

TO THE HOUSEHOLDER COURSES

30TH ANNIVERSARY

TERM 1 2014 FEBRUARY – APRIL



BOOKINGS Phone: 03 5772 1238

Email: admin@ceaca.com.au

Web: www.ceaca.com.au

Office hours Monday to Friday 9am – 4pm (reduced hours during school holidays)

CEACA, Old Court House, 38A Downey Street (PO Box 255), Alexandra VIC 3714

ABN 93 411 448 690 RTO No 3730



Payment is required at time of booking either in person or over the phone. Cash, cheque, credit card accepted. (No eftpos available).

PAYMENT

PAYMENT: Full payment is required to secure / confirm a place for any courses. All courses must be paid for before course commencement date.

CANCELLATION: If CEACA has to cancel a course due to insufficient numbers, a full refund will be made. If a participant withdraws from the course within 5 business days before commencement, a refund will be issued minus a \$5 administration fee. If a participant withdraws from a course once it has commenced, there will be no refund.

Whats your gizmo?

TECHNOLOGY FOR OLDER ADULTS

Are you over 60? Would like to participate in a refresher course or learn how to use a range of electronic devices?

Such as a computer or the internet/iPad/iPhone/Digital Camera or other?
Then CEACA has FREE courses available for you.

Duration 8 sessions

Date Tuesday 11 February – 1 April

Time 10am-12pm

Cost FREE

includes morning tea and in some circumstances, transport to and from CEACA to be negotiated at time of booking.



CEACA

CEACA delivers nationally accredited training which, students who are eligible, under the Victorian Training Guarantee (VTG), can have their course fees subsidised by the Victorian government. Please note; accessing the VTG may impact students wishing to undertake further government subsidised training.

Training is delivered with Victorian and Commonwealth funding. **At enrolment a \$400 deposit must be paid to secure your place. Payment plans can be arranged to pay off the remaining balance.**

CHILDCARE SUBSIDY

CEACA can help pay childcare costs for students in our funded courses. The subsidy applies to short courses and full year certificates. Our classes are small, supportive and many are nationally accredited.

CENTRELINK

CEACA is registered with Centrelink; those receiving some benefits may be eligible for financial assistance to complete an accredited course. Eligible courses are marked with an asterisk *

ACFE

Programs marked with the symbol are subsidised by funding from Adult Community and Further Education (ACFE) to improve access for all individuals of the community.



For information regarding the Certificate courses in Outdoor Recreation for 2014 please contact the Murrindindi Training Institute (MTI) on 5772 3220.

ACCREDITED COURSES

CERTIFICATE III IN AGED CARE *

Designed for people seeking skills required in the Aged Care sector, especially in residential facilities. It is the entry level qualification for employment in this field. A commitment to work placement is required. Scheduled to commence in March.

Cost \$1050 eligible funded
\$645 eligible funded concession
\$2500 fee for service
Materials included
Code CHC30208

CERTIFICATE III IN CHILDREN'S SERVICES *

This course is suitable for those currently employed in the childcare industry or for people wanting to pursue a career as a home or centre based worker. A commitment to work placement is required. Scheduled to commence in March.

Cost \$1050 eligible funded
\$625 eligible funded concession
\$2500 fee for service
Materials included
Code CHC30712

CERTIFICATE IV IN TRAINING AND ASSESSMENT *

This is the required qualification for delivering training and assessment in the workplace. Classes will probably run one evening a week. Scheduled to commence in March/April.

Cost \$810 eligible funded
\$600 eligible funded concession
\$1800 fee for service
Materials included
Code TAE40110

CERTIFICATE IV IN TRAINING & ASSESSMENT UPGRADE & RPL



Do you have BSZ or TAA? Want to upgrade to the current TAE40110 Certificate IV in Training & Assessment? If you have been delivering training with no formal qualifications, you may be eligible for Recognition of Prior Learning (RPL). Cost is \$600 and if any additional units are needed then \$150 per unit.

ACCREDITED COURSES

CERTIFICATE II IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY *

Designed for people seeking skills suitable in an administrative support role or general office environment. Learn to operate a personal computer using a variety of applications, including word processing, spreadsheets, databases, presentation packages, Internet and e-mail. Scheduled to commence in March.

Cost \$955 Eligible funded,
\$525 Eligible funded concession
\$1700 Fee for service
Materials included
Code ICA20111

CERTIFICATE III IN EDUCATION SUPPORT *

This course is suitable for those currently employed in the education industry or for people wanting to pursue a career as a class room assistant or integration aide. A commitment to work placement is required. Scheduled to commence in March.

Cost \$1055 Eligible funded
\$625 Eligible funded concession
\$2500 Fee for service
Materials included
Code CHC30808

CERTIFICATE IV IN DISABILITY *

This course provides an excellent introduction to work in the disability sector, including community, registered centre or home based care. Scheduled to commence in March.

Cost \$1335 eligible funded
\$760 eligible funded concession
\$3050 fee for service
Materials included
Code CHC40308

EXPRESSIONS OF INTEREST

Do you have an idea or interest you would like to share with others? Then why not come in or call us and discuss it. We are always looking for new and interesting courses to offer.

ART / CRAFT

WATER COLOUR PAINTING

Learn about the techniques of water colour painting including basic knowledge of subject matter. The aim is to learn technique, have fun and leave with a painting in water colour. Bring an old apron or shirt.

Duration 4 sessions
Date Monday 10, 24 February and 17, 31 March
Time 9.30am – 12pm
Cost \$100 including materials

CHINA PAINTING

Come along and attend CEACA's longest running course with beginners welcome in China painting. A tutor visits once a month and experienced helpers are at all sessions. Meet on the first two Fridays of each month from 10am - 3pm. Cost \$35 for a full day workshop with tutor, \$4 self-help days.

BEE KEEPING

INTRODUCTION TO KEEPING BEES

Cover theory and get real hands on experience while being introduced to Bee keeping. Cover industry information including marketing and food safety while learning terminology and seasonal management. Health and safety a priority, call for equipment list. Do not wear wool. Friday is theory and Saturday is practical at Merton.

Duration 2 sessions
Date 21 and 22 March
Time 6pm-9pm Friday, 9am-4pm Saturday
Cost \$100

DANCING LESSONS

Every Tuesday from 7.30pm at St. Johns Hall on Downey Street. Offering old time, latin and rock. Why not give it a try? You will be made very welcome. \$7 couple, \$3.50 singles. Dances are held on 2nd Saturday of each month, with a live band Remember When. Enquiries to Josie at 5772 1585.

COMPUTER COURSES

MYOB INTRODUCTION

Aims to give students skills required to set up a MYOB company file and to process day to day transactions in the sales, purchases and banking modules.

Duration 7 sessions
Date TBA
Time Initial Saturday 10am-2.30pm then Thursdays 6pm-8.15pm
Cost \$375

IPAD / IPHONE FOR BEGINNERS

For those who have never used an iPad or iPhone, this is the course for you. Just want to know what's so good about an iPad? Going travelling? Learn how to pick up your emails and take a photo on an iPad and more...

Duration 1 session
Date Saturday 8th March
Time 10am-12pm
Cost \$40

COMPUTERS MADE EASY

No computer or internet experience? No worries. Work at your own pace as John eases you into a basic understanding of how a computer and the internet works. Please state preferred time at booking.

Duration 8 sessions
Date Thursday 6 February – 27 March
Time 7pm-9.30pm
Cost \$80 includes USB to keep

THE NEXT STEP

Extend your computer skills as John will show you skills in file management, advanced internet and Microsoft Word skills. Learn more about your computer. State time preferred on booking.

Duration 8 sessions
Date Tuesday 4 February – 25 March
Time 1pm-3.30pm
Cost \$80 includes USB to keep

DIGITAL CAMERAS

DIGITAL CAMERAS & Picasa (PHOTO EDITOR)

John will cover how to take great photos, transfer them to your computer to ready them for printing with editing techniques such as cropping your image. John can also transfer your negative and slides lying around your house into pictures using CEACA's digital scanner.

Duration 3 sessions
Date Saturday 8, 22 March and 5 April
Time 1pm-5pm
Cost \$75

COOKING

HOME MADE JAM

Join local, Alan Harding from Yarra Valleys 'Jam Lady Jam', in a hands on jam making workshop. Alan will show you the best way to use the seasons harvest from your orchard. Just bring your apron.

Duration 1 session
Date Thursday 6 March
Time 6pm-8pm
Cost \$30

HEALTH & WELLBEING

21st CENTURY LIVING AND MANAGING STRESS

Stress management is what you feel when you have to handle more than you are used to. During this year you might experience a few stressful challenges at some point. Learn with Dr. Eileen Slack how your stress alarm system can be lowered or gently shut off, when those negative emotions hit day or night. Bookings essential.

Duration 1 session
Date Saturday March 15
Time 2pm-4pm
Cost \$50

TAI CHI

Suitable for all ages and stages in life, come along and enjoy the health benefits of Tai Chi. Let your mind, body and spirit be exercised simultaneously by this ancient Chinese health exercise.

Duration 8 sessions
Date Thursday 13 February – 3 April
Time 1pm-2pm
Cost \$80 for upfront payment of 8 sessions or \$12 per session

WORKPLACE RELATED

READING AND WRITING MADE EASIER[^]



Is it time to brush up on your reading and writing skills? This is the course for you. Work at your own pace with individual assistance provided by a friendly, confidential and very supportive tutor. If you or anyone you know might be interested, why not call and find out more.

Cost \$60

WORKPLACE RELATED

FOLLOW WORKPLACE HYGIENE PROCEDURES (FOOD HANDLERS)

Follow Workplace Hygiene Procedures is accredited training that meets the Legislative requirements for all members of the Hospitality and Food Retail industries. If there is sufficient demand another class can be arranged.

Duration 1 session
Date Tuesday 4 March
Time 6pm-9pm
Cost \$85
Code SITXOHS002A

IMPLEMENT FOOD SAFETY PROCEDURES (FOOD SAFETY SUPERVISOR'S)

Implement food safety procedures unit is based around HACCP system and fulfils the legislative requirements for your business. Follow Workplace Hygiene Procedures is a prerequisite. You will develop a Safety Plan with assistance after the formal session. The online plan can be submitted to council and templates used immediately in your business.

Duration 1 session + Safety plan
Date Tuesday 18 March
Time 5pm-8pm
Cost \$135
Code SITXFSA001A

RESPONSIBLE SERVING OF ALCOHOL

This course is supervised and registered by VCGLR. If there is sufficient demand another class can be arranged.

Duration 1 session
Date Wednesday 12 March
Time 5pm-9pm
Cost \$85

WORKPLACE RELATED

COMBINED COURSES ENROLMENTS

These units will be run consecutively over two – three weeks.
Food Handlers SITXOHS002A and RSA = \$150
Food Handlers SITXOHS002A and Food Safety SITXFSA001A = \$195

WHITE CARD (WAS RED CARD)

Work Safely in the Construction Industry

Previously known as red card, white card is the compulsory requirement for those working on construction sites in Victoria. The training is delivered locally and the cards are issued through Work Safe Victoria. Please bring photo identification, eg; driver's license.

Duration 1 session
Date TBA depending on enrolment numbers
Time 9am-4pm
Cost \$165
Code CPCCOHS1001A

AVAILABLE AT CEACA

COMPUTER USE AND INTERNET ACCESS

\$4 or \$2 concession per hour.
Photocopying and A4 laminating services – See reception
CVGT employment services
Wednesdays and Fridays – phone 5823 3480
Yoga – Thursdays 9.15am – 10.45am
call Suzy – 0402 459 051

FACILITY HIRE

You can hire facilities such as an office for private meetings or interviews, a large open carpeted space and fully equipped classroom. Tea and coffee provided. Full and half day bookings, evening and weekends included at low rates. Contact us for information. Public liability insurance required.

EXHIBITION SPACE

Perfect space for exhibition available; the courtroom has great hanging space and lighting to make the most of the exhibition. Contact us for information and bookings. Public liability insurance required.

COMMUNITY NOTICES

FIRST AID AND ANAPHYLAXIS TRAINING

For accredited First Aid and Anaphylaxis training call Leigh Munro on 0429 391 773. Courses held regularly. (4659 DAN Asia Pacific).

BOAT LICENSING

Get ready for summer and get your boat license and PWC for \$125 at CEACA on Thursday 20 February from 6pm-10pm. Contact Barbara at Marine Training Services on (03) 9596 1375.

UNIVERSITY OF THE THIRD AGE (U3A)

A program for seniors looking for social interaction while learning, for further details call Thelma 5774 2641 or Jill 5774 7091.

LIFEBALL

Eildon phone 5772 0800

GENTLE GROUP EXERCISES

Suitable for seniors and those with a disability, a gentle exercise group is held at Eildon Community Health every Wednesday 10.30am-11.30am and Alexandra Community Health every Thursday 10.30am-11.30am. All welcome, only a gold coin donation. Please contact Liz at Alexandra Community Health on 5772 0900.

THE MEN'S SHED

invites men looking to participate in something different. Check out their website at www.mensshed.org for more information and for your closest men's shed.

CEACA

works in partnership with Community Houses across the Murrindindi shire. Many courses in this brochure can also be run at these organisations if there is sufficient demand. Contact your local community house for more information.

FREE GOVERNANCE TRAINING

Does your committee or board need a better understanding of its roles and responsibilities? Free governance training is now available for Murrindindi-based community groups with the support of funding from the Foundation for Rural and Regional Renewal (FRRR). Contact Megan Buntine for further information on 0421 525 048 or megan@mjbconsulting.net.au.