

## OTHER SERVICES

### Tutoring

After school tutoring is also available at the Centre for primary and secondary school students.

Contact: Joyce Parle Tel: 9465 6409

### First Aid Course

\$160.00 for First Aid Level II

\$ 60.00 for CPR only

### RIGHTS

Everyone is assured of a safe environment where one's religious, cultural, ethnicity and sexual preferences will be respected at all times.

- \* All students have the right to feel safe and satisfied with the course.
- \* All students have the right to air their grievances relating to their course.

### RESPONSIBILITIES

- \* To respect the rights of all other people.
- \* To complete all set work required.
- \* To attend classes on a regular basis.
- \* To participate in class.

### GRIEVANCES

A supportive relationship between tutors and learners is encouraged at all times.

Problems are resolved through support, discussion and counselling. The aggrieved person should first approach the appropriate tutor or the Centre Manager who will try to settle the issue productively and effectively. If the grievance is still unresolved, the parties concerned will be informed in writing and a meeting will be set up to discuss the issue and resolve it.

### CONCESSIONS

Concessions are available for pensioners or Health Care Recipients. Inquire at the office to see if you're eligible.

### FEES & CHARGES

The Lalor Living & Learning Centre is a non-profit organisation. Fees and charges are kept to a minimum. Refunds can only be given where the learner gives formal notice within 4 weeks of commencement of the course but an Administrative fee of 20% of course fees will apply unless the course is cancelled by the Centre. For short courses, **no refunds** apply after commencement of the course.

**All learners will be required to pay the fees for the course/s they have enrolled in prior to commencement date. If a learner is experiencing financial hardship, they may discuss their situation with the Centre Manager.**

### Initial Assessments—Non Agency Funded

A non-refundable fee of \$40.00 will be charged for initial assessments and must be paid on the day.

### DISABILITY

Our Centre is accessible in reference to most mobility restrictions i.e. wheelchair walking aids etc.

### AGENCY REFERRALS

Referrals from agencies seeking to place funded clients in ESL or Literacy classes are welcome.

Initial learner's needs assessments cost \$40.00, or \$70.00 if a written report is requested by the referring agency. In accordance with Ministerial Directions, the fees in this brochure do not apply to students whose fees are met by Commonwealth Government agencies or as part of a Commonwealth program or initiative

*According to the Ministerial Directions..... "Providers must charge each student a tuition contribution on the basis of:*

*\$1.08 Foundation*

*\$1.40 Skills Creation*

*for each nominal enrolled hour of Government funded training or further education in which the student is enrolled in any calendar year".*

*If you wish to know more about any of these policies, please ask at the office for detailed copies.*



Last updated: January 2011

# 2011 COURSE BROCHURE

## COURSES

The Lalor Living and Learning Centre offers courses in Literacy, English as a Second Language (ESL), Languages other than English (LOTE), Community Information Work a range of computer classes, plus more.

If you're interested in any of the courses listed in this brochure, please drop into the Centre or telephone on 9465 6409 or 9465 5162.

## MINIMUM CLASS NUMBERS

It should be noted that classes are subject to minimum enrolments, so some classes may be postponed or may not go ahead.

## CHILDCARE

Childcare is available on the premises. Occasional childcare is also available in 3 hour sessions to the general public. Bookings are essential to secure a place. Minimal cost.



City of Whittlesea

The Lalor Living & Learning Centre may from time to time, change information .ie. Times/Day/Cost of classes. We endeavor to keep information true & correct at time of printing.

In providing our services, we acknowledge the support of Department of Planning & Community Development, Neighbourhood House Coordination Program funding, the Division of Adult Community Further Education and the City of Whittlesea.

47A French St, P.O. Box 1144  
LALOR Vic 3075  
Tel:9465 6409 or 9465 5162 Fax: 9464 1972

Email: lalorllc@vicnet.net.au

Web: http://www.vicnet.net.au/~lalorllc

Office hours: Monday to Friday - 9am to 4pm

Acting Manager: Caterina Crupi

Administration Staff Caterina, Silvana, Marcella

Childcare Carol Evans, Cathy Stagliano

Houda Khallouf, Rouda Jayoghli

## STAFF

Lalor Living and Learning Centre has one full time and three part time administration staff and four part-time qualified by-lingual Childcare Workers Teachers are sessional. Qualified and experienced tutors provide an excellent standard of service in a friendly and non threatening environment. Tutors are available to assist students outside class times in relation to the course and course related issues.

## ACCREDITED COURSES & RPL

The Centre offers accredited and non-accredited courses. Recognition of prior learning (RPL) is offered for accredited courses. RPL granted by other institutions is acknowledged by the Centre. If you think you may be eligible for RPL please inquire at office.

## PRIVACY

This organisation respects your right to information privacy. Information, which we collect and hold on learners, is kept in accordance with information privacy laws. Please contact us if you would like any further information on privacy.

## ASSESSMENTS

Ongoing monitoring and evaluation of the accredited courses will be managed by qualified tutors. Students in accredited programs receive Statements of Attainment for all modules completed. Upon successful completion of the entire course, (approximately 2 years) a Certificate will be awarded. Learners may then like to go on to further studies at the Centre, such as a higher level, or a computer course.

## VOLUNTEERS

Volunteers in this program can gain expertise and contribute their own valuable experience. We are available to provide support and assistance within the Centre and by linking with other services. We encourage and assist people to use their own initiatives on community issues.

## NOTE

*Correct at time of printing. Fees and times as shown may change.*



Adult Education  
in the Learning

Neighbourhood Houses  
The heart of our community

**\* Certificates in Spoken and Written English**

All ESL courses run for 40 weeks per year. Learners may enrol at any time throughout the year.

**\* Workplace English Using A Frame Model**

Tuesday 12.30—3.30 pm  
Thursday 12.30pm - 3.30 pm

**ESL 1A**

Monday 7.00pm-9.30pm  
Thursday 7.00pm-9.30pm

**Preliminary CSWE**

Monday 12.30—3.30 pm  
Tuesday 12.30—3.30 pm  
Friday 12.30—3.30 pm

**\* Certificate I CSWE**

**ACCREDITED COURSE CODE 91421 NSW**

Beginners' course in speaking, Listening reading & writing, skills

**ESL 1**

Monday 9.00am-12.00noon  
Tuesday 12.30pm-3.30pm  
Wednesday 9.00am-12.00noon

**ESL 1B**

Tuesday 9.00am-12.00noon  
Wednesday 9.00am-12.00noon  
Thursday 9.00am-12.00noon

**Certificate II in CSWE**

**ACCREDITED COURSE CODE 91422NSW**

For learners with a basic level of English skills, ESL 2 offers further development of reading, writing, speaking, & listening skills.

**ESL 2**

Monday 12.30pm- 3.30pm  
Wednesday 12.30pm- 3.30pm  
Thursday 12.30pm- 3.30pm

**ESL 2B**

Monday 9.00am- 12.00noon  
Tuesday 9.00am—12.00noon  
Wednesday 9.00am -12.00noon

**Certificate III in CSWE**

**CSWE III ACCREDITED COURSE CODE 91423NSW**

**ESL3**

Monday 9.00 am—12.00 noon  
Tuesday 9.00am— 12.00noon  
Thursday 9.00am- 12.00noon

**ESL3B**

Wednesday 12.30pm-3.30pm  
Thursday 12.30pm-3.30pm  
Friday 12.30pm-3.30pm

**Certificate IV in CSWE  
ACCREDITED COURSE CODE 91419NSW**

For learners with an intermediate level of English skills.

**ESL 4**

Monday 12.30pm-3.30pm  
Tuesday 12.30pm-3.30pm  
Wednesday 12.30pm-3.30pm

**CERTIFICATE IN GENERAL EDUCATION  
FOR ADULTS**

This course runs for 40 weeks per year. Learners may enrol at any time throughout the year. Successful completion may lead to study within higher levels, or VCE studies and improve employment opportunities.

**Certificate I in General Education for Adults  
ACCREDITED COURSE CODE 21771VIC**

**Literacy I Introductory**

Basic level for long term residents who wish to improve their reading & writing skills.

Tuesday 9.00am—2.00pm  
Wednesday 9.00am-2.00pm  
1/2 hour for lunch break

**Course Costs: (Include Amenities)**

**Pre accredited courses**

**6 hours per week \$360.00 Concession \$150.00**  
**Accredited Courses**  
**9 Hours per week \$540.00 Concession \$200.00**

Standard (Non Concession) charges are as per Ministerial Direction (ACFE July 2009)

**LANGUAGES OTHER THAN ENGLISH  
(Lote)**

Courses run for 36 weeks per year. Learners may enrol at any time throughout the year.

**Macedonian**

Thursday 7.00—9.00 pm **\$250 Per Semest.**

**VOCATIONAL EDUCATION  
COMPUTER CLASSES**

**Introduction to Computers 30hrs**

**ACCREDITED COURSE CODE ICAU1128B**

For those who have very little knowledge of computers.

**Cost \$170.00 (\$160.00 con.)**

**Monday Mornings**

**Intermediate Computers 30hrs**

**ACCREDITED COURSE CODE ICAU1129**

This Course follows the Introduction to Computers

**Tuesday Mornings**

**Cost \$170.00 (\$160.00 con.)**

**Evening Classes available subject to numbers**

Term 1	01/02/2011	08/04/2011
Term 2	24/04/2011	01/07/2011
Term 3	18/07/2011	23/09/2011
Term 4	10/10/2011	16/12/2011

**Excel**

**ACCREDITED COURSE CODE BSBITU202A (30Hrs)**

Students will learn about creating worksheets, entering data, creating formulas and using functions. Class activities will encourage students to work with a wide range of business ideas and get some pointers on how to implement Excel effectively for office use.

**Cost: \$170.00 (\$160.00 con.)**

*Don't be left behind in the computer age. Come and have some fun and have the world at your fingertips.*

**MYOB (INCLUDES PAYROLL)**

**ACCREDITED COURSE CODE ICAU1211B**

**(30 Hrs)**

Mind Your Own Business is a computerised accounting package. Upon completion of the course, students will have gained skills in setting up historical balances, reconciliations, cheque book features, setting up inventory, financial reports, GST requirements, BAS requirements and the ATO sales and receivables.

**Cost: \$210 includes manuals**

**MY CONNECTED COMMUNITY**

Friday 10.00am - 12.30

**BOOKKEEPING COURSE**

**Certificate II**

**Maintain Daily Financial/Business Records**

**ACCREDITED COURSE CODE FINSICGEN305A**

This class allows the individual to work at their own pace. Students will learn how to write up books to trial balance, debtors, creditors, invoicing, payroll, stock control, bank reconciliation, petty cash and numerous other administrative procedures.

Friday 1pm - 3pm (40 Hours)

**Cost: \$100.00 (\$90.00 Conc.)**

This Course will run subject to numbers

**CERTIFICATE III**

**MAINTAIN FINANCIAL RECORDS**

**ACCREDITED COURSE CODE BSBGMN308A**

Monday Evening 6.30pm-9.30pm (60 Hours)

Cost \$220.00 Conc: \$200.00 (includes manuals)

This Course will run subject to numbers

**COMMUNITY SERVICES**

**Community Information Work (9 Weeks)**

**ACCREDITED CODE CHCCS416A**

Assess and Provide services to clients with complex needs. This is an accredited training course for people wanting to work in community information provision in both paid and/or voluntary capacity or those who provide information to the community in their daily work.

**Cost: \$80.00 Plus \$20.00 for Manual**