

TERM 4 COURSE GUIDE 2017

ART

Calligraphy

4CALL17: Starts 11 October

A comprehensive course that will introduce students to a variety of lettering styles, decorated capitals and illumination techniques.

Wednesday 10am - 12pm 8 sessions

Venue: Classroom 1, Gisborne

Program Cost: \$97.00* Concession: \$82.45*

Drawing

4DRAW217: Starts 17 October

Learn to draw with graphite, coloured pencils, pen, pastels and charcoal. Class suitable for beginners or experienced.

Tuesday 10am - 12pm 7 sessions

Venue: Craft Room, Gisborne

Program Cost: \$84.50* Concession: \$71.80*

Linocut Printing

4LINO17: 18 November

Linocut prints make great gifts, cards or home decorations. Bring your own inspiration or choose from provided designs. Materials supplied.

Saturday 10am - 4pm 1 session

Venue: Craft Room, Gisborne

Program Cost: \$62.80*

Pastels

4PAST17: Starts 17 October

An informal and relaxed introduction to the beauty and vibrancy of pastel painting. Please collect list of requirements on enrolment.

Tuesday 12.30pm - 3pm 7 sessions

Venue: Craft Room, Gisborne

Program Costs: \$95.00* Concession: \$80.00*



Silk Painting

4SILK17: 28 October

Discover the joy of painting on silks exploring vibrant colours and patterns. All levels welcome. Materials fee to be paid to the tutor is \$25 which includes dyes, guttas, silk, stencil sheet.

Saturday 10am - 3pm 1 session

Venue: Macedon, OFFSITE

Program Costs: \$51.70*

COMPUTERS

Advanced Office Skills

4OFFG17: Starts 18 October

This program is for participants who have basic computer skills but would like to learn more advanced functions of Word and Excel. Numbers are strictly limited so early booking is essential.

Wednesday 9.30am - 3pm 7 sessions

Venue: Computer Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00



Beginners Computer Skills

4COMG17: Starts 16 October

Learn to manage files using Windows Explorer, customise the start menu, install and remove software, and perform regular maintenance. Please bring along pen and notepaper.

Monday 12.30pm - 3pm 7 sessions

Venue: Computer Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

Social Media Marketing Plan

Create an effective social media marketing plan and learn the basics of blog writing with our local wordsmith. Explore how you can use Social Media to get your marketing message out there.

4MARKW17: Starts 10 October

Tuesday 9.30am - 11.30am 9 sessions

Venue: Woodend Neighbourhood House, OFFSITE

ACFE Fees: \$41.60 Full Fee: \$125.00

4MARKS17: Starts 20 October

Friday 10am - 12pm 9 sessions

Venue: Computer Room, Sunbury, OFFSITE

ACFE Fees: \$41.60 Full Fee: \$125.00

Website Coding

Code your own Wordpress theme

4CODE17: Starts 17 October

This course is aimed at those who have a website and want to update it themselves. We will create a mobile friendly custom theme for your Wordpress site. You will need a USB flash drive to store your files. The course will give an introduction to: HTML, SASS, CSS, JavaScript, Wordpress and PHP.

Tuesday 7pm - 9.30pm 7 sessions

Venue: Computer Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

Website Design

4WEB17: Starts 16 October

This is an introductory course to website design and development. Students will work together to generate a fully functioning website. This course assumes a basic knowledge of PCs and internet browsers.

Monday 9.30am - 12pm 7 sessions

Venue: Computer Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

XERO

4XERO17: Starts 17 October

Xero is an easy to use online accounting software that's designed specifically for small businesses. Students must have some computer, internet knowledge and a basic understanding of bookkeeping.

Tuesday 9.30am - 2.30pm 6 sessions

Venue: Computer Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

EXPRESSIONS OF INTEREST

Intro to Office Skills - Intel Easy Steps
MYOB

For more information, please contact us.



CRAFTS AND HOBBIES

Candle Making

4CAND17: 21 October

Learn to make your own environmentally friendly soy candles for that personalised gift, great for Christmas gifts. Bring along jars you would like to use. All other requirements are supplied.

Saturday 12pm - 3pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$75.00*

Cardmaking Workshop

4CARD17: 11 November

Learn to design and create beautiful and unique personalised cards for all those special people in your life. Bring along any special embellishments that you may wish to include on any of your card designs. Participants can purchase a kit from the tutor for \$5.

Saturday 10am - 1pm 1 session

Venue: Classroom 1, Gisborne

Program Costs: \$33.00*



CRAFTS AND HOBBIES

Natural Light Photography

4PHOT17: Starts 16 October

This course is designed for beginners and those enthusiasts looking to expand their knowledge base of landscape and wildlife photography. Bring your camera and instruction manual.

Monday 12.30pm - 3pm 5 sessions

Venue: Classroom 1, Gisborne

Program Costs: \$90.00* Concession: \$76.50*



Polymer Clay Jewellery

4POLY17: 2 December

Enjoy working with colourful plastic modelling clay to produce fun jewellery and small objects. Learn simple techniques such as beads, chains and marbling, pendants, earring and necklaces.

Saturday 10am - 2pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$55.00*

Pottery - Night

4POTH17: Starts 17 October

This class will cover handbuilding, glazing and firing and is suitable for potters of all levels. Please pick up materials list on enrolment.

Tuesday 7pm - 9pm 6 sessions

Venue: Craft Room, Gisborne

Program Costs: \$90.00* Concession: \$72.00*

Soap Making

4SOAP17: 11 November

Learn how to make your own soap! You will learn to make soaps with Goats milk, moisturising oils such as jojoba, macadamia, and aloe vera, plus botanicals and clay.

Saturday 12pm - 3.00pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$80.00*

Zen Doodling

4ZEND17: Starts 25 October

Use Zen doodling as a meditative tool. Find the creative side you did not know you possessed! Design ideas and art guidance. Bring along Paper or A5 Drawing Book, Gel Pens, Black Fine Liner (Very Fine) and a grey lead pencil.

Wednesday 12.30pm - 1.30pm 6 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$60.00* Concession: \$51.00*

HEALTH AND RECREATION

Beginners Tai Chi

These classes are suitable for people who would like to improve their balance, flexibility, strength and confidence with mobility, through the gentle, flowing movements of Tai Chi. All welcome with specialised focus on Tai Chi for Arthritis, Falls Injury Prevention and Rehabilitation

4TAID17: Starts 16 October

Monday 2pm - 3pm 6 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$60.00* Concession: \$51.00*

4TAIN17: Starts 17 October

Tuesday 6.15pm - 7.15pm 6 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$60.00* Concession: \$51.00*

Golf Lessons - Sunbury

The program is structured to ensure everyone receives a basic understanding of the elements involved in the golf swing and golf game. All equipment is provided and handout instructional literature is included in the program cost.

4GOLF17: Starts 16 October

Monday 9.30am - 10.30am 5 sessions

Venue: Sunbury, OFFSITE

Program Costs: \$110.00*

4GOLF17: Starts 21 October

Saturday 9.30 - 10.30am 5 sessions

Venue: Sunbury, OFFSITE

Program Costs: \$110.00*

Hatha Yoga & Relaxation

4YOGN17: Starts 19 October

This class is suitable for those with experience of yoga and a degree of fitness. Bring along a non-slip mat, a rug and wear comfortable loose clothing.

Thursday 7pm - 8.15pm 7 sessions

Venue: Senior Citizens Room, Gisborne

Program Costs: \$80.00* Concession: \$68.00*

Hatha Yoga & Relaxation - Gentle

4YOGD17: Starts 19 October

Treat yourself to this relaxing no-pressure class to improve your general fitness and well-being. Bring along a non-slip or soft mat to lie on, a rug for relaxation and wear comfortable loose clothing.

Thursday 1pm - 2.15pm 7 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$80.00* Concession: \$68.00*



Keyboard - Afternoon

4KEYA17: Starts 18 October

You are never too young or old to learn. This class covers both theory and practical learning. Students need to have something at home to practice on. List of materials on enrolment.

Wednesday 12.30pm - 3pm 7 sessions

Venue: Classroom 1, Gisborne

Program Costs: \$102.00* Concession: \$86.40*

Spa Product Workshop

4SPA17: 25 November

This workshop will show you how to develop beautiful, naturally based home spa products using natural oils, butters, and salts. Create beautiful products from simple ingredients.

Saturday 12pm - 3pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$99.00*

HOME AND GARDEN

Furniture Restoration

Antique enthusiasts, bring along a small to medium sized item of old furniture and a basic carpentry tool kit. Learn how to restore treasured items and give them a new lease of life whilst learning a variety of woodworking skills.

4FURM17: Starts 16 October

Monday 9.30am - 12pm 7 sessions

Venue: Craft Room, Gisborne

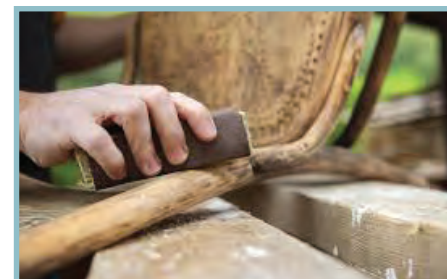
Program Costs: \$102.00* Concession: \$86.40*

4FURA17: Starts 16 October

Monday 12.30pm - 3pm 7 sessions

Venue: Craft Room, Gisborne

Program Costs: \$102.00* Concession: \$86.40*



Sourdough Breadmaking

4SOUR17: 11 November

Learn to make your own sourdough bread. It is an ancient art, full of probiotic and biotherapeutic properties. Finish the workshop with some yummy sourdough bread and soup.

Saturday 12.30pm - 3pm 1 session

Venue: Classroom 1, Gisborne

Program Costs: \$35.00*

EXPRESSIONS OF INTEREST

Women in Tool Shed.

Learn about the safe use of power tools.

For more information, please contact us.



LANGUAGE AND LITERACY

French - Intermediate

4FREI17: Starts 18 October

This course is for students with a basic knowledge of French. You will learn conversational skills. Will also cover some basic grammar and travel oriented topics. Please bring a note pad and pen.

Wednesday 1pm - 3pm 7 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$105.00* Concession: \$89.25*

EXPRESSIONS OF INTEREST

Christmas Floristry Workshop

For more information, please contact us.



French - More than Beginners

4FREB17: Starts 19 October

Started French and love it? Here's more.
Please bring a note pad and pen.

Thursday 2pm - 3pm 6 sessions

Venue: Classroom 1, Gisborne

Program Costs: \$58.00* Concession: \$49.30*

Italian - Advanced

4ITAA17: Starts 19 October

This course is for those who have a good understanding of the Italian language and would like to extend it. Please bring a note pad and pen.

Thursday 10am - 12pm 7 sessions

Venue: Classroom 1, Gisborne

Program Costs: \$105.00* Concession: \$89.25*



Italian - Intermediate

4ITAI17: Starts 17 October

This is a course for people with a sound knowledge of beginners Italian language who want to improve and expand their language skills.

Tuesday 6pm - 8pm 7 sessions

Venue: Classroom 1, Gisborne

Program Costs: \$105.00* Concession: \$89.25*

Italian - More than Beginners

4ITAB17: Starts 18 October

This is a class for those who have a basic knowledge of the Italian language and the class is conducted in an informal setting.

Wednesday 6pm - 8pm 7 sessions

Venue: Classroom 1, Gisborne

Program Costs: \$105.00* Concession: \$89.25*

EXPRESSIONS OF INTEREST

Improve your English Skills.

Classes held in Gisborne and Sunbury.

For more information, please contact us.



THREADS AND TEXTILES

Sewing for Employment

4SEWG17: Starts 17 October

Sewing for employment is designed to teach the basic skills and knowledge in garment construction and the use of a sewing machine.

Tuesday 9.30am - 12.30pm 6 sessions

Venue: Classroom 1, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

TRAINING FOR JOBS

Bookkeeping for Small Business

4BOOKG17: Starts 12 October

This class is aimed at assisting with bookkeeping duties for those involved or interested in being involved in small business. Students need some basic bookkeeping knowledge.

Thursday 9.30am - 2.30pm 6 sessions

Venue: Meeting Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

Food Hygiene

4FOOD17: 2 November

Required for staff working in any food business, and Certified through Bacchus Marsh Community College RTO 5064, this unit is SITXFSA101 Use Hygienic Practices for Food Safety. Please bring along a pen and notepaper.

Thursday 9am - 3pm 1 session

Venue: Meeting Room, Gisborne

Program cost: \$120.00



Intro to Hairdressing

4HAIR17: Starts 16 October

An introduction to the basics skills and knowledge of hairdressing, participants can continue in the VET sector to complete Cert II or III. Opportunities may also exist as an apprentice.

Monday 9.30am - 12pm 7 sessions

Venue: Meeting Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

Intro to Hospitality

4HOSP17: Starts 17 October

Gain an awareness of food handling and hygiene in a kitchen environment. Learn Barista skills, basic nutrition and create nutritionally balanced meals on a budget. Some classes may be on a Monday.

Tuesday 9.30am - 12.30pm 6 sessions

Venue: Meeting Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

Intro to Horticulture

4HORTS17: Starts 18 October

This course will provide you with information for working in the horticulture industry as well as practical hands on work, including WHS, plant identification and basic propagation.

Wednesday 9.30am - 12pm 7 sessions

Venue: Classroom, Sunbury

ACFE Fees: \$41.60 Full Fee: \$125.00

Provide First Aid

This nationally accredited certificate imparts the knowledge, skills and confidence to provide initial emergency care in accordance with approved first aid principles. Suitable for anybody requiring a Level II First Aid or Senior First Aid Certificate. Unit HLTAID003-Apply First Aid is equivalent to Workplace Level II First Aid. Bring pen and paper. This is accredited and delivered by Intelligent Training Solutions RTO 22570.

4FIRS17: 21 October or

4FIRS217: 17 November

Saturday 9am - 4.30pm 1 session

Venue: Meeting Room, Gisborne

Program cost: \$95.00



Provide an Emergency First Aid Response in Education and Care Setting

4PROV17: 9 December

This accredited course covers unit HLTAID004 and 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. This course is accredited and delivered by Intelligent Training Solutions RTO 22570

Saturday 9am - 4.30pm 1 session

Venue: Meeting Room, Gisborne

Program cost: \$159.00



RSA

The Victorian Commission for Gambling and Liquor Regulation (VCGLR), Responsible Service of Alcohol (RSA) course is a minimum requirement for anyone wanting to work in licensed venues. This course is conducted in conjunction with Castlemaine Continuing Education (RTO 6488). Please bring along a pen & paper.

4RSAO17: 19 October

Thursday 5.30pm - 9.30pm 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$75.00

4RSAN17: 16 November

Thursday 5.30pm - 9.30pm 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$75.00



Skills for Employment

This course is designed for people wishing to return to the workforce. However, others may also find this useful as we focus on building your confidence and the belief in yourself again. You will identify your existing skills, those skills you may need and how to go about getting them. You will examine your beliefs and attitude, and other skills needed to help you achieve your goals.

4SKILS17: Starts 18 October

Wednesday 9.30am - 12pm 7 sessions

Venue: Classroom, Sunbury

ACFE Fees: \$41.60 Full Fee: \$125.00

4SKILG17: Starts 19 October

Thursday 9.30am - 12pm 7 sessions

Venue: Meeting Room, Gisborne

ACFE Fees: \$41.60 Full Fee: \$125.00

EXPRESSIONS OF INTEREST

Intro to Horticulture - Riddells Creek

Certificate III in Early Childhood

Education and Care - CHC30113

Diploma in Early Childhood Education
and Care - CHC50113

Certificate III in Individual Support
- CHC33015

For more information, please contact us.



OFFICE HOURS

Monday to Thursday
9am to 4pm

Closed for lunch
12.30pm to 1pm

HOW TO PAY

In person
by cash, cheque, EFTPOS or credit card at the MR FEC office

By mail
by cheque or credit card
PO Box 68, Gisborne Vic 3437

Phone/Fax
by credit card

Receipts will be emailed. If you require your receipt mailed, please include a stamped self-addressed envelope with your enrolment.

PLEASE NOTE

There will be no classes held on:
Cup Eve - Monday 6th November
Cup Day - Tuesday 7th November



All classes are subject to minimum participant numbers.



REGISTRATION FORM

DATE:

Course Code Fee Con Are you eligible for concession? Yes No

Course Code Fee Con Concession No

Course Code Fee Con Type

Mr / Mrs / Miss / Ms Surname First Name

Date of Birth Country of Birth M / F

Address Suburb Post Code

PO Box Suburb Post Code

Phone Mobile Email

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

Physical Intellectual Vision Chronic Illness Hearing / Deaf Mental Illness

Acquired Brain Impairment Medical Condition Learning Other

PRIVACY STATEMENT

Macedon Ranges Further Education Centre collects information in relation to participants to provide programmes. We will only collect personal information that is necessary for its functions and activities. We will not give out information we hold about you without your consent unless otherwise required to do so by law: You may access your personal information by contacting us on 5428 3799.

Student Signature:

Visa / Mastercard

Expiry / Cardholders Name

Signature

* Course Fee attract GST and the GST is included in the fee

Please note those participants eligible for ACFE funding will need to complete the enrolment form at www.mrfec.net.au

The Board of Management and Staff of Macedon Ranges Further Education Centre gratefully acknowledge the following for their continued support: Adult Community & Further Education, Macedon Ranges Shire Council and Department of Education and Training, Tutors and of course the students. Some of the training is provided with Victorian Government funding for eligible participants through Adult, Community & Further Education (ACFE). Those seeking funded places must meet the funding criteria to be eligible.



As Gisborne's Neighbourhood house we would love to hear from you. Whether you are a community group or an individual we would like to hear what YOU think is missing from your community. **Feel free to email us, or give us a call.**

Gisborne Community Centre, 12 Hamilton Street | PO Box 68, Gisborne Vic 3437
P (03) 5428 3799 F (03) 5428 3278 enquiries@mrfec.ssc.net.au