

All Abilities Towards Independent Living



This course will help you live independently in supported accommodation or within your family home. Learn about what it takes to be a great house mate, understand house guidelines and communicate with others respectfully. Understand budgeting and how to prioritise essential and non-essential spending. Develop safe banking and online skills and know you can ask for assistance. Be introduced to basic First Aid and find out who in the community is there to support you.

Day	Date	Time
Thu	6 Feb (8 wks)	9.30 am -11.30 am
Cost		Code
Funded: \$ Free		25T1/VOC1

How to Enrol

Enrolments can be made either:

- By phone on **9842 6726** or
- By coming into the Centre.

After enrolment is confirmed, payment is required. A confirmation receipt will be sent to confirm your place.

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

Contact Us



9842 6726



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

All Abilities Essential Skills for Work

This course is designed to provide hands on opportunities for students with a high functioning intellectual disability. Students will build on their literacy and numeracy skills for the workplace.

A short interview is required for anyone not previously enrolled in this course.

ACFE Funded



Day	Date	Time
Mon	29 Jan (10 wks)	9.30 am- 12.00 pm
Cost		Code
Funded: \$95 Funded Cons: \$77		24EMPAAESFW1

Cost (Funded Full Fee) ACFE Subsidy Fee of \$22.00 plus \$73.00
Amenities Fee = Total Cost per person \$95.00.00

Cost (Funded Concession) ACFE Subsidy Fee of \$4.00 plus \$73
Amenities Fee = Total Cost per person \$77.00

ACFE Funded Places

Available to:

- Australian Citizen / Permanent resident
- Holder of an Australian Visa
- New Zealand Citizen
- Asylum Seekers

See pineslearning.com.au/eligibility-criteria for full details for categories.

Acknowledgement of Country

Pines Learning acknowledges the Wurundjeri people of the Kulin Nations as the traditional custodians of the land on which we work and learn. We pay respect to their elders past, present and emerging.



www.manninghamlearns.com
[facebook/Manningham-Learns.com](https://facebook.com/Manningham-Learns.com)



Pines Learning

think ▶ grow ▶ evolve ▶ relax

www.pineslearning.com.au



Computer, Employment and Pathway Courses

Term 1
28 Jan to 4 April 2025

Welcome to Term 1

All courses are delivered in a friendly, supportive environment by qualified and experienced trainers.

Pines Learning uses Windows 11 and Microsoft Office 365.

To see eligibility criteria for the following ACFE Funded courses refer to the ACFE funded places section on the back page or visit our website.

****No classes on Monday 10 March and during Term break***



Computer, Employment and Pathways to Further Study Courses

Computer for Beginners Level 1



Learn the basics of how to use a personal computer in nine step by step gentle-paced lessons.

Content includes creating and saving documents, file management, using MS Outlook for email and Google Chrome for internet.

ACFE Funded

Day	Date	Time	Cost	Code
Mon	3 Feb* (9 wks)	9.00 am– 12.00 pm	Funded: \$171 Concession: \$145 Non Funded: \$230	25DLECFBL11

Cost (Funded Full Fee) ACFE Subsidy Fee of \$32.00 plus \$100 Amenities Fee \$39 Manual Fee = Total Cost per person \$171.00

Cost (Funded Concession) ACFE Subsidy Fee of \$6.00 plus \$100 Amenities Fee \$39 Manual = Total Cost per person \$145.00

Canva Basics

Finding it hard to convert ideas into reality? Learn how to use Canva, the free digital tool which is taking the whole world by storm. Canva simplifies the design process by customising templates and providing a wide of features to create your own, to share or print.

ACFE Funded

Day	Date	Time	Cost	Code
Mon	11 Feb (8 wks)	6.30 – 9.00 pm	Funded: \$134 Concession: \$112 Non Funded: \$211	25DLECB1

Cost (Funded Full Fee) ACFE Subsidy Fee of \$27.00 plus \$168 Amenities Fee \$39 Manual Fee = Total Cost per person \$134.00

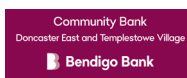
Cost (Funded Concession) ACFE Subsidy Fee of \$5.00 plus \$68 Amenities Fee \$39 Manual = Total Cost per person \$112.00

Skills to Apply for Work

This course is designed to assist people who have been out of the workforce.

FREE

Content includes where to look for job vacancies, identifying skills, resumes, cover letters, plus interview and presentation skills.



Day	Date	Time	Cost	Code
Mon	10 Feb (5 wks)	9.30–12.30 am	FREE	25TAVOCmc2

Cyber Safety Basics

Never has it been more important than now to protect your online presence.

In eight easy to follow sessions, learn about online threats such as scams and viruses and the skills to identify and manage suspected or real attacks.

ACFE Funded

Day	Date	Time	Cost	Code
Thu	7 Feb (8 wks)	12.30– 3.00 pm	Funded: \$95 Concession: \$77 Non Funded: \$170	25DLECSB1mc2

Cost (Funded Full Fee) ACFE Subsidy Fee of \$22.00 plus \$73.00 Amenities Fee = Total Cost per person \$95.00.00

Cost (Funded Concession) ACFE Subsidy Fee of \$4.00 plus \$73 Amenities Fee = Total Cost per person \$77.00



Understanding Artificial Intelligence (AI)

Join our beginners' guide to demystify and explore the exciting world of AI which has hit the internet by storm. You will experiment with some of the key AI tools and learn how they can impact your everyday life.

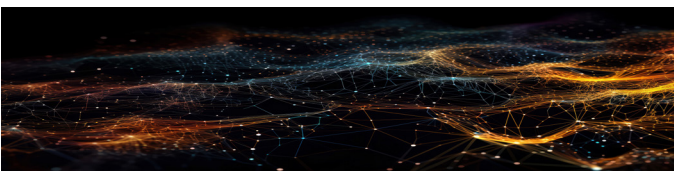
Class will run twice a week for 2 weeks

ACFE Funded

Day	Date	Time	Cost	Code
Tue & Thu	4 Mar (2 wks)	6.30– 9.00 pm	Funded: \$25 Funded Conc: \$16 Non Funded: \$70	25ENGAIN1

Cost (Funded Full Fee) ACFE Subsidy Fee of \$11.00 plus \$14.00 Amenities Fee = Total Cost per person \$25.00.00

Cost (Funded Concession) ACFE Subsidy Fee of \$2.00 plus \$14 Amenities Fee = Total Cost per person \$16.00



Business Administration Skills 1 & 2

Business Administration Skills 1 & 2 are designed to allow you to become job ready in nine weeks. Be skilled in MS Office programs. Administration Skills, Information Management, social media, plus much more.

Students attend classes three days a week. Register for the Information session Wednesday 11 December at 10 am or 6pm Online (Zoom) to receive up to \$100 discount for 2025.



Student will be enrolled in both courses.

ACFE Funded

Business Administration Skills 1				
Day	Date	Time	Cost	Code
Tue, Wed & Fri	4 Feb (4.5 wks)	9.00 am– 3.00 pm	Funded: \$190 Funded Conc: \$128 Non Funded: \$750	25EMPBAS11
Business Administration Skills 2				
Day	Date	Time	Cost	Code
Tue, Wed & Fri	5 Mar (4.5 wks)	9.00 am– 3.00 pm	Funded: \$190 Funded Conc: \$128 Non Funded: \$750	25EMPBAS21

Cost (Funded Full Fee) ACFE Subsidy Fee of \$80.00 plus \$50 Amenities Fee \$60 Manual Fee = Total Cost per person \$190.00

Cost (Funded Concession) ACFE Subsidy Fee of \$16.00 plus \$50 Amenities Fee \$60 Manual = Total Cost per person \$126.00

Bookkeeping Basics

Learn the basics of manual bookkeeping in a supportive environment. Content includes the bookkeeping process, the accounting equation, double entry accounting, journals plus much more.

ACFE Funded

Day	Date	Time	Cost	Code
Sat	8 Feb (8 wks)	9.30 am– 12.00 pm	Funded: \$139 Funded Conc: \$117 Non Funded: \$211	25EMPBB1

Cost (Funded Full Fee) ACFE Subsidy Fee of \$27.00 plus \$68.00 Amenities Fee plus, workbook \$44 = Total Cost per person \$139.00

Cost (Funded Concession) ACFE Subsidy Fee of \$5.00 plus \$68 Amenities Fee plus workbook \$44 = Total Cost per person \$117.00

