



TERM 4 COURSE GUIDE 2018

ART

Drawing

4DRAW18: Starts 17 October

Learn to draw with graphite, coloured pencils, pen, pastels and charcoal. Suitable for all.

Wednesday 9.30am - 12pm 8 sessions

Venue: Craft Room, Gisborne

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

Calligraphy

4CALL218: Starts 17 October

A comprehensive course that will introduce students to a variety of lettering styles, decorated capitals and illumination techniques. Suitable for cards, envelopes, certificates, photo albums, invitations, in fact wherever you write, calligraphy can provide the personal touch so often lacking in today's machine driven world. Pick up list of materials on enrolment.

Wednesday 9am - 11am 8 sessions

Venue: Meeting Room, Gisborne

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

Pastels

4PAST18: Starts 16 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 8 sessions

Venue: Craft Room, Gisborne

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

Watercolour Painting

Learn to use watercolour and develop your own talent and skills, using various techniques and methods. Ideal for beginners and experienced alike. Collect list of materials on enrolment.

4WACD218: Starts 16 October

Tuesday 9.30am - 12pm 8 sessions

Venue: Craft Room, Gisborne

4WACD18: Starts 18 October

Thursday 6.30pm - 9pm 8 sessions

Venue: Craft Room, Gisborne

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

COMPUTERS

Advanced Office Skills

4OFFG18: Starts 24 October

This program is for participants who would like to learn more advanced functions of Word and Excel. Participants will need a working knowledge of Word and Excel.

Wednesday 9.30am - 3pm 7 sessions

Venue: Computer Room, Gisborne

ACFE Fees: \$63.20 Full Fee: \$150.00



Basic Excel

Improve your skills by learning how to enter data, create, save, print and format spreadsheets using Excel. Learn in a supportive environment where you'll be actively involved. This course assumes some familiarity with the Windows environment.

4EXCS18: Starts 22 October

Monday 12.30pm - 3pm 7 sessions

Venue: Computer Room, Sunbury

4EXCG18: Starts 25 October

Thursday 12.30pm - 3pm 7 sessions

Venue: Computer Room, Gisborne

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

Beginners Computer Skills

4COMG18: Starts 25 October

Gain computer confidence in this beginner's computer class. Course covers basic system information and features, navigate and manipulate desktop environment, basic directory and folder structure, organise files for uses and the internet in a small class. Bring along pen and notepaper. Student fee includes workbook.

Thursday 9.30am - 12pm 7 sessions

Venue: Computer Room, Gisborne

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

Intro to 'Office' Computer Skills

4INTEL18: Starts 23 October

Introducing computers, operating systems, internet and email. Word processing, spreadsheets and multimedia. Intel Easy Steps Workbook included.

Tuesday 9.30am - 3pm 7 sessions

Venue: Computer Room, Sunbury

ACFE Fees: \$63.20 Full Fee: \$150.00

Website Design

4WEBD18: Starts 22 October

An introductory course to website design and development. Learn how to determine requirements before working together to generate a fully functioning website. This course assumes A basic knowledge of PCs and internet browsers.

Monday 12.30pm - 3pm 7 sessions

Venue: Computer Room, Gisborne

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

Website Coding

4WEBC18: Starts 22 October

Setup a front end project built on HTML, CSS and Javascript, using best practice such as mobile first design, version control. Covers a basic introduction to front end coding. The project can be used to create a website, template or an app.

Monday 9.30am - 12pm 7 sessions

Venue: Computer Room, Gisborne

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

Word for Beginners

4WORDS18: Starts 22 October

This wordprocessing course, using Microsoft Word for Windows, covers creating, editing and formatting documents. Improve your presentations using font size and styles, wordart, mailmerge, inserting clip art documents and more. Students need basic computer knowledge. Fee includes computer manual. Bring along pen and notepaper.

Monday 9.30am - 12pm 7 sessions

Venue: Computer Room, Sunbury

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

XERO

4XERO18: Starts 23 October

Xero is an online accounting software that's designed specifically for small businesses. For students with a basic understanding of bookkeeping and some computer/internet knowledge.

Tuesday 9.30am - 2.30pm 6 sessions

Venue: Computer Room, Gisborne

ACFE Fees: \$63.20 Full Fee: \$125.00

CRAFTS AND HOBBIES

Candle Making

4CAND18: 17 November

Learn to make your own soy candles for that personalised gift. Bring along jars you would like to use for your candles. All other requirements are supplied. Kit includes CD with instructions.

Saturday 12pm - 3pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$75.00*

Dumpling Making Workshops

Learn the art of homemade Chinese Dumplings.

You will get to take home recipes, dumpling making ingredients and dumplings which you make on the day (approx 20).

4DUMPO18: 16 October

Tuesday 6.00pm - 8.30pm 1 session

4DUMP18: 28 October

Sunday 10.30am - 1pm 1 session

Venue: The Flying Pigeon Restaurant, Gisborne

Program Costs: \$90.00*

Linocut

4LINO18: 1 December

Linocut prints make great gifts, cards or home decorations. A fun and easy printmaking technique, the tutor will lead you through the process of how to use tools and materials. Bring your own picture ideas or choose from provided designs, make your own Christmas card. Materials supplied.

Sunday 10am - 4pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$62.80*



Natural Light Photography

4PHOT18: Starts 22 October

Designed for beginners and those enthusiasts, looking to expand their landscape and wildlife photography expertise. Bring your camera and instruction manual please.

Monday 12.30pm - 3pm 5 sessions

Venue: Class Room, Gisborne

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

Parent & Child Clay Jewellery

4POLYF18: 24 November

Create your own Polymer Clay Jewellery with your child. For more information please contact our office.

Saturday 11am - 3pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$100.00* (Package Deal)

Polymer Clay Jewellery

4POLY18: 10 November

Learn simple techniques such as beads, chains and marbling to make badges, pendants, earring and necklaces. See display cabinet at MR FEC.

Saturday 10am - 2pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$55.00*

Pottery

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

4POTD18: Starts 18 October

Thurs 9.30 - 12pm Craft Rm, Gisborne 7 sess

4POTA18: Starts 18 October

Thurs 12.30 - 3pm Craft Rm, Gisborne 7 sess

4POTN18: Starts 15 October

Mon 7 - 9pm Craft Rm, Gisborne 7 sessions

4POTH18: Starts 16 October

Handbuilding only.

Tues 7 - 9pm Craft Rm, Gisborne 7 sessions

Program Costs: \$112.00* Concession: \$96.40*

Rubs and Scrubs

4RUBS18: 9 December

Enjoy the benefits of luxurious skin care products. Make your own range of massage oils, scrubs, creams, natural deodorants, masks, and balms.

Sunday 12pm - 3pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$99.00*

Soap Making

4SOAP18: 11 November

Learn how to make Clay, Goats, Moisturising, Exfoliating and Botanical Soaps. All ingredients, fragrances, colours and moulds provided.

Sunday 12pm - 3pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$80.00*

Succulent Terrarium

4TERR18: 8 December

Create your own unique micro-garden with a variety of succulents. All materials provided.

Saturday 10am - 12pm 1 session

Venue: Craft Room, Gisborne

Program Costs: \$73.60*

TERM 4 COURSE GUIDE 2018



Zen Doodling

4ZEND18: Starts 24 October

It's a way to have fun, to relax and relieve stress or mind chatter. It's a meditative tool and opens a way to become more creative. You will be shown step by step how to build up repeated patterns, add some variations of size, colour and contrast till a design appears. 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: Craft Room, Gisborne

Program Costs: \$62.00* Concession: \$52.70*

HEALTH AND RECREATION

Beginners Tai Chi

4TAID18: Starts 15 October

Improve your balance, flexibility, strength and confidence with mobility, through gentle, flowing movements. We focus on Tai Chi for Arthritis, Falls Injury Prevention and Rehabilitation. All welcome.

Monday 1pm - 2pm 8 sessions

Venue: Meeting Room, Gisborne

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

Golf Lessons - Sunbury

Receive a basic understanding of the elements involved in the golf swing and golf game. All equipment is provided. Literature is included.

4GOLF18: Starts 27 October

Saturday 9.30am - 10.30am 5 sessions

Venue: Sunbury, OFFSITE

Program Costs: \$110.00*

4GOLF18: Starts 22 October

Monday 11am - 12pm 5 sessions

Venue: Sunbury, OFFSITE

Program Costs: \$110.00*

Hatha Yoga & Relaxation - Gentle

4YOGD18: Starts 25 October

Treat yourself to this relaxing class to improve your general fitness and well-being. Bring along a non-slip mat, a rug and wear loose clothing.

Thursday 1pm - 2.15pm 7 sessions

Venue: Meeting Room, Gisborne

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

Hatha Yoga & Relaxation - Night

4YOGN18: Starts 25 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 loose clothing.

Thursday 7pm - 8.15pm 7 sessions

Venue: Meeting Room, Gisborne

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

Keyboard for Beginners

4KEYM18: Starts 17 October

Keyboard lessons are available for any age, even if you have never played a note before, or wish to brush up on those long forgotten skills. This class covers both theory and practical. Students must have a keyboard, headphones, exercise book and USB (optional) to bring to class.

Wednesday 9.30am - 12pm 7 sessions

Venue: Class Room, Gisborne

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

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 whilst learning a variety of woodworking skills.

4FURM18: Starts 8 October

Monday 9.30am - 12pm 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$116.60* Concession: \$98.75*

4FURA18: Starts 8 October

Monday 12.30pm - 3pm 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$116.60* Concession: \$98.75*

Horticulture

4HORTS18: 7 November

The course will provide the learner with information related to working in the horticulture industry as well as practical hands on work including WHS, working in a safe manner, plant identification, and basic propagation.

Wednesday 9.30am - 12pm 6 session

Venue: Sunbury, OFFSITE

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

LANGUAGE AND LITERACY

French - More than Beginners

4FREB18: Starts 18 October

Started French and love it? Participants will need to have completed a Beginners French course. Please bring a note pad and pen.

Thursday 2.30pm - 3.30pm 8 sessions

Venue: Class Room, Gisborne

Program Costs: \$120.00* Concession: \$102.00*

French - Intermediate

4FREI18: Starts 17 October

With basic knowledge of French, you will learn conversational skills, some basic grammar and travel oriented topics. Bring a note pad and pen.

Wednesday 1pm - 3pm 7 sessions

Venue: Meeting Room, Gisborne

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

German - Beginners

4GERMA18: Starts 11 October

An easy way to start making yourself understand German in a casual, fun atmosphere. You'll acquire vocabulary and grammar for various situations in day-to-day life, and learn about the language, culture and the German way of life.

Thursday 4.30pm - 6.30pm 10 sessions

Venue: Class Room, Gisborne

Program Costs: \$150.00* Concession: \$127.50*

German - Intermediate

4GERMI18: Starts 11 October

For those with basic knowledge of German. You'll acquire more fluency by learning how to express your opinions about everyday situations and communicate your feelings. You will advance in grammar and vocabulary in a fun environment.

Thursday 7pm - 9pm 10 sessions

Venue: Class Room, Gisborne

Program Costs: \$150.00* Concession: \$127.50*

Improve your English

Please contact our office for further information.

Italian - Beginners

4ITAN18: Starts 15 October

An introduction, focusing on useful vocabulary and simple grammatical structures. This is a beginners class for those who have no knowledge of the Italian language in a fun and interactive informal setting. Please bring along pen and notepaper.

Monday 7pm - 9pm 7 sessions

Venue: Class Room, Gisborne

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

Italian - Intermediate

4ITAI18: Starts 16 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: Class Room, Gisborne

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

THREADS AND TEXTILES

Crochet and Knitting

4CROC18: Starts 29 October

Learn the basics of these two crafts or take what you know that step further. This class also goes into pattern reading. Please bring along number 5 knitting needles, or 4.50 or 4.00mm crochet hook and odd balls of 8 ply wool (not black or variegated). For those who have done some tatting before, you can also join this class to extend your tatting skills.

Monday 9.15am - 12.15pm 5 sessions

Venue: Class Room, Gisborne

Program Costs: \$89.00* Concession: \$71.20*

Making Art Quilts

4ARTQ18: Starts 16 November

From art to wear to hangings, Colleen your tutor, has exhibited both nationally and internationally and taught textiles to tertiary students and adults. In this workshop she will show you how to make your own landscape art quilt. We explore techniques, paint fabric, then collage and stitch a small art quilt. Suitable for all levels. \$20 Material cost paid to tutor.

Week 1: Ideas for colour and design, painting on silk or cotton.

Week 2 & 3: Applique, stitching and embroidery on sewing machine or hand if you wish.

Friday 10am - 12.30pm 3 sessions

Venue: Macedon, OFFSITE

Program Costs: \$150.00*

TRAINING FOR JOBS

LEAP Barista

4BARISTAS18: Starts 18 Oct or 14 Nov

You will learn the history of coffee, how to prepare a range of espresso coffees, texturing milk correctly, coffee machine operation, coffee presentation, using the coffee grinder and cleaning and maintenance of equipment.

Wednesday or Thursday 6 - 9pm 3 sessions

Venue: Sunbury Just Planet Cafe

ACFE Fees: \$20.80 Full Fee: \$82.00



Bookkeeping for Small Business

4BOOKG18: Starts 18 October

This class is aimed at assisting with bookkeeping duties for those interested in small business.

Thursday 9.30am - 2.30pm 8 sessions

Venue: Class Room, Gisborne

ACFE Fees: \$64.00 Full Fee: \$125.00

Creative Writing

4CREA18: Starts 23 October

Beverley Eikli delivers this course, having worked as an editor and journalist, and author of the twenty historical novels. Join her for an overview of today's publishing market and evolving opportunities for writers, and to hone your skills.

Tuesday 9.30am - 12pm 7 sessions

Venue: Class Room, Gisborne

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

Food Hygiene

4FOOD18: 1 November

Unit SITXFSA101 Use Hygienic Practices for Food Safety (certified through Bacchus Marsh Community College RTO 5064) is required for staff in any food business. Bring pen and notepaper.

Thursday 9am - 3pm 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$120.00



Hairdressing

4HAIR18: Starts 22 October

An introduction to the basic skills and knowledge of hairdressing. Learn the basic principles of applying makeup.

Monday 9.30am - 12pm 7 sessions

Venue: Meeting Room, Gisborne

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

Provide First Aid

4FIRSO18: Saturday 20 October

4FIRSN18: Friday 16 November

Unit HLTFAID003-Apply First Aid is equivalent to Workplace Level II First Aid. Suitable for anybody requiring a Level II First Aid or Senior First Aid Certificate. Bring pen and paper. It is delivered by Intelligent Training Solutions RTO 22570.

9am - 4.30pm 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$105.00



Provide an Emergency First Aid Response in Education and Care Setting

4PROVN18: Friday 2 November

4PROVD18: Saturday 8 December

Unit HLTAID004 is suitable for educators and support staff working within an education and care setting who are required to respond to a first aid emergency. It is accredited and delivered by Intelligent Training Solutions RTO 22570.

9am - 4.30pm 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$165.00



RSA

4RSA18: 1 November

The Victorian Commission for Gambling and Liquor Regulation (VCGLR), Responsible Service of Alcohol course is for anyone wanting to work in licensed venues. This course is conducted in conjunction with Bacchus Marsh Community College RTO 5064. Please bring along a pen and paper.

Thursday 6pm - 10pm 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$80.00*

Sewing for Employment

4SEWG18: Starts 23 October

Learn the basic skills and knowledge in garment construction and the use of a sewing machine.

Tuesday 9.30am - 12.30pm 6 sessions

Venue: Meeting Room, Gisborne

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

Where Do I Begin?

This program will assist participants to address selection criteria and be aware of their skill set.

4SCS18: Starts 8 November

Thursday 9.30am - 2.30pm 2 sessions

Venue: Sunbury, OFFSITE

4SCG18: Starts 16 November

Friday 9.30am - 2.30pm 2 sessions

Venue: Meeting Room, Gisborne

ACFE Fees: \$20.80 Full Fee: \$82.00

Your Skills for Employment

Looking to re-enter the paid workforce?

This 10 hour program in employment skills will assist with resume writing, confidence building, individual skills review and interview skills.

4SKILLSS18: Starts 22 November

Thursday 9.30am - 3pm 2 sessions

Venue: Sunbury, OFFSITE

4SKILLSG18: Starts 30 November

Friday 9.30am - 3pm 2 sessions

Venue: Class Room, Gisborne

ACFE Fees: \$20.80 Full Fee: \$82.00

FREE WORKSHOPS

Connecting with Kids

4CONKID18: 21 November

A workshop focusing on using emotional intelligence to understand and guide children's behaviour. It covers beliefs around parenting as well as information on brain development and children's emotional development.

Wednesday 12.30pm - 3pm 1 session

Venue: Class Room, Gisborne

Kids and Anger

4ANGER18: 6 December

This workshop covers the reasons why children get angry, understanding your own response to children's anger, ways to help children express their anger appropriately and lots more.

Thursday 12.30pm - 3pm 1 session

Venue: Class Room, Gisborne



OFFICE HOURS

Monday to Thursday **9am to 4pm**
Closed for lunch **12.30pm to 1pm**

HOW TO ENROL

The office will be open to the public for enrolments from 10am on Tues 2nd October. Mail enrolments will be processed from 9am on Tues 2nd October.

HOW TO PAY

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

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

Phone
by credit card

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

**NO CLASSES WILL BE HELD ON
CUP EVE - 5TH NOVEMBER
AND CUP DAY - 6TH NOVEMBER**

EXPRESSIONS OF INTEREST

AUSLAN COURSE
For Beginners. 6 weeks.
BASIC BICYCLE COURSE
Repairs, checks & servicing. For all ages.
CAKE DECORATING CLASSES
COMPUTERISED BOOKKEEPING -
QBO (QUICKBOOKS)
GERMAN COOKING
GERMAN BAKING
LEARN HOW TO SMOCK
MOSAICS
RECKON (QUICKBOOKS)
SPANISH
SUSHI MAKING
WEAVING

Please contact us to register your EOI.



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



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.**

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.

