



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

2019

TERM 1 PROGRAM JANUARY—APRIL

Office Hours: 9am - 4pm

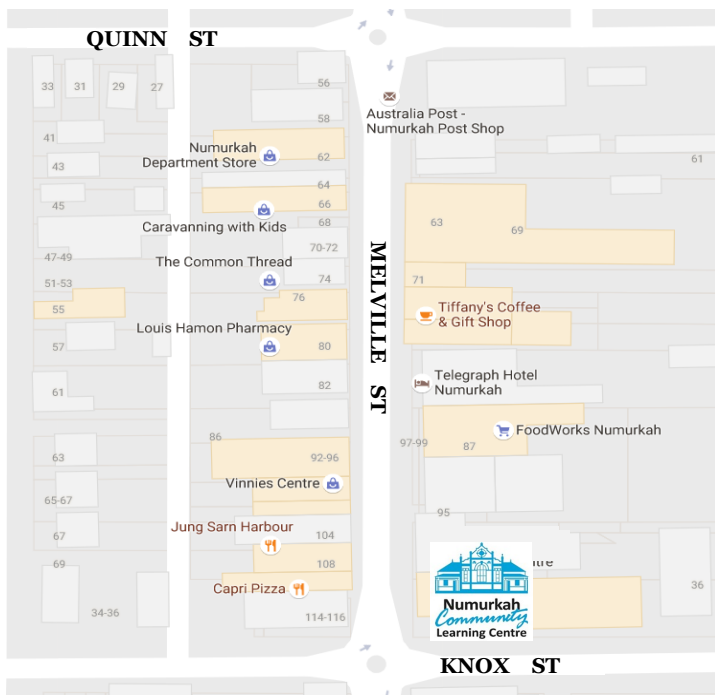
Phone : 5862 2249

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.

COURSES / ACTIVITIES

Art Group
Boomerang Bags
Certificate II and III in General Education for Adults
Certificate III in Education Support
Certificate III in Individual Support
Computer Skills for Employment
Computers for Seniors
First Aid
Food Glorious Food
iPads, Tablets and Smartphones unlocked
Introduction to Beauty
Introduction to Horticultural
Introduction to My GOV Website
Parent's Support Group
Responsible Service of Alcohol - Victoria
Sip N Sew Social Group
Yoga—Dru, Purna and Ashtanga
Yoga for Children

TUTORS / VOLUNTEERS

We are looking for Tutors or Volunteers to run the following courses / activities:

Yoga (Vinyasa or Ashtanga); Pilates; Drawing Classes; Cake Decorating; Ceramics; Candle Making; Card games & Board games, Music Instruments.

Please give us a call on 03 58622249 if you are interested.

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 2019 must be:

- ◆ under 20 years of age and seeking to enrol in a nationally recognized course; 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 2019;
- ◆ undertake a maximum of two government subsidised courses in 2019;
- ◆ 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 1: Thurs 31st January—4th April

Occasional Childcare

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

Term 1: Friday 18th January—5th April

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 YARRAWONGA EDUCATION & TRAINING—RTO 21765

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

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

Time: 9am – 3pm

Cost: Concession: \$460; Funded: \$858
Full Fee: \$3,000

Venue: Numurkah Community Learning Centre



CHC33015 - Certificate III in Individual Support

Delivered by Yarrawonga Education & Training—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: Monday 4th February 2019

Time: 9am – 3.30pm

Cost: Concession: \$397; Funded: \$650
Full Fee: \$3,000

Venue: Numurkah Community Learning Centre

NATIONALLY ACCREDITED COURSES



Certificate in General Education for Adults

If you left school at an early age and/or wish to strengthen your core skills of literacy and numeracy, this accredited course can be your pathway to the future.

Date: 5th February 2018—12th December 2018
(Tues, Wed and Thurs)

Time: 10am – 3pm

Cost: Tuition, Administration and amenities supplied on application.

22473VIC Certificate II in General Education for Adults

22474VIC Certificate III in General Education for Adults

First Aid

Delivered by Yarrawonga Education & Training - RTO: 21765

Date: Saturday 16th February 2019

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.

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.

Day: Fourth Wednesday of the month

Date's: Next date Wednesday 23rd January

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 23rd January

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 14th January

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 weekly. Next date 29th January

Time: 9am—11am **Cost:** Free

Venue: Numurkah Community Learning Centre

YOGA CLASSES

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 4th Feb—25th Feb (4 sessions)
Monday 4th Mar— 1st Apr (4 sessions)
(No Class 11th March Labour Day)

Time: 7.00pm – 8.30pm

Cost: \$60 (4 sessions)

Venue: Numurkah Community Learning Centre

Friday Morning Class

Date: Friday 1st Feb—1st Mar (5 sessions)
Friday 8th Mar—5th Apr (5 sessions)

Time: 9.30am—11.00am

Cost: \$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.

Tuesday Evening Class

Date: Tuesday 29th Jan - 26th Feb (5 Sessions)
Tuesday 5th Mar—2nd Apr (5 sessions)

Time: 6.30pm – 7.30pm

Cost: \$75 (5 sessions)

Venue: Numurkah Community Learning Centre

Ashtanga Yoga Sunday Class

Libby will be visiting Numurkah 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 out for Brunch and a catch up.

Date: Sunday 3rd March

Time: 8.30am—10am

Cost: \$15

Venue: President's Room

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: Wednesday 6th Feb—3rd Apr (10 sessions)

Time: 6.00pm—9.00pm

Cost: **Funded:** \$100
Concession: \$ 80

Venue: Numurkah Community Learning Centre



Introduction to Horticulture

This course is designed to not only help you learn skills for entry into a full certificate course in horticulture but will show you ways to grow food in your home garden which you can use to make \$\$\$ from sales at markets and stalls.

Saving the planet and saving money at the same time is the benefit of knowing when and what to grow in your home garden. This is a great chance to learn in a local environment.

Date: Tuesday 5th Feb—25th June (20 sessions)
(No classes during school holidays)

Time: 9am—2pm

Cost: **Funded:** \$ 70
Concession: \$ 50

Venue: Numurkah Community Learning Centre



Food Glorious Food

Step back into learning in a fun and healthy way. Let Nicole show you how to incorporate healthier food into your meals in simple ways and to source foods via growing your own, using food share and other sustainable practices.

Date: Friday 15th Feb—1st Mar (3 sessions)

Time: 10am—1pm

Cost: \$25

Venue: Numurkah Community Learning Centre

INFORMATION TECHNOLOGY



Computer Skills for Employment

Take this opportunity to learn computer skills, whether you are working from home, looking for work or already employed. This course will show you how to work with the latest programs in Microsoft Office and build your confidence to use them. This is an ideal beginners class with plenty of support.

Date: Wednesday 6th Feb—27th Mar (7 sessions)

Time: 9.30am—12.30pm

Cost: **Funded:** \$40 **Concession:** \$30
Unfunded: \$80

Venue: Numurkah Community Learning Centre



Introduction to MyGOV Website

Do you have a MyGOV account? Have you been told to get one? Do you know how to use it? Confused???? This 2 session course is designed to help make sense of it for you.

Date: Wednesday 20th Mar—27th Mar (2 sessions)

Time: 1.00pm—3.30pm

Cost: **Funded:** \$20 **Concession:** \$15

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 20th Feb and 27th Feb

Time: 1.00pm—3.00pm

Cost: \$30

Venue: Numurkah Community Learning Centre

Computers for Seniors

This course is designed to assist seniors to learn the very basics on how to use a computer. Bring your own lap top or we have some available.

Date: Monday 18th Mar-25th Mar (2 sessions)

Time: 1pm—3.30pm

Cost: \$40

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 8th Jan, 5th Feb or 2nd April

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

Venue: Numurkah Community Learning Centre

COMMUNITY GARDEN

Murray Avenue Community House

Community gardens are a great way to learn new skills, meet your neighbours, get some exercise and improve your local environment - not to mention the delicious, fresh produce you can enjoy as a result of your contribution.

We are excited to be beginning a new project at our Community House location in Murray Avenue. Everyone is welcome to come along and join in the development of our community garden.

If you have any gardening skills or none at all, this is a social opportunity in a healthy and friendly setting.



CHILDREN'S YOGA CLASS

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.

Date: Friday 1st Feb—5th April (10 sessions)

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

Venue: Numurkah Community Learning Centre Inc