

January to June 2021 - Course Guide

Education & Employment Pathways

ACCOUNTS

Bookkeeping - Small Business

This course will provide you with an insight and appreciation into why bookkeeping is one of the cornerstones of running a good business. Gain an understanding of basic bookkeeping concepts and terminology (double-entry, cash & accrual, debtors & creditors). Learn how to organise your business transactions, undertake Bank Reconciliations and manage Petty Cash. The course provides an introduction to the ATO Tax System including ABN, GST, Tax invoices and works through examples with GST transactions all the way to lodging a BAS. Manual included. Please bring along pen, paper and calculator.

1BOOKS21: Starts Tuesday 9 February

Time: 9.30am - 2.30pm - 8 sessions

Venue: Sunbury Neighbourhood House

Concession: \$70.00 **ACFE:** \$85.00

2BOOKG21: Starts Thursday 6 May

Time: 9.15am - 2.15pm - 8 sessions

Venue: Classroom, Gisborne

Concession: \$70.00 **ACFE:** \$85.00

MYOB

This software teaches you how to manage the day to day business operations of a small to medium-sized business. Course covers setup, sales & purchase functions, banking & reconciliation options, reports, plus key payroll and activity statement settings. You will learn how to use MYOB's multifaceted, integrated payroll system for pay-run processing & managing employee entitlements. Manual included. Please bring along pen and paper.

2MYOBS21: Starts Tuesday 11 May

Time: 9.30am - 2.30pm - 6 sessions

Venue: Sunbury Neighbourhood house

Concession: \$70.00 **ACFE:** \$85.00

XERO

Learn how to use the Xero accounting software to manage the day to day business operations of a small to medium-sized business. Course covers setup, sales & purchase functions, banking & reconciliation options, reports, plus key payroll and activity statement settings. You will learn how to use Xero's multifaceted, integrated payroll system for pay-run processing and managing employee entitlements. Manual included. Please bring along pen and paper. Students to have accessible email address during course.

1XEROS21: Starts Thursday 11 February

Time: 9.30am - 2.30pm - 6 sessions

Venue: Sunbury Neighbourhood House

Concession: \$70.00 **ACFE:** \$85.00

2XERO21: Starts Wednesday 21 April

Time: 6.30pm - 9.30pm - 10 sessions

Venue: Online (Zoom)

Concession: \$70.00 **ACFE:** \$85.00

COMPUTERS

Beginners Computer Skills

If you're completely new to computers, this Beginners' Computer course will get you up-and-running. It cuts through all the clutter and terminology and explains in simple terms how computers work. It is a good precursor to other introduction courses like Word and Excel. Manual included. BYO USB, pen and paper.

1BEGCOM21: Starts Tuesday 9 February

2BEGCOM21: Starts Wednesday 5 May

Time: 9.30am - 3pm - 4 sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Microsoft Word

This word-processing course will teach you: how to create, edit, save and print documents such as; letters, flyers, reports etc., You will learn how to format text, paragraphs, page layout including headers & footers, borders & shading, spell check, print preview and more. Manual included. BYO USB, pen and paper.

1WORD21: Starts Tuesday 9 March

2WORD21: Starts Wednesday 2 June

Time: 9.30am - 3pm - 4 sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Microsoft Office - Introduction

Learn the basics of Microsoft Office - **Word, Excel, PowerPoint** and **Publisher**. Course outline; Introducing Computers, Operating Systems, Internet, Email, Word Processing, Spreadsheets and Multimedia. Manual included. BYO USB, pen and paper.

1INTEL21: Starts: Wednesday 17 February

2INTEL21: Starts: Monday 3 May

Time: 9.30am - 3pm - 7 sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$85.00

Microsoft Office - Intermediate

A follow-on course from our range of introductory courses. This course is designed for those who feel confident in the basics of Microsoft Office and would like to extend their computer skills in **Word, Excel, PowerPoint** and **Publisher**. Manual included. BYO USB, pen and paper.

2ADVOFF21: Starts Thursday 6 May

Time: 9.30am - 3pm - 4 sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Excel Foundations

Improve your Excel skills by learning how to produce spreadsheets, work with data and perform basic calculations. Overview of the course; navigation shortcuts, formatting worksheets, basic functions and formulas, working with tables, printing and page setup, multiple worksheets, and charts. This course assumes some familiarity with the Windows environment. Manual included. BYO USB, pen and paper.

1EXCEL21: Starts Thursday 4 February

Time: 6.00pm - 9.00pm - 6 sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

2EXCEL21: Starts Friday 7 May

Time: 9.30am - 12:30pm - 6 sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Website Design

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. BYO USB, pen and paper.

1WEBDES21: Starts Wednesday 17 February

2WEBDES21: Starts Thursday 6 May

Time: 7pm - 9.30pm - 7 sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Enrolments Open
from 20th January, 2021
Visit our website:
www.mrfec.net.au



Education & Employment Pathways

CAREER

Adult Sewing Classes

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

1SEW21: Starts Friday 19 February

2SEW21: Starts Friday 7 May

Time: 9.30am – 12.30pm - 6 sessions

Venue: Classroom, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Intro to Business Admin

Whether you're looking to get back into the workforce or just need to refresh your existing admin skills, this program will give you the fundamentals to get started. Course outline; basic office administration skills, effective customer service, telephone techniques, time management, how to use digital technologies in a work environment, create business documents and spreadsheets, and apply basic computer and keyboard skills.

2BUSAD21: Thursday 6 May

Time: 6.00pm – 9.00pm – 6 sessions

Venue: Online (Zoom)

Concession: \$70.00 **ACFE:** \$75.00

Intro to Small Business & Marketing

This Vocational taster course is aimed at assisting students wanting to improve their business and entrepreneurial skills. Course covers; critical skills for business success, working in a business environment, set up and planning skills, financial management and cash flow planning, marketing skills development such as building brand awareness, encouraging repeat business, and working with new emerging digital technologies including social media.

1BUSMARK21: Starts Friday 19 February

Time: 9.30am – 12.30pm – 6 Sessions

Venue: Computer Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Intro to Childcare

This course is for those who would like to work within the childcare sector but have little or no experience of the industry. It provides a solid foundation for those wishing to progress with further studies within the sector.

2CHILD21: Starts Friday 7 May

Time: 9.30am – 12.30pm – 6 Sessions

Venue: Meeting Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Intro to Community Services

This course will focus on the Community Services Sector by exploring various industries within that sector. (Children's services, Disability, Aged Care, HACC, Alcohol & Other Drugs, Education Support, and Youth Work.)

1COMSERV21: Starts Friday 12 February

2COMSERV21: Starts Tuesday 4 May

Time: 9.30pm - 12pm - 7 sessions

Venue: Meeting Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Intro to Floristry

This hands-on beginner's course will teach you a variety of floral arrangements. This course is designed to be a taster course for those who would like a career in floristry. Course covers WHS wiring, taping, suitability of flowers, care of flowers and different types of flower assembly. Additional weekly material costs to be paid to teacher.

1FLOR21: Starts Wednesday 17 February

2FLOR21: Starts Wednesday 5 May

Time: 12.30pm - 3pm - 7 sessions

Venue: Craft Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Intro to Hairdressing

This course is designed to introduce students to the basic skills and knowledge of Hairdressing. Course covers: Working in a Hairdressing Environment, Hair Braiding, Hair Styling, Customer Service, Team Work and WHS.

1HAIR21: Starts Thursday 18 February

Time: 9.30am – 12.30pm - 6 sessions

Venue: Class Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

2HAIR21: Starts Monday 20 April

Time: 9.30am – 12.30pm - 6 sessions

Venue: Meeting room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Intro to Permaculture – Edible Garden

This course is designed to introduce the basic concepts of edible gardening using the principals of permaculture for those both interested in growing their own food and those wanting a career in horticulture. It will be a practical hands on beginners' course including working in a safe manner, planning gardens beds, basic propagation, garden bed building, soil health, composting and pruning.

1HORT21: Starts Tuesday 16 February

2HORT21: Starts Tuesday 4 May

Time: 9.30am – 12.30pm – 6 Sessions

Venue: Offsite

Concession: \$70.00 **ACFE:** \$75.00

Provide First Aid

Unit HLTAID011 - 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. Delivered by Intelligent Training Solutions RTO 22570. Enrolments: www.its.vic.edu.au

1FIRSTF21: Saturday 27 February

1FIRSTM21: Monday 29 March

2FIRSTM21: Monday 17 May

2FIRSTJ21: Saturday 12th June

Time: 9am - 4.30pm 1 session

Venue: Council Meeting Room, Gisborne

Program Costs: \$135.00



Provide an Emergency First Aid Response in Education & Care Setting

Unit HLTAID012 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.

Enrolments: www.its.vic.edu.au

1PROVJ21: Starts Thursday 28 January

2PROVM21: Starts Saturday 1 May

Time: 9am - 4.30pm - 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$175.00



HOSPITALITY

Intro to Hospitality

Students will gain awareness of safety issues including appropriate PPE equipment within a commercial kitchen environment. Course covers; Food handling and hygiene practices, a variety of cooking techniques, basic nutrition and how to create nutritionally balanced meals, following budgets for menus, time management and organisation skills.

1HOSP21: Starts Tuesday 23 February

Time: 9.30am – 12.30pm – 6 Sessions

Venue: Meeting Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Barista

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.

1BARISTAG21: Starts TBA

2BARISTAG21: Starts TBA

Time: 3 Sessions

Venue: Meeting Room, Gisborne

Concession: \$70.00 **ACFE:** \$75.00

Food Safety Level 1

Unit SITXFSA001

Nationally recognised for the Hospitality, Retail, Community & Health Services and Food processing industries. All assessments completed in class on the day. This course is conducted in conjunction with Laurels Education & Training RTO 5064

1FOOD21: Starts Thursday 4 March

2FOOD21: Starts Thursday 27 May

Time: 9.00am – 3.00pm - 1 session

Venue: Council Meeting Room, Gisborne

Program Costs: \$110.00



RSA

All people serving alcohol in Victoria need this certificate which is approved by the Director of Liquor Licensing Victoria. This course is conducted in conjunction with Laurels Education & Training RTO 5064

1RSA21: Starts Thursday 4 March

2RSA21: Starts Thursday 27 May

Times: 5.30pm – 9.30pm - 1 session

Venue: Meeting Room, Gisborne

Program Costs: \$80.00



Lifestyle & Leisure

ART

Drawing

Learn to draw with graphite, coloured pencils, pens, pastels and charcoal. Suitable for all. Please pick up materials list on enrolment.

1DRAW21: Starts Wednesday 3 February

2DRAW21: Starts Wednesday 28 April

Time: 9.30am - 12pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$113.00 **Concession:** \$95.50

Calligraphy

This comprehensive course will introduce you to a variety of lettering styles, decorated capitals and illumination techniques. Calligraphy can provide that personal touch to cards, envelopes, certificates, photo albums, invitations, in fact whatever you write. Please pick up materials list on enrolment.

1CALL21: Starts Wednesday 3 February

2CALL21: Starts Wednesday 28 April

Time: 10am – 12pm - 8 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$113.00 **Concession:** \$95.50

Pastels

An informal and relaxed introduction to the beauty and vibrancy of pastel painting. Please pick up materials list on enrolment.

1PAST21: Starts Tuesday 2 February

2PAST21: Starts Tuesday 27 April

Time: 12.30pm - 3pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$113.00 **Concession:** \$95.50

Watercolour Painting

Learn to use watercolours and develop your own talent and skills, using various techniques and methods. Ideal for beginners and experienced alike. Please pick up materials list on enrolment.

1WAC21: Starts Tuesday 2 February

2WAC21: Starts Tuesday 4 May

Time: 9.30am - 12pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$113.00 **Concession:** \$95.50

CRAFTS & HOBBIES

Coiled Basket Weaving - Beginners

Over two sessions, you will learn the basics of coil basket weaving, using different materials and methods. Materials supplied to complete 2 take home pieces.

1BAS21: Saturday 27 February

2BAS21: Friday 28 May

Time: 9.30am – 12.30pm – 2 sessions

Venue: Craft Room, Gisborne

Program Costs: \$140.00

Enrolments Open
from 20th January, 2021
Visit our website:
www.mrfec.net.au

Keyboard - Beginners

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 practice. Students must have a keyboard, headphones, exercise book and USB (optional) to bring to class.

1KEYM21: Starts Wednesday 3 February

2KEYM21: Starts Wednesday 28 April

Time: 9.30am - 12pm - 8 sessions

Venue: Class Room, Gisborne

Program Costs: \$140.00 **Concession:** \$118.00

Keyboard - Intermediate

1KEYA21: Starts Wednesday 3 February

2KEYA21: Starts Wednesday 28 April

Time: 12.30pm - 3pm - 8 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$140.00 **Concession:** \$118.00

Macramé - Beginners

You will learn knotting techniques to get you started. All materials are supplied. Take home a colourful key ring and small wall hanging.

1MAC21: Friday 26 February

2MAC21: Saturday 29 May

Time: 9.30am – 12.30pm – 2 sessions

Venue: Craft Room, Gisborne

Program Costs: \$90.00

Pottery

These classes will cover hand-building, wheel throwing, glazing and firing and are suitable for potters of all levels. Please pick up materials list on enrolment.

1POTN21: Starts Monday 1 February

2POTN21: Starts Monday 26 April

Time: 7pm – 9.30pm – 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$152.00 **Concession:** \$131.00

1POTH21: Starts Tuesday 2 February

2POTH21: Starts Tuesday 27 April

(Hand Building Only)

Time: 7pm – 9.30pm – 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$152.00 **Concession:** \$131.00

1POTM21: Starts Thursday 4 February

2POTM21: Starts Thursday 29 April

Time: 9.30am – 12pm – 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$152.00 **Concession:** \$131.00

1POTA21: Starts Thursday 4 February

2POTA21: Starts Thursday 29 April

Time: 12.30pm – 3pm – 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$152.00 **Concession:** \$131.00

Sourdough – Online

(A) Intro to Sourdough making, the ingredients, and making of 'starter culture'.
(B) Using 'starter culture' to make 'sponge'. Making of dough from the sponge. Shaping and cooking the dough.

1SOUR21: Starts Saturday 13 March

2SOUR21: Starts Tuesday 8 June

Time: 11.00am – 12.30pm – 2 Sessions

Venue: Online (Zoom)

Program Costs: \$30.00

Tai Chi - Beginners

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.

1TAI21: Starts Monday 1 February

2TAI21: Starts Monday 26 April

Time: 11.45am – 12.45pm - 8 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$95.50 **Concession:** \$82.00

Write Your Story

Do you have a story that's waiting to be told? Well, now's the time to kick-start your inspiration. Learn craft and editing techniques that will breathe new life into your writing. Dive deep with exercises that will help identify your characters' goals and motivations, and heighten your story's essential conflict. Tease out the theme of your writing so you can strengthen plot and characterisation. Then learn about the avenues for getting your memoir, novel or short story out into the world!

1WRITE21: Starts Tuesday 23 February

Time: 9.30am – 12.30pm - 6 sessions

Venue: Classroom, Gisborne

2WRITE21: Starts Thursday 6 May

Time: 6pm – 9pm - 6 sessions

Venue: Online Zoom Session

Concession: \$70.00 **ACFE:** \$75.00

Yoga – Online (Hatha Gentle)

We warmly invite you to experience this supportive class which promotes calmness and wellbeing. This class has a focus on basic yoga postures, breathing techniques and relaxation, and is designed to suit different levels of ability and interaction, including beginners and those with no yoga experience.

1YOGD21: Starts Thursday 4 February

2YOGD21: Starts Thursday 29 April

Time: 1.00pm – 2.15pm – 8 Sessions

Venue: Online (Zoom)

Program Costs: \$95.50 **Concession:** \$82.00

1YOGN21: Starts Thursday 4 February

2YOGN21: Starts Thursday 29 April

Time: 7.00pm – 8.15pm – 8 Sessions

Venue: Online (Zoom)

Program Costs: \$95.50 **Concession:** \$82.00

PARENTING

Baby and Me First Aid

Baby and Me First Aid is a non-accredited course developed for carers of young babies or children. This course is not designed to replace an accredited first aid course.

1BABY21: Starts Thursday 4 March

2BABY21: Starts Tuesday 29 June

Time: 9.30pm – 1.00pm – 1 session

Venue: Council Meeting Room, Gisborne

Program Costs: \$65.00

Connecting with Kids

Learn how to use emotional intelligence to teach children about managing their feelings.

1CON21: Starts Wednesday 10 February

Time: 12.00pm – 2.30pm – 1 session

Venue: Council Meeting Room, Gisborne

Program Costs: Free



HOME & 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.

1FURM21: Starts Monday 1 February

Time: 9.30am - 12pm - 7 sessions

Venue: Craft Room, Gisborne

Program Costs: \$121.00 Concession: \$102.50

2FURM21: Starts Monday 19 April

Time: 9.30am - 12pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$138.00 Concession: \$117.00

1FURA21: Starts Monday 1 February

Time: 12.30pm - 3pm - 7 sessions

Venue: Craft Room, Gisborne

Program Costs: \$121.00 Concession: \$102.50

2FURA21: Starts Monday 19 April

Time: 12.30pm - 3pm - 8 sessions

Venue: Craft Room, Gisborne

Program Costs: \$138.00 Concession: \$117.00

LANGUAGE & LITERACY

French - Beginners

An introduction, focusing on useful vocabulary and simple grammatical structures. Learning the French language in a fun and interactive informal setting. Please bring paper and pen.

1FREB21: Starts Thursday 4 February

2FREB21: Starts Thursday 29 April

Time: 2.30pm - 3.30pm - 8 sessions

Venue: Class Room, Gisborne

Program Costs: \$141.50 Concession: \$121.00

French – Intermediate

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

1FREI21: Starts Wednesday 3 February

2FREI21: Starts Wednesday 28 April

Time: 1pm - 3pm - 8 sessions

Venue: Class Room, Gisborne

Program Costs: \$141.50 Concession: \$121.00

German

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

1GER21: Starts Tuesday 2 February

2GER21: Starts Tuesday 27 April

Time: 6.30pm - 8.30pm - 8 sessions

Venue: Class Room, Gisborne

Program Costs: \$141.50 Concession: \$121.00

Improve Your English Skills

This course is conducted for those who feel the need to improve their English language skills. The course covers basic literacy and writing skills to provide some independence with language. This course is held over two terms. No prior English skill level is required. Please note: course will not run during school holidays.

1ENG21: Starts Tuesday 9 February

Time: 1pm - 3pm – 16 sessions

Venue: Class room, Gisborne

Concession: \$70.00 ACFE: \$75.00

Full Fee: \$311.20

Italian – Beginners

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.

1ITAB21: Starts Monday 1 February

2ITAB20: Starts Monday 26 April

Time: 7pm - 9pm - 8 sessions

Venue: Class Room, Gisborne

Program Costs: \$141.50 Concession: \$121.00

Italian - Intermediate

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

1ITAI21: Starts Tuesday 2 February

2ITAI21: Starts Tuesday 27 April

Time: 6pm - 8pm - 8 sessions

Venue: Meeting Room, Gisborne

Program Costs: \$141.50 Concession: \$121.00

THREADS & TEXTILES

Crochet and Knitting

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.

1CROC21: Starts Monday 1 February

2CROC21: Starts Monday 26 April

Time: 9.30am - 12.30pm - 6 sessions

Venue: Class Room, Gisborne

Program Costs: \$123.00 Concession: \$98.50

- Due to Covid-19 Government Guidelines changes may apply to course programming
- ACFE placements must meet the funding criteria otherwise full fee applies
- All classes are subject to minimum participant numbers
- There will be no classes held on public holidays – Monday 8th March & Monday 14th June
- Rooms available for hire

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 courses YOU would like offered within YOUR community.

Making Art Quilts

In this workshop you will learn how to make your own landscape art quilt, explore techniques, paint fabric, then collage and stitch a small art quilt. Colleen has been painting on silk and stitching fabric for many years. From art to wear to hangings, she has exhibited both nationally and internationally and taught textiles to tertiary students and adults. Material costs of \$20.00 (approx) to be paid to teacher.

1QUILT21: Starts Thursday 11 March

2QUILT21: Starts Thursday 6 May

Time: 10am - 1pm – 3 sessions

Venue: Offsite

Program Costs: \$80.00

OFFICE HOURS

Monday to Thursday 9am to 4pm

Closed for lunch 12.30pm to 1pm

HOW TO ENROL

Online via our website: www.mrfec.net.au

In person or contact the office on: 5428 3799

Email enquiries to: enquiries@mrfec.net.au.

HOW TO PAY

Website

www.mrfec.net.au

Bank deposit

contact the office for bank details

In person

by EFTPOS or credit card

Phone

by credit card



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, Hume City Council and Department of Education and Training. Teachers 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.



MR FEC

