VCAL

What is the Victorian Certificate of Applied Learning (VCAL)?

VCAL is a senior secondary school certificate designed as a hands-on alternative to VCE and a different, equally valid way to access further education and training.

Is VCAL for me?

It is if you're:

- a Year 10, 11 or 12 student (16-19 years) who likes learning by doing
- interested in taking a TAFE certificate course, looking for an apprenticeship or a job.

What we think you'll love is the adult learning context in which students and teachers work together to bring out the best in each other.

It's the ideal setting for developing your personal success story!

Are you ready for something different?

Contact our VCAL Coordinator for a chat about your needs today.
Ring **9842 6726**, email **info@pineslearning.com.au** or visit **www.pineslearning.com.au**

The above Vocational Education and Training qualification is delivered with Victorian and Commonwealth Government funding. Eligibility criteria apply. Visit our website or phone the Centre for further details. RTO No. 3774

ACFE funded places

Will only be offered to Students with one of the following Citizen or Residency Status:

- Australian Citizen
- Australian Permanent Resident (holder of permanent visa)
- Holder of Special Category Visa (sub-class 444, New Zealand Citizen)
- East Timorese Asylum seeker, or
- Holder of Temporary Protection Visa

Funding Support

Pines Learning Inc gratefully acknowledges the support of:

Commonwealth Government
Victorian Government

Manningham City Council

Childcare Centre

Pines Learning offers a **Long Day Care Service** and has a **Funded 4 year old Kinder Program**.

Our Educators work with families and the community to provide quality care and education for young children in a bright modern facility. Our resources and experiences provide children with opportunities for play and learning in a safe and nurturing environment.

Childcare operates Monday to Friday from 8.00 am - 6.00 pm providing multi-aged grouping for children, 8 weeks old to 6 years.

The Centre operates as Approved Care under Family Assistance Law and families may be eligible for Childcare Subsidy.

We encourage you to phone and arrange a visit to our service.

All bookings must be made at the Childcare Centre on 9842 6726 or 0466 525 157

How to Enrol

Payment is required on enrolment and a confirmation receipt will be sent to confirm your enrolment.

Enrolments can be made on line at **www.pineslearning.com.au**

by phone on **9842 6726** or

in person at the Centre.

We accept cash, cheque, Eftpos or credit card (Mastercard and Visa only).

Contact Us

9842 6726

1/520 Blackburn Road
Doncaster East VIC 3109
Next to the Pines Shopping Centre

Follow us on Facebook & Instagram

English Classes

- Are you from a non-English speaking background?
- Would you like to improve reading, writing, conversation and listening skills?
- Do you wish to return to study or work?

Pines Learning offers a wide range of day and evening English language classes, available during the week.

Our classes are at differing levels to suit a variety of needs.

To see what courses are available and more information regarding fees and class availability please visit our website **www.pineslearning.com.au**

An interview is required prior to enrolment. To book an interview with our EAL Coordinator or for further information please phone **9842 6726**.

Our English classes can provide a pathway into accredited courses such as Aged Care, Early Childhood Education and more.

This training is delivered with Victorian and Commonwealth Government funding.

Important Information

Office Hours and Term Dates

For our office hours and term dates please visit our website at **www.pineslearning.com.au**

Pines Learning Inc. is a Registered Training Organisation delivering Nationally Accredited Courses.
RTO No. 3774.
Pines Learning Inc has endorsement as a Deductable Gift Recipient.

Manningham Learns
www.manninghamlearns.com
Facebook/Manningham-Learns.com

Pines Learning

think ▸ grow ▸ evolve ▸ relax

www.pineslearning.com.au

Courses & Activities

Term 1:
1 Feb - 1 April
2021

Study in a professional and supportive learning environment with fully qualified and professional trainers.

Pines Learning is recognised by employers for the quality of training we deliver.
Course entry requirements apply for all accredited courses and an interview is required before enrolment.

For details on course dates or to book into an Information Session please visit our website **www.pineslearning.com.au** or phone the Centre on **9842 6726.**

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Nationally Accredited Qualifications

Certificate IV in Disability CHC30113

Successful completion of this qualification will enable you to work as a Disability Support Worker in a range of community settings and clients' homes.

Certificate III in Individual Support (Ageing, Home & Community) CHC33015

This qualification will enable you to work in an industry which offers broad employment opportunities.

Certificate III in Early Childhood Education and Care CHC30113

Successful completion of this certificate will enable you to gain employment as an Early Childhood assistant in Long Day Care, Kindergartens, Family Day Care and private nanny work.

Diploma of Early Childhood Education and Care CHC50113

Add to the skills and knowledge you have acquired from your experience working in Early Childhood Education and Care in areas including service operation, programming and building professional partnerships with families.

Skill Sets - Accredited Courses

Add to your existing skills in the Community Services Sector by completing one or more of the following courses. These courses can be completed out-of-hours, or onsite for your staff.

Funding is available for those currently working in the sector. Contact us to find out more.

22510VIC

Course in Identifying and Responding to Family Violence Risk.

22530VIC

Course in Identifying, Reporting and Preventing Abuse and-or grooming of People with Disabilities.

22529VIC

Course in Performing Allied Health Tasks and Supporting People with a Disability.

22540VIC

Course in Supporting People with Complex Personal Care Needs including Behaviours of Concern.

22532VIC

Course in Providing Support to People with Psychosocial Disability.

Computer, Employment and Pathways

Pines Learning uses Windows 10 and Microsoft Office 2016.

Computers for Beginners *(Onsite)*

We offer two gentle paced courses.
Level 1 is for the novice and **Level 2** for the more advanced beginner. Students become familiar with the Windows environment, creating and saving documents, email and internet.
Level 1: *(Term 1, 2021)*
Mondays 9.15 am-11.45 am
Level 2: *(Term 2, 2021)*
Mondays 9.15 am-11.45 am
8 week course (ACFE Funded)

Computer, Employment and Pathways

Business Administration Skills *(Onsite)*

This course is ideal for anyone wishing to update their business administration skills or change career direction. It has been designed to provide the skills and knowledge to work in a variety of administration roles.
Content includes MS Office, office technology, managing information including social media, administration skills, resume writing and interview skills.
Tue, Wed, Fri 9.00 am-3.00 pm
9 week course Terms 1 and 2
(ACFE Funded)

Skills to Apply for Work *(Onsite)* FREE

This five week course is designed to assist people who have been out of the workforce to apply for suitable employment.
Content includes where to look for job vacancies, identifying skills, resume writing, cover letter writing plus interview and presentation skills.
Terms 1 and 2
5 week course
Fridays 9.15 am-11.45 am

Bendigo Bank — Proudly supported by Community Bank Doncaster East & Templestowe Village

All Abilities - Essential Skills for Work *(Onsite)*

Students with high functioning intellectual disabilities will build on their literacy and numeracy skills and develop their understanding of employability skills.
A short interview is required for anyone not previously enrolled in this course.
Wednesdays 9.30 am-12 noon
Term 1: 8 week course
Term 2: 11 weeks (ACFE Funded)

All Abilities - Staying Safe Using Your Mobile Phone and Facebook *(Onsite)* FREE

This gentle-paced, highly supported workshop is for people with a medium to high functioning intellectual disability who are currently using a mobile phone and the social media platform Facebook.
Morning tea and Lunch provided.
Saturdays
Term 1 only
Phone Reception on 9842 6726 to register.

state trustees australia foundation

Computer, Employment and Pathways

Intro to Medical Terminology *(Online)*

Enhance your employment opportunities by expanding your admin skills and knowledge of medical terminology. Content covers word structure, anatomy, abbreviations, instruments, equipment, vaccines and overview of terms relating to specialist areas.

Term 2
Wednesdays 6.30 pm-9.00 pm
8 week course (ACFE Funded)

MYOB 2020 for Beginners *(Onsite)*

Gain an understanding of this popular accounting package suitable for any small to medium business. Content includes skills and knowledge to create company data file, produce and manage purchase orders and invoices plus much more.

Term 3
Saturdays 9.30 am-12 noon
10 week course (ACFE Funded)

Excellence in Customer Service *(Onsite)*

Learn how to provide a unique customer experience by proactively anticipating your customers' needs and exceeding their expectations.

Term 3
Fridays 9.15 am-11.45 am
2 week course (ACFE Funded)

Business Administration Refresher

This short course reviews and expands on the skills and knowledge acquired in the Business Administration Skills course.
Content includes advanced MS Word, advanced MS Excel and skills to develop social media content.

Term 4 only
Thursdays 9.00 am-3.00 pm
8 week course (ACFE Funded)

To see eligibility criteria for ACFE Funded courses refer to the ACFE Funded Places section on the backpage or visit our website.

Health, Fitness & Wellbeing

Pines Learning offers classes to help improve your health, fitness and wellbeing.

Our classes are offered in a modern, comfortable and friendly environment by qualified and experienced trainers.

We offer day and evening classes, Monday to Saturday.

Visit our website at
www.pineslearning.com.au
for our timetable.

Bookings are essential for ALL classes as minimum and maximum numbers apply.

Yoga

Yoga is a holistic approach to health and wellbeing, working with postures, stretches, breathing and relaxation techniques. Learn to gain control of your own life, become calm and improve your physical and emotional health.

Leave feeling refreshed and renewed.

Yoga and Pilates

Yoga and Pilates will improve your strength, flexibility and energy levels. Strengthening your core will improve your posture, self-confidence and muscle tone. Excellent for improving bone density.

Feel healthier, stronger and relaxed.

Chair Yoga

Experience the benefits of gentle yoga from the comfort of your chair!

Chair Yoga invites you to find mobility in a way that is soft and gentle but also really supportive and beneficial.

Especially for those who would like to do yoga but have difficulty getting down on the floor due to injuries, age, weight, balance, mobility or flexibility challenges.

Health, Fitness & Wellbeing

Pilates

Pilates is designed to strengthen the lower back and deep abdominal muscles, providing support to the spine.

As your core stability improves, the smaller muscles become better able to support tendons and joints.

Mini balls and resistance bands used in some classes.

Step Moves

NEW

WHY NOT TRY something DIFFERENT!

High - energy choreographed moves blending into one another forming a very interesting step routine, challenging the brain and co-ordination.

Using a stepper with dimensions…. 107x40 centimetres.

Tai Chi for Wellbeing

Tai Chi is a low impact class designed to help develop strength, balance, improve mobility and flexibility.

Tai Chi can assist with relief of joint stiffness and pain, improve concentration and promote relaxation.

Health, Fitness & Wellbeing

Strong People Stay Young

Exercise with others to keep you fit and healthy!

Build strength, tone your muscles and improve your balance. Low impact strength training with light weights and resistance bands.

Suitable for all fitness levels

Get Fit and Tone

Our personal trainer will have you moving to tone up your whole body.

Cardio, Pilates and low impact moves with weights and fit balls will increase your energy and fitness levels.

Latin Mix Dance

A fun exercise dance class to Latin Music using a combination of Latin Steps.

The first half will be beginner's level and the second half will be more advanced so we can cater for everybody.

Concentrating on direction, balance, co-ordination and movement, you'll be amazed at your dance style!

Health, Fitness & Wellbeing

Meditation

Unwind, relax and leave the stresses and strains of the day behind. Learn simple, effective ways let go of stress and prevent its accumulation, improve your sleep and general health.

Belly Dance

There are no rules for enjoying Belly Dance.

Age, weight or height have no bearing on the fact that you can exercise your whole body wihin your own limitations and greatly improve your ability to use all your muscles while strengthening your core.

Zumba Gold®

Designed for the active older adult, true beginner, or people who have not exercised for a while.

Zumba Gold is a lower intensity and slower pace but is certainly just as much fun.

Languages

French or Italian

Ideal for those wanting to travel or for those who love languages.

New students please ring us and our trainer will contact you regarding the most suitable level for you.

Students are required to purchase a textbook (Approx. $40).

Lifestyle - All Abilities

To enrol in the Lifestyle - All Abilities course please contact us on 9842 6726

Social Connections (Young Adults 18+)

A fun group of people with medium-high intellectual disabilities who meet weekly to socialise and develop their communication and interpersonal skills.
The leader organises a range of activities including board games, excursions, discussions, movies, cooking, guest speakers plus much more.

Subscribe to our You Tube channel and enjoy some of our classes at your convenience

Can't find the course you are looking for?

Give us a call on 9842 6726 or email at info@pineslearning.com.au and let us know how we can help.

We will do our best to make it happen.

Correct footwear is required for all fitness classes.

Please bring a towel or blanket and water bottle.

www.pineslearning.com.au Ph: 9842 6726