

# TERM 1, 2024

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Phone: 5367 1061 Office Hours: 9am - 4pm

ACCREDITED COURSES	DATES & TIMES	FEES & CHARGES
<p><b>CHC30121 CERTIFICATE III in EARLY CHILDHOOD EDUCATION &amp; CARE</b> Completion of this qualification will enable you to work as an assistant in an early childhood education and care centre or kindergarten. You will also require this qualification if you wish to conduct family day care.</p>	<p><b>Call the office to express your interest for 2024</b> Class times: 9am – 3pm</p>	<p>\$447.20 Funded \$89.44 Concession \$2795 Full Fee <b>PLUS Resources \$300</b></p>
<p><b>CHC50121 DIPLOMA of EARLY CHILDHOOD EDUCATION &amp; CARE</b> Increase your employment opportunities in Early Childhood Education and Care by enrolling in the Diploma Course. Successful completion of this qualification will enable you to apply for room leader, coordinator, supervisor or management roles. <b>Pre-requisite: Certificate III Early Childhood Education and Care qualification</b></p>	<p><b>Call the office to express your interest for 2024</b> Evenings Class times: 6.30pm – 9pm</p>	<p>\$543.20 Funded \$108.64 Concession \$3395 Full Fee <b>PLUS Resources \$300</b></p>
<p><b>CHC33021 CERTIFICATE III in INDIVIDUAL SUPPORT - Ageing, Disability</b> Gain employment in the community, home or residential care setting to provide person-centred support to people due to ageing or disability needs *120 hours of practical placement required</p>	<p><b>8<sup>th</sup> February 2024</b> Thursdays Class times: 9am – 3pm</p>	<p>\$577.80 Funded \$115.56 Concession \$2407.50 Full Fee <b>PLUS Resources \$300</b></p>
<b>FIRST AID</b>		
<p><b>CPR - HLTAID009 Provide cardiopulmonary resuscitation</b> CPR must be updated annually. <i>Certificate valid for 1 year</i></p>	<p><b>Saturday 17<sup>th</sup> February</b> <b>Saturday, 16<sup>th</sup> March</b> 1 Session required 9am to 1pm</p>	<p>\$75</p>
<p><b>FIRST AID - HLTAID011 Provide First Aid – includes CPR</b> <i>An on-line training component or manual workbook <u>must be completed prior</u> to the training day. <b>First Aid Certificate valid for 3 years.</b></i> <b>CPR component must be updated annually</b></p>	<p><b>Saturday 17<sup>th</sup> February</b> <b>Saturday, 16<sup>th</sup> March</b> 1 Session required 9am to 5pm</p>	<p>\$140</p>
<b>HOSPITALITY</b>		
<p><b>BASIC FOOD HYGIENE</b> <b>SITXFSA005 Use hygienic practices for food safety</b> This course covers the basic food hygiene principles and practices for people involved in food handling and food preparation for others.</p>	<p><b>Enrol Anytime</b> *On-line assessment *2hr face-to-face practical assessment (mutual time)</p>	<p>\$130</p>
<p><b>FOOD SAFETY FOR SUPERVISORS</b> <b>SITXFSA006 Participate in safe food handling practices</b> Every food supply business must have a food safety supervisor. All participants <b>must</b> have evidence of completing basic food hygiene unit within 2 years (SITXFSA001 or SITXFSA005). Delivered via on-line assessment – Enrol anytime</p>	<p><b>Enrol Anytime</b> *on-line assessment Contact the office for further details</p>	<p>\$70</p>
<p><b>RSA - Responsible Service of Alcohol</b> <b>SITHFAB021 Responsible Service of Alcohol</b> This course is delivered using the Nationally Recognised Training guidelines. All people serving or selling alcohol must hold a current RSA certificate.</p>	<p><b>13<sup>th</sup> February 2024</b> <b>19<sup>th</sup> March 2024</b> Tuesday 6pm to 10pm 1 session</p>	<p>\$80</p>



All Nationally Recognised Training is delivered with funding made available by the Victorian and Commonwealth Government



**LAURELS**  
Education & Training

Pre-Accredited	DATES & TIMES	FEES & CHARGES
<b>INTRODUCTION TO FLORISTRY – DAY (Pre-accredited Industry Pathway)</b> This course provides you with the basic skills to create a range of floral arrangements and will give you an insight into further training or employment in the Floristry Industry. Students will take home an arrangement they have created after each class.	<b>21<sup>st</sup> February 2024</b> Wednesdays 10am to 2.30pm 5 sessions	\$120 (includes all materials) Non-Aust. Citizen fee \$323.00
<b>INTRODUCTION TO FLORISTRY – EVENING (Pre-accredited Industry Pathway)</b> This course provides you with the basic skills to create a range of floral arrangements and will give you an insight into further training or employment in the Floristry Industry. Students will take home an arrangement they have created after each class.	<b>20<sup>th</sup> February 2024</b> Tuesday Evenings 6pm – 9pm 5 sessions	\$120 (includes all materials) Non-Aust. Citizen fee \$323.00
<b>ENGLISH CLASSES</b>		
<b>ENGLISH ESL Only - English as a Second Language only course</b> Classes are designed to help people from non-English speaking backgrounds improve their reading, spoken and written English.	<b>Call the office to express your interest for 2024</b> 6pm to 8.30pm	\$70 per semester \$50 concession \$500 Fee for service
<b>EMPLOYMENT PATHWAYS</b>		
<b>RESUMES</b> Having the right resume can make or break your employment opportunities. After an initial consultation, your resume will be created to showcase your skills, experience and accomplishments to a prospective employer. Assistance will also be provided to create an effective cover letter & address key selection criteria, if required, which will help you to succeed and stand out from the crowd.	<b>Call the office to make an appointment</b>	\$50
<b>TECHNOLOGY - BUSINESS - OFFICE SKILLS</b>		
<b>CANVA (Basic computer skills required)</b> Learn this easy-to-use graphic design platform that allows you to create visual content, including social media graphics, posters, flyers and more. You will learn to: Set-up an account, customise templates, create social media posts, create designs for printing and so much more. Perfect for business, sporting or community groups	<b>19<sup>th</sup> March 2024</b> Tuesdays 10am – 2pm 2 sessions	\$50 Conc. \$40 Non-Aust. Citizen fee \$141.00
<b>MICROSOFT OFFICE PRODUCTS (Basic computer skills required)</b> Enhance your skills and knowledge using Microsoft WORD, PowerPoint and Publisher programs. Currently using Microsoft Office 2016 you will create professional documents, and eye-catching presentations.	<b>6<sup>th</sup> March 2024</b> Wednesdays 10am – 2pm 4 sessions	\$50 Conc. \$40 Non-Aust. Citizen fee \$277.50
<b>INTRODUCTION TO BOOKKEEPING (Basic computer skills required)</b> This course is designed for participants to learn the basic bookkeeping principles and processes using the <b>XERO accounting software</b> . If you are wanting to expand your skill set to enhance your employment opportunities, this is the course for you!	<b>6<sup>th</sup> March 2024</b> Wednesday Evenings 6pm – 9pm 4 sessions	\$50 Conc. \$40 Non-Aust. Citizen fee \$323.00
<b>INTRODUCTION TO COMPUTERS</b> <b>LEARN MICROSOFT WORD (Basic computer skills required)</b> <b>LEARN MICROSOFT EXCEL (Basic computer skills required)</b> <b>GENERAL COMPUTER SKILLS (Basic computer skills required)</b> <b>BASIC OFFICE &amp; ADMINISTRATION SKILLS (Basic computer skills required)</b> <b>XERO ACCOUNTING SOFTWARE 'The Next Step' (Basic computer skills required)</b> <b>BARISTA (Non-accredited)</b>	<b>Call the office to express your interest for 2024</b>	



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**ACCREDITED COURSES** – A pre-enrolment interview is a requirement for all nationally recognised training. Access to government subsidised training places is available if eligibility criteria is met.

**PRE-ACCREDITED PROGRAMS** are short introductory courses designed for learners to gain confidence and skills. These courses provide a pathway to nationally recognised training opportunities and are subsidised through funds made available by the State Government.

*People with disabilities are encouraged to apply*

## COMMUNITY GROUPS

### WOOLCRAFT WORKSHOP

The group is open to anyone who is interested in any type of craftwork or would like to call in for a cuppa and a chat.

Thursdays from 10 am to 12 noon

For more information, call 5367 1061.

### THE FRIENDSHIP QUILTERS

Meet each month on the second Tuesday in Rooms 1 & 2 at The Laurels, 10am – 2pm

For more information

Contact: Lyn Hendry 5367 2663

### BACCHUS MARSH GARDEN CLUB

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

### EMBROIDERERS GUILD

Meet on the fourth Tuesday in Rooms 1 & 2 at The Laurels

10am - 3pm.

Contact: Lyn Hendry 5367 2663

### MEN'S SHED

Meet weekly, Tuesdays & Fridays from 8.30am – 12.30pm. Drop in and have a chat and a laugh with other men or 'tinker' around the shed. Activities include bus trips, BBQ's, guest speakers, community projects and more.... For information, call The Laurels 5367 1061

## BOOKKEEPING SERVICES

Let our experienced bookkeeper work on your books while you work on your business!

We'll take care of all your data entry, accounts payable and receivable, payroll, account reconciliations and quarterly BAS reporting.

Learn how your business is really doing with up to date and accurate financial reporting.

Join our other satisfied clients and let us help you grow your business.

Contact: [finance@thelaurels.org.au](mailto:finance@thelaurels.org.au) for a free consultation

## VENUE HIRE

Is your organisation or community group looking for a venue to meet or provide training to staff? We have meeting rooms complete with electronic whiteboard/data projectors. Smaller meeting rooms' available if required.

Access to basic kitchen facilities is available also.

Contact us for our very competitive rates. More information on our website or contact the office on **5367 1061**

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