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, Jennett Colyer for a chat about your needs today. Ring **9842 6726**, email **info@pineslearning.com.au** or visit **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 online at **pineslearning.com.au** or 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 **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

Please visit our website at **pineslearning.com.au**

Nationally Recognised Training

Pines Learning Inc. is a Registered Training Organisation delivering Nationally Accredited Courses. RTO No. 3774.

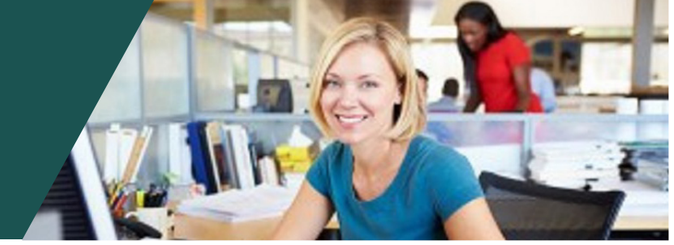
Pines Learning Inc has endorsement as a Deductable Gift Recipient.

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

Pines Learning

think ▸ grow ▸ evolve ▸ relax

www.pineslearning.com.au



Courses & Activities

Term 3 and 4:
12 July - 17 Dec 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 CHC43115

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

Successful completion of this qualification will enable you to gain employment in either an Aged Care Facility or in Home Care as a support worker/personal care attendant. Excellent employment opportunities are available in the Aged Care sector.
Next course commences August 2021

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.

Computer and Employment Pathways

Pines Learning uses Windows 10 and Microsoft Office 2016.

Computers for Beginners

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 3 Mondays 9.15-11.45 am
Level 2: Term 4 Mondays 12.30-3.00 pm
8 week course (ACFE Funded)

Business Administration Skills

This course is ideal for anyone wishing to update their business administration skills or change career direction. Designed to provide the skills and knowledge to work in a variety of administration roles.
Content includes MS Office, office technology, social media, administration skills, resume writing and interview skills.
Tue, Wed, Fri 9.00 am-3.00 pm
9 week course (ACFE Funded)
Term 3

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 a social media project.
Thursdays 9.00 am-3.00 pm
8 week course (ACFE Funded)
Term 4 only

All Abilities - Essential Skills for Work

Students with high functioning intellectual disabilites will build on their literacy and numeracy skills and develop their understanding of employability skills relevant to the workplace. A short interview is required for anyone not previously enrolled in this course.
Wednesdays 9.30 am-12 noon
Term 3 10 weeks (ACFE Funded)

Skills for Work and Study - Aged Care

For people wanting to work with the aged who need to improve their reading, writing and math skills to undertake study in this sector. This two day a week course provides high level support
Tue, Thu 9.30 am - 2.30pm
Term 3 only (ACFE Funded)

Computer and Employment Pathways

Skills to Apply for Work - *FREE*

For people who are job ready and looking for work.
Includes online applications, resume writing, cover letters, interview and presentation skills plus more.
Fridays 9.15 am-11.45 am
5 week course
Term 3

FREE

Bendigo Bank
Proudly supported By Community Bank Doncaster East & Templestowe Village

Bookkeeping Basics

For people with little to no bookkeeping knowledge. Content includes bookkeeping processes, types of business ownership, the accounting equation, double entry accounting, journals plus much more.
Saturdays 9.30 am-12.00 pm
6 week course
Term 3 only

NEW

Zoom for Beginners

Learn how to use this easy to use online video conferencing tool designed with non-tech people in mind. You will be able to contact friends, participate in meetings, attend medical appointments plus much more. Small, step by step classes.
Saturdays 9.30 am-12.00 pm
2 week course
Term 3

NEW

MYOB 2020 for Beginners

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.
10 week course (ACFE Funded)
Term 4 only

Excellence in Customer Service

Learn how to provide a unique customer experience by proactively anticipating your customers' needs and exceeding their expectations. Our expert trainer has proven strategies which will develop your knowledge and skills to meet the requirements of a wide range of workplaces.
Fridays 9.15 am-11.45 am
2 week course
Term 4 only (ACFE Funded)

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.

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

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.

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.

Pilates *Without* Floor Work

Finally! Pilates on and around a chair, using a mini ball and a flat band elastic. Concentrating on CORE strength, BALANCE, CO-ORDINATION and much more! Focus is placed on restoring posture and stability around the pelvis.

This class will be conducted as a BEGINNERS Class and is set in a relaxed environment with suitable music.

Health, Fitness & Wellbeing

Step Moves

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.

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

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

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.

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.

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.

Loyalty

10% discount applies when Students enrol in two or more Community Programs classes per week for the whole term. Conditions apply.

Health, Fitness & Wellbeing

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.

Correct footwear is required for all fitness classes.

Please bring a towel or blanket and water bottle.

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).

What's New at Pines Learning

We have new courses starting in Term 3, 2021:

Pilates Without Floorwork

Skills for Work and Study - Aged Care
Bookkeeping Basics
Zoom for Beginners

We also have courses available in:

- Identifying and responding to family violence
- Identifying, reporting and preventing abuse in people with disabilities
- Performing allied health tasks for people with disabilities
- Supporting people with complex care needs
- Supporting people with psychological disability

For full details, please visit our website **pineslearning.com.au** or call us on **9842 6726**.

Can't find the course you are looking for?

Give us a call on **9842 6726**

Or email us at **info@pineslearning.com.au** and let us know how we can help.

We will do our best to make it happen.

Follow us on Social Media

Like & Follow Pines Learning on Facebook and Instagram.

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