



Healesville Living and Learning Centre

A.B.N. 78 831 662 475

R.T.O. Number: 3851



1 BADGER CREEK ROAD, HEALESVILLE

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www.facebook.com/HealesvilleLearningCentre

www.twitter.com/HealesvilleLLC

www.healesvillelearning.wikispaces.net/

Term 1, 2012

February - March

COURSE GUIDE

Phone: 5962 5982

Locations: Healesville, Croydon Hills, Montrose and Bayswater North

Office Hours: Monday - Friday 9:00 am - 5:00 pm. Closed Public Holidays.

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
A M	Literacy for Life Meditation and Mindfulness Senior Surfers Computer Application Course Men's Shed Recycled Fashions Responsible Service of Alcohol	Creative Pens Writing Program Certificate III in Business Admin Certificate II in Hairdressing Certificate III in Hairdressing Certificate II in Nail Technology Digital Photography Nectar of Life Yoga Stitch 'n' Chat Fitness Walking	Advanced Computer Skills Certificate II in Applied Fashion Design and Technology Men's Shed Breaking the Code - Numeracy and Mathematics Food Safety Training Level I	Introduction to Digital Media Certificate III in Hairdressing Felting Improve Your Reading and Writing Food Safety Training Level II	Certificate III in Hairdressing Certificate II in Horticulture Fun and Fitness for 50+ Tutored Life Drawing Untutored Life Drawing Arts in Australia Senior Surfers Computer Application Course	Bicycle Maintenance Horseradish Lovers Workshop Oil Painting Made Simple Introduction to Organic Gardening Contemporary Watercolour and Mixed Media
P M	Men's Shed Community e-Newsletter Responsible Service of Alcohol Open Access Computer Support Program	Contemporary Watercolour and Mixed Media Certificate II in Hairdressing Certificate III in Hairdressing Certificate III in Applied Fashion Design and Technology Certificate II in Retail Make-up and Skin Care Introduction to Professional Writing and Editing	Men's Shed Food Safety Training Level I	Certificate III in Hairdressing Tracing Your Family History Food Safety Training Level II	Certificate III in Hairdressing Certificate II in Horticulture Art Works Pastel Painting	Oil Painting Made Simple Contemporary Watercolour and Mixed Media
E V E	How to Generate Website Traffic How to Generate Website Traffic (Introduction)	Parliamo Italiano! Let's Speak Italian World Drumming Music	Certificate II in Information, Digital Media and Technology First Aid Training First Aid Refresher	Japanese Language, Food and Culture	<p>International Women's Day Garden Party</p> <p>Join us to celebrate International Women's Day at the Queens Park Sound Shell.</p> <p>Light lunch, guest speaker and entertainment provided, \$15 per person</p> <p>Date: Thursday 8th March Time: 12:00 - 3:00 pm</p> <p>Due to limited places, bookings are essential.</p>	

Centre Staff

CEO
Karen Kisala

Manager - Education and Training
Darren Grainger

Community Programs Coordinator
Janet Hayes

Finance Officer
Robbie Schuurman

Technical Resource Officer
Jenny Poole

Course Administrator
Dianne Sanders

Reception/Administration
Jenny Mills

Finance Assistant
Cherie Schultz

Student Support Officer
Toni Hopkins

Men's Shed Coordinator
Alan Jones

Men's Shed Assistant
Peter Oliver

Scope of Registration

Healesville Living and Learning Centre is approved to deliver the following:

Qualification

Code	Title
WRH20109	Certificate II in Hairdressing
WRH30109	Certificate III in Hairdressing
CHC30308	Certificate III in Home and Community Care
CHC40308	Certificate IV in Disability
21770VIC	Course in Initial General Education for Adults
21771VIC	Certificate I in General Education for Adults (Introductory)
21772VIC	Certificate I in General Education for Adults
21773VIC	Certificate II in General Education for Adults
21774VIC	Certificate III in General Education for Adults
BSB20107	Certificate II in Business
BSB30407	Certificate III in Business Administration
ICA10105	Certificate I in Information Technology
ICA20105	Certificate II in Information Technology
ICA30105	Certificate III in Information Technology
LMT21707	Certificate II in Applied Fashion Design and Technology
LMT31407	Certificate III in Applied Fashion Design and Technology
RTF20103	Certificate II in Horticulture
WRB20104	Certificate II in Nail Technology
WRB20204	Certificate II in Make-up Services
WRH20106	Certificate II in Hairdressing
WRH30106	Certificate III in Hairdressing
SIB20110	Certificate II in Retail Make-up and Skin Care
SIB20210	Certificate II in Nail Technology
HLTCPR201A	Perform CPR
HLTFA201A	Provide basic emergency life

Centre Services

Photocopying, laminating, fax service, room hire, community information, computer use and Public Internet Access. Public Internet Access is available weekdays between 9:00 am and 4:30 pm except public holidays. Bookings are essential.

Recharge Scheme

Wheelchair or scooter commuters are able to recharge at the Centre. For more information visit www.rechargescheme.org.au

Community Link

The Community Link Referral Directory is a comprehensive database of services and resources available to the public. We can provide customized and confidential reports suited to your individual needs. Contact us to find out more on 5962 5982.

Op Shop

We are always happy to receive your donations of good quality pre-loved clothing and goods. Please ensure that all donated articles are in good condition. Every cent we raise at the Op Shop is returned to your community through the Healesville Living and Learning Centre's activities. Call in to 309 Maroondah Highway, Healesville or phone 5962 3431.

Art Materials - End of Stock Sale

We now have a broad range of art supplies available for purchase by the general public at Reception. Products by Canson, Art Spectrum and National Art Materials include:

Volunteers

Volunteers have been involved in the operation of the Centre since it commenced in 1979. We attract people from all walks of life with a wide variety of skills, but with one thing in common—a keen interest in their local community.

Our Volunteer Program provides opportunities for over 50 volunteers in the areas of Administration, Gardening, Maintenance and in the Opportunity Shop. Phone Karen for more information.

Broadband for Seniors Kiosk

We are currently seeking volunteer tutors for this program. If you are interested, please contact us on 5962 5982.

Corporate Training

As a Registered Training Organisation we are fully equipped to deliver accredited training to your staff on site or in our training facility. Contact Darren Grainger.

HEWI Healesville Environment Watch Inc.

Meets on the second Thursday of each month at Healesville Living and Learning Centre from 7:30 pm. Enquiries: Maureen Bond 5962 5982
Office Hours: 9:00 - 5:00 pm
Tuesdays and Thursdays only.

How to Enrol

In person

Monday - Friday 9:00 am - 5:00 pm

By mail

1 Badger Creek Road, Healesville 3777.

Please note

Enrolments are only confirmed upon receipt of completed enrolment form and payment in full. We accept cash, cheques, EFTPOS, credit card or money orders. Enrolments will be processed strictly in order of receipt. Bookings will not be taken by phone. Please check all course information carefully before enrolling.

Membership

All students enrolling in a course or workshop for the first time in a calendar year, will be charged an ordinary member's fee of \$5.50.

Membership of the Association entitles the member to participate in the Association's activities, i.e. enrol in programs and voting rights at all Annual General and Special Meetings. Membership may be paid at any time during the year and will expire at the end of the calendar year (December 31st).

Membership Plus is also available for an additional fee of \$11.00. Membership Plus incorporates benefits not included in standard membership. Please call us to enquire.

Refund Policy

If we cancel a class due to lack of numbers or due to unforeseen circumstances, we will refund your course fees in full. If a participant withdraws five (5) working days prior to the commencement of the first class they will be entitled to a full refund. A \$20.00 administration fee is charged for all other withdrawals. Tuition fee only refundable at this time. There will be no refunds if you cancel after course commencement.

- **Children are not permitted in class**
- **Animals are not permitted on site**

Privacy

Information collected by HLLC is supplied to government bodies as a condition of our funding, and is kept strictly confidential.

Returning to Earning

The Returning to Earning program provides support for parents to return to work after an absence caring for children. Grants of up to \$1000 are available which can be used to cover any costs associated with approved training, such as books and materials, course fees, transport and childcare.

<http://www.parentsreturntowork.net.au>



We provide disability access to all class rooms and facilities.