

## GOVERNMENT SUBSIDISED TRAINING PROGRAMS

Adult Community and Further Education and Skills Victoria subsidised training places are calculated at special rates as directed by the Minister.

Eligible applicants will have their fees calculated according to the set fee scale.

A student guide to Fees and Charges is available upon request.

## NATIONALLY RECOGNISED TRAINING



Competent completion will result in a nationally recognised statement of attainment or certificate.

The Healesville Living and Learning Centre acknowledges the ongoing support of these organisations.



## WHAT'S NEW IN TERM 1

### Quick Guide

#### Pre-Accredited Education

Introduction to Digital Media  
Introduction to Professional Writing and Editing

#### Accredited Training

Certificate II in Retail Make-up and Skin Care

#### Workshops

Oil Painting Made Simple  
Horseradish Lovers Workshop

#### Hobby and Leisure

Tutored Life Drawing  
Felting  
Recycled Fashions  
Introduction to Organic Gardening  
Japanese Language, Food and Culture  
World Drumming Music  
Generate Traffic to your Website - Intro  
Generate Traffic to your Website

#### Living Well in Healesville Program

Digital Photography

If you would like to talk with someone about your training requirements, please contact:

**Darren Grainger**

Manager - Education and Training

Phone: 5962 5982

darren.g@healesvillelearningcentre.org

## WORKPLACE TRAINING

Training can be conducted in the workplace. Check out our list of available courses on page 6. Contact us for further information.

## CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS

National Code: 21773VIC

Designed to address the education and training needs of adults who left school early and need to improve their literacy, basic mathematics and general education skills.

Units covered in the course include:

### Improve Your Reading and Writing

with Leah Hill

Code: CG01217

Learn to read and write well in this small class with a teacher who can help you individually. Units include: VBQU144, VBQU148, VBQU145 and VBQU149

Date: Thur 16th Feb Time: 9:30 - 12:30 pm  
Duration: 35 sessions

### Breaking the Code Numeracy & Mathematics

with Paul Judd

Code: CG01217

Improve your everyday numeracy and mathematics through real world activities. Units include: VBQU156, VBQU160

Date: Wed 15th Feb Time: 9:30 - 12:30 pm  
Duration: 35 sessions

### Art Works

with Arna Jenkins

Code: CG01217

Learn how to work collaboratively while creating an art project using different mediums. Develop employability skills such as planning, organising and problem solving. Unit: VBQU143

Date: Fri 17th Feb Time: 1:00 - 4:00 pm  
Duration: 18 sessions

## CERTIFICATE III IN GENERAL EDUCATION FOR ADULTS

National Code: 21774VIC

Students undertaking these units will extend their skills in written and oral communications, employability and personal development in preparation for further education and/or employment. Certificate II in GEA students may study these units as electives.

Units covered in the course include:

### Arts in Australia

with Arna Jenkins

Code: CE01218

Develop an appreciation of Australian art and culture both past and present while exploring visual art mediums, Australian Film, identity and culture.

Date: Fri 17th Feb Time: 9:30 - 12:30 pm  
Duration: 15 sessions

### Community e-Newsletter

with Debra Pepyat

Code: CE01218

Units include: VBQU156, VBQU160, SRSCOP004B, CUECOR02B, FDFCORWCM2A

Develop an understanding of social media through creating and publishing an e-Newsletter. Students will explore features of media production from writing the text through to editing.

Date: Mon 13th Feb Time: 1:00 - 4:00 pm  
Duration: 35 sessions

## PRE-ACCREDITED TRAINING

These programs are designed to provide participants with learning and employment skills through themed activities that can lead into accredited training and/or employment.

### Senior Surfers Computers Application Course

Even if you don't know anything about computers, this course is for you. If you want to learn how to surf the net, find the best deals, save money, then this will help develop those skills.

#### Option 1:

with Monica Hayes

Code: SM01202

Date: Mon 13th Feb Time: 10:00 - 12:00 pm  
Duration: 36 sessions

#### Option 2:

with Nigel Dobson

Code: SF01203

Date: Fri 17th Feb Time: 9:30 - 12:30 pm  
Duration: 36 sessions

### Advanced Computer Skills

with Nigel Dobson

Code: AC01204

Become confident with your computing, learn about the major software packages and how you can be open to adapt to the rapidly changing world of computers without being left behind.

Date: Wed 15th Feb Time: 9:30 - 12:30 pm  
Duration: 36 sessions

### Introduction to Digital Media



with Nigel Dobson

Code: DM01206

Understand and create a range of digital media formats using a variety of software. Explore various stages of the design process and demonstrate the practical integration of media using the Internet.

Date: Thur 16th Feb Time: 9:30 - 12:30 pm  
Duration: 35 sessions

### Creative Pens Writing Program

with Deborah Pepyat

Code: CP01201

Cultivate creative expression in poetry and prose writing. Students will investigate current outlets and markets, explore a wide variety of styles and investigate the work of other authors.

Date: Tue 14th Feb Time: 9:30 - 12:30 pm  
Duration: 35 sessions

### Introduction to Professional Writing and Editing



with Deborah Pepyat

Code: WE01205

Develop intermediate to advanced skills in creative and business writing, editing and proof reading. Prepare for written communication at an academic level, and explore the publishing requirements for professional writing and editing.

Date: Tue 14th Feb Time: 1:00 - 4:00 pm  
Duration: 37 sessions

### Literacy for Life

with Arna Jenkins

Code: LL01207

This course aims to develop the learner's self-confidence, and provide them with the basic literacy, personal development, and employability skills required to better plan for further training or employment.

Date: Mon 13th Feb Time: 9:30 - 12:30 pm  
Duration: 35 sessions

**ACCREDITED TRAINING**

Enrolment in accredited training is subject to a pre-enrolment interview which covers eligibility, fee structure and course information.

**Certificate II in Applied Fashion Design and Technology**

National Code: LMT21707 Code: FD01136  
with Kelly Tosh

This course will provide you with the necessary skills and pathways into further study and employment in the fashion industry.

Date: Wed 8th Feb Time: 9:30 - 12:30 pm  
Duration: 38 sessions

**Certificate III in Applied Fashion Design and Technology**

National Code: LMT31407 Code: AD01216  
with Kelly Tosh

Improve your garment construction quality, learn specialist skills and explore ways to promote your product to businesses. This course follows on from Certificate II in Applied Fashion Design and Technology.

Date: Tue 14th Feb Time: 1:00 - 4:00 pm  
Duration: 35 sessions

**Certificate II in Hairdressing**

National Code: WRH20109 Code: CH01212  
with Jackie Dawson and Toni Hopkins

This course covers the preferred minimum training requirements for salon employment and apprenticeships, and is prerequisite training for Certificate III in Hairdressing.

Date: Tue 14th Feb Time: 10:00 - 3:00 pm  
Duration: 35 sessions

**Certificate III in Hairdressing**

National Code: WRH30109 Code: HH01139  
with Jackie Dawson and Toni Hopkins

A two-year course designed for students who have gained basic hairdressing knowledge and would like to extend their skills. Participants will cover areas such as cutting, styling and hair design, to exit the course as a qualified hairdresser.

Date: Tue 8th Feb Time: 10:00 - 3:00 pm  
Days: Tue/Thur/Fri Duration: 36 sessions

**Certificate II in Nail Technology**

National Code: SIB20210 Code: NT01214  
with Toni Hopkins

This course provides entry-level skills for a person seeking employment as a nail technician in the beauty industry.

Date: Tue 14th Feb Time: 9:30 - 12:30 pm  
Duration: 35 sessions

**Certificate II in Retail Make-up and Skin Care**

National Code: SIB20110 Code: RM01215  
with Natasha Smith

This course provides entry-level skills for those seeking employment in make-up services for the beauty industry.

Date: Tue 14th Feb Time: 1:00 - 4:00 pm  
Duration: 35 sessions

**Certificate II in Information, Digital Media and Technology**

National Code: ICA20111 Code: IT01213  
with Nigel Dobson

Develop the skills to operate successfully in the e-learning environment. Set up and use computing equipment and a range of applications software, including word processing, spreadsheet and database. This course is a combination of in-class and on-line delivery over 12 months.

Date: Wed 15th Feb Time: 6:30 - 9:30 pm  
Duration: 36 sessions

**Certificate III in Business Administration**

National Code: BSB30407 Code: BA01211  
with Jackie Warren

This course is designed for those who wish to improve their basic administrative and computing skills, and can lead to better career opportunities for those seeking employment in administrative support roles.

Training will be delivered at Arrabri Community House.

Date: Tue 14th Feb Time: 9:30 - 12:30 pm  
Duration: 35 sessions

**Certificate II in Horticulture**

National Code: RTF20103 Code: HJ01210  
with Michael de Olevira

This practical course aims to prepare students with the basic skills and knowledge required to work in the horticulture industry. It is perfect for those who enjoy working outdoors, have an interest in gardening or for students who are seeking a sound base from which to launch a career in horticulture.

Training will be delivered at Japara Neighbourhood House.

Date: Fri 17th Feb Time: 9:30 - 3:00 pm  
Duration: 35 sessions

**MODULE-BASED TRAINING****First Aid Training**

with Anne Larkin (Beasleigh) Code: FA11227

Provide basic First Aid in an emergency.

- HLTCPR201A - Perform CPR
- HLTF201A - Provide basic emergency life support
- HLTF301B - Apply first aid

Date: Wed 29th Feb Time: 6:30 - 9:30 pm  
Duration: 5 sessions Cost: \$192/\$182 con

**First Aid Refresher**

with Anne Larkin (Beasleigh) Code: FR11228

Reaccreditation of the unit HLTFACPR201 - Perform CPR is required annually. Review and renew your First Aid skills.

- HLTCPR201A - Perform CPR
- HLTF301B - Apply first aid

Date: Wed 29th Feb Time: 6:30 - 9:30 pm  
Duration: 1 sess. Cost: \$101.60/\$91.60 con

The following training sessions are delivered by CFT International Pty Ltd, RTO #21120 for the Healesville Living and Learning Centre.

**Food Safety Training Level I**

Designed for people who want to work in the food hospitality, community and health services and food processing and packaging industries.

Units include:

HLTFS207B Follow basic food safety practices  
SITXOHS002A Follow workplace hygiene procedures  
FDRCORFSY1A Follow work procedures to maintain food safety

Duration: 1 session Cost: \$95 / no con  
Time: 9:30 - 2:30 pm

Option 1: Wed 18th Jan Code: FS11220

Option 2: Wed 15th Feb Code: FS11222

Option 3: Wed 21st Mar Code: FS11224

**Food Safety Training Level II**

Prerequisite: Food Safety Training Level I

Designed for the Food Safety Supervisor in the hospitality, community and health services and food processing industries.

Units include:

HLTFS310B Apply and monitor food safety requirements  
HLTFS309B Oversee the day to day implementation of food safety in the workplace  
FDRCORFSY2A Implement the Food Safety Program and procedures  
SITXFSA001A Implement food safety procedures

Duration: 1 session Cost: \$115 / no con  
Time: 9:30 - 2:30 pm

Option 1: Thur 22nd Mar Code: FS11225

**Responsible Service of Alcohol**

Meets the requirements of hospitality and bar staff. Unit delivered:

SITHFAB009A - Provide responsible service of alcohol

Duration: 1 session Cost: \$75 / no con  
Time: 9:30 - 1:30 pm

Option 1: Mon 16th Jan Code: RS11219

Option 2: Mon 13th Feb Code: RS11221

Option 3: Mon 19th Mar Code: RS11223

**HOBBY AND LEISURE WORKSHOPS****Oil Painting Made Simple**

with Christine Cafarella-Pearce Code: OP11245

This workshop will focus on understanding materials, colour, paint application and how to compose a painting that "works".

Date: Sat 3rd March Time: 10:00 - 3:00 pm  
Duration: 1 session Cost: \$65 / \$55 con

**Contemporary Watercolour and Mixed Media**

with Wendy Jane Sheppard Code: CW11231

This is an innovative and progressive art course designed to inspire the creation of new and exciting artwork.

Date: Sat 17th Mar Time: 10:00 - 3:00 pm  
Duration: 1 session Cost: \$80 / \$75 con

**Horseradish Lovers Workshop \***

with Kathy Cameron Code: HL11237

How to grow, harvest, preserve and cook horseradish. Learn how healthy and versatile this plant is. All participants receive a sample plant and preserved jar of concentrate.

Date: Sat 24th Mar Time: 10:00 - 12:00 pm  
Duration: 1 session Cost: \$20 / \$15 con

## Bicycle Maintenance

with Michael McLellan Code: BM11230  
 Learn how to service your bike, complete a grease and oil change and make necessary adjustments.  
 Date: Sat 24th Mar Time: 10:00 - 1:00 pm  
 Duration: 1 session Cost: \$30 / \$25 con

## HOBBY AND LEISURE CLASSES

### Pastel Painting

with Janet Hayes Code: PP11246  
 Immediate, pure colour! This class will include demonstrations of technique, and will focus on drawing, composition, light and dark and colour work. Create finished artworks from still life, models and your own reference material.

Date: Fri 10th Feb Time: 1:00 - 3:30 pm  
 Duration: 8 sessions Cost: \$215/\$205 con

### Tutored Life Drawing

with Janet Hayes Code: TLD11250  
 Develop your skills and learn how to produce finished life drawings. Paint or draw from a live, nude model using a combination of short and long poses. Beginners to Intermediate levels.

Date: Fri 10th Feb Time: 10:00 - 12:00 pm  
 Duration: 2 sessions Cost: \$80 / \$72 con

### Untutored Life Drawing

Facilitated by Janet Hayes Code: ULD11251  
 Life drawing is a basic skill for many artists. Paint or draw from a live, nude model with this small, friendly group.

Date: Fri 24th Feb Time: 10:00 - 12:00 pm  
 Duration: 6 sessions Cost: \$100/\$90 con

### Felting

with Gayle Burgess Code: FE11233  
 Learn the basics of fulling, felting, nuno-felting, needle felting, cobweb and more. Be amazed at what you can create with a little wool, a little silk, some water and soap. Some materials supplied.

Date: Thur 8th Mar Time: 9:30 - 12:30 pm  
 Duration: 4 sessions Cost: \$120/\$110 con

### Stitch 'n' Chat \*

Group Tutoring Code: SC11247  
 Bring your current project and share your knowledge about patchwork, quilting, embroidery, knitting etc. Learn new skills and discuss current affairs in a friendly atmosphere.

Date: Tue 7th Feb Time: 10:00 - 12:00 pm  
 Duration: 8 sessions Cost: \$50 / \$40 con

### Recycled Fashions

with Gayle De Angelis Code: RF11248  
 Turn your op shop find into a fashion treasure or a piece of wearable art. Learn what to look for while op shopping. Choose a garment, alter it to fit and look fabulous.

Date: Mon 20th Feb Time: 10:00 - 12:30 pm  
 Duration: 3 sessions Cost: \$75 / \$65 con

## Fitness Walking \*

with Marjie Endacott Code: FW11234  
 Join an enthusiastic group of walkers as they discover the picturesque surrounds of Healesville. Some level of fitness is required.

Date: Tue 7th Feb Time: 9:00 - 12:00 pm

### Term by Term Enrolment

Cost: \$17 / \$14 con Duration: 8 sessions

### Annual Enrolment

Cost: \$60 / \$48 con Duration: 32 sessions

### Fun and Fitness for 50+

with David Hoffman Code: FF11235  
 Increase your strength, improve your bone density and your balance. Learn to enjoy an active lifestyle in a friendly, supportive environment.

Date: Fri 10th Feb Time: 9:15 - 10:15 am  
 Duration: 8 sessions Cost: \$110/\$100 con

### Meditation and Mindfulness

with Nigel Dobson Code: MM11243  
 Learn to relax, reduce anxiety and enhance your immune system in a friendly, warm environment.

Date: Mon 6th Feb Time: 10:00 - 12:00 pm  
 Cost: 7 sessions Cost: \$120/\$110 con

### Nectar of Life Yoga

with Melissa Shemanna Code: NLY11244  
 A well-rounded approach using the 8 limbs of the Tree of Yoga with a focus on the style of Hatha Yoga being the primary physical practice.

Date: Tue 7th Feb Time: 10:00 - 11:30 am  
 Duration: 8 sessions Cost: \$145/\$135 con

### Introduction to Organic Gardening

with Travis Heenan Code: IOG11236  
 These workshops provide participants with the foundation knowledge and hands-on skills to grow seasonal vegetables using permaculture and organic practices. Sessions will be held at the Healesville Community Garden.

Date: Sat 25th Feb Time: 10:00 - 1:00 pm  
 Duration: 2 sessions Cost: \$70 / \$60 con

### Men's Shed

with Alan and Ollie Code: ME01253  
 A place for men to gather, share skills, swap ideas, solve problems or just discuss life in general over a cuppa. Work on your own projects in the fully-equipped shed. \$5 per session.

Commences Mon 6th Feb

Dates: Mon - 9:30 - 4:30 pm  
 Wed - 9:30 - 4:30 pm

### Tracing Your Family History \*

with Annette McAleer Code: TFH11249  
 This course will teach you how to gather information, access information using the internet, find ancestry, document it and put everything together in written form.

Date: Thur 9th Feb Time: 1:00 - 3:30 pm  
 Duration: 8 sessions Cost: \$95 / \$85 con

### Parliamo Italiano! Let's Speak Italian

with Connie D'Amato Code: LSI11242  
 Explore Italian conversation for everyday, travelling or just for the joy of it! This class is suitable for beginners, or for those wishing to improve their current skills.

Date: Tue 7th Feb Time: 7:00 - 9:00 pm  
 Duration: 8 sessions Cost: \$190/\$180 con

## Japanese Language, Food and Culture \*

with Yumiko Campbell Code: JA11241  
 Japan is a small country with a rich history. This course is perfect for travellers, or those seeking to experience the food and culture while learning the language from an experienced teacher.

Date: Thur 2nd Feb Time: 7:00 - 9:00 pm  
 Duration: 8 sessions Cost: \$70 / \$60 con

### World Drumming Music

with Craig Swindells Code: WDM11252  
 An introduction to drumming techniques, including North Indian, Arabic, Latin and Afro-Cuban rhythms. Some drums provided or BYO drum. No previous musical experience necessary.

Date: Tue 14th Feb Time: 6:30 - 8:30 pm  
 Duration: 6 sessions Cost: \$115/\$105 con

### Open Access - Computer Support Program

with Nigel Dobson Code: OA01226  
 This program provides a volunteer tutor to give support, advice and assistance for participants wanting to practice or brush up on their computer skills.

Date: Mon 13th Feb Time: 1:00 - 3:00 pm  
 Cost: \$3.50 per session

### Generate Traffic To Your Website - Intro \*

with Nigel Dobson Code: WT11238  
 This course introduces you to some of the steps towards building internet traffic to your blog or website, including use of social media services.

Date: Mon 13th Feb Time: 6:30 - 9:00 pm  
 Duration: 1 session Cost: \$25 / \$20 con

### Generate Traffic To Your Website

with Nigel Dobson Code: WT11239  
 Follows on from the introductory class. Continue to explore the use of social media services including Facebook, Twitter, Ping, Digg, YouTube, Articles and more to get the readership you need.

Date: Mon 20th Feb Time: 6:30 - 9:00 pm  
 Duration: 4 session Cost: \$100 / \$90 con

### Digital Photography

with Nigel Dobson Code: DP11232  
 Do you need help "driving" your new camera? Explore digital photography, from understanding camera settings to taking, processing and enhancing photos with computer software. Some field trips.

Date: Tue 14th Feb Time: 10:00 - 12:00 pm  
 Cost: 6 sessions Cost: \$105 / \$95 con

## EARLY BIRD DISCOUNT

### 20% off all Leisure Courses

Pay for Term 1, 2012 Leisure Courses by Thursday 15th December 2011, and receive a 20% discount on course fees. (\*not valid with any other offer or for any accredited or pre-accredited courses)

### \*TWO FOR ONE OFFER

Applies to Leisure Courses marked with an asterisk only. Join with a friend, pay for one course and receive the second enrolment free. (\*New Enrolments: at least one of the enrollees must be a new enrolment in the selected course.)