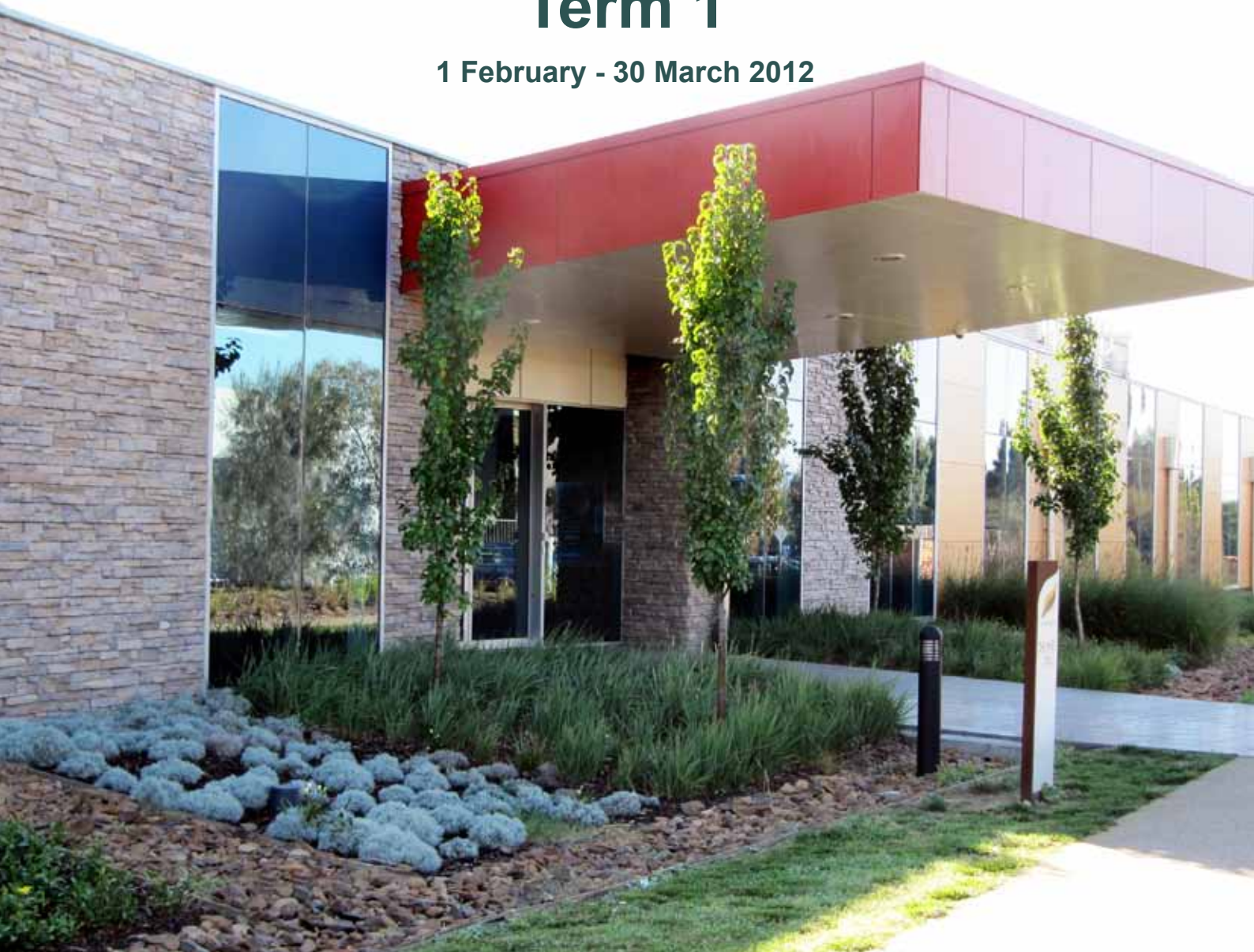


# Pines Learning Courses & Activities Term 1

1 February - 30 March 2012



Leaders in Adult Community Education Programs

9842 6726

[www.pineslearning.com.au](http://www.pineslearning.com.au)

[info@pineslearning.com.au](mailto:info@pineslearning.com.au)



**Pines Learning**

*think ▶ grow ▶ evolve ▶ relax*

# Pines Learning

1/520 Blackburn Rd  
Doncaster East 3109

Ph: 03 9842 6726

Fax: 03 9841 7757

email: [info@pineslearning.com.au](mailto:info@pineslearning.com.au)

website: [www.pineslearning.com.au](http://www.pineslearning.com.au)

## Office Hours:

### During School Terms:

Mon - Fri: 9:00 am - 4:00 pm

### School Holidays/Term Breaks:

(Excluding Christmas)

Mon - Thu: 9:30 am - 1:30 pm

## Term Dates 2012:

Term 1: 1 Feb - 30 Mar

Term 2: 16 April - 29 Jun

Term 3: 16 July - 21 Sept

Term 4: 8 Oct - 21 Dec

Please check your receipt for actual dates of your course, no classes on public holidays.

Labour Day Monday 12 March 2012

## PINES LEARNING IS A REGISTERED TRAINING ORGANISATION

Donvale Living & Learning Centre Inc., trading as Pines Learning, is a not - for - profit Registered Training Organisation delivering Nationally Accredited Courses.

RTO number: 3774.



### We offer courses and activities in:

- Health and Wellbeing
- Fitness
- Languages / Art
- Computers
- Vocational Education (RTO 3774)
- English as a Second Language
- VCAL (Victorian Certificate of Applied Learning)

### We offer:

- A supportive and welcoming learning environment
- High quality service in all program areas
- Small classes
- Qualified and experienced tutors
- Day, evening and weekend classes
- Part time study
- Well equipped computer classroom with broadband internet connection
- Nationally accredited Certificate and Diploma courses
- Concession rates on most courses
- GST free courses
- On-site registered childcare

ACFE funded places will only be offered to learners with one of the following citizen or residency status:

- Australian Citizen
- Australian Permanent Resident (holder of permanent visa)
- Holder of Special Category Visa (sub-class 444, New Zealand Citizen)
- East Timorese Asylum seeker, or
- Holder of Temporary Protection Visa



# Pines Learning

## Enrolments:

- Enrolments for Term 1, 2012 courses commence Monday 5 December
- Phone reception on 9842 6726 for course details and vacancies
- Details of our courses are also available at [www.pineslearning.com.au](http://www.pineslearning.com.au) and enquiries can be made by email: [info@pineslearning.com.au](mailto:info@pineslearning.com.au)
- If there is a vacancy, fees are payable before the course starts, by credit card over the phone, or by coming into the office to enrol and pay
- An enrolment form must be completed for all courses
- Please check all times, dates and course information carefully before you enrol. Refunds will only be made in accordance with our refund policy as stated in the student information handbook. This is given on enrolment and is available on our website.



## Fees and Charges for ACFE, and Skills Victoria funded courses

Course fees for pre-accredited courses include a tuition fee of up to \$1.08 per program hour.

Course fees for accredited courses at foundation skill level include a tuition fee of up to \$1.08 per program hour.

Course fees for accredited courses at skills creation level include a tuition fee of up to \$1.62 per program hour.

Course fees for accredited courses at skills building level include a tuition fee of up to \$2.17 per program hour.

Course fees for accredited courses at skills deepening level include a tuition fee of up to \$4.33 per program hour.

Concession on tuition fees is in accordance with the 2012 Ministerial Guidelines about fees. Student Services and Materials Fee is set for each course according to the level of service and materials required.

## Concessions

If you are a concession card holder you may be eligible for a concession fee for most courses. Please enquire about eligibility. Proof will be required.

Companion card holders are welcome at Pines Learning.



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## FUNDING FOR ACCREDITED COURSES

Funded places will be offered to eligible applicants as stated in the "Eligibility Guidelines for Government Subsidised Training and Further Education".

For details contact the office on 9842 6726 or go to: [www.skills.vic.gov.au](http://www.skills.vic.gov.au)

## FUNDING SUPPORT

**Pines Learning gratefully acknowledges the support of:**

Adult Community and Further Education (ACFE)



Department of Human Services

Department of Education and Early Childhood Development

Manningham City Council



Skills Victoria

# VCAL

## Victorian Certificate of Applied Learning



### Hands on Learning

Are you 16 - 19 years old? Looking for an alternative to VCE? Would you be interested in undertaking a program that is based on a “hands on approach” to learning?

### Pines Learning offers the Victorian Certificate of Applied Learning (VCAL)



### What is VCAL?

VCAL is an alternative to the VCE. It is a recognised, accredited certificate for years 10, 11 & 12. It includes formal learning, with work experience and the opportunity to complete VET (Vocational Education and Training).

### What will VCAL give me?

VCAL will provide you with literacy, numeracy and work related skills, together with personal development training. Please note a VET course is a requirement of VCAL. The aim of the program is to provide you with a range of vocational skills to be “job ready”, along with a high standard of general education.

### What levels does VCAL have?

VCAL has three levels. They are: Foundation, Intermediate and Senior. Classes for each level are held three days per week from 9:00 am - 3:30 pm

### What level would I do?

You would have an interview with the VCAL Coordinator, who will look at your previous schooling, your interests and your work goals. You will then be placed in the level that best suits your needs.



**For more information contact  
Rosanne Astuto on 9842 6726**

# CHILDCARE



Pines Learning runs a Registered Childcare Centre which is partially funded by the Department of Education and Early Childhood Development.

Our experienced staff work with families and the community to provide quality care and education for young children.

Childcare is offered to children of students attending courses and activities in the centre and for occasional care to any parents / families who would like to take a break.



## About our program

Our program is based on the Victorian Early Years Learning Development Framework and our focus is "Play Based Learning". Our learning activities/ experiences are developed according to the children's needs and interests and cover all areas of development.

We provide childcare to multi-aged groupings (8 weeks to 6 year olds). Staff are warm, caring, friendly and are committed to the well being and development of the 'whole child'.

## Opening times

Childcare operates during school terms 9:00 am - 4:00 pm, Monday to Friday, 2 to 5 hour sessions are available for up to 15 hours per week.

During term breaks limited childcare places are available Monday - Thursday 9:30 am - 1:30 pm, excluding January.

## Bookings

Bookings must be made at the childcare centre and be confirmed by the childcare staff. Fees are payable in advance. Contact office for hourly and session rates.



## Visit us

We encourage you to visit the centre prior to leaving your child. This will give you the opportunity to ask questions, talk about your child's needs and will help you and your child feel more comfortable and confident.

# English Classes



## ENGLISH CLASSES ARE FOR ADULTS WHO:

- Are from a non-English speaking background
- Want to improve reading, writing, conversation skills or
- May wish to return to study or work

For more information about classes or fees, or to arrange an interview, ring Sandie Forbes on 9842 6726

### Fees for Semester One:

Australian citizens/residents: \$125

Non residents/citizens: \$353

## Speaking Classes:

### EVENING ENGLISH

A practical English class to assist ESL learners with pronunciation, spelling, reading and conversation. Great for full time workers. Intermediate/Advanced

DAY	TIME	CODE
Thursday	7:00 - 9:30 pm	12S1/ESL6

### ELEMENTARY ENGLISH

A class for people wanting to improve their listening and speaking skills in a caring and supportive environment. Introductory/Basic

DAY	TIME	CODE
Friday	9:30 - 12.00 noon	12S1/ESL3

### SPEAKING ENGLISH

Discuss, talk and laugh with other English learners. Improve oral communication and pronunciation. Introductory/Basic

DAY	TIME	CODE
Monday	12:30 - 3:00 pm	12S1/ESL1

### STARTING OUT WITH ENGLISH

Learn the basics of English and practise your general English skills with others in a small friendly group. Introductory

DAY	TIME	CODE
Tuesday	9:30 - 12:00 noon	12S1/ESL2

### ENGLISH FOR LIFE

Practical English for everyday situations for example speaking to friends, neighbours and workmates. Basic/Intermediate

DAY	TIME	CODE
Thursday	12:30 - 3:00 pm	12S1/ESL4

### WHAT'S YOUR VIEW?

Improve your vocabulary and practise expressing your opinion and listening to other points of view, while discussing issues and topics in the news. Intermediate/Advanced

DAY	TIME	CODE
Wednesday	9:30 - 12:00 noon	12S1/ESL5



## Reading & Writing Classes:

### BEGINNING ENGLISH

Improve your everyday reading and writing skills in this small, friendly class. Introductory/Basic

DAY	TIME	CODE
Monday	9:30 - 12:00 noon	12S1/ESL7

### MOVING ON WITH ENGLISH

Improve your English grammar, spelling, reading and writing skills in a caring and supportive class. Basic/Intermediate

DAY	TIME	CODE
Tuesday	9:30 - 12:00 noon	12S1ESL8

### EVERYDAY ENGLISH

Work on your reading and writing skills, including grammar and spelling, with some conversation. Intermediate/Advanced

DAY	TIME	CODE
Wednesday	9:30 - 12:00 noon	12S1/ESL9

### BETTER ENGLISH

Improve the basics in English and practise all your skills with others in a small, friendly group. Basic/Intermediate

DAY	TIME	CODE
Thursday	9:30 - 12:00 noon	12S1/ESL10



# Vocational Education & Training (VET)



***Pines Learning offers Vocational Education and Training in Aged Care, Home and Community Care, Children's Services and Business Administration. These nationally accredited qualifications significantly increase employment opportunities within these industries.***

## CERTIFICATE III IN AGED CARE WORK CHC30208 CERTIFICATE III IN HOME & COMMUNITY CARE CHC30308

This is the latest qualification in Aged Care and HACC. The course will enable you to gain not one but two nationally accredited qualifications in an industry which offers a broad range of employment opportunities. Successful completion of this course will enable you to work as a Personal Care Worker, Carer, and Home Care Worker in residential facilities under direct or regular supervision within clearly defined organisational guidelines. You will study in a professional and supportive learning environment with fully qualified and professional Aged Care trainers and assessors. You will learn the necessary practical skills and industry knowledge to work in the aged care sector, to be able to communicate appropriately with clients and colleagues, to deliver best service to your clients and to be able to support positive ageing as part of this important role. An interview is required prior to enrolment. Work Placement: 100 hours, facilitated by Pines Learning. Police Check required.

We are offering two courses in 2012, commencing in February and July.

DAY	DATE	TIME	COST	CODE
Mon and Fri	13 Feb to 25 June	9:15 am - 3:15 pm 18 weeks	\$329 (c\$297)	12YAC01

**Textbooks: \$80 approximately**

**An interview is required prior to enrolment.**  
Please ring 9842 6726 to register for the Information Session on: **Friday 3 February 2012 12:30 - 2:30 pm**

## USE EXISTING KNOWLEDGE TO GAIN A QUALIFICATION VIA RECOGNITION OF PRIOR LEARNING (RPL)

Pines Learning has a **NEW** streamlined process where currently employed workers can gain their qualifications for a minimum cost and disruption to working hours via the recognition of existing skills and knowledge. Benefit from reduced requirements to attend class and obtain your qualification in a shorter timeframe while continuing to work. Applicable only for qualifications currently offered at Pines Learning.

DAY	DATE	TIME	COST	CODE
Mon	27 Feb to 21 May	6:30 - 8:30 pm 13 weeks	\$205	12YRPL01

**An interview is required prior to enrolment.**  
Please ring 9842 6726 to register for the Information Session on: **Tuesday 7 February 2012 6:30 - 8:30 pm**

Note: The new National Quality Standard requires that by 1 January 2014 staff in a long day care centre or pre-school will need to have (or be actively working towards) a Certificate III in Children's Services or equivalent.

**Courses on this page are funded by Skills Victoria.**  
**For eligibility criteria for funded places go to: [www.skills.vic.gov.au](http://www.skills.vic.gov.au)**  
**Fee for Service (unfunded) places will also be available.**

# Vocational Education & Training (VET)



## CERTIFICATE III IN CHILDREN'S SERVICES CHC30708

This is the latest nationally accredited qualification and is now the minimum requirement for employment in the early childhood industry.

Successful completion of this certificate will enable you to apply for qualified assistant positions in Long Day Care, Kindergartens, Family Day Care and private nanny work. As part of the course you will learn how to work with young children in a safe, secure and nurturing way. Studies include early childhood development, health and safety including first aid, and the legal and ethical issues involved in working in the early childhood industry today.

Work Placement: minimum 105 hours, facilitated by Pines Learning. Police Check required.

We are offering three courses in 2012, commencing in February, March and July. February course is filling fast.

DAY	DATE	TIME	COST	CODE
Wed and Fri	8 Feb to 29 Jun	9:15 am - 3:15 pm 18 weeks	\$332 (c\$268)	12YCS01D
Thur & alt. Sat	1 Mar to 3 Nov	6:30 - 9:30 pm 9:00 am - 4:00 pm 29 weeks	\$332 (c\$268)	12YCS02N

**Textbooks: \$120 approximately**

**An interview is required prior to enrolment.**

Please ring 9842 6726 to register for the Information Session on: **Wednesday 15 February 2012 6:30 - 8:30 pm**

Those currently employed in the industry may be eligible to gain their qualification via our streamlined RPL (Recognition of Prior Learning) process. See page 7 for details.

**Courses on this page are funded by Skills Victoria. For eligibility criteria for funded places go to:  
[www.skills.vic.gov.au](http://www.skills.vic.gov.au)  
Fee for Service (unfunded) places will be available.**

## DIPLOMA IN CHILDREN'S SERVICES (Early Childhood Education & Care) CHC50908

This course will enable you to be employed as a qualified staff member in a range of early childhood settings. Delivered in a professional and supportive learning environment you will have the opportunity to add to your existing knowledge and skills in areas including service operation, programming and building professional partnerships with families.

Pre-requisite: - Certificate III in Children's Services along with ongoing, consistent employment for a minimum of 18 hours per week in a registered Early Childhood Service.

DAY	DATE	TIME	COST	CODE
Wed & alt. Sat	8 Feb to 1 Dec	6:45 - 9:45 pm 9:00 am - 4:00 pm 35 weeks	\$547 (c\$503)	12YDCS

Textbooks: \$130 approximately

**An interview is required prior to enrolment.**

Please ring 9842 6726 to book an interview time.



## MANAGEMENT OF ANAPHYLAXIS & EMERGENCY ASTHMA MANAGEMENT

### 22099VIC Management of Anaphylaxis

This accredited course provides the skills and knowledge to recognise and manage an anaphylactic reaction. It covers the legal requirements regarding the administration of adrenaline via an auto-injector.

### 21886VIC Emergency Asthma Management

This accredited course covers risk assessment and management of asthma emergency in the workplace or home.

### HLTFA301C Apply Advanced First Aid

This accredited course enables participants to confidently manage emergency situations until medical aid arrives. The course covers CPR, First Aid, bites, stings, and more.

**These courses will be offered in Term 2 2012.**

**Please ring 9842 6726 to register your interest.**

Training conducted by Revive2Survive First Aid Training RTO 21688

# Vocational Education & Training (VET)



## CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30407

Thinking of returning to the workforce or up-dating your skills? Pines Learning will be delivering the above accredited qualification over two days per week for three terms commencing Term 1, 2012. A second course will be offered during the day in Semester 2 commencing in July 2012. This nationally recognised qualification equips students with the confidence, knowledge and skills to function effectively in an administrative environment.

Semester 1 Course will be offered on a Wednesday and Thursday beginning February, and Semester 2 will be offered on a Thursday and Friday beginning July.

In the words of a recent graduate:

*Wanting to progress and improve my chances to a better career led me to commit to this course. With an excellent level of expertise the tutors delivered this course in a supportive and inviting environment which made it easier to adjust and tune my mind to learning again.*

*I feel very happy with my decision because not only have I gained confidence to apply for jobs but also a life time qualification to back me.*

It is important that interested applicants attend **one** of the Information sessions listed below. These sessions inform students about course content, delivery, Recognition of Prior Learning, cost and enrolment. They also provide a valuable opportunity to have questions answered.

**Cost:** Funded \$416 (Concession: \$270)

Plus manuals \$328.

Computer for Beginners or equivalent knowledge is required as a pre-requisite for students wishing to enrol in the Certificate III in Business Administration.

### INFORMATION SESSIONS

**Please ring 9842 6726 to register your attendance.**

Day	Date	Time
Wed	7 Dec	1:00 - 3:00 pm
Wed	7 Dec	7:00 - 9:00 pm

**These courses are funded by Skills Victoria. For eligibility criteria for funded places go to: [www.skills.vic.gov.au](http://www.skills.vic.gov.au) Fee for Service (unfunded) places will be available.**

## CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30407 OUT OF HOURS - NEW COURSE!

Are you currently working or unable to attend classes during the day? Pines Learning will be delivering the above accredited qualification flexibly commencing in Term 2. Classes are a blend of classroom, on line and self paced learning. The course fee will be advised in February 2012.

It is important that interested applicants attend **one** of the Information sessions listed below. These sessions inform students about course content, delivery, Recognition of Prior Learning, cost and enrolment. They also provide a valuable opportunity to have questions answered.

Computer for Beginners or equivalent knowledge is required as a pre-requisite for this course.



## MEDICAL RECEPTION/TERMINOLOGY

This is a nationally accredited course for people wishing to work in the field of Medical Reception. The course covers understanding and responding to instructions in a medical office; carrying out routine tasks; communicating with a range of internal/external clients; providing advice to patients regarding fee structures; processing referrals; preparing and processing medical accounts using medical software. This 24 week course also covers medical terminology from introductory to advanced level.

The following units have been drawn from the Business Training package (BSB07):

BSBADM302B - Produce texts from notes

BSBMED302B - Prepare & process medical accounts

BSBMED301B - Interpret & apply medical terminology appropriately.

Pre-requisite: Word Processing skills Textbook: \$42

DAY	DATE	TIME	COST	CODE
Thu	26 Apr	7.00 - 9.30 pm (Terms 2, 3 & 4 - 24 wks)	Funded: \$210 Non funded: \$422 (c:\$380)	12YS1/MED1



# Computer Training

## MODERN FACILITY AND NEW COMPUTERS

Term 1 2012 - Pines Learning will be using new computer hardware with Windows 7 and Microsoft Office 2010. Our courses are delivered in a friendly environment by highly qualified and experienced tutors. Each course has a workbook or text book as a training supplement. These should be paid for at enrolment and will be issued on the first day of the course.



## COMPUTERS FOR BEGINNERS Level One

Learn the basics of how to use a personal computer in 8 step by step lessons. Content includes creating and saving documents, using MS Outlook for email and Windows Explorer for internet.

ACFE Funded Workbook: \$39

DAY	DATE	TIME	COST	CODE
Mon	6 Feb	9:15 - 11:45 am (8 wks)	\$122	12T1/GAC1
Thu	9 Feb	7:00 - 9:30 pm (8 wks)	\$122	12T1/GAC8

## COMPUTERS FOR BEGINNERS Level Two

Review and continue to develop Word skills gained in Computer for Beginners Level 1 and learn the basics of the spreadsheet program Excel. Also covers file management including saving to a USB removable memory device.

ACFE Funded Workbook: \$39

DAY	DATE	TIME	COST	CODE
Mon	6 Feb	12:30 - 3:00 pm (8 wks)	\$122	12T1/GAC2
Tue	7 Feb	7:00 - 9:30 pm (8 wks)	\$122	12T1/GAC5

## EXCEL LEVEL 1

Produce spreadsheets for business or home. Learn to create basic formulae, use simple functions, create charts as well as essential formatting, editing and printing tools.

ACFE Funded Workbook: \$39

DAY	DATE	TIME	COST	CODE
Wed	8 Feb	7:00 - 9:30 pm (8 wks)	\$122	12T1/GAC7

## MYOB FOR BEGINNERS

Learn how to create and manage accounting records using MYOB AccountRight v19 accounting software. This course is a pathway for further study. Pre-requisite: Basic computer skills  
ACFE Funded Workbook: \$28

DAY	DATE	TIME	COST	CODE
Tues	7 Feb	12:30 - 3:00 pm (8 wks)	\$122	12T1/GAC3

## ESSENTIAL COMPUTER SKILLS Part A

This course is ideal for those who have completed Computer for Beginners (or equivalent) or who wish to continue their learning and upgrade their skills. It focuses in greater depth on MS Word plus file management. Students also learn how to burn to a CD and save to external devices. This course will enable students to gain essential computer skills needed for employment.

ACFE Funded Workbook: \$39

DAY	DATE	TIME	COST	CODE
Tue	14 Feb	9:15 - 11:45 am (8 wks)	\$122	12T1/GAC9

## ESSENTIAL COMPUTER SKILLS Part B

This course is a follow on from Part A above. It focuses in greater depth on MS Excel plus file management and consolidation. This course, in conjunction with Part A, will provide valuable computer skills required for employment.

ACFE Funded Workbook: \$39

DAY	DATE	TIME	COST	CODE
Tue	24 Apr	9:15 - 11:45 am (8 wks)	\$122	12T2/GAC9

## MS OFFICE - SELF PACED

Like to do your own thing in the classroom? This course provides students with the opportunity to learn the basics of the MS Office suite of programs (Word, Excel, Outlook (email), Publisher PowerPoint) as well as file management, supported and guided by an experienced tutor. Students work at their own pace following the clear, step by step instructions provided in the course manual.  
ACFE Funded Workbook \$40

DAY	DATE	TIME	COST	CODE
Wed	8 Feb	7:00 - 9:30 pm (8 wks)	\$122	12T1/GAC6



# Computer Training

## FILE MANAGEMENT



Overcome the frustration of not being able to locate files in a hurry.

Learn how to manage files and folders efficiently and how to save to a portable memory device and burn to a CD

DAY	DATE	TIME	COST	CODE
Thu	16 Feb	12:30 - 3:00 pm ( 1 wk)	\$31 (c\$28)	12T1/GCC3
Mon	5 Mar	7:00 - 9:30 pm (1 wk)	\$31 (c\$28)	12T1/GCC5

## MANAGING DIGITAL PHOTOS

This three session course with easy to follow steps will teach you how to transfer photos from your digital camera. The course will also provide basic file management skills for organising images for easy retrieval. Students will learn how to use the free Picasa program for editing photos. Students will need to bring their own digital camera (with memory card), interface cable and USB. Pre-requisite: Computer for Beginners or equivalent.

DAY	DATE	TIME	COST	CODE
Thu	9 Feb	7:00 - 9:30 pm (3 wks)	\$92 (c\$83)	12T1/GCC4
Thu	8 Mar	9:15 - 11:45 am (3 wks)	\$92 (c\$83)	12T1/GCC6



## PHOTO RESTORATION USING PHOTOSHOP ELEMENTS

Do you have old or damaged photographs in need of a little TLC? This course is for students with some knowledge of PhotoShop or PhotoShop Elements. Students will learn to copy, restore and archive precious photos. Photo restorer and PhotoShop artist Carol Heath will share tips and tricks for enhancing exposure and colour, removing scratches, spots, mould and stains, and repairing tears and creases.

This course is a pathway for further study. ACFE Funded

DAY	DATE	TIME	COST	CODE
Tue	7 Feb	7:00 - 9:30 pm (8 wks)	\$122	12T1/GAC4



## ADVANCED PHOTO RESTORATION USING PHOTOSHOP ELEMENTS

Designed especially for those who have completed the eight week photo restoration course, this course will introduce students to advanced techniques for restoring and retouching photographs. Time will be allocated for troubleshooting and for students to work on their own restoration and retouching projects.

Pre-requisite: Photo Restoration Using PhotoShop Elements

DAY	DATE	TIME	COST	CODE
Tue	13 Feb	7:00 - 9:30 pm (5 wks)	\$154 (c: \$138)	12T1/GCC1

## DIY ON LINE STORE

Create an on line store in quick and easy steps. All the hard work is done for you, just enter your products and photos. In addition to course fee below, students pay \$99 at first class for the manual, plus hosting of your store for the 12 months and access to software.

Pre-requisite: Basic computer skills

DAY	DATE	TIME	COST	CODE
Mon	13 Feb	7:00 - 9:30 pm (2 wks)	\$62 (c\$55)	12T1/GCC2

## BUYING AND SELLING ON eBAY FOR BEGINNERS

This three session comprehensive course within a small group environment, is designed for people who want to buy and sell on eBay. You will learn how to set up an email account, insert photos, list items to sell, investigate security issues, bid for an item, manage your account plus more. Students are advised that eBay requires all users to open a PayPal account when opening an eBay account. You cannot buy and sell without this. Your tutor will explain how to set up both your eBay account and PayPal account at your first lesson. Pre-requisite: Basic computer skills. Students also need to be able to save a photo of their item to list onto a USB memory device (see Managing Digital Photos course above).

DAY	DATE	TIME	COST	CODE
Thu	8 Mar	7:00 - 9:30 pm (3 wks)	\$92 (c\$83)	12T1/GCC7



# Community Programs

## Health, Fitness & Wellbeing

### SLEEP SOUNDLY WITH YOGA NEW



Learn practical strategies and techniques to improve your sleeping pattern. Yoga Nidra or Yogic Sleep rejuvenates and liberates energy deep within the tissues. Mind and body can reach a meditative state. Benefits include improved memory and creativity, clarity of thought, better sleep and relief from stress and tension.

DAY	DATE	TIME	COST	CODE
Wed	8 Feb	8:20 - 9:30 pm (4 wks)	\$50 (c\$45)	12T1/CP01
Wed	7 Mar	8:20 - 9:30 pm (4 wks)	\$50 (c\$45)	12T1/CP02

### YOGA & PILATES

Pilates combined with several Yoga postures will improve your strength, flexibility and energy levels. Working from the principle of improved core strength improve your posture, self confidence and tone muscles. Excellent for improving bone density. No class Tuesday 28th February.

DAY	DATE	TIME	COST	CODE
Tue	7 Feb	9:30 - 10:30 am (7 wks)	\$70 (c\$63)	12T1/CP03
Wed	8 Feb	11:30 - 12:30 pm (8 wks)	\$80 (c\$72)	12T1/CP04
Fri	10 Feb	9:30 - 10:30 am (8 wks)	\$80 (c\$72)	12T1/CP05

### YOGA

Yoga is a holistic approach to health and well being. Working with postures, stretches, breathing and relaxation techniques. Learn to gain control of your own life, become calm and improve physical and emotional health. Suitable for all age groups and fitness levels.

Fees for Yoga vary according to course duration.

No morning class Tuesday 28th February.

DAY	DATE	TIME	COST	CODE
Mon	6 Feb	7:45 - 9:00 pm (7 wks)	\$88 (c\$80)	12T1/CP06
Tue	7 Feb	10:45 - 11:45 am (7 wks)	\$70 (c\$63)	12T1/CP07
Tue	7 Feb	6:00 - 7:15 pm (8 wks)	\$100 (c\$90)	12T1/CP08
Wed	8 Feb	10:15 - 11:15 am (8 wks)	\$80 (c\$72)	12T1/CP09
Wed	8 Feb	7:00 - 8:10 pm (8 wks)	\$92 (c\$83)	12T1/CP10
Thu	9 Feb	10:15 - 11:30 am (8 wks)	\$100 (c\$90)	12T1/CP11
Thu	9 Feb	7:00 - 8:00 pm (8 wks)	\$80 (c\$72)	12T1/CP12
Thu	9 Feb	8:15 - 9:15 pm (8 wks)	\$80 (c\$72)	12T1/CP13
Fri	10 Feb	10:45 - 11:45 am (8 wks)	\$80 (c\$72)	12T1/CP14

### MEDITATION AND RELAXATION NEW!

By calming the busy mind we can achieve a number of positive outcomes. Discover simple, effective methods to release stress from the body and mind. Meditation slows the heart rate and breathing, and can improve your overall physical and mental health.

DAY	DATE	TIME	COST	CODE
Tue	7 Feb	12:00 - 1:00 pm (7 wks)	\$70 (c\$63)	12T1/CP38

### YOGA FOR MEN



The practice of Yoga will improve your overall health and wellbeing. You will experience an increase in flexibility, muscle tone and circulation. Learn various ways to relax your mind and body.

DAY	DATE	TIME	COST	CODE
Tue	7 Feb	8:00 - 9:15 pm (1 wk)	FREE	12T1/CP15
Tue	14 Feb	8:00 - 9:15 pm (7 wks)	\$88 (c\$80)	12T1/CP16

### PILATES New time

Pilates is designed to strengthen the lower back and deep abdominal muscles whilst providing support to the spine. As core stability improves, the smaller muscles become better able to support tendons and joints. This class is not suitable for those with neck injury or for women who are pregnant. Please bring a small towel.

DAY	DATE	TIME	COST	CODE
Mon	6 Feb	6:30 - 7:30 pm (7 wks)	\$70 (c\$63)	12T1/CP17
Thu	9 Feb	11:45 - 12:45 pm (8 wks)	\$80 (c\$72)	12T1/CP18
Thu	9 Feb	4:30 - 5:30 pm (1 wk)	FREE	12T1/CP19
Thu	16 Feb	4:30 - 5:30 pm (7 wks)	\$70 (c\$63)	12T1/CP20

Correct footwear is required for all fitness classes.

Please bring a towel or blanket and water bottle to Pilates and Yoga classes.

Yoga mats provided, however you are welcome to bring your own.

### STRONG PEOPLE STAY YOUNG

Our qualified instructor will demonstrate effective and enjoyable ways to improve strength and fitness and to increase or maintain muscle tone. Scientifically proven to improve bone density, muscle strength and balance. Low impact exercises using both hand and leg weights - suitable for men and women. No floorwork involved.

DAY	DATE	TIME	COST	CODE
Mon	6 Feb	12:00 - 1:00 pm (7 wks)	\$70 (c\$63)	12T1/CP22
Mon	6 Feb	4:45 - 5:45 pm (7 wks)	\$70 (c\$63)	12T1/CP23
Mon	6 Feb	7:15 - 8:15 pm (7 wks)	\$70 (c\$63)	12T1/CP24
Tue	7 Feb	3:30 - 4:30 pm (8 wks)	\$80 (c\$72)	12T1/CP25
Wed	8 Feb	9:00 - 10:00 am (8 wks)	\$80 (c\$72)	12T1/CP26
Thu	9 Feb	9:00 - 10:00 am (8 wks)	\$80 (c\$72)	12T1/CP27
Thu	9 Feb	2:15 - 3:15 pm (8 wks)	\$80 (c\$72)	12T1/CP28
Fri	10 Feb	1:00 - 2:00 pm (8 wks)	\$80 (c\$72)	12T1/CP29

### BODY BLITZ

An extensive workout for the tummy, hips thighs and pelvic area concentrating on core strength. Starts with a warm up and includes elastic resistance and balance. What a fat burner!

DAY	DATE	TIME	COST	CODE
Tue	7 Feb	2:15 - 3:15 pm (8 wks)	\$80 (c\$72)	12T1/CP21



# Community Programs

## Health, Fitness & Wellbeing

### NIA NEW

NIA is a movement combining dance, martial and healing art practices. It is fun, low impact and a highly energising way to workout. NIA increases energy, strength, flexibility, mobility, muscle tone and supports weight loss and stress reduction. It is suitable for all ages and fitness levels.



DAY	DATE	TIME	COST	CODE
Wed	8 Feb	2:00 - 3:00 pm ( 1 wk)	FREE	12T1/CP30
Wed	15 Feb	2:00 - 3:00 pm ( 7 wks)	\$70 (c\$63)	12T1/CP31
Thu	9 Feb	5:45 - 6:45 pm (1 wk)	FREE	12T1/CP32
Thu	16 Feb	5:45 - 6:45 pm (7 wks)	\$70 (c\$63)	12T1/CP33

### BELLY DANCING

An ancient dance for feminine expression. In this course you will learn some belly dance vocabulary and how to use this language to express yourself in fluid sensuous movements. Includes some free dancing as well as choreographed steps.

DAY	DATE	TIME	COST	CODE
Mon	6 Feb	9:30 - 10:30 am (7 wks)	\$70 (c\$63)	12T1/CP34

### LATIN MIX AEROBICS

Dancing offers great benefits to the body, mind and soul. Join our qualified instructor in an aerobic style mix of mambo, cha cha rumba and salsa. Latin-dance involves plenty of hip movement which can help strengthen and boost flexibility in the lower back and the foot moves assist with co-ordination. It's high energy and a fun way of doing exercises. It's DANCERSIZE. All welcome.

DAY	DATE	TIME	COST	CODE
Mon	6 Feb	10:45 - 11:45 am (7 wks)	\$70 (c\$63)	11T3/CP35
Mon	6 Feb	6:00 - 7:00 pm (7 wks)	\$70 (c\$63)	12T1/CP36
Tue	7 Feb	4:45 - 5:45 pm (8 wks)	\$80 (c\$72)	12T1/CP37

### LOW IMPACT ROCK 'N' ROLL AEROBICS

A low impact style of aerobics to Rock and Roll music, using swing and jive steps amongst others. No jumping or jogging. For the young at heart or anyone who wants to have fun while exercising. Make your steps big or small - it's your workout! Registered Aerobics and Fitness Instructor.

DAY	DATE	TIME	COST	CODE
Fri	10 Feb	2:15 - 3:15 pm (8 wks)	\$80 (c\$72)	12T1/CP39

### RHYTHMIC RESISTANCE

Rhythmic Resistance brings fat burning and muscle tone together for maximum results. Muscle tone is the 'engine' for fat burning!!! RR works on total body strength and is a fun way to exercise with rhythm. Also excellent for core muscles of the abdominals and back. Put that all to music and it's healthy fun.

DAY	DATE	TIME	COST	CODE
Wed	8 Feb	5:45 - 6:45 pm (8 wks)	\$80 (c\$72)	12T1/CP40

### WEIGHTS FOR MEN NEW

Complete workout using weights and resistance bands. Targeting all areas of the body, this class helps build bone density and muscle health. Concentrating on core strength and keeping the back strong - all of this to GREAT MUSIC!



DAY	DATE	TIME	COST	CODE
Thu	9 Feb	1:00 - 2:00 pm (1 wk)	FREE	12T1/CP41
Thu	16 Feb	1:00 - 2:00 pm (7 wks)	\$70 (c\$63)	12T1/CP42

### NEW!! LOYALTY DISCOUNT

**10 % Discount on two or more classes per week**  
Conditions Apply

### ZUMBA®

Ditch the workout. Join the party. Zumba is the fun way to exercise. All fitness levels welcome, easy moves to Latin rhythms. No classes Tuesday 28th February.

DAY	DATE	TIME	COST	CODE
Tue	14 Feb	9.30 - 10.30 am (1 wk)	FREE	12T1/CP43
Tue	21 Feb	9.30 - 10.30 am (5 wks)	\$50 (c\$45)	12T1/CP44
Fri	10 Feb	9.30 - 10.30 am (8 wks)	\$80 (c\$72)	12T1/CP45

### ZUMBA GOLD®

Designed for the active older adult, true beginner, or people who are not used to exercising. Zumba Gold is done at a lower intensity, slower pace but is certainly just as much fun. No classes Tuesday 28th February

DAY	DATE	TIME	COST	CODE
Tue	14 Feb	10:45 - 11:45 am (1 wk)	FREE	12T1/CP46
Tue	21 Feb	10:45 - 11:45 am (5 wks)	\$50 (c\$45)	12T1/CP47
Fri	10 Feb	10:45 - 11:45 am (8 wks)	\$80 (c\$72)	12T1/CP48



**Casual Zumba classes**  
now available

**\$15 (c\$13) per class.**  
Conditions apply



# Community Programs

## Arts, Languages & Lifestyle

### LANGUAGES

Have you always wanted to speak another language? Then join one of these classes and learn some of the basics, such as ordering a coffee or a meal. Great for those wanting to travel or for those who love languages. If you are a new student to our language classes, ring us and we will ask our tutor to contact you about the most suitable level for you.

#### ITALIAN - New Beginners Evening class

DAY	DATE	TIME	COST	CODE
ITALIAN 2				
Tue	7 Feb	1:00 - 2:30 pm (8 wks)	\$152 (c\$137)	12T1/CP49
ITALIAN 3				
Thu	9 Feb	9:00 - 10:30 am (8 wks)	\$152 (c\$137)	12T1/CP50
ITALIAN 4				
Thu	9 Feb	10:45 - 12:15 pm (8 wks)	\$152 (c\$137)	12T1/CP51
ITALIAN FOR BEGINNERS				
Tue	7 Feb	7:30 - 9:00 pm (1 wk)	FREE	12T1/CP52
Tue	14 Feb	7:30 - 9:00 pm (7 wks)	\$133 (c\$120)	12T1/CP53

### FRENCH

DAY	DATE	TIME	COST	CODE
FRENCH 2				
Tue	7 Feb	9:00 - 10:30 am (8 wks)	\$152 (c\$137)	12T1/CP54
FRENCH 1				
Tue	7 Feb	10:45 - 12:15 pm (8 wks)	\$152 (c\$137)	12T1/CP55

### COMMUNITY CRAFT GROUP

Bring along your own craft project:- sewing, knitting, crocheting, tapestry, patchwork, cross stitch, whatever you're working on and enjoy the company of others as you work on your own creative pieces. Share tips, ideas and be inspired by others over tea or coffee.

DAY	DATE	TIME	COST	CODE
Wed	8 Feb	1:00 - 3:00 pm (8 wks)	\$25	12T1/CP56

### DONCARE CHRISTMAS HAMPER APPEAL

Pines Learning offers support to many community groups during the year. As Christmas can be a difficult time for some families to make ends meet, we will be collecting non-perishable foods, gifts and toys, supermarket gift vouchers and cash to donate to Doncare for their Annual Christmas Hamper Appeal. If you are able to donate any items, please bring them into Pines Learning and we will ensure they are passed onto Doncare.



### GROW YOUR OWN, EAT YOUR OWN

NEW

Learn how to grow your own delicious, organic and pesticide-free autumn veges. No experience required, we cover all the basics. Convert your lawn to a vegie patch with no digging; grow your own continual supply of herbs and veges.

DAY	DATE	TIME	COST	CODE
Wed	14 Mar	9:30 - 12:00 pm (1 wk)	\$25 (c\$23)	12T1/CP57
Wed	14 Mar	7:00 - 9:30 pm (1 wk)	\$25 (c\$23)	12T1/CP58



### COMPOSTING FOR BEGINNERS

NEW

Reduce your carbon footprint, make your household more sustainable and make healthy, fertile soil by recycling kitchen and garden waste into compost. Learn how to make "black gold" for your garden. It's easier than you think! Also covers worm farms and Bokashi buckets.

DAY	DATE	TIME	COST	CODE
Wed	21 Mar	9:30 - 12:00 pm (1 wk)	\$25 (c\$23)	12T1/CP59
Wed	21 Mar	7:00 - 9:30 pm (1 wk)	\$25 (c\$23)	12T1/CP60



### SHOPPING WITH A CONSCIENCE

NEW

Join us for this workshop and supermarket tour to introduce you to sustainable and ethical purchasing practices for the everyday consumer. The session will include a presentation of the issues and principles, a trip to a local supermarket to put the theories into action, and a light meal.



DAY	DATE	TIME	COST	CODE
Tue	21 Feb	7:00 - 9:00 pm (1 wk)	\$25	12T1/CP61
Wed	22 Feb	1:00 - 3:00 pm (1 wk)	\$25	12T1/CP62
Tue	20 Mar	7:00 - 9:00 pm (1 wk)	\$25	12T1/CP63
Wed	21 Mar	1:00 - 3:00 pm (1 wk)	\$25	12T1/CP64



# Community Programs

## Lifestyle, Free Come and Try

### MASTER YOUR MIND - MASTER YOUR LIFE NEW

Are you aware that your thoughts are controlling your life? Learn how to make the "Power of Thought" work for you! Learn how to direct your energies towards living a more meaningful, easeful and peaceful life. Develop a greater "Awareness of Self" and enjoy your life.

DAY	DATE	TIME	COST	CODE
Thu	16 Feb	7:30 - 8:45 pm (1 wk)	FREE	12T1/CP65
Thu	23 Feb	7:30 - 8:45 pm (5 wks)	\$65 (c\$60)	12T1/CP66

### MARTIAL ARTS THERAPY - (MAT) NEW

The Martial Arts Program is an active approach that combines traditional martial arts training techniques and aims to provide young people with new skills to manage the challenges in their lives. The program will be held after school hours and is for senior secondary school students.

Please ring 9842 6726 for further information or to register interest for Term 2, 2012.



This project is supported by Manningham City Council's Community Development Grant

### IMAGE MAGIC GET THE "WOW" FACTOR

Looking great is an art that is easy to learn. Would you like to know the secrets to projecting the "WOW Factor" everyday? Learn how to revitalise your look, grow your confidence, and achieve a wardrobe that you enjoy wearing. See 40 outfits produced out of a small bag!! Image Consultant, Fiona ETTY-Leal will give you the know-how to put the WOW into your look NOW.

DAY	DATE	TIME	COST	CODE
Wed	15 Feb	7:00 - 8:30 pm (1 wk)	\$10	12T1/CP67

### COLOUR MAGIC

Look great, feel great and enjoy co-ordinating your wardrobe by wearing the right colours for you. You'll look healthier, brighter and shop quicker and easier when you know the colours that suit you. Optional purchase - latest colour swatch (50 Colours) for \$77. Please wear little or no make-up

DAY	DATE	TIME	COST	CODE
Tue	21Feb	12:15 - 3:15 pm (1 wk)	\$65	12T1/CP68
Wed	22 Feb	7:00 - 10:00 pm (1 wk)	\$65	12T1/CP69

### WARDROBE MAGIC

Do you wear 20% of your wardrobe 80% of the time? Learn how to create a wardrobe of clothes that you love to wear, suits your lifestyle and reflects your personality. Maximise your clothing budget, whatever its size. Travel light on your next trip.



DAY	DATE	TIME	COST	CODE
Tue	20Mar	12:30 - 3:00 pm (1 wk)	\$60	12T1/CP70
Wed	21 Mar	7:00 - 9:30 pm (1 wk)	\$60	12T1/CP71

### FREE COME AND TRY

Not sure which course you would like to do?

Come and try one or more of our FREE classes and then decide! (Maximum of 2 free classes per student)

Bookings essential on 9842 6726 - limited places.

#### YOGA FOR MEN

Tue	7 Feb	8:00 - 9:15 pm (1 wk)	FREE	12T1/CP15
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#### ZUMBA

Tue	14 Feb	9:30 - 10:30 am (1 wk)	FREE	12T1/CP43
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#### ZUMBA GOLD

Tue	14 Feb	10:45 - 11:45 am (1 wk)	FREE	12T1/CP46
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#### ITALIAN FOR BEGINNERS

Tue	7 Feb	7:30 - 9:00 pm (1 wk)	FREE	12T1/CP52
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#### WEIGHTS FOR MEN

Thu	9 Feb	1:00 - 2:00 pm (1 wk)	FREE	12T1/CP41
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#### PILATES

Thu	9 Feb	4:30 - 5:30 pm (1 wk)	FREE	12T1/CP19
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#### NIA

Wed	8 Feb	2:00 - 3:00 pm (1 wk)	FREE	12T1/CP30
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Thu	9 Feb	6:00 - 6:45 pm (1 wk)	FREE	12T1/CP32
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#### MASTER YOUR MIND - MASTER YOUR LIFE

Thu	16 Feb	7:30 - 8:45 pm (1 wk)	FREE	12T1/CP65
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## STUDENT FEEDBACK - HEALTH & WELLBEING

*"My health has improved over the years and I am reasonably fit for my age compared to friends who don't exercise."*

*"I have tried other Zumba classes but this is the BEST ONE!"*

*"My body is progressively strengthening after recent illness, so I'm very grateful for such a worthwhile and friendly class"*

## IVANA'S STORY



Ivana Savin started studying at Pines Learning in 2011, enrolling in English classes. She has been in Australia for two years and is originally from Serbia.

Before coming to Pines Learning, Ivana had studied English at TAFE and had done some childcare study. In Serbia, she studied a Bachelor of Arts majoring in and working as a teacher.

In the future, Ivana would like to do a Masters Degree at University in Australia or work in the area of office/business administration. Ivana has impressed her teachers with her skills, eagerness in class and happy disposition. She has been a pleasure to teach and an asset to her classes, the English as a Second Language area will miss her next year but wishes her the very best in her new ventures.

As Ivana says:

*"I feel there is a very warm atmosphere at Pines Learning, I feel very happy with my teachers and fellow students. I feel I have improved my writing, my grammar, my reading and I have tried to improve my speaking".*

The fact that Ivana is ready to study a certificate course is certainly evidence of this.

## HEALTHY LIFESTYLE DAY 2012

Come and join us on Tuesday 28th February for our Healthy Lifestyle Day



Guest Speaker  
Sarah Foster  
**"Woman, Heal Thyself"**  
Fashion, Style and Media personality. Sarah will share her personal story of her on-going recovery from cancer, divorce, menopause and moving house!  
The ups and downs, the ins and outs, the high and low lights of a massive life changing journey.

The day will start with Guest Speaker Sarah Foster at 9.30 followed by morning tea at 10.30.

You will then have the opportunity to try workshops in Yoga and Zumba at 11 and 11.45 am, plus a Question and Answer session with a local GP. Limited places, bookings essential on 9842 6726

Gold Coin donation.

Supported by Manningham City Council

## Are you interested in becoming a vocational trainer and assessor?

Certificate IV in Training and Assessment (TAE 40110) will be offered at Pines Learning in 2012

Please ring 9842 6726 to register for Information Session: **Tuesday 6 March 2012 6:30 - 8:30 pm**

## Would you like to join our Board of Management?

Pines Learning is run by a voluntary Board of Management comprising a wide range of community members.

If you would like to join our Board and help your community, call 9842 6726 for details.

*think > grow > evolve > relax*