

Learning is for Life in Moorabool

APRIL TO JULY 2010



Darley Neighbourhood House and Learning Centre Inc.

33 Jonathon Drive, Darley, 3340 (PO Box 566, Bacchus Marsh 3340)
Phone: 03 5367 4390 Email: darleynhlc@westnet.com.au



Ballan and District Community House

Mechanics Institute Complex, Steiglitz Street Entrance, 143 Inglis Street, Ballan 3342
Phone/Fax: 03 5368 1934 Email: info@bdvhc.org Web: www.ballancommunityhouse.com.au



BACCHUS MARSH COMMUNITY COLLEGE INC. Inc No. A0002127T THE LAURELS

229 Main Street, PO Box 309, Bacchus Marsh 3340 Ph: 5367 1061 Fax: 5367 6452 Email: enrolments@thelaurels.org.au Web: www.thelaurels.org.au



BACCHUS MARSH COMMUNITY COLLEGE INC. Inc No. A00021277 THE LAURELS

229 Main Street, PO Box 309, Bacchus Marsh 3340 Ph: 5367 1061 Fax: 5367 6452 Email: enrolments@thelaurels.org.au Web: www.thelaurels.org.au

Enrolments for Term 2 from Monday 12th April 2010

See Course Summaries on pages 8, 9, 10 and 11.

If your course is not listed please call The Laurels for further information.

OFFICE HOURS MONDAY TO FRIDAY 9AM TO 4PM

The Bacchus Marsh Community College Inc. known locally as The Laurels, is a community managed, not-for-profit Registered Training Organisation and 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

COMMITTEE OF MANAGEMENT

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

The Bacchus Marsh Community College is governed by a voluntary committee, day to day operations are carried out by the Manager and staff who are committed to providing quality adult education and training opportunities for the community. The Committee 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.

Interested in finding out more?

Please contact the Manager or one of the Committee members.

NEW BUILDING UPDATE

The Laurels have been undergoing renovations since just after Christmas. For those who haven't visited us yet we have had major changes happening to the buildings. Painting, repairs, new carpets, toilets, windows etc. The renovations should be completed by the end of April and works are set to commence on the new facility after Easter.

We have some photos of the works on our website <http://www.thelaurels.org.au/about-us/photo-gallery.html>

Watch out for the opening and open day after the completion of the project in June/July.



STAFF



Manager - Coral Arnold

VET Program Manager – Helen Powers

Neighbourhood House Program Manager

– Judy Davis

Finance Officer – Jenny Porter

Receptionist/Office Administrator

– Carrol Gerecke

Exec Assistant – Helen Love

Office Admin Assistant – Jacki Porter

Photo From left to right

Back Row –Jacki Porter, Helen Powers,

Judy Davis, Carrol Gerecke

Front Row –Jenny Porter, Coral Arnold,

Helen Love

VCAL AT THE LAURELS

The Victorian Certificate of Applied Learning is an senior secondary certificate offered as a year 10,11 & 12 equivalent to VCE. The program at The Laurels is designed to suit young people and adults who have a genuine desire to learn and grow . The VCAL program is designed to meet the diverse needs of students from those struggling to gain a qualification to high achievers who enjoy the benefits and flexibility of an individually designed program.

To discuss the program and your needs call to make a pre-enrolment interview.

ENGLISH

The ability to read and write is often taken for granted, but for those who don't feel confident in the area there is help. Whether you have not been to school for some time, would like help with current studies or need to brush up skills for work, this course will help.

Our class is small and individually tailored to your needs. The work completed can be used towards qualification such as the Certificates of General Education for Adults, if you are aiming for employment or a particular career.

For more information or to discuss your need please call Coral on 53671061.

Classes will commence on Thursday 15th of April at 1pm

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.



GROUPS

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, 10am - 3pm and the first Friday of the month from 12.30pm - 3.00pm. 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 5367 4170.

MENS GROUP

Meet weekly on a Tuesday at 10:00 am. Drop in and have a chat and a laugh with other men. Activities in 2010 will include bus trips, BBQ's, guest speakers. For more information phone The Laurels 5367 1061

YOUNG CHICKS WITH KIDS

Dads welcome. Meet on Tuesdays for food, fun, friendship and activities. Please contact Cathy Riddoch or Natalie Grero on 5366 7100.

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

CERTIFICATE II IN HOSPITALITY

Certificate II in Hospitality provides an ideal introduction for those seeking a career or qualification in the hospitality industry. This course is for people wanting to work in various hospitality settings such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

This course is conducted using the hospitality industry training package and provides significant practical skills and knowledge for work in the hospitality industry.

CERTIFICATE II IN INFORMATION TECHNOLOGY

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

The course aims to provide participants with the opportunity to develop the skills to use computers efficiently in their workplace.

Students will gain skills in a range of computer concepts and a knowledge of business information requirements, with the aim of identifying ways of improving their own productivity and the productivity of others, by applying computer technology.

CERTIFICATE II IN RETAIL

Certificate II in Retail has been designed as the standard entry level qualification for the retail industry. It applies to those wishing to develop the skills and knowledge for people working in retail or for anyone wishing to begin a career in the retail industry.

Students who successfully complete the course will receive a certificate of attainment for the units completed.

CERTIFICATE III IN CHILDREN'S SERVICES

This course is a nationally accredited training program that will prepare students for work as an assistant in Centre Based Care, Occasional Care, Pre-school Centres, Family Day Care and other Children's Services settings.

The qualification covers organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. The course will include a practical placement in a Child Care facility.

CERTIFICATE IV IN TRAINING & ASSESSMENT

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 development, delivery and assessment of training participants or employees. This course may 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

To register your interest any of the above accredited courses, please call 5367 1061.

Download a copy of the course program from our website

www.thelaurels.org.au

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



PUBLIC INTERNET ACCESS

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



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.



HOW TO ENROL @ THE LAURELS

mail in



229 Main St
Bacchus Marsh 3340

phone in



5367 1061

walk in



229 Main St
Bacchus Marsh 3340

email in



enrolments@thelaurels.org.au



Ballan and District Community House and Adult Education Centre Inc.

Mechanics Institute Complex, Steiglitz Street Entrance, 143 Inglis St, Ballan,
PO Box 71, Ballan, 3342

Phone/Fax: 03 5368 1934 Email: info@bchvic.org.au

Web: www.BallanCommunityHouse.com.au

OFFICE HOURS

The Office is open Monday to Thursday 9am to 3pm.

Bookings and Payments are required for all courses and activities one week prior to commencement.

Bookings can be made by phone, fax, email, post or in person.

COMPUTERS

COMPUTERS FROM THE BEGINNING

Tutor: Allyson Watts

COMPUTERS – EXCEL

Tutor: Allyson Watts

COMPUTERS IN THE REAL WORLD

Tutor: Patrick Bonello

BAY

Tutor: Patrick Bonello

See page 9 for further information

BUS TRIPS

REDBEARD HISTORIC BAKERY IN TRENTHAM

BYO lunch. Pick up in Ballan.
\$12 for Tour and Devonshire Tea.

Date: Tues Apr 27th

Time: 9:30am - 3:30pm (approx)

Cost: \$8.00 for bus trip

MELBOURNE ZOO

BYO lunch. Entry fee \$24.40 (Conc. \$18.50) Pick
up in Ballan & Bacchus Marsh.

Date: Tues May 18th

Time: 9:00am - 3:30pm (approx)

Cost: \$13.00 for bus trip

QUEEN VIC MARKET

BYO lunch. Pick up in Ballan & Bacchus Marsh.

Date: Tues Jun 8th

Time: 9:00am - 3:30pm (approx)

Cost: \$12.00 for bus trip

EXPRESSIONS OF INTEREST

The Community House is seeking people who
are interested in either tutoring or participating
in any of the following:

TUTORS NEEDED

- Pilates
- Mediterranean cooking
- Mah Jong
- French Language Informal discussion group
- Chess

INTEREST IN THE FOLLOWING

- Personal Appearance -Style, Hair, Makeup
- Introduction to Floristry
- Introduction to Catering
- Introduction to Aged Care
- Day Yoga
- Writer's Group
- MYOB
- Newspaper Reporting

HEALTH & WELLBEING

NIGHT YOGA

Tutor: Mitra

TAI CHI

Day Classes

Tutor: Patricia Kent

Seniors Class

Tutor: Patricia Kent

Night Class

Tutor: Patricia Kent

BOLLYWOOD DANCING

Ballan

Tutors: Carmel Hunter &
Phil Henderson

*for further information on the above
classes please see page 11*

AQUA MOVERS

Improve your wellbeing and have a laugh on the
bus to the YMCA. Pick up at Gordon.

Starts: Thurs Apr 15th - 11 wks

Time: 10:00 am

Cost: \$55.00 or \$7 casual plus entry

MT EGERTON DANCE GROUP

No experience necessary. No special clothing or
footwear required.

Leader: Charlotte Hamilton - 5368 9484

Starts: Fri Apr 16th

Times: 4:45pm - 5:30pm (up to 11 yrs)

5:30pm - 6:30pm (over 11 yrs)

BELLY DANCING

Mount Egerton

For advanced students

Tutor: Julie Murphy - 0438 067 992

Starts: Mon Apr 12th

Time: 7:00pm - 8:00pm

Little Divas and Beginners

Starts: Wed Apr 14th

Time: 6:45pm - 7:30pm (11 & over)

Open class - Mothers & daughters welcome.

WELCOME TO NEW RESIDENTS AFTERNOON TEA

New residents in Ballan & District are invited
to enjoy an afternoon tea to meet long term
residents and to obtain information about
what's on, what's where and who's who.

Saturday 17th April

Time: 2.00pm - 4.00pm

R.S.V.P. by Tues April 13th

for catering purposes.

HEALTH & WELLBEING

WALK TO KEEP FIT

POLE WALKING

Ballan

Weekly: Starting Wed Apr 14th

Time: 9:00am

Location: Ballan Rec Reserve

Cost: Gold coin donation

Gordon

Weekly: Starting Tues Apr 13th

Time: 9:00am

Location: Gordon Football Oval

Cost: Gold coin donation

WALKING GROUP

Meet other people; go for a walk with your
children and your dog (on a lead).

Weekly: Starting Wed April 21st

Time: 10.00am at the Com. House

Cost: Gold coin donation

EARLY BIRD WALKING

Join this friendly group and explore Ballan.

Day: Mondays

Time: 8:00am at the House

MEN'S PROGRAM

MEN'S GROUP

Every Monday at 10:00am Senior Citizen's
Centre (next to the Community House)

Drop in and have a chat and a laugh with other
men in the district. Activities include bus trips,
BBQ's, guest speakers, "show and tell" and
games nights.

COMMUNITY HOUSE

MEN'S GROUP WORKSHOP DAY

Bring your project and learn to use the equipment
in a friendly, casual environment.

Weekly: Starts Wed Apr 14th

Time: 10:00am - 2:00pm

SATURDAY WORKSHOP DAYS

Supervised tools and equipment BYO materials
and project. 12 to 120 year olds. Those wishing
to participate must book prior to the session.

Supervisor: Sarah Peckham

Dates: Apr 24th, May 15th & 29th, Jun 12th

Time: 10:00am - 12:00pm

Cost: \$5.00 per session

OPEN WORKSHOP DAYS

Bring your project and learn to use the equipment
in a friendly, casual environment. All women
and men welcome.

Supervisor: Norm Bainbridge

Weekly: Starts Mon Apr 12th

Time: 10:00am - 12:00pm

Cost: \$5.00 per session

ART & CRAFT COURSES

LEARN TO SEW

Tutor: Lyn Erwin

SQUARE IN A STAR QUILT

Tutor: Lyn Erwin

BEGINNERS DRAWING

Tutor: Lyn Erwin

ART EXPRESSION FOR YOUNG PEOPLE

Tutor: Hisu Lee – qualified art teacher

PREPARING YOUR ART PORTFOLIO

Tutor: Hisu Lee – qualified art teacher

See page 10 for further information

ART & CRAFT ACTIVITIES

WATERCOLOUR PAINTING

For those with some knowledge of watercolour painting.

Tutor: Lesley Batchelor

Starts: Tues Apr 20th - 9 wks

Time: 11:00am - 1:00pm

Cost: \$64.00 or \$8 per wk

MIDNIGHT MADNESS BLOCK OF THE MONTH

(appliqué, stitching or patchwork)

Three blocks will be made each session. A total of 15 blocks for 2010. Max 10 people

Tutor: Truly Southurst

Date: Sat Apr 17th & Jun 12th

Time: 3:00pm - Midnight

Cost: \$15.00 per session

COOKING

CHEESE MAKING WORKSHOP

Make Panir and a quick 'cheats' Mozzarella which will require some arm strength.

Tutor: Hayley Quach

Date: Sat May 22nd

Time: 10:00am - 2:00pm

Cost: \$85.00 incl. ingredients

SRI LANKAN COOKING

Delicious dishes to tempt anyone's love of multi-cultural cooking.

Tutor: Anna Mariampillai

Date: Wed May 19th

Time: 11:00am - 1:00pm

Cost: \$15.00 including lunch

INDIAN COOKING

If you think the aromas are tempting, wait till you try this delicious food.

Tutor: Patricia Huish

Date: Tues June 8th

Time: 11:00am - 1:00pm

Cost: \$15.00 including lunch

SPONGE & LEMON MERINGUE COOKING

Learn to make a moist textured sponge using an old fashioned recipe and the secrets of making delicious meringue.

Tutor: Yvonne Greenwood

Date: Mon Jun 21st

Time: 10:00am - 12:00pm

Cost: \$10.00 including morning tea

ART & CRAFT DROP-IN

CALLIGRAPHY

Share and improve pen and paper art skills. Beginners and all levels welcome.

Starts: Wed Apr 14th - weekly

Time: 10:00am - 12:00pm

Cost: \$3.00 per session

DOLL'S HOUSE MINIATURES

Bring your latest projects.

Leader: Sue Drury

Date: 2nd Sat of month

Apr 10th, May 8th & Jun 12th

Time: 10:00am - 2:00pm

Cost: \$3.00 per session

PRACTISING PATCHWORK

Bring your current project and have fun.

Tutor: Brenda Leeding and

Karen Blizzard

Day: 1st, 3rd and 5th Thurs

Starts: Thurs Apr 15th

Time: 12:30pm - 3:30pm

Cost: \$3.00 per session.

SEWING

Help with all your sewing projects.

Tutor: Lyn Erwin

Dates: 1st & 3rd Mon of each month

Time: 10:00am - 3:00pm

Cost: \$2.00 per hour

SPECIAL INTEREST

FAMILY HISTORY DISCUSSION GROUP

Expand your knowledge on how to find your family history. Optional trips to the library.

Leader: Nancy Higgins

Starts: Mon Apr 12 & 19, May 3 & 10

Time: 10:00am - 12:00pm

Cost: \$5.00 per session

ORACLE CARD PLAY SHOP

This play shop gives you more knowledge on oracle cards as a wonderful tool to connect with yourself, your angels & much more. Learn more how to enhance your own intuition and gain skills to give yourself accurate readings.

Leader: Gillian Baxter

Day: Sat May 29th

Time: 10:00am - 12:00pm

Cost: \$19.00 or \$14.00 (Conc.)

MASSAGE

Learn how to relieve tension in the neck and shoulders with some basic seated massage techniques.

Leader: Lisa O'Neill

Day: Tues May 11th & 18th

Time: 10.00am to 12.00pm

Cost: \$20.00

SPECIAL INTEREST

PRUNING FRUIT TREES

Morning session will look at all aspects of pruning including the principles, equipment and timing. Afternoon session will look at different types of fruit trees and assessing how they could be pruned.

Leader: Paul Norquay

Day: Sat Jun 19th

Time: 9.00am – 3.00pm

Cost: \$20.00

LEARN TO USE YOUR MOBILE PHONE PROPERLY

Understand your mobile phone, Create your own mail box or contact list, take photos, send and receive text messages. Open to everyone. Bring mobile phone and manual if you have it.

Tutor: Josh Pearson

Day: Mon May 17th & 24th

Time: 20 minute appointments

Cost: \$5.00 per session

DIGITAL PHOTOGRAPHY

Share information on digital cameras, downloading onto computer, basic editing and cropping. One field trip – Lake Daylesford.

Leader: Laura Zeestraten & Clint Bradon

Starts: Wed Apr 14th - 4 wks

Time: 10:00 am - 12:00 pm

Cost: \$10.00 per session

BOOK DISCUSSION

Enjoy interesting discussions on a range of books throughout the year.

Leader: Christine Hickson

Dates: 4th Monday of month

Time: 7:30pm

Cost: \$24 for the rest of the year and you source your own book.

GARDENING IN BALLAN & DISTRICT

Share ideas, experiences and disasters.

Leader: Maree Brooks

Day: 2nd & 4th Fri of Month

Time: 10:00am - 12:00pm

Cost: \$3.00 per session

JUSTICE OF THE PEACE

Document certifications, Statutory Declaration and affidavits

[Contact Bert Jarvis on 5368 1089](mailto:bert.jarvis@justiceofthepeace.org.au)

to make an appointment

The Wacky Wardrobe

Costumes for adults and children.

Prices start at \$5.00 per costume.

by appointment only.

Contact Leah on

0448 596 911.

Volunteers Needed

SERVICES AVAILABLE

MEMBERSHIP: \$5.50 per year (inc. GST). Membership forms available from the office.

LIBRARY: Members are welcome to borrow from our small library of books, jigsaws and games.

INTERNET: The Internet and computers are available for public use unless a computer class is in progress. Cost \$3.00 (\$2.50 for members) per hour or part thereof, plus any printing costs.

PHOTOCOPYING: 20¢ per A4 sheet - colour extra cost (Services available during office hours)

FAXING: \$1.00 local \$2.00 interstate

LAMINATING: \$1.50 A4 \$2.00 A3

ROOMS FOR HIRE: Special rates for non-profit organisations.



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Enrolments for Term 2 from Thursday, 15th April, 2010

OFFICE HOURS The Office is open Thursdays and Fridays 9:00 a.m. to 4:00 p.m
Bookings can be made by phone, email, post or in person.
Payment is required for all courses and activities one week prior to commencement.

VISION & MISSION STATEMENT

To support the community, through the provision of programs and services which are accessible and affordable Darley Neighbourhood House & Learning Centre Inc. is committed to providing a diverse range of activities and learning opportunities to assist the local community to grow and develop.

Welcome to the Neighbourhood and our New Building

Our new building is due for completion mid May 2010! We are excited to see the progress that has been made and are looking forward to having a wonderful opening and moving in! The new building will enable us to offer a wide range of activities, classes and services. Rooms include: Two multipurpose classrooms, a computer room, a consulting/interview room, a large kitchen (great for cooking classes) and staff/student dining area. The front foyer will cater for information and reception. The office is located at the front of the building to allow for easy access and information.

Logo design

To enhance our new building a new logo is being designed. We are fortunate to have the services of Jessica Walsh. Jessica is a local resident of Bacchus Marsh who is currently in her final year studying Communication Design at Swinburne University in Prahan. Jessica has also completed a Brighton Bay Art Design and Photography program. Jessica attended St Bernard's Primary School and Bacchus Marsh Grammar. Thank you for coming on board Jessica.

Landscaping

The next stage will be to landscape the area around the new building and to incorporate the existing house / garden area. A pergola and a low maintenance drought proof garden is planned.

Allow us to introduce ourselves!

Darley Neighbourhood House and Learning Centre is an incorporated association. Darley Neighbourhood House is managed by a voluntary committee. The voluntary committee which oversees the administration of the centre is elected annually at a public meeting.

Chairperson: Kathy Hughes Vice Chair: Irene Hogan
Secretary: Anna Curry Treasurer: Laurie Seery

Committee members: Kate Diamond – Keith, Coral Arnold, Lyn Hendry, Jeanette McGonegal

If you are interested in finding out more about the role of the Committee of Management or becoming a member contact the centre manager or one of the committee members

Staff

Manager: Anna Curry

Childcare: Joanne Steele, Janelle Young

Book keeper: Michelle Dunell–Grundy



bus trips!!

Something new and exciting. A great way to meet and make new friends. Bookings must be made. Contact Anna on 5367 4390. Trips are dependent on numbers.

1. Redbeard Bakery at Trentham

You will need to BYO or buy your lunch A tour of the bakery plus devonshire tea is organised. Look forward to the mystery stops on the way!

Day: Tuesday 27th April

Time: 9.30 am to 3.30 pm

Cost: Tour and Devonshire tea: \$12.00 plus cost of bus \$8.00.

2. Melbourne Zoo

A visit to see the new baby elephant and other attractions.

BYO or buy lunch. Pick up at Bacchus Marsh

Day: Tuesday

Date: 18th May

Cost: Zoo entry: \$24.40 or concession \$18.50 plus bus cost \$13.00

3. Queen Vic Market

An opportunity to buy those lovely fresh products!

BYO or buy your lunch. Pick up at Bacchus Marsh

Day: Tuesday 8th June

Time: 9.00 am to 3.30 pm

Cost: \$12.00 for bus

FUNDING BODIES

Darley Neighbourhood House and Learning Centre Inc, gratefully acknowledge funding received from:

- Department of Planning and Community Development
- Adult Community and Further Education
- Department of Education and Early Childhood Development
- The Shire of Moorabool

Photo from left to right Anna Curry and Joanne Steele

CHILDREN & FAMILY SERVICES



Friendly, qualified staff

We have two experienced and qualified childcare workers. Joanne has completed her Associate Diploma Social Science Child Care Studies and Janelle has Certificate III Children Services. We are committed to providing a quality service in a warm and friendly environment. Our program is designed to meet individual children's needs as well as group needs. We welcome you to come and talk to our staff and visit the centre. Feedback from parent/carer is encouraged and welcomed.

OCCASIONAL CARE

Day: Thursdays and Fridays
 Date: April 15th to June 25th
 Times: Thursday – 9.00 am – 2 pm
 Friday – 9.00 am to 12 midday
 Cost: \$6.50 per hour for 1st child
 \$5.50 per hour for 2nd child.
 Term and weekly bookings are available

PLAYGROUP

Playgroups provide opportunities for parents to share and support each other whilst providing social and play opportunities for children.

Day: Monday
 Date: 12th April to 21st June
 Time: 9am to 11 am
 Cost: \$30 per term or casual session \$3.00

WRITERS GROUP

Meet fortnightly on Tuesday evening from 7.30 pm to 9.00 pm. Cost is \$2.00 per session and will commence on Tuesday 13th April. Contact Kathy Hughes for more information on 5367 8915

SOCIAL SUPPORT GROUP/ PARENT OF CHILDREN WITH AUTISTIC SPECTRUM DISORDER

This group will meet on the 3rd Monday of the month from 11.30 am to 1 pm.
 For more information contact: Irene Hogan on 0411 721 522

BABY MASSAGE

Learn how to safely massage your baby with a Qualified Paediatric Massage Consultant. Bookings are essential.

Day: Sunday
 Date: 9th May to 27th June
 Time: 10.30 am to 11.30 am
 Cost: \$25.00 per hour
 Contact: Danni on 0402 189197

CHILD MEDITATION & SLEEP TALK

This workshop will give parents and children the opportunity to explore strategies to address: stress and anxiety in children whilst building self esteem and having positive and happy children. You will need to book for this workshop

Day: Monday
 Date: 17th May
 Time: 7 pm to 8.30 pm
 Cost: TBA:
 Contact Jacinta Bobos on 0429 006 352

UNIVERSITY OF THE THIRD AGE

For information on activities contact below
 Moorabool U3A
 P O Box 1074,
 Bacchus Marsh, VIC 3340
 Contact: 0413 569 709

EDUCATION & TRAINING

Darley Neighbourhood House will have on offer the following courses to help with work and further study. Bookings must be made for all courses. Hurry and book your place so you do not miss out!

- Computers for Beginners
 - Reading and writing at your own pace
 - Communication skills for the workplace
 - Traffic Management and Control Course
- Go to course descriptions and schedules on pages 8 & 9 for more information

HEALTH & WELLBEING

WALKING GROUP

Are you interested in improving your health and relieving stress at the same time? Then why not consider forming/joining a walking group? Walk once you have dropped off the children at school. Contact Anna to register your interest. On 5367 4390

MEDITATION

Meditation is a great way to relieve stress and cope with our busy lives

A six week course that will have you feeling on top of the world. See page 11 for further details.

BELLY DANCING

A fun way to get fit and healthy. Ten weeks of fun and fitness.

See page 11 for further details. To book: contact Deb on 040 241 0292

RECREATION / CRAFT

JEWELLERY MAKING WORKSHOP

Come along and make a necklace and a pair of matching earrings. Tutor will supply kit. You will need to bring a pair pointed and flat nosed pliers plus a hand towel.

Day: Tuesday
 Date: 27th April
 Time: 1 pm to 3 pm
 Cost: \$25 plus cost of kit (no more than \$20)

SOME IDEAS FOR TERM 3

Yoga, Pilates, Meditation, Tai Chi
 Oil, Watercolour, Pastel Painting
 Craft: Scrapbooking, Felt making, Jewellery, Embroidery, Sewing, Knitting, Card Making, Patchwork
 Cooking, Community Lunches
 Visiting Services: Housing, Children Family Services, Financial help, Counselling, Support Groups

Register your interest so that we can plan for July 2010 by phoning 5367 4390 or just by dropping in on a Thursday or Friday.

HOW TO ENROL @ DARLEY

mail in



PO Box 566
Bacchus Marsh 3340

phone in



5367 430

walk in



33 Jonathon Drive
Darley 3340

email in



darleynhlc@westnet.com.au

COURSE DESCRIPTIONS & SCHEDULES

PREPARE FOR WORK AND FURTHER STUDY

ORIENTATION TO AGED CARE

This course is an introduction into the aged care sector. The course aims to give students an overview of what it is like to work in an aged care facility thus enabling them to ascertain if they wish to work in the aged care or home and community care sectors. Those wishing to continue their study in this field will then be well equipped to enrol into Certificate III in Aged Care.

INTEGRATION AIDE

VBQU623 - Provide Literacy and Numeracy Classroom Support

Fridays & Saturdays May 7th & 8th; May 21st & 22nd

This is a unit from the Course in Education Integration Support. Participants will learn to: identify students' literacy and numeracy support needs; assist students with disabilities to meet their literacy and numeracy needs; and monitor students' progress in literacy and numeracy development.

If you wish to complete further units from this course, the following units will be offered during the remainder of the year.

VBQM622A Frameworks for Integration Support - Part A

Fridays & Saturdays August 20th & 21st, September 3rd & 4th .

VBQM622B Frameworks for Integration Support - Part B

Fridays & Saturdays October 29th & 30th, November 12th & 13th.

For further details please call 5367 1061.

WORK READY / COMMUNICATION SKILLS

This course provides you with an opportunity to learn and practice communication skills that are essential in the workplace and in everyday life.

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. Please call for details of our next training date.

TRAFFIC MANAGEMENT & CONTROL

This is a one day course that provides you with a Statement of Attainment on completion. This will allow you to apply for work in the road construction industry, managing traffic flow.

COURSE NAME	Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
Work Ready / Communication Skills	28/4	Wed	9.00am	12noon	7	\$95	Darley
Orientation to Aged Care	TBA		9.00am	3.00pm	5	\$80	Laurels
Integration Aide – Literacy & Numeracy	7/5	Fri	9.00am	4.00pm	4	\$300	Laurels
Construction Induction Training	Aug	Sat	8.00am	3.00pm	1	\$200	Laurels
Traffic Management & Control	23/6	Wed	9.00am	4.30pm	1	\$195	Darley

COMMUNICATIONS

READ AND WRITE AT YOUR OWN PACE

This course is designed for those who may have left school early, had their education disrupted or those who just want to brush up on their reading and writing. It is a small and friendly group where you learn at your own pace.

Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
20/4	Tues	7.00pm	9.00pm	10	\$90	Darley

ACCREDITED

CERTIFICATE II IN HOSPITALITY

Certificate II in Hospitality provides an ideal introduction for those seeking a career or qualification in the hospitality industry. This course is for people wanting to work in various hospitality settings such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

This course is conducted using the hospitality industry training package and provides significant practical skills and knowledge for work in the hospitality industry.

CERTIFICATE I IN BUSINESS

This is an ideal course for men and women who are returning to study or need to update skills to improve employment opportunities. In addition to being a pathway to employment this course is a pathway to a range of further study options, including Certificate II in Business, Certificate II in Information Technology and Certificate II in Retail.

CERTIFICATE II IN HORTICULTURE

This is a fun, 'hands on' course. Whether your aim is to gain skills for a career change, enhance your work prospects or to just gain knowledge to compliment your love of gardening, this course could suit you. The course will be delivered in a combination of classroom teaching and hands on practical experience.

Employment opportunities include: private garden maintenance, maintenance of parks, landscape construction, wholesale and retail nurseries and more.

Units will include: Plan Shrubs and trees, undertake propagation activities, treat weeds, pot on plants, prune shrubs and small trees, assist with landscape construction work and lay paving.

On successful completion of the units, a certificate of attainment will be provided.

COURSE NAME	Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
Certificate II in Hospitality	13/4	Tues	9.00am	3.00pm	12		Laurels
Certificate I in Business	15/4	Thurs	9.00am	3.00pm	10		Laurels
Certificate II in Horticulture	7/6	Mon	9.00am	3.00pm	12		Laurels

COMPUTERS

COMPUTERS FOR SENIORS

Free sessions for seniors. Come and play/research on the internet, share your skills, learn from others or just have your questions answered. For more information call 5367 1061. Each Wednesday 9.30 – 11.30am.

COMPUTERS - FROM THE BEGINNING

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.

COMPUTERS – NEXT STEP

For those who have completed introductory classes or have basic computer skills. Expand your knowledge of computer functions and commands.

COMPUTERS IN THE REAL WORLD

This course is perfect for those people needing to fine tune their computer skills. Find out more about the internet and email, word and MS Office, saving and storing files. An opportunity to fill in the gaps with a flexible program catering to your needs.

COMPUTER PACKAGES

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 but would be equally beneficial for those using a home computer. Learn procedures for the operation of word processing, spreadsheet and database applications in order to produce a range of documents such as memos, letters, minutes, budgets, lists, etc. Basic computer skills required.

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.

COREL DRAW

Corel Draw is a graphic design and illustration software package perfect for both professional and occasional graphic designers. This course is ideal for people wanting to learn more about how to use professional graphic design software. You will also be taught some of the more common printing industry terms.

DIGITAL PHOTOGRAPHY

This course 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.

PAINT SHOP-PHOTO EDITING

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 crease marks, restore missing sections, recolour and generally retouch your photographs to make them look like new. You will also learn how to scan photographs, allowing you to keep precious originals safe from further wear.

INTERNET E-MAIL FOR BEGINNERS

For those ready to discover the possibilities of the internet. Learn how to access and search the internet, download images, create favourites, print information as well as how to send, receive and reply to emails.

E-BAY

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, security.

Selling:- Registering as a seller, create listings, item description and 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.

SPREADSHEETS

This introduction to spreadsheets is ideal for people who work in an office (or home) where there is a requirement to produce reports, budgets and lists, or to track stock and 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 computers and windows skills required.

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, reports and BAS. NOTE:- It is an advantage for students to have an understanding of manual book keeping and are confident working within the Windows environment. \$43 paid at time of enrolment.

INTRODUCTION TO 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.

COURSE NAME	Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
Computers for Seniors	14/4	Wed	9.30am	11.00am	ongoing	Free	Laurels
Digital Photography	22/4	Thur	12.45pm	3.15pm	6	\$120	Laurels
Computers From the Beginning	27/4	Tues	9.30am	12.00pm	8	\$120*	Ballan
Computers Excel	27/4	Tues	12.30pm	3.00pm	8	\$120*	Ballan
Computers From the Beginning	27/4	Tues	9.00am	12.15pm	6	\$120*	Darley
Spreadsheets	30/4	Thur	9.15am	11.45am	6	\$120	Laurels
eBay	28/4	Wed	7.00pm	9.30pm	5	\$80	Laurels
Computers in the Real World	29/4	Thur	7.00pm	9.30pm	8	\$120*	Ballan
Internet & Mail for Beginners	30/4	Fri	9.30am	12noon	6	\$120	Laurels
Computers From the Beginning	3/5	Mon	9.15am	11.45pm	6	\$120	Laurels
Computers – Next Step	3/5	Mon	12.45pm	3.15pm	6	\$120	Laurels
eBay	3/5	Mon	7.00pm	9.00pm	2	\$30ps	Ballan
Computer Packages	4/5	Tues	7.00pm	9.30pm	8	\$120	Laurels
Corel Draw	11/5	Tues	7.00pm	9.30pm	6	\$120	Laurels
Paint Shop – Photo Editing	3/6	Thur	1.00pm	3.00pm	4	\$85	Laurels
MYOB	call office for details				6	\$170	Laurels
MYOB Payroll	call office for details				1	\$45	Laurels

*concession on above

HOSPITALITY

FOODHANDLERS:

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

RESPONSIBLE SERVICE OF ALCOHOL

This certificate is essential if you or 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).

FOR THE PERSON IN CHARGE OF FOOD SAFETY: FOOD SAFETY SUPERVISOR

This two day course is designed specifically for the Food Safety Supervisor. These 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 households, 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.

Students who successfully complete the unit competencies will receive Statements of Attainment for SITXOHS002A "Follow Workplace Hygiene Procedures" and SITXFSA001A "Implement Food Safety Procedures" from Certificate II in Hospitality.

Please Note: on the job workplace assessment is a component of the course.

COURSE NAME	Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
Follow Workplace Hygiene Procedures	17/5	Mon	9.00am	4.30pm	1	\$105	Laurels
Food Safety for Supervisors	31/5	Mon	9.00am	4.30pm	2	\$165	Laurels
Responsible Service of Alcohol	27/5	Thur	6.00pm	10.00pm	1	\$65	Laurels

ART & CRAFT

LIMESTONE CARVING

For those wishing to learn the art of limestone carving, the course covers design, technique and texture finish. Coralline limestone from Mount Gambier is used. This is a natural semi-soft stone with remnants of shell and marine fossils, making it an excellent medium for those new to sculpting.

ART EXPRESSION FOR YOUNG PEOPLE

Learn how to express ideas and thoughts by producing art works.

PREPARING YOUR ART PORTFOLIO

Help for students to get their portfolio ready for their tertiary level education entry.

CREATIVE ART

Learn how to create art through a range of different mediums. All materials supplied.

ANTIQUE 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.

LEARN TO SEW

Learn traditional and stretch sewing techniques, pattern reading and use of sewing machines. Suitable for absolute beginner's including youth and those needing to brush up on their skills.

SQUARE IN A STAR QUILT

Your project is a large single block quilt, using large bold pieces. A quick and simple quilt to make, great for beginners or something quite different for the more advanced

GARDEN SCULPTURE

In this class you will learn how to build, shape and drape a figure using a few readily available materials - wire, fabric, tinfoil, and Paverpol (fabric hardener). You will create a basic standing figure approximately 40 cms high in your choice of colour, to which you can add plenty of attitude and character. No experience is necessary and you will be amazed at what you can easily achieve.

All materials are provided and included in the course fee. Please bring your lunch.

COURSE NAME	Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
Limestone Carving	21/4	Wed	10.00am	12.30pm	10	\$100	Laurels
Art Expression for Young People	28/4	Wed	4.45pm	5.45pm	4	\$20	Ballan
Preparing Your Art Portfolio	28/4	Wed	6.00pm	7.00pm	4	\$20	Ballan
Creative Art	3/5	Mon	9.30am	11.00am	6	\$60	Ballan
Antique Furniture Restoration	15/5	Sat & Sun	10.00am	5.00pm	2	\$135	Laurels
Learn to Sew	17/5	Mon	5.00pm	7.00pm	5	\$50	Ballan
Square in a Star Quilt	24/5	Mon	9.30am	3.30pm	1	\$25	Ballan
Garden Sculpture	29/5	Sat	10.00am	3.00pm	1	\$125	Laurels

FIRST AID

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 HLTA301B 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.

CPR

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

COURSE NAME	Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
CPR	30/5	Fri	6.00pm	10.00pm	1	\$45	Laurels
Apply First Aid	1/5	Sat/Sun	9.00am	5.00pm	2	\$165	Laurels
Apply First Aid	TBA		9.00am	5.00pm	2	\$165	Ballan
CPR	TBA		6.00pm	10.00pm	1	\$45	Ballan

HEALTH & WELLBEING

BELLY DANCING

A fun way to stay fit and healthy.

TAI CHI

Tai Chi is a recreational exercise comprising graceful, gentle flowing movements that aids all aspects of your health and wellbeing.

MEDITATION

Meditation is a great way to relieve stress and cope with our busy lives. A 6 week course that will have you feeling on top of the world.

COURSE NAME	Start Date	Day	Start Time	Finish Time	Sessions	Fee	Venue
Night Yoga	3/4	Mon	7.00pm	8.00pm	8	\$80	Ballan
Belly Dancing (casual rate \$20 per class)	14/4	Wed	7.30pm	9.00pm	10	\$160	Darley
Bollywood	13/4	Tues	7.00pm	8.00pm	10	\$100	Ballan
Tai Chi (Day Class)	20/4	Tues	9.00am	10.00am	9	\$90	Ballan
Tai Chi (Night Class)	22/4	Thur	7.00pm	8.00pm	9	\$90	Ballan
Tai Chi (Seniors Class)	23/4	Fri	10.00am	11.00am	9	\$10 per s	Ballan
Meditation	4/5	Tues	1.15pm	2.45pm	6	\$90	Darley

ENROLMENT INFORMATION

FUNDED PROGRAMS

O We acknowledge the important funding received through Adult Community & further Education (ACFE) to assist learners to access affordable learning opportunities.

Adult Community Education (ACE) provides early, less formal learning opportunities in a friendly local environment. ACE helps adults get back into learning, gain new skills and knowledge, gather confidence and plan what other studies or work they might like to do.

ACE pathways

ACE providers help adults to move on to other learning opportunities in TAFE and training and higher education, or to employment. In our local communities the centres provide locals with pathway opportunities to build knowledge and skills. The Laurels is your local Registered Training Organisation providing nationally accredited vocational education and training programs which range from basic education skills up to year 12 level to higher level vocational education and training such as the certificate courses listed in this brochure. The Ballan & D.C.H. & A.E.C. and Darley N.H. & L.C. provide a range of learning course which assist learners in their pathway to developing skills and knowledge, whether for personal satisfaction or work related skills.

Class places: Places are allocated according to receipt of applications and fees. Places are NOT TRANSFERABLE. If you are unable to attend your class notify us as your place will be offered to the next person on the waiting list

Fees and charges

What you pay for a course in ACE varies with the type of course you are doing and your personal circumstances. If the course is subsidised by Government, the provider must charge you a tuition contribution, based on the Ministerial Direction on Fees & Charges. Student services and amenities fees may also be charged to cover the cost of course provision. However, fee concessions are available to ensure that all Victorians can access adult education. Payment by instalments is also available for most of the accredited courses to assist you. For more details contact the course provider.

FEE FOR SERVICE PROGRAMS

Each centre offers a range of programs which do not attract government funding and are priced to cover the cost of delivery. The course fees for these course are kept to a minimum and include tutor costs, venue, materials etc. involved in the provision of a particular course.

Course payments:

- If payment by instalment is available for a course a minimum deposit is required to confirm a course place.
- The balance of the fee is required by 7 days prior to the commencement of the course.
- Refunds will be paid if 7 days notice of cancellation is provided, fees will be refunded less a \$5 administration fee. A full refund will be paid if the provider cancels the course.

ENROLMENT FORM

TODAYS DATE:/...../..... Student No.

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

STUDENT DETAILS Mr/Mrs/Miss/Ms

First Name:

Surname:

Address:

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

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

Email: **Date of Birth:**/...../.....

Emergency Contact
 Female:
 Male:

Ph:

Are you eligible for a Concession? **Yes** **No**

Commonwealth Healthcare card Pensioner Concession Card

Victorian's Gold Card Other

EMPLOYMENT CATEGORY

- Employed – Full Time
- Self Employed
- Employer
- Unpaid Worker in family business

Please Tick

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

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

Language spoken at home: English Other

Aboriginal **Yes** **Torres Strait Islander** **Yes**

- Study Reason:**
- To get a job To start own business
 - For a different career Get better job or promotion
 - Requirement of my job Extra skills for my job
 - Get into another course or study Personal interest or self development

Other:.....

HIGHEST SCHOOL LEVEL COMPLETED

- Year 12 Year 11 Year 10 Year 9 or equivalent
- Year 8 or lower Did not go to school

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**

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: