" session where participants learn when and how to perform Cardio Pulmonary Resuscitation. Included in this session is the use of an automatic external defibrillator. CPR is just one component of the First Aid Certificate and should be re-accredited annually.

Code: 93CPR

Tutor: Phil Middlemast

Date: 31st July

Time: 7pm - 10pm 1 Session

Fee: \$45.00

### APPLY FIRST AID (WORKPLACE LEVEL 2)

This training will give you the skills and knowledge to confidently provide first aid until the arrival of medical or other assistance, and may be applied in a range of situations including community and workplace settings. The course complies with workplace health and safety regulations. On successful completion, a Statement of Attainment HLTF301B Apply First Aid will be issued.

First Aid Certificates remain current for 3 years. The existing industry standard is for training to be updated every 3 years with the CPR component updated every 12 months.

Code: 93FAID2

Tutor: Phil Middlemast

Date: 1st & 8th August

Time: 9am - 5pm 2 Sessions

Fee: \$150.00

### FIRST AID WORKPLACE LEVEL 2 - REACCREDITATION

Your First Aid Level 2 Certificate remains current for three years. If yours is about to expire or has expired recently (within 3 months up to enrolment date), then take this opportunity to do a re-accreditation. The fee includes an update First Aid book and study guide which will be given to you when you enrol to allow time for theory revision prior to the class. When you come to enrol please bring along your First Aid Certificate showing its currency or date of expiry.

Code: 93FAIDRC

Tutor: Phil Middlemast

Date: 16th August

Time: 9am - 5pm 1 Session

Fee: \$95.00

### MOORABOOL U3A

The Laurels is pleased to support the establishment of the Moorabool U3A. For more information call President Eric 0402 217 264 or Secretary Gail 0413 569 709

## ENROLMENT INFORMATION

### CLASS PLACES

Places are allocated according to receipt of applications and fees. Places are NOT TRANSFERABLE

If you are unable to attend your class please notify us as your place will be offered to the next person on the waiting list.

### FEE FOR SERVICE PROGRAMS

#### Course payments

- Students enrolling in several classes may pay full fees for the first class and place a deposit on the succeeding course.
- Balances owing must be completed at least 7 days prior to the commencement of the course.
- A minimum deposit is required for confirmation of an enrolment
- Payments will be accepted by the following methods: Cash, Cheque, Eftpos or Credit Card

### Refunds

In Fee for service programs, if students cancel giving 7 days notice, fees will be refunded less \$5 administration. Refunds will not be issued unless 7 days notice is given. If the course is cancelled by the centre for any reason a full refund will be provided to students.

### Payment by installments

To assist low income groups, The Laurels, provides the opportunity for students to pay fees by installments. A minimum deposit is required and the balance to be paid by at least 7 days prior to the commencement of the course.

- course fees are set according to the Ministerial Directive on Fees & Charges
- fees include: tuition fees, resources, materials and amenities charges.
- a breakdown of the costs is available prior to enrolment
- a minimum deposit is required to confirm an enrolment

### ACFE FUNDED PROGRAMS

- students cancelling from a ACFE funded program should refer to the student handbook for more information
- refunds are allocated according to the requirements of the Ministerial Directive on Fees & Charges

see back page for enrolment form

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Darley Neighbourhood House Program

# Darley Neighbourhood House & Learning Centre

33 Jonathon Drive, Darley 3340

## PROGRAM / ACTIVITIES TERM 3&4 2009

### PROGRAMS

#### Safe Food Handling

Expressions of interest are invited for Safe Food Handling course. Contact Anna for further information.

#### Orientation to Computers \*\*Free\*\*

Thursday 30th July 9.30 - 11am

- Questions and answers
- Demonstration of the Internet
- Tutor available for advice
- Free morning tea

Follow Up Courses .....

#### Absolute Beginners

For those with no computer experience who would like to learn the basics

#### Next Step Computers

Build on what you have learned as a beginner.

#### Internet & Email Know How

Learn how to find your way around the internet to access information.

#### Fun for Parents Workshop

Make a stress ball to help you cope with the demands of parenting.

Wed 29th July 10 - 12. Cost \$4.

#### Stretch Your Dollar

Learn how to stretch your dollars in this challenging economic climate.

Wed 24th Aug 10 - 12 Cost \$4.

### ACTIVITIES

#### Writers Group

Meets Tuesday evening at 7.30. Share your creative writing skills with others. Gold coin donation.

#### Occasional Child Care for term 4

Expressions of interest invited. You are welcome to attend an information session on 5th Sept. Register your interest with Anna.

### HOURS

The Darley Neighbourhood House and Learning Centre will be manned on Wednesdays, Thursdays and Fridays from 9am - 3pm.

At all other times call The Laurels on 5367 1061

### VENUE HIRE

We still have limited vacancies for rooms to hire. Please direct your enquiries to Manager Anna Curry on 5367 1061.

visit [www.thelaurels.org.au](http://www.thelaurels.org.au)  
and click on the link to download the program for the Darley Neighbourhood House & Learning Centre

### ENROLMENT

To enrol in a class/activity you will need to fill in an enrolment form and have paid the full fee 5 days before the commencement of the class. You can pick up an enrolment form:

- In person: ~Mon to Fri, 9am - 4pm at The Laurels  
~Wed, Thurs & Fri, 9am - 3pm at DNHL
  - Web: Print program and enrolment form from the link [www.thelaurels.org.au](http://www.thelaurels.org.au)
  - By phone and we can post one to you
- Payments need to be made in cash, or by cheque made payable to Darley Neighbourhood House and Learning Centre .

### CONTACT

Manager - Anna Curry

### PHONE

'The Laurels' 5367 1061

# THE LAURELS

## COMMITTEE OF MANAGEMENT

Bacchus Marsh Community College is an incorporated body that operates in accordance with guidelines laid down in the constitution and the Associations Incorporations Act.

Bacchus Marsh Community College is managed by a voluntary committee, a Manager and staff who are committed to providing quality adult education and training opportunities for the community.

The voluntary Committee which oversees the administration of the centre is elected annually at a public meeting in March.

**President:** Lyn Hendry  
**Vice-President:** Robyn Russell  
**Secretary:** Peter Hollings  
**Treasurer:** Laurie Seery  
**Committee:** Betty Hollingsworth, Ian Malloy, Tim Grosvenor, Doug Lindsay, Ray Newland, Graeme Germaine

If you are interested in finding out more about the role of the Committee of Management or becoming involved, please contact the Centre Manager or one of the committee members.



From Left to Right:  
 Manager - Coral Arnold, Finance - Jenny Porter  
 Executive Assistant - Helen Love, Program Co-ordinator - Judy Davis  
 Receptionist - Carrol Gerecke

## PHILOSOPHY INFORMATION

The Bacchus Marsh Community College Inc. is a community managed, not-for-profit Registered Training Organisation and Adult Education provider of quality, community based opportunities for life long learning. Bacchus Marsh Community College Inc. manages and delivers a range of vocational education and training programs supported by the Grampians Regional Council of Adult, Community and Further Education contracted government grants and fee for service programs.

## MISSION STATEMENT

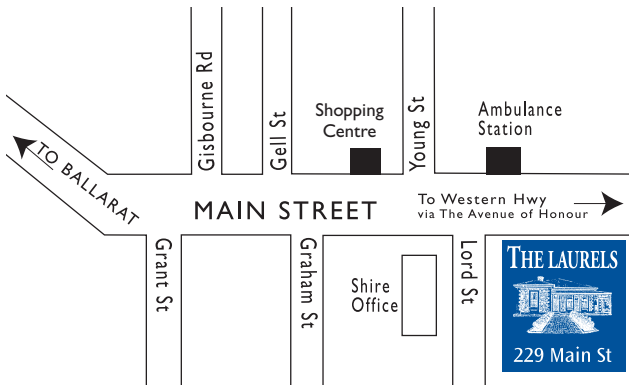
The Bacchus Marsh Community College is committed to the enrichment of the surrounding community by providing:

- A comprehensive and diverse range of quality educational and training opportunities.
- A focused and pro-active response to community, education and training needs.
- Ease of access through a supportive, friendly and open environment.
- A supportive organisational culture that fosters continual educational initiatives.
- Excellence in developing community, educational and training alliances through strategic growth.
- A stated and demonstrated commitment to lifelong learning.

## OFFICE HOURS

9am - 4pm Monday to Friday  
**Ph: 03) 5367 1061**  
**Fax: 03) 5367 6452**

The centre is closed on public holidays and for approximately three weeks during the Christmas /New Year break, please check actual dates at the office.



## WOOLCRAFT WORKSHOP

The group is open to anyone who is interested in any type of craft work or would like to call in for a cuppa and a chat, Thursdays from 10.00am to 12 noon. For more information phone 5367 1061.

## THE FRIENDSHIP QUILTERS

Meet each month on the second Tuesday and fourth Saturday of each month in the Glenmore Building at The Laurels. For more information contact Jenny Livingstone 9331 5562

## EMBROIDERERS GUILD

Meet each month on the fourth Tuesday in the Glenmore Building at The Laurels, 10.00am - 3.00pm and the first Friday of the month from 12.30pm - 3.00pm. Contact Gretta Wilkinson 53 673579 or 5367 1061.

## BACCHUS MARSH GARDEN CLUB

Meet on the 2nd Tuesday of the month at 7.30pm. For more details call Wendy Lesko 5367 4170.

## MENS GROUP

Meets each Tuesday at 10.00am at the Laurels and welcomes men who wish to be part of an informal group, sharing skills and experiences. For more information phone the Laurels - 5367 1061.

## YOUNG MUMS GROUP

Take this opportunity to meet other mums of your age, share your stories and make new friends. Morning tea provided. For more information phone The Laurels 5367 1061

## ART GROUP

An opportunity to get together with others who enjoy painting, drawing and/or sharing ideas. 1st and 3rd Tuesdays of the month, 10am - 2pm. Donation \$3 per session

All at The Laurels gratefully acknowledges the Community House Support Grant provided by the Moorabool Shire Council to assist with operation costs.



## BACCHUS MARSH COMMUNITY COLLEGE ENROLMENT FORM

TODAYS DATE: ...../...../.....

Course:..... Fee..... Code:.....

STUDENT DETAILS Mr/Mrs/Miss/Ms

First Name: .....

Surname: .....

Address: .....

Town: .....Postcode: .....

Telephone: - Home.....Other:.....

Date of Birth: ...../...../..... Female:  Male:

Are you eligible for a Concession?  Yes  No

Family Allowance/Parenting Single  Age/Carers/Disability Support   
 Mature Age/Newstart/Youth Allow  Sickness Allowance   
 Other .....  Low Income

### PAYMENTS:

I am paying the amount of FULL FEE: \$..... (CASH) OR (CHQ) CONCESSION: \$..... DEPOSIT: \$.....  
 CREDIT CARD: Bankcard / Visa / Mastercard / Efpos: ..... OTHER: \$.....

Cardholder Name: ..... Expiry Date: ..... / ..... Signature: .....

PLEASE MAKE CHEQUES PAYABLE TO: BACCHUS MARSH COMMUNITY COLLEGE INC- 229 Main Street (P O Box 309) BACCHUS MARSH 3340

### AUTHORITY TO ENROL OR PAYMENT BY AUTHORIZING BODY:

Organisation Name:..... Contact Person:.....

Address:..... Authorised Signature:.....

Phone:.....Fax:..... ABN No.:.....

### EMPLOYMENT CATEGORY

Employed - Full Time   
 Self Employed   
 Employer   
 Unpaid Family Worker

### Please Tick

Employed - Part time   
 Unemployed seeking F/Time   
 Unemployed seeking P/Time   
 Not seeking work

Country of Birth: Australia  Other:.....

Language spoken at home: English  Other  .....

Aboriginal  Yes Torres Strait Islander  Yes

STUDY REASON .....

### HIGHEST SCHOOL LEVEL COMPLETED

Year 12  Year 11  Year 10  Year 9 or equivalent  
 Year 8 or lower

Which year did you complete your schooling.....

Are you still at school  Yes  No

### Previous Qualifications Achieved:

Bachelor Degree or Higher Degree  Diploma   
 Certificate IV  Certificate II   
 Certificate III  Certificate I

Do you consider yourself to have a disability or impairment YES/NO