

DIAMOND VALLEY LEARNING CENTRE COURSE GUIDE 2022 TERMS 1 & 2

Check out our wide
range of short courses,
interest groups
and Certificate
Courses

Course delivery now
face to face or online!

for selected courses only


Banyule
CITY COUNCIL

**DV
LC**

Diamond Valley
Learning Centre
RTO 3769



1 Diamond Creek Rd
GREENSBOROUGH
9435 9060
www.dvlc.org.au

DVLC Courses

Our courses are usually 2 - 3 hours in duration, once a week for 8 weeks a term. We also have courses that are only 3 weeks.

Our website is user friendly and has detailed information on all courses, dates and times of each course plus our online enrolment link. You can also book in person or over the phone 9am - 4pm Monday to Friday - 9435 9060 If you are a concession holder most of our courses offer concession prices and if you are over 50 our Digital Essentials & Computer Courses have free initial classes to those eligible.

Who are we?

DVLC is a vibrant, nurturing community of learning. From our earliest days, DVLC has provided education in creative, caring ways, meeting needs that are not filled by traditional learning venues. We create a friendly environment with small classes, and make study relevant to our students' real-life situations. Our tutors are passionate about seeing students achieve their goals. In this environment, students feel free to explore, develop friendships and forge new directions.

Visit our Website:
www.dvlc.org.au and enrol online

Key Dates

*January 17th DVLC re-opens

*February 7th Term 1 classes commence

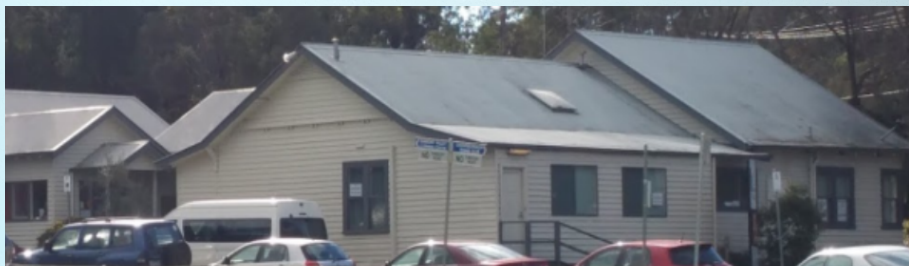
*April 8th Term 1 finishes

*April 25th Term 2 classes commence

*June 24th Term 2 finishes



Check us out on our Facebook
and Instagram pages



Courses now being taken
face to face or online.
You decide!

Computer Courses

Accounting & Bookkeeping Courses

Digital Essential Level 1

Thursday - 8 weeks 1.30pm - 5pm

Cost: Basic \$ 230 Concession \$ 205 Full \$460

Digital Essentials Level 1 is a pre-accredited program that is designed to help learners understand the basics of various areas of technology, including different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet.

Face to face or online

Digital Essential Level 2

Thursday - 8 weeks 9.30am - 1pm

Cost: Basic \$ 230 Concession \$ 205 Full \$460

This is a pre-accredited program designed to build on the Digital Essentials Level 1 program. This program will extend learners' understanding of technology, including the use of different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet.

Face to face or online

Computers Intermediate

Tuesday - 8 weeks 1.30pm - 5pm

Cost: Basic \$ 230 Concession \$ 205 Full \$460

This short program is designed to build skills in Microsoft office Suits .

This program will enable learners to develop their IT skills to enhance their chances of gaining employment.

face to face or online

Computers Advanced

Tuesday - 8 weeks 9.30am - 1pm

Cost: Basic \$ 230 Concession \$ 205 Full \$ 460

This short program ensures that students feel competent using a computer in their personal and professional life—this short program focuses on building the relevant digital literacy skills suitable for office administration or further study

Face to face or online

Introduction to Bookkeeping

Thursday - 8 weeks 1.30pm - 5pm

Cost: Basic \$ 232 Concession \$ 216 Full \$460

Learn or refresh your knowledge of the fundamentals of bookkeeping with our hands-on approach. Completion of this course is recommended before enrolling in MYOB or XERO if you don't already have bookkeeping experience.

Face to face or online

MYOB Basics

Thursday - 8 weeks 6:00pm - 1:00pm

Cost: Basic \$ 230 Concession \$ 215 Full \$460

Learn the fundamentals of MYOB computerized accounts systems with our hands on approach. This course covers all aspects of MYOB, including payroll, using the latest version.

All classes to be delivered online

Introduction to XERO

Thursday - 8 weeks 1.30pm - 5pm

Cost: Basic \$ 230 Concession \$ 215 Full \$460

This course is run by our XERO certified tutor covering the full use of the XERO cloud accounting program.

All classes to be delivered online

Over 50?
Your 1st
Computer
Class is FREE
Free loan of
tablet
available



Australian Government

Be Connected

Every Australian online.

Courses now being taken
face to face or online.
You decide!

Job Skills

Employable Me

Monday - 8 weeks 9.30am - 1pm

Cost: Basic \$ 230 Concession \$ 205 Full \$460

This course has been designed to assist adult learners to consider their future pathways.

"Employable Me" assists learners to identify their strengths, interests, skills, life stage limitations and life stage opportunities. It assists them to explore possible pathways to employment or further study.

Face to face or Online

Moving On

Monday - 8 weeks 1.30pm - 5pm

Cost: Basic \$ 230 Concession \$ 205 Full \$460

A course designed to assist adult learners to consider and pursue their future pathways.

"Moving On" is the companion course to "Employable Me".

Face to face or Online

Introduction to Community Services

Monday 9:30am - 1:00pm

Cost: \$50

This is a taster course for those wishing to work in the community sector but have no knowledge or skills on how to go about it. The course provides information about working in the community services sector, explores the sector's range of services, and introduces some of the acronyms and language used in the sector, preparing one to work in the community sector.

Face to face or Online

Introduction to Health Services

Wednesday - 8 weeks 9.30am - 1pm

Cost: \$50

This is a taster course for those wishing to work in the Health Service sector but have no knowledge or skills on how to go about it. The course provides information about working in the Health Services sector, explores the range of services in the sector, and introduces some of the acronyms and language used, preparing one to work in the Health Service sector.

Students will be able to make decisions on future career choices within the sector or further studies. Pathway to CHC20215 Certificate II in Community Services and HLT23215 Certificate II in Health Support Services.

Face to face or Online

Introduction to Disability Services

Tuesday 9.30am - 1pm

Cost: \$50

This is a taster course for those wishing to work in the Disability Service sector but have no knowledge or skills on how to go about it. The course provides information about working in the Disability Services sector, explores the range of services in the sector and introduces some of the acronyms and language used in the sector, preparing one to work in the Disability Sector. Students will be able to make decisions on future career choices within the sector or further studies.

Face to face or Online

Writing & Spelling for Work & Study

Monday - 8 weeks 6:00pm - 8:30pm

Cost: Basic \$220 Concession \$204 Full \$450

This course is designed for students who want to improve their skills and confidence in English. It is suitable for both EAL and native English speakers, and can provide a pathway to further study, improve employment opportunities and confidence in the workplace. Classes are small, relaxed and friendly.

Students receive individual help and can work at their own pace on the writing and spelling skills they need to improve.

Face to face or Online



Sign Language - Beginners

Tuesday - 8 weeks 6.00pm - 8.30pm

Cost: Basic \$ 245 Concession \$ 225 Full \$465

An introduction to basic AUSLAN.

Content: Alphabet, numbers, basic signs, pronouns, families, colour, Communication Guide, community/relationships, emotions, directions, AUSLAN grammar, money, food and how to finger spell.

Face to face



Sign Language - Advanced

Monday - 8 weeks 6pm - 8.30pm

Cost: Basic \$ 245 Concession \$ 225 Full \$465

The next level after completion of the Sign Language Beginners class. This course will be delivered in a virtual Zoom classroom, providing maximum flexibility for disadvantaged persons. The platform will be Zoom with email used to deliver class documents.

Face to face



Conversational English

Thursday - 8 weeks 1.30pm - 5:00pm

Cost: Basic \$ 230 Concession \$ 215 Full \$460

A short course for those who struggle with the English language. From migrants to those who just never got the chance to improve their English skills at school. This course is aimed at adults who would like to improve their English conversation skills in a relaxed and friendly environment.

Face to face or Online



Floristry - Beginners

Wednesday - 8 weeks 9.30am - 12pm

Cost: Basic \$350 Concession \$330 Full \$560

Who doesn't love to try their hand at floristry and arrange some flowers for a special occasion? A bit of knowledge helps to create that special touch. Explore the basic skills of floral arrangement and the care of flowers with our inspiring and friendly tutor.

You will complete a different arrangement every week and learn to create beautiful pieces for your home, a special event or to give to friends and family.

Who knows? You may get so inspired you'll want to keep going and earn a Certificate II in Floristry (Assistant), or just have fun with beautiful people and beautiful flower arrangements.

Face to face



Floristry - Intermediate

Thursday - 8 weeks 1.30pm - 5:00pm

Cost: Basic \$ 350 Concession \$ 330 Full \$560

Who doesn't love to try their hand at floristry and arrange some flowers for a special occasion? A bit of knowledge helps to create that special touch. Explore the basic skills of floral arrangement and the care of flowers with our inspiring and friendly tutor.

You will complete a different arrangement every week and learn to create beautiful pieces for your home, a special event or to give to friends and family.

Who knows? You may get so inspired you'll want to keep going and earn a Certificate II in Floristry (Assistant). Or just have fun with beautiful people and beautiful flower arrangements.

Face to face



Career Pathways & Nationally Accredited Qualifications

FNS40217

Cert IV: Accounting & Bookkeeping



The Certificate IV in Accounting and Bookkeeping provides students with a thorough understanding of bookkeeping principles and practices. Students are equipped to continue their studies to a higher qualification or to gain employment as a contract bookkeeper or employee performing bookkeeping tasks. The aim of this course is to provide students with the skills and knowledge to be gainfully employed as a bookkeeper. Nationally recognised, this program meets all the requirements set out by the Tax Practitioners Board (TPB) for registering as a Business Activity Statements (BAS) Agent. Visit www.tpb.gov.au for further information.

***Government funding and Job Trainer available .
Call us to check your eligibility**

Intake now call us
on 9435 9060

CHC22015

Cert II: Community Services



This qualification may be used as a pathway for workforce entry as a Community Service workers who provide the first point of contact and who assist individuals in meeting their immediate needs. The course covers communication , skills required for people who work in health or community services, working with diverse people, workplace health and safety and more.

This is a nationally recognised qualification to become an introductory worker in the Community Service sector. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

***Government funding available .
Call us to check your eligibility**

CHC32015

Cert III: Community Services



Are you interested in a career that provides customised services to individuals in your local community or interested in learning about supporting the implementation of specific community-based programs? Then Certificate III in Community Service is the right course for you.

Career Pathways:

- *Community Health Support Worker
- *Youth Support Worker
- *Case Support Worker
- *Residential Support Worker
- * Volunteer Co-Ordinator
- *Migrant Support Worker
- *Neighborhood Centre Worker
- * Reception/front desk staff

***Government funding and Job Trainer available . Call us to check your eligibility**

WITHDRAWAL POLICY

Student withdrawal from pre-accredited courses DVLC commences pre-accredited courses based on the number of students who enrol. Students are advised to consider their personal circumstances carefully when committing to enrolment.

If a student withdraws before commencement, the student will be offered a full refund of fees already paid, less a 20% administration fee.

If a student withdraws after commencement, a pro-rata refund of fees, less a 20% administration fee, will be provided on provision of a medical certificate. If there are extenuating circumstances, the student may apply to the coordinator for a refund, which will be decided on a case-by- case basis.



online: www.dvlc.org.au or phone: 9435 9060

Enrol Now in one of our Nationally accredited courses

Expressions of Interest invited for:

- *Italian
- *Spanish
- *Medical Reception
- *Barista

There is an interview process where you can learn more about how the course is delivered and how the course will contribute to goals for employment and further study.

EQUAL OPPORTUNITY

DVLC supports and encourages the application of people with disability and students of Aboriginal and Torres Strait Islander heritage.

DVLC OFFERS GOVERNMENT SUBSIDISED COURSES FOR - ELIGIBLE STUDENTS



Technology

Get Connected

This qualification may be used as a pathway for workforce entry as community service workers who provide the first point of contact and who assist individuals in meeting their immediate needs. The course covers communication and works in health or community services, working with diverse people, workplace health and safety and more.

This is a nationally recognised qualification to become an introductory worker in the community service sector. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

Food Technology

Introduction to Food Technology

Wednesday 10am-2pm - 8 weeks

Cost: Basic \$140 Concession \$270 Full \$280

This course is a pre-accredited literacy and numeracy course that is contextualised to the needs of food processing industries. Enrol in this course, no matter how basic your English level is, to equip yourself with the right literacy and numeracy skills to move on with more confidence in your pathway in the Food processing sector. This pre-accredited course is designed:

To prepare you for employment as well as accredited courses such as certificate I, II or III Food processing course.

Explore the possibilities for work in roles such as processing operator, food packaging worker, food processing sales worker

Course held at Greenhills Neighbourhood House

RECONNECT

DVLC's Reconnect program is a free service for people aged between 17 and 64 who are not engaged in education or training or are underemployed for less than 8 hours a week. People involved in Justice Services and Asylum seekers are also eligible.

The Reconnect program is designed to empower you to achieve your career and education goals, with one on one support and guidance.

Reconnect is funded by the Victorian Department of Education and Training.

For more information, please contact our Reconnect team.

BLENDED DELIVERY MODE

Blended Delivery Mode is a mix of Face-to-Face classes and Zoom online classes. Enjoy the flexibility of learning from home plus joining an interactive classroom. Each Mode alternates from week to week. A good knowledge of Bookkeeping & Digital Literacy is required for Xero and MYOB

WHY CHOOSE DVLC?

SMALL CLASSES: More hands-on learning opportunities; a richer learning experience.
STUDY LOCALLY: In Greensborough
EQUAL OPPORTUNITY: DVLC supports and encourages the application of people with disability and students of Aboriginal and Torres Strait Islander heritage

*Please note: All DVLC courses run subject to enrolment numbers. Our friendly staff will contact you to confirm your courses' commencement

VOLUNTEER

Become a Volunteer with us

If you are interested in offering your services to DVLC we would love to have you on board. Visit www.dvlc.org.au/volunteering-3/ for more information.

Pamphlet
delivers
needed

DVLC has multiple volunteering opportunities available throughout the year.



At DVLC:

***Improve your job prospects. *Change your career. *Learn a new skill. *Have fun. *Meet new people. Whatever you are looking for DVLC's flexible and affordable courses will get you there**

Why come to DVLC?

We provide a safe, friendly and relaxed environment where you can learn new skills and meet new people. Our pre-accredited courses can help you gain new skills you need to gain employment or change careers. While our lifestyle courses can add fun and sparkle!

