

OTHER SERVICES

Tutoring

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

Contact: Joyce Parle Tel: 9465 6409

Health & Well Being

This course provides a holistic approach to good health through yoga, exercise and nutrition.

Subject to numbers

Cost: \$70.00 for 10 weeks

Enrol Now

Yoga

Improve physical and mental wellbeing. Learn about the basic techniques of yoga.

Subject to numbers

Cost: \$50.00 (8 weeks)

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 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 chief Executive Officer 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 \$15.00 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. Fees for courses that run over two semesters should be paid by commencement date. If a learner is experiencing financial hardship, they may discuss their situation with the Principal Officer.

Students who have been assessed and withdraw without commencing classes will be charged \$30.00 for the initial assessment.

DISABILITY

Our Centre is accessible in reference to most mobility restrictions ie. 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 \$30.00, or \$60.00 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 \$1.37 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: December 2008

2009 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, bookkeeping, yoga and craft groups, 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.

STAFF

Lalor Living and Learning Centre has one full time and two part time administration staff. Teaching and childcare staff 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.

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

Principle Officer Ivana Csar

Administration Staff Caterina, Silvana, Marcella

Childcare Carol Evans, Cathy Stagliano

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.



* **Certificates in Spoken and Written English**

All ESL courses run for 36 weeks per year. Learners may enrol at any time throughout the year.

* **Course in Preliminary Spoken & Written English**

ACCREDITED COURSE CODE 91418 NSW

ESL Beginners

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

* **Certificate I CSWE**

ACCREDITED COURSE CODE 91421 NSW

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

ESL 1 (Slow Paced)

Thursday 12.30-3.30 pm
Friday 9.00-12.00noon

ESL 1A

Wednesday 6.30pm-9.00pm
Thursday 6.30pm-9.00pm

ESL 1B (Medium)

Tuesday 9.00am-12.00noon
Friday 9.00am-12.00 noon

ESL 1C (Medium High)

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

* **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 (Lowest Level)

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

ESL 2B (Medium Level)

Wednesday 9.00am- 12.00noon
Thursday 9.00-12.00noon

ESL 2C (High Level)

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

ESL 2A

Wednesday 6.30pm-9.00pm
Thursday 6.30pm-9.00pm

* **Certificate III in CSWE**

CSWE III ACCREDITED COURSE CODE 91423NSW

ESL3

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

* **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

* **CERTIFICATE IN GENERAL EDUCATION FOR ADULTS**

Literacy courses run for 36 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. Basic level for long term residents who wish to improve their reading & writing skills.

* **Certificate I in General Education for Adults**

ACCREDITED COURSE CODE 21772VIC

Literacy I

Monday 9.00-12.00pm
Wednesday 12.30 - 3.30pm

Literacy I B

Monday 12.30-3.30pm
Wednesday 12.30 - 3.30pm

* **Certificate II & III in General Education for Adults**

CGEA II ACCREDITED COURSE CODE 21773VIC

CGEA III ACCREDITED COURSE CODE 21774VIC

Literacy 2/3

Tuesday 9.00-12.00 noon
Wednesday 9.00-12.00noon

Course Cost:

Standard \$295.00 + \$45.00 SSA=\$340.00

Concession \$55.00 + \$45.00 SSA= \$120.00

Standard (Non Concession) charges are as per Ministerial Direction (ACFE Jan 2006). Cases of financial hardship will be considered individually

LANGUAGES OTHER THAN ENGLISH (LOTE)

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

Italian

Wednesday 6.30-8.30 pm **\$250 Per Semest.**

Mandarin

Thursday 6.30-8.30pm **\$250 Per Semest.**

Macedonian

Wednesday 7.00-9.00 pm **\$180 Per Semest.**

VOCATIONAL EDUCATION COMPUTER CLASSES

New classes each term

Windows XP

Day & Evening classes available on:
Monday, Tuesday, Wednesday, Thursday, Friday
(Subject to availability of numbers)

Introduction - operate a computer
ACCREDITED COURSE CODE ICAITU006C

For those who have no computer knowledge
Cost \$140.00 (\$130.00 con.)

Intermediate

ACCREDITED COURSE CODE ICAITU129A

For those with a general/basic working knowledge of computers.

Cost \$140.00 (\$130.00 con.)

Advanced Computers

ACCREDITED COURSE CODE ICAITU126B

For more advanced students who wish to develop their skills in document production, file management, excel and power point etc.

Cost \$140.00 (\$130.00 con.)

Microsoft Access

Develop Valuable database fundamentals & skills useful for marketing & stock control, create tables, sort, basic queries, generate reports & forms

Cost: \$90.00 - 15 hrs

3hrs per week over 5 weeks

* **Excel**

ACCREDITED COURSE CODE BSBCMN 214A (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: \$140.00 (\$130.00 con.)

MY CONNECTED COMMUNITY

Friday 9.30 - 12.30

* **ACFE Funded Courses are provided with Victorian Government Funding**

SSA Student Service Amenities

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

* **MYOB**

ACCREDITED COURSE CODE ICAITU211A
(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: \$185 (\$175.00 Conc.)
includes manuals

* **BOOKKEEPING COURSE**

ACCREDITED COURSE CODE BSBCMN207A

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: \$85.00 (\$75.00 Conc.)

* **CERTIFICATE III MAINTAIN FINANCIAL RECORDS**

ACCREDITED COURSE CODE BSBCMN308A

Monday Evening 6.30pm-9.30pm (60 Hours)

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

COMMUNITY SERVICES

Community Information Work (9 Weeks)

ACCREDITED CODE CHCCS6A

Assess and deliver 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: \$70.00**

COUNSELLING

Counselling at the Centre is offered by a registered Psychologist for issues in regards to stress, anxiety, depression and trauma. Services are also offered for Spanish-speaking clients. Phone the Centre for an appointment.