

TERM 2, 2024

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

ACCREDITED COURSES	DATES & TIMES	FEES & CHARGES
CHC30121 CERTIFICATE III in EARLY CHILDHOOD EDUCATION & CARE 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.	18th April 2024 Thursdays Blended learning styles Class times: 9am – 3pm	\$443.20 Funded \$88.64 Concession \$2770 Full Fee PLUS Resources \$300
CHC50121 DIPLOMA of EARLY CHILDHOOD EDUCATION & CARE 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. Pre-requisite: Certificate III Early Childhood Education and Care qualification	Call the office to express your interest for 2024 Evenings Class times: 6.30pm – 9pm	\$543.20 Funded \$108.64 Concession \$3395 Full Fee PLUS Resources \$300
CHC33021 CERTIFICATE III in INDIVIDUAL SUPPORT - Ageing, Disability 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	Call the office to express your interest Class times: 9am – 3pm	\$577.80 Funded \$115.56 Concession \$2407.50 Full Fee PLUS Resources \$300
FIRST AID		
CPR - HLTAID009 Provide cardiopulmonary resuscitation CPR must be updated annually. <i>Certificate valid for 1 year</i>	Wednesday 10th April or Saturday 25th May or Saturday 29th June 1 Session required 9am to 1pm	\$75
FIRST AID - HLTAID011 Provide First Aid – includes CPR <i>An on-line training component or manual workbook <u>must be completed prior to the training day. First Aid Certificate valid for 3 years.</u></i> CPR component must be updated annually	Wednesday 10th April or Saturday 25th May or Saturday 29th June 1 Session required 9am to 5pm	\$140
HOSPITALITY		
BASIC FOOD HYGIENE SITXFSA005 Use hygienic practices for food safety This course covers the basic food hygiene principles and practices for people involved in food handling and food preparation for others.	Enrol Anytime *On-line assessment *2hr face-to-face practical assessment (mutual time)	\$130
FOOD SAFETY FOR SUPERVISORS SITXFSA006 Participate in safe food handling practices Every food supply business must have a food safety supervisor. All participants must have evidence of completing basic food hygiene unit within 2 years (SITXFSA001 or SITXFSA005). Delivered via on-line assessment – Enrol anytime	Enrol Anytime *on-line assessment Contact the office for further details	\$70
RSA - Responsible Service of Alcohol SITHFAB021 Responsible Service of Alcohol This course is delivered using the Nationally Recognised Training guidelines. All people serving or selling alcohol must hold a current RSA certificate. Only 1, four-hour session required	30th April 2024 21st May 2024 25th June 2024 Tuesday 6pm to 10pm	\$80



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
INTRODUCTION TO FLORISTRY – DAY (Pre-accredited Industry Pathway) 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.	15th May 2024 Wednesdays 10am to 2.30pm 5 sessions	\$120 (includes all materials) Non-Aust. Citizen fee \$330.50
INTRODUCTION TO FLORISTRY – EVENING (Pre-accredited Industry Pathway) 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.	14th May 2024 Tuesday Evenings 6pm – 9pm 5 sessions	\$120 (includes all materials) Non-Aust. Citizen fee \$330.50
SPECIAL INTEREST		
CANDLE MAKING Learn the art of Candle Making in this 2.5hr session. You will take home 2 candles and gain the skills and knowledge to start making them at home. All equipment and materials supplied. Day or Evening sessions on offer	Thursday 2nd May 2024 10am – 12.30pm Or Monday 6th May 2024 6pm – 8.30pm	\$95 per session Inc. use of all equipment and materials
ENGLISH CLASSES		
ENGLISH ESL Only - English as a Second Language only course Classes are designed to help people from non-English speaking backgrounds improve their reading, spoken and written English.	Call the office to express your interest for 2024 6pm to 8.30pm	\$70 per semester \$50 concession \$500 Fee for service
SKILLS FOR WORK		
BARISTA (Non-accredited) This practical hands-on course will provide you the skills to prepare and serve espresso in restaurants, bars and cafes using a commercial coffee machine. Under the supervision of our qualified trainer, you will learn about the history and origins of coffee as well as using of a coffee machine, grind management and dosing, texturizing milk and so much more.	30th April 2024 Tuesday 9.30am – 2pm 1 session	\$50 Conc. \$40 Non-Aust. Citizen fee \$106.10
EMPLOYMENT PATHWAYS		
RESUMES 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, and address key selection criteria, if required, which will help you to succeed and stand out from the crowd.	Call the office to make an appointment	\$50 Non-Aust. Citizen fee \$96.75
TECHNOLOGY - BUSINESS - OFFICE SKILLS		
MICROSOFT OFFICE PRODUCTS (Basic computer skills required) 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.	23rd May 2024 Thursdays 10am – 2pm 4 sessions	\$50 Conc. \$40 Non-Aust. Citizen fee \$143.50
INTRODUCTION TO BOOKKEEPING using XERO ACCOUNTING SOFTWARE 'The Next Step' (Basic computer skills required) If you already know the basics of using XERO to run your business, this next step will help you utilise the XERO Accounting package even further. Inc. BAS, payroll, superannuation, reporting and so much more	17th April 2024 Wednesday Evenings 6pm – 9pm 4 sessions	\$50 Conc. \$40 Non-Aust. Citizen fee \$283.75
CANVA (Basic computer skills required) 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	7th & 14th May 2024 Tuesdays 10am – 2pm 2 sessions	\$50 Conc. \$40 Non-Aust. Citizen fee \$283.75
INTRODUCTION TO COMPUTERS LEARN MICROSOFT WORD (Basic computer skills required) LEARN MICROSOFT EXCEL (Basic computer skills required) GENERAL COMPUTER SKILLS (Basic computer skills required) BASIC OFFICE & ADMINISTRATION SKILLS (Basic computer skills required) INTRO TO BOOKKEEPING using XERO ACCOUNTING SOFTWARE 'Beginners and more' (Basic computer skills required)	Call the office to express your interest for 2024	



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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 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**

Bacchus Marsh
Community Bank® Branch 



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