



TERM PROGRAM

Registered Training Organisation No: 6477

FEES AND CHARGES

Thanks to ACFE (Adult and Community Further Education) and Skills First Program for their funding for training through the Numurkah Community Learning Centre. A symbol next to the course indicates that it is funded by ACFE. Our fees are calculated according to Ministerial Direction on Fees and Charges.

MEMBERSHIP

You may wish to become a member to support the Centre. Members receive discounts and other special benefits from the Learning Centre. Membership is only \$5.00 per year.

ENROLLING IS EASY

Simply call into our Office at the Information Centre, 99 Melville Street and fill out an enrolment form. The office is staffed between 9am - 4pm Monday to Friday. A deposit is required on enrolment for the course and payment in full is required one week prior to commencement of the course. No course bookings will be accepted unless accompanied by a deposit.

ABOUT NCLC

Numurkah Community Learning Centre has a philosophy based on the principles of community focus and inclusion. We provide learning opportunities for people to enhance their lives, increase or learn new skills. Numurkah Community Learning Centre is a community organisation in the Moira Shire and has a strong partnership with local and state Governments, Community / Neighbourhood Houses, businesses and community groups.



Numurkah Community Learning Centre

Registered Training Organisation No: 6477

2018

TERM 4 PROGRAM OCTOBER—DECEMBER

Office Hours: 9am - 4pm

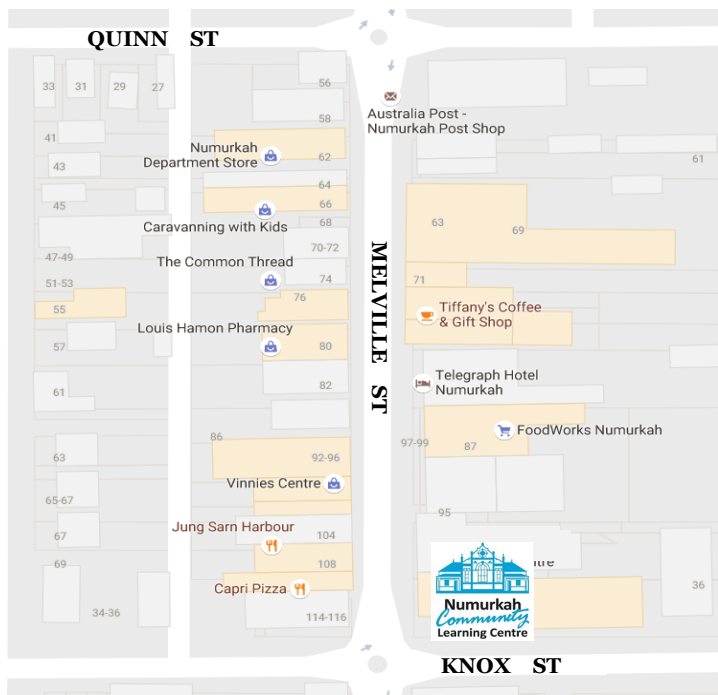
Phone : 5862 2249

Email: nclc@bigpond.com

Website: www.nclc.me

99 Melville Street (PO Box 153)

Numurkah Vic 3636



OUR VISION AND MISSION STATEMENTS

Vision Statement

Numurkah Community Learning Centre will aspire to be the first choice provider of quality training and services through continuous improvement, integrity and teamwork of our people.

Mission Statement

Numurkah Community Learning Centre will be valued as an effective resource for broad community participation, learning opportunities and social inclusion.

COMMUNITY CORNER

We would like to invite local community groups and members to come together for an informal meeting to discuss ideas for current and future projects. By bringing our groups together we can combine ideas and strategies and help Numurkah grow by working as a team. Tea and coffee provided.

Date: Thursday 11th October

Time: 10am—12pm

Venue: Numurkah Community Learning Centre,
President's Room

COURSES / ACTIVITIES

Art Group
Boomerang Bags
Computer Basics
Community Corner
doTERRA refresher class
Education Support
First Aid
Hygiene for Food Handlers
iPads, Tablets and Smartphones unlocked
Individual Support
Parent's Support Group
Responsible Service of Alcohol - Victoria
Return to Study
Sip N Sew Social Group
Ukelele Lessons for Beginners and Children
Yoga—Dru, Purna and Ashtanga
Yoga for Children

FEE INFORMATION FOR STUDENTS

- ◆ Places are limited, therefore to secure a place in a class, a 20% deposit of course fee must be paid on enrolment.
- ◆ Bookings should be received one week prior to class commencement.
- ◆ If minimum enrolments are not achieved the class will be cancelled.
- ◆ If a class is cancelled, fees will be fully refunded.
- ◆ If a student cancels more than a week prior to class commencing, a full refund will be paid.
- ◆ Cancellations of enrolment made less than five days prior to a course beginning will not be entitled to a refund of their deposit.
- ◆ Once a course has commenced no refund will be made. If special circumstances exist, a request for a refund should be made in writing to the Committee of Management.
- ◆ If payments are outstanding you may not be eligible to undertake assessment, continue to study, enrol in further study with NCLC or receive a Certificate or Statement of Attainment.

FUNDING ELIGIBILITY REQUIREMENTS

Under the Victorian Training Guarantee a subsidised training place is guaranteed to eligible students.

To be eligible, an individual must meet the requirements as follows:

An individual must be:

- ◆ an Australian citizen; or
- ◆ a holder of a permanent visa; or
- ◆ a New Zealand citizen;

And on January 1st 2018 must be:

- ◆ under 20 years of age and seeking to enrol in a nationally recognised; or
- ◆ over 20 years of age and seeking to enrol in nationally recognised training in a Foundation Skills List course; or
- ◆ over 20 years of age and seeking to enrol in nationally recognised training in a course that is at a higher qualification level than the highest qualification currently held.

In addition an individual is only eligible to:

- ◆ commence a maximum of two government subsidised courses in 2018;
- ◆ undertake a maximum of two government subsidised courses in 2018;
- ◆ commence a maximum of two government subsidised courses at the same level in their lifetime.

SERVICES

Photocopying / Faxing / Scanning/Laminating / Binding / Service Referrals available at reception

Resumes

We can type your resume for \$25 + USB \$8.
This includes bound copy plus one extra copy

Typing Services

We provide typing services for letters, minutes etc for individuals and groups. Cost: from \$6 per page

V/Line Agency

V/Line Coach and Train tickets can be booked and printed at reception

Facility Hire

Venue Hire only—\$20 for 1 hour
\$30 Half Day or \$50 Full Day
Venue and IT Hire (inc Internet) -
\$40 Half Day or \$70 Full Day

Computer Access available 9am-4pm

Do you need to access your emails, search the internet or type up a document?

Cost is \$2 for less than an hour or \$5 for more than one hour.

BRIDIE KNIGHT CHILDCARE

Bridie Knight Childcare provides high quality care on an educational basis and promotes and develops independence and active learning for each individual in a warm, safe, caring and stimulating environment.

3 Year Old Fun Group

Thursday's: 8.45am – 12.45pm (4 hours)

Term 4: Thurs 11th October—13th December

Occasional Childcare

Friday's: 8.45am – 1.45pm (3 to 5 hours)

Term 4: Friday 12th October—14th December

Bookings: Phone 5862 1569

We are now taking enrolments for our 2019 Three Year old Fun Group's. Children who are three by the 30th April 2019 are eligible to enroll.

COURTHOUSE CRAFTS

The Courthouse Craft Shop is open

Monday to Friday 10am – 3pm

Saturday 10am to 12pm

Jams/Preserves/Baked Goods/Fresh produce

Knitted goods / Hand crafted items

VOLUNTEERS WELCOME

NATIONALLY ACCREDITED COURSES

OUR SCOPE OF REGISTRATION



CHC30213 Certificate III in Education Support

22473VIC Certificate II in General Education for Adults

22474VIC Certificate III in General Education for Adults

DELIVERED BY OTHER RTO'S

Delivered by Yarrowonga Neighbourhood House—RTO: 21765

(at Numurkah Community Learning Centre)

CHC33015 Certificate III in Individual Support

HLTAID001 Provide cardiopulmonary resuscitation

HLTAID003 Provide first aid

HLTAID004 Provide an emergency first aid response in an education and care Setting

SITXFSA001 Use hygienic practices for food safety

2019 NATIONALLY ACCREDITED COURSES



CHC30213- Certificate III in Education Support

Become a qualified teacher's aide and be an integral part of the modern classroom. This course will teach you how to support and contribute to the education of children and young people and give you valuable on-the-job experience with work placement.

Date: Commencing February 2019

Venue: Numurkah Community Learning Centre



CHC33015 - Certificate III in Individual Support

Delivered by Yarrowonga Neighbourhood House—RTO: 21765

Would you like a career where you can make a difference in an older persons life? This course is being offered using a blended delivery model, designed for those who want a more flexible way of learning.

Date: Commencing February 2019

Venue: Numurkah Community Learning Centre

NATIONALLY ACCREDITED COURSES



First Aid

Delivered by
Yarrowonga Neighbourhood House - RTO: 21765

Date: Friday 10th November

HLTAID001- Provide cardiopulmonary resuscitation

Learn the current techniques and methods of CPR

Time: 9am – 1pm **Cost:** \$70

HLTAID003 - Provide first aid

This unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Time: 9am – 5.00pm **Cost:** \$160

HLTAID004 - Provide an emergency first aid response in an education and care setting

This unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

Time: 9am—5.00pm **Cost:** \$180

Venue: Numurkah Community Learning Centre

Note: Early enrolment is essential to allow time for online component to be completed prior to class for the HLTAID003 and HLTAID004 Courses.



SITXFSA001

Delivered by
Yarrowonga Neighbourhood House—RTO: 21765

This unit allows participants to work in restaurants, cafes, bakeries or volunteer for a community group involved in the food preparation.

Date: Monday 19th November

Time: 10am – 4pm

Cost: \$100.00

Venue: Numurkah Community Learning Centre

FITNESS / WELLNESS

Yoga Classes for Primary School Children

Sarah is a qualified children's yoga instructor and through this class, will provide a fun and exciting introduction to yoga for primary school aged children. Skills learned will include body awareness and movement, mindfulness, breathing techniques and relaxation. These tools are invaluable to help children develop confidence, kindness and resilience.

Date: Tuesday 9th October—11th December

Time: 4.00pm – 4.45pm **Cost:** \$5 per session

Venue: Council Chambers

Ashtanga Yoga Sunday Class

Libby will be visiting Numurkah in November and would like to offer an Ashtanga Yoga class that will be a gentle and relaxed flow where we can have a laugh and take it easy together. After class if you have time, we will go to Café 3641 for Brunch and a catch up.

Date: Sunday 25th November

Time: 8.30am—10am **Cost:** \$15

Venue: President's Room

Yoga for Pre-Christmas Calm

Treat yourself to an evening away from all the hustle and bustle of the Silly Season. Sarah will be offering a gentle, relaxing yoga class where you will have the opportunity to escape from the Christmas chaos and reconnect with yourself and nature. Donations may be made towards The World Peace Flame if you wish.

Date: Thursday 20th December

Time: 7pm—8.30pm **Cost:** Free

Venue: Lou Hamon Rose Gardens
(opposite St George's Anglican Church)

'doTERRA Refresher Class

Forgotten what oil to use for what? Or just want to know more about doTERRA Therapeutic Essential Oils. Come along to our refresher course to learn how!

Date: Tuesday 23rd October

Time: 7pm—9pm

Cost: \$5 payable to NCLC or
online at <https://www.trybooking.com/421414>

Venue: Numurkah Community Learning Centre

For inquiries call: Vanessa Hoffmann—0410 742 940

FITNESS / WELLNESS

Dru Yoga

Sarah will be teaching gentle yoga stretches, relaxation exercises, breathing control and stress relief for the body and mind. Suitable for beginners to advanced. Please bring a mat, light blanket and a water bottle.

Monday Evening Class

Date: Monday 8th Oct—29th Oct (4 sessions)
(No class Monday 5th November)
Monday 12th Nov—10th Dec (5 sessions)

Time: 7.00pm – 8.30pm

Cost: \$60 (4 sessions) \$75 (5 sessions)

Venue: Numurkah Community Learning Centre

Friday Morning Class

Date: CANCELLED DUE TO WORK COMMITMENTS

Time: 9.30am—11.00am

Cost: \$60 (4 sessions) \$75 (5 sessions)

Venue: Numurkah Community Learning Centre

Purna Yoga

Georgia will be teaching Purna Yoga which focuses on enhancing postural alignment through stretching and strengthening. It is a meditative practice using breath work and mindfulness to help still the mind. Please bring a mat, light blanket and a water bottle.

Monday Evening Class

Date: Monday 8th October—29th Oct (4 sessions)
(No class Monday 5th November)
Monday 12th Nov—10th Dec (5 sessions)

Time: 6.00pm – 7.00pm

Cost: \$60 (4 sessions) \$75 (5 sessions)

Venue: Brookfield, Kelly's Road, Numurkah

Tuesday Evening Class

Date: Tuesday 9th October—30th Oct (4 sessions)
(No class Tuesday 6th November)
Tuesday 13th Nov—11th Dec (5 sessions)

Time: 6.30pm – 7.30pm

Cost: \$60 (4 sessions) \$75 (5 sessions)

Venue: Brookfield, Kelly's Road, Numurkah

PRE ACCREDITED COURSES



Introduction to Beauty

This course is an introduction to the Beauty Industry giving students a taste of what is involved in working in a salon, day spa or cosmetic retail environment. You will learn some great beauty tips as well as some ideas to improve your general wellbeing and confidence.

Students will gain knowledge to make the choice to complete a beauty traineeship and/or to complete a Certificate III in Beauty, Diploma of Beauty or even just gain the skills to find a job in this area.

Date: **SORRY THIS COURSE HAS BEEN CANCELLED**

Time: 10am—3.00pm

Cost: **Funded:** Discounted to \$50
Concession: Discounted to \$40

Venue: Numurkah Community Learning Centre



Return to Study

This course is designed to prepare learners with basic computer functions including internet research, and will be assisted to strengthen time management and study skills.

Date: Friday 2nd Nov—23rd Nov (4 sessions)

Time: 10am—3.00pm

Cost: Free

Venue: Numurkah Community Learning Centre

COMPLIANCE TRAINING

RSA (VIC)

Delivered by AMD Training Solutions

Who should do RSA training?

It is mandatory for all staff / volunteers who are involved in selling, offering or serving alcohol in Victoria to have a current VCGLR approved RSA certificate. 17 year olds welcome.

Dates: Tuesday 9th Oct or 13th Nov or 4th Dec

Time: 5.30 pm—9.30 pm **Cost:** \$75.00

Venue: Numurkah Community Learning Centre

Bookings Essential: www.amdtrainingsolutions.com.au
or SMS 0412 184 020

INFORMATION TECHNOLOGY

Computer Basics



This course is designed to assist the learner to develop skills in basic computer applications - Microsoft Word, Excel and Publisher, PowerPoint, Internet and Email, including Internet Banking, Online shopping etc.

Date: Wednesday 31st Oct— 5th Dec (6 sessions)

Time: 9.30am—12.30pm

Cost: **Funded:** Discounted to \$30
Concession: Discounted to \$20

Venue: Numurkah Community Learning Centre

iPads, Tablets and Smartphones unlocked

This course is designed to introduce you to the basics of iPads, Tablets and Smartphones - including internet, email, Facebook, photos and more. Bring your own iPad/Tablet/Smartphone if you have one, or we can provide you with one for the course.

Date: Wednesday 7th Nov—14th Nov

Time: 1.30am—3.30pm

Cost: \$30 for 2 sessions

Venue: Numurkah Community Learning Centre

MUSIC

Ukelele Lessons for Children

Hans would like to offer lessons for school aged children 9 -15 years to learn how to play the Ukelele. Own Ukelele needed, discounts on instruments can be arranged with a Shepparton Music shop. Minimum 5 students.

Date: Thursday 15th Nov —13th Dec (5 weeks)

Time: 4pm—5pm **Ages:** 9—15 years

Cost: \$25.00 (5 x 1 hour sessions)

Ukelele Beginners Lessons for Adults

Not only will you learn to play the ukulele, but also some basic theories of music which will help you for the rest of your life. It's a lot of fun, easy to learn and great for the spirit. Own Ukelele needed, discounts on instruments can be arranged with a Shepparton Music shop. Minimum 5 students.

Date: Thursday 11th Oct—13th Dec (10 weeks)

Time: 5.30pm—7.30pm

Cost: \$100.00 (10 x 2 hour sessions)

Venue: Numurkah Community Learning Centre

ART / CRAFT / SOCIAL GROUPS

Boomerang Bags

We are looking for volunteers to help cut, sew, stitch or iron for an exciting community project. Boomerang bags are made using recycled materials, as a means to provide a sustainable alternative to plastic bags. If you have a sewing machine and are able to, please bring it along with you. A great way to make new friends. Tea and Coffee provided.

Date's: Wednesday 28th Nov

Time: 10am—4pm **Cost:** Free

Venue: Numurkah Community Learning Centre

Sip N Sew Social Group

Bring your own craft projects and enjoy a tea/coffee and chat at our informal friendly fortnightly Sip N Sew sessions. A great way to meet new people. Tea and Coffee provided.

Day: Every second Wednesday

Date: Next date Wednesday 3rd October

Time: 10am—3pm **Cost:** Free

Venue: Numurkah Community Learning Centre

Social Art Group

Bring your own art projects, paints, easels or just come for coffee and a chat at our informal friendly weekly art sessions. Come and meet fellow district artists. Tea and Coffee provided.

Day: Every Monday

Date: Next date Monday 1st October

Time: 1pm - 4pm **Cost:** Free

Venue: Numurkah Community Learning Centre

Parent's Support Group

An opportunity for local parents to meet other parents, have a cuppa and a chat, share support and advice in a friendly atmosphere. We occasionally have guest speakers on different topics relating to parents and children. Bring your little ones. Tea, coffee, biscuits and toys provided. All parents welcome.

Date: Tuesday 9th Oct—11th Dec (Weekly)

Time: 9am—11am **Cost:** Free

Venue: Numurkah Community Learning Centre
President's Room