

TERM 1: 2020

229 Main Street, Bacchus Marsh Vic 3340
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Phone: 5367 1061 Office Hours: 9am - 4pm

ACCREDITED & NON-ACCREDITED – COMMUNITY SERVICES	DATES & TIMES	FEES & CHARGES
CERTIFICATE III in INDIVIDUAL SUPPORT – Ageing, Home & Community Successfully completing this qualification will provide an opportunity to gain employment in an aged care facility or home and community care environment. This is an entry level requirement for working in aged care.	12 th February 2020 Wednesdays 9am to 3pm	\$450 Funded \$90 Concession \$1600 Full Fee PLUS Resources
CERTIFICATE III in INDIVIDUAL SUPPORT - Disability This course will provide participants with additional experience and qualifications to work within both the aged care and disability sectors. This qualification will enable successful participants to work within residential group homes, day respite centres and or employment services, providing person-centred assistance.	12 th February 2020 Wednesdays (Tuesdays x 8 sessions in August) 9am to 3pm	\$450 Funded \$90 Concession \$1600 Full Fee PLUS Resources
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE Completion of this qualification will enable you to work as an assistant in an early childhood education and care centre. You will also require this qualification if you wish to carry out family day care. Successful completion gives you credit of 12 units for the Diploma course	3 rd March 2020 Tuesdays 9am to 3pm	\$450 Funded \$90 Concession \$1600 Full Fee PLUS Resources
DIPLOMA of EARLY CHILDHOOD EDUCATION and CARE Increase your qualification in Early Childhood Education and Care by enrolling in the Diploma Course. Successful completion of this qualification will enable you to apply for coordinator, supervisor or management roles. Successful completion of Certificate III in Early Childhood Education and Care must be provided prior to commencement.	24 th February 2020 Monday evenings 6.30pm to 9pm	\$500 Funded \$100 Concession \$2400 Full Fee PLUS Resources
ACCREDITED & NON-ACCREDITED - FLORISTRY		
INTRODUCTION TO FLORISTRY (Pre-accredited Industry Pathway) This course provides you with basic skills to create small floral arrangements and gives you a taste of the things to come if you wish to build on your skills and enrol in the Certificate II in Floristry to gain a qualification. Students will take home an arrangement they have created after each class.	19 th February 2020 Wednesdays 10am to 2.30pm 5 sessions	\$120 (Course cost includes tuition, resources, flowers and accessories)
CERTIFICATE II IN FLORISTRY (ASSISTANT) This is an entry-level qualification for those wanting to work in the floristry industry as an assistant and who wish to explore their creativity in floral art for all occasions. It is a pathway to further education or employment.	TBA Call the office to express your interest.	\$350 Funded \$70 Concession \$1100 Full Fee PLUS Resources
ACCREDITED & NON-ACCREDITED TRAINING - HOSPITALITY		
FOOD HYGIENE SITXFSA001 Use hygienic practices for food safety For people involved in food preparation for others. Provides basic hygiene principles for all food handlers	2 nd March 2020 Monday 9am to 3pm (1 Session)	\$130.00
FOOD SAFETY FOR SUPERVISORS SITXFSA002 Participate in safe food handling practices Every food supply business must have a food safety supervisor. Participants must have evidence of completing food hygiene unit.	TBA 2pm to 5pm (1 Session)	\$130.00

ACCREDITED & NON-ACCREDITED TRAINING – HOSPITALITY (Continued)		
RSA - Responsible Service of Alcohol This course is delivered under the Victorian Commission for Gambling and Liquor Regulations (VCGLR) guidelines. All people serving or selling alcohol must hold a current RSA certificate.	2 nd March 2020 Monday 6pm to 10pm (1 session)	\$80.00
HOSPITALITY/BARISTA SKILLS – NEW COURSE!! This course will help you gain the skills to work in the hospitality industry including valuable barista skills, food and beverage waiting and much more.	TBA Call the office to express your interest.	\$30.00
NON-ACCREDITED TRAINING - RETAIL		
INTRODUCTION TO RETAIL – NEW COURSE!! Want to work in retail but don't know where to start? This course will provide you with valuable skills such as customer service, communication skills and other skills vital for working in retail.	TBA Call the office to express your interest.	\$30.00
ACCREDITED TRAINING - FIRST AID		
CPR (HLTAID001 Provide cardiopulmonary resuscitation) CPR should be updated annually. <i>Certificate valid for 1 year.</i>	14 th March 2020 Saturday 9am to 1pm (1 Session)	\$75.00
FIRST AID (HLTAID003 Provide First Aid) 1 day and 2 day courses available. For those wishing to complete the course in one day. A workbook must be completed prior to the session. <i>Certificate valid for 3 years.</i> PRE-READING REQUIRED – CPR component must be updated annually	14 th March 2020 Saturday 9am to 5pm (1 Session)	\$140.00
FIRST AID – CHILDREN'S SERVICES (HLTAID004 Provide an emergency first aid response in an education and care setting) This course is for those working in an early childhood education and care setting. It meets First Aid, Asthma and Anaphylaxis requirements and includes CPR. <i>Certificate Valid for 3 years - CPR component must be updated annually</i>	15 th & 22 nd April 2020 Wednesday 9am to 3pm (2 sessions required)	\$185.00
BABY & CHILD FIRST AID SKILLS FOR PARENTS (Non-Accredited) Designed to equip parents, grandparents or carers with the knowledge and skills to face many common infant and child incidents and injuries including infant CPR, burns, head injuries, allergies, signs & symptoms of anaphylaxis just to name a few.	TBA Call the office to express your interest.	\$50.00
COMPUTERS AND TECHNOLOGY		
INTRODUCTION TO COMPUTERS Learn basic computer skills through this easy step program. The course covers a basic introduction to computers, productivity tools, internet, email and communicating online, keeping safe online and social media	4 th February 2020 Tuesdays 9.30am to 12.30pm (8 sessions)	\$50.00
MOBILE DEVICES Whether you are a beginner or just need help to navigate your device this is the class for you. Learn to use your device efficiently by exploring your devices operations, manage apps, and connect to Wi-Fi, Bluetooth and much more.	Wednesday 11 th March 2020 and Wednesday 18 th March 2020 9.30am to 1pm (2 day course)	\$50.00
MICROSOFT OFFICE 2016 <i>(Participants must have basic computer knowledge)</i>		
MICROSOFT WORD - BEGINNERS TO ADVANCED A comprehensive course to take you from beginner to a competent user of Word. Covers creating documents, editing, tabs, tables, fonts, formatting, page layouts and printing. The last 2 sessions cover the more advanced functions such as file management, advanced page layout, sections tables, breaks, mail merge, columns, styles and macros. Must have basic computer skills before enrolling	21 st February 2020 Fridays 9.30am to 12.30pm (5 sessions)	\$50.00
LEARN MICROSOFT EXCEL A comprehensive course to take you from a beginner to a competent user of Excel. Create tailored spreadsheets for the home or office. Then build on from the basics learning more complex functions, including outlining data, filtering data, freezing panes, creating and using tables, using lookup functions and formulas and more. Must have basic computer skills before enrolling.	TBA Call the office to express your interest.	\$50.00

ENGLISH AND NUMERACY		
BASIC ENGLISH AND NUMERACY Improve your English and Mathematics skills within a small and friendly group. This course caters for all levels and abilities.	On-going enrolments Wednesdays 6.30pm to 9pm Call the office to enrol	\$75.00 per semester
EMPLOYMENT PATHWAYS		
RESUMES Having the right resume can make or break your employment opportunities. Create a resume that will showcase your skills, experience and accomplishments to a prospective employer. Cover letters and addressing key selection criteria are just as important as a resume in a written job application. Learn how to write an effective cover letter & address key selection criteria.	Call the office to make an appointment	\$50.00
BUSINESS AND OFFICE SKILLS		
MANUAL BOOKKEEPING This manual bookkeeping course gives learners a basic understanding of the requirements of financial record keeping. You will learn the basic processes, financial terminology, use documentation and forms, processing & maintaining financial records (accounts payable/receivable, petty cash, creditor/debtor records, profit and loss, bank reconciliation etc.) and preparation of reports including GST. NO PRIOR experience in bookkeeping is required	TBA Call the office to express your interest	\$50.00
XERO ACCOUNTING SOFTWARE This course provides an introduction to Xero Accounting software such as setting up Xero for the first time, accounts payable and receivable, payroll, reporting and BAS. BASIC COMPUTER SKILLS ESSENTIAL	TBA 6pm to 9pm (5 sessions)	\$70.00
MYOB ACCOUNTING SOFTWARE Understand the basic requirements for business financial record keeping. Create a company data file complete with historical and opening balances. Produce and manage invoices, accounts receivable, BAS reporting, and producing and understanding company reports.	TBA 6pm to 9pm (5 sessions)	\$50.00
BASIC OFFICE & ADMINISTRATION Learn the skills and confidence to work in an office environment. In this course you will learn communication skills, file management, telephone techniques, creating office documents and health and safety awareness	20 th February 2020 Thursdays 9.30am to 2pm (5 sessions)	\$50.00



LAURELS

Education & Training



Bacchus Marsh
 Community Bank® Branch  Bendigo Bank

ARE YOU A TRAINER/ TUTOR OR MENTOR??

Bacchus Marsh Community College is seeking expressions of interest from people wishing to share their skills, experiences and passion to deliver a range of courses including:



Aged Care Trainer
Early Childhood Education and Care Trainer
First Aid
Languages or any other special interest area

If you have the skills and knowledge in a particular area of interest and would like to inspire others, please contact the office on 5367 1061 to arrange a meeting to discuss further.

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 in Room 4.

For more information, call 5367 1061.

THE FRIENDSHIP QUILTERS

Meet each month on the second Tuesday in Rooms 1 & 2 at The Laurels. 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 each month 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 at 9am –12 noon. 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

WEIGHT WATCHERS

Meet each week on Tuesdays in Rooms 1 & 2 at The Laurels 6.00 pm to 8.00 pm.
www.weightwatchers.com.au

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**



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