

## Classes for Term 1 – 2019



### Crafts, Wellbeing & Self Help

<p><b>LEATHER CRAFT</b> You will learn to make:</p> <p>Beginner level - Key tags, coasters, coin purses and card wallets with a mixture of stamping and sewing</p> <p>Advanced level - Wallets, larger purses, belts and shoulder bags. Tools and leather provided.</p>	<p>Third Wednesday of the month (16 Jan, 20 Feb, 20 Mar, 17 Apr) 4:00pm – 6:00pm</p>	<p>\$20 per session Join anytime!</p>
<p><b>SAHAJA YOGA MEDITATION</b> Sahaja Yoga Meditation promotes mental, physical and emotional balance whilst reducing stress and anxiety. Come and be guided through meditation in a way that is suitable for all ages.</p>	<p>Thursdays 7 Feb – 4 Apr 7:00pm–8:00pm</p>	<p>Free Join anytime!</p>
<p><b>WOMEN'S FRIENDSHIP CAFÉ</b> Come for a cuppa, a good chat and make friends!</p>	<p>Wednesdays 6 Feb – 3 Apr 10:00am – 12:00pm</p>	<p>Free Join anytime!</p>
<p><b>ENGLISH FOR SEWING</b> You will:</p> <ul style="list-style-type: none"> <li>- Learn to take correct measurements and make fashion garments</li> <li>- Improve your English language skills</li> </ul>	<p>9 Sessions Tuesdays 5 Feb – 2 Apr 10:00am – 2:00pm</p>	<p>Free (Eligibility applies) Limited places. Must enrol.</p>
<p><b>LITTLE LIBRARIES</b></p> <p>Our Little Library is a free book exchange where people can take a book or bring along a book to swap at Djerriwarrh's Melton reception. We have a children's section as well.</p>	<p>Monday to Friday 9:00am-5:00pm</p>	<p>Free</p>
<p><b>COMPUTER USE FOR JOB SEEKERS</b></p> <p>We have computers available to be used for job-related searches or to create or update resumes. Contact us for further information.</p>	<p>Monday to Friday 9:30am - 4:30pm</p>	<p>Free</p>

\* Individuals are ACFE funded if they hold Australian citizenship, New Zealand citizenship or an Australian permanent visa.

## ▶ Computers, Business & Careers

<p><b>INTRODUCTION TO COMPUTERS</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Learn basic computer functions including Word, Excel and using the internet</li> <li>- Learn to create a myGov account to access online accounts such as Medicare, ATO, Centrelink and Australian Job Search, etc.</li> </ul>	<p>8 Sessions Thursdays 31 Jan – 21 Mar 9:30am – 3:00pm</p>	<p>*ACFE funded: \$40 Concession: \$20 Full fee: \$100 Material &amp; Amenities: \$15</p>
<p><b>FLEXI COMPUTERS</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Get an individual learning plan of 20 hours which will increase your knowledge of Microsoft Word, Excel and as well as social media websites such as Facebook and Twitter</li> </ul>	<p>4 Sessions Thursdays Join anytime! 9:30am – 3:00pm</p>	<p>(Per Module) *ACFE funded: \$20 Concession: \$10 Full fee: \$50 Material &amp; Amenities: \$15</p>
<p><b>INTRODUCTION TO OFFICE ADMINISTRATION</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Prepare for entry-level administrative positions</li> <li>- Have the opportunity to upgrade your skills further</li> </ul>	<p>8 Sessions Mondays 4 Feb – 1 Apr 9:30am – 3:00pm</p>	<p>*ACFE funded: \$40 Concession: \$20 Full fee: \$100 Material &amp; Amenities: \$15</p>
<p><b>JOB LAB</b></p> <p>Improve your resume and job seeking skills with help from a qualified careers advisor. <u>Melton Library</u>: Every second &amp; fourth Thursday. <u>Caroline Springs Library</u>: Every first, third and fifth Thursday.</p>	<p>Thursdays 10:00am – 12:00pm</p>	<p>Free</p>

## ▶ Parents & Kids Program

<p><b>COMPUTER PROGRAMMING</b> Improve your computer skills while your children learn computer programming! Kids will learn to create webpages, make calculators, create tables and display dates and times. Parents can improve their knowledge of Microsoft Word, Excel, Power Point presentations and social media websites such as Facebook and Twitter. For children 10 years and over.</p>	<p>4 sessions Thursdays 21 Feb – 14 Mar 3:30pm-5:00pm</p>	<p>(For 1 parent and 1 child ) \$100</p>
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## ▶ Hospitality and Cooking

<p><b>INTRODUCTION TO CAFÉ SKILLS</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Learn to prepare and serve all coffee types and café-style foods</li> <li>- Improve your customer service and team work abilities</li> </ul> <p>(Pathway to successfully attain a Barista Certificate and Level 1 Food Handlers Certificate- Extra session on 26 Mar)</p>	<p>7 Sessions Tuesdays 5 Feb – 19 Mar 9:30am – 3:00pm</p>	<p>*ACFE funded: \$35 Concession: \$17.50 Full fee: \$87.50 Material &amp; Amenities: \$15</p>
<p><b>HEALTHY COOKING ON A BUDGET</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Make healthy recipes within a set budget using fresh and seasonal ingredients</li> <li>- Learn how to read labels and nutritional facts</li> </ul>	<p>7 Sessions Mondays 4 Feb – 25 Mar 9:30am – 3:00pm</p>	<p>*ACFE funded: \$35 Concession: \$17.50 Full fee: \$87.50 Material &amp; Amenities: \$20</p>

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## English

<p><b>ENGLISH FOR EVERYONE – FOUNDATION</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Develop and improve your English reading, writing, speaking and listening skills</li> </ul>	<p>18 Sessions Mondays &amp; Tuesdays 29 Jan – 2 Apr 9:30am – 3:00pm</p>	<p>*ACFE funded: \$90 Concession: \$45 Full fee: \$225 Material &amp; Amenities: \$15</p>
<p><b>ENGLISH FOR EVERYONE – NIGHT CLASS</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Improve your grammar and vocabulary skills</li> <li>- Focus more on conversation and pronunciation</li> </ul>	<p>18 Sessions Mondays &amp; Tuesdays 29 Jan – 2 Apr 6:00pm – 9:00pm</p>	<p>*ACFE funded: \$54 Concession: \$27 Full fee: \$135 Material &amp; Amenities: \$15</p>
<p><b>ENGLISH FOR EVERYONE - NEXT STEP</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Improve your grammar and vocabulary skills</li> <li>- Focus more on conversation and pronunciation</li> </ul>	<p>20 Sessions Wednesdays &amp; Thursdays 30 Jan – 4 Apr 9:30am – 3:00pm</p>	<p>*ACFE funded: \$100 Concession: \$50 Full fee: \$250 Material &amp; Amenities: \$15</p>
<p><b>ENGLISH FOR EMPLOYMENT</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Build skills to be more confident in the workplace</li> <li>- Learn English you can use at work</li> </ul>	<p>8 Sessions Mondays (at Melton South Community Centre, 41 Exford Rd, Melton South VIC 3338) 4 Feb – 1 Apr 9:15am – 1:30pm</p>	<p>*ACFE funded: \$34 Concession: \$17 Full fee: \$85 Material &amp; Amenities: \$15</p>
<p><b>ENGLISH FOR COMMUNITY SERVICES</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Improve your English while learning about a range of community services such as schools, hospitals, childcare, aged care and volunteering.</li> </ul>	<p>10 Sessions Thursdays 31 Jan – 4 Apr 9:30am – 3:00pm</p>	<p>*ACFE funded: \$50 Concession: \$25 Full fee: \$125 Material &amp; Amenities: \$15</p>
<p><b>COMPUTERS FOR ENGLISH</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Learn to use computers while developing your English language</li> <li>- Get introduced to a range of different computer programs</li> </ul>	<p>10 Sessions Fridays 1 Feb – 5 Apr 9:30am – 3:00pm</p>	<p>*ACFE funded: \$50 Concession: \$25 Full fee: \$125 Material &amp; Amenities: \$15</p>
<p><b>ENGLISH FOR LIVING &amp; WORKING IN AUSTRALIA</b></p> <p>You will:</p> <ul style="list-style-type: none"> <li>- Understand Australia's history and people</li> <li>- Learn more about Australian culture and traditions</li> </ul>	<p>9 Sessions Saturdays 9 Feb – 6 April 10:00am – 1:00pm</p>	<p>*ACFE funded: \$27 Concession: \$13.50 Full fee: \$67.50 Material &amp; Amenities: \$15</p>



R U Ok? Day 2018

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## Nationally Accredited Courses

### CHC30213 CERTIFICATE III IN EDUCATION SUPPORT

This course will give you the core skills and training to assist teachers in a range of classroom contexts.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised*	\$450	\$150	\$20	\$4256	\$620
Government Subsidised* (Concession)	\$90	\$150	\$10	\$4616	\$250
Full fee	\$2500	\$150	\$20	0	\$2670
Full fee (Concession)	\$2000	\$150	\$10	0	\$2160

Monday & Tuesday  
4 Feb – 13 Aug  
9.30am – 3.00pm

### CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

This course will give you the knowledge, skills and experience for employment in the childcare industry.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised*	\$450	\$150	\$20	\$5936	\$620
Government Subsidised* (Concession)	\$90	\$150	\$10	\$6296	\$250
Full Fee	\$2500	\$150	\$20	0	\$2670
Full Fee (Concession)	\$2000	\$150	\$10	0	\$2160

Monday, Wednesday & Friday  
20 Feb – 9 Sep  
9:30am – 3:00pm

### CHC22015 CERTIFICATE II IN COMMUNITY SERVICES (PREPARATION OF HEALTH SERVICES ASSISTANCE)

This course will introduce you to aspects of the role of a Health Services Assistant and includes a five-day work placement at one of Western Health's campuses located in Footscray, Sunshine and Williamstown.

Minimum course fees are:	Tuition Fee	Materials Fee	Amenities Fee	Approx. Government Contribution	Total Fee
Government Subsidised*	\$250	\$200	\$20	\$2,191	\$470
Government Subsidised* (Concession)	\$50	\$200	\$10	\$2,391	\$260
Full Fee	\$1,750	\$200	\$20	-	\$1,970
Full Fee (Concession)	\$1,400	\$200	\$10	-	\$1,610

Monday to Thursday  
4 Feb – 28 Mar  
9:30am – 3:00pm

### CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)

This course will prepare you for work as a carer in a residential aged care facility. It will introduce you to all aspects of a carer's role including personal care, well-being and assistance with daily activities.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised*	\$450	\$200	\$20	\$6,077	\$670
Government Subsidised* (Concession)	\$90	\$200	\$10	\$6,437	\$300
Full Fee	\$2500	\$200	\$20	0	\$2,720
Full Fee (Concession)	\$2000	\$200	\$10	0	\$2,210

March 2019  
(Taking expressions of interest)  
9:30am – 3:00pm

239 Station Road, Melton, VIC, 3337. T (03)8746 1000

E: [info@djerriwarrh.org](mailto:info@djerriwarrh.org) [www.djerriwarrh.org.au](http://www.djerriwarrh.org.au)

**Reception hours: Monday to Friday. 9.00am to 5.00pm.**

\* Training is delivered with the support of Victorian and Commonwealth Government funding, subject to the eligibility of the individual. Fees are subject to change. For further information on fees please refer to [www.djerriwarrh.org.au/course-fees/](http://www.djerriwarrh.org.au/course-fees/)

**TOID: 3771**



learn • connect • grow