

SUBSIDISED VOLUNTEER TRAINING CALENDAR

TERM 3 2010

This calendar details Term 3 training available to Cardinia Shire volunteers. Limited subsidised places available. Please contact the learning provider directly to apply for subsidised places and enrol.

FOOD SAFETY

This course provides the nationally recognised training certificate required for people involved in the handling, preparing and serving of food. Suitable for people working in hospitality, childcare, aged care and community services.

Provider	Subsidised cost	Dates	Training provider contact details
Upper Beaconsfield Community Centre	TBA	Expressions of interest being taken, please contact centre	Phone: 5944 3484 10-12 Salisbury Road, Upper Beaconsfield 3808 Email: office@ubcc.org.au
Lang Lang Community Centre	\$40	21 August 9am–3pm	Phone: 5997 5704 7 Westernport Road, Lang Lang 3984 Email: llcc@langlang.net
Living Learning Pakenham	\$57.50	2 August and 9 August 6.30pm–9.30pm 23 August 9am–3pm 6 September and 13 September 6.30pm–9.30pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: llinc@llinc.com.au

FIRST AID – LEVEL II

This course provides the nationally recognised First Aid Level II Certificate. A first aid certificate is an invaluable addition to your resume.

Provider	Subsidised cost	Dates	Training provider contact details
Outlook	\$92.50	27 September 9.30pm–4pm	Phone: 5941 1535 24 Toomuc Valley Road, Pakenham 3810 Email: communitycentre@outlookvic.org.au
Upper Beaconsfield Community Centre	TBA	Contact centre for further details	Phone: 5944 3484 10-12 Salisbury Road, Upper Beaconsfield 3808 Email: office@ubcc.org.au
Living Learning Pakenham	\$90	3 August–31 August 6.30pm–9.30pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: llinc@llinc.com.au
Living Learning Pakenham <i>*self paced delivery</i>	\$65	10 September 9am–4.30pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: llinc@llinc.com.au
Emerald Community House	\$75	21 August 9.30am–4pm	Phone: 5968 3881 356 Main Street, Emerald 3782 Email: emhouse@netspace.net.au
Beaconsfield Neighbourhood Centre	\$67.50	19 August 6.30pm–9.30pm	Phone: 8768 4400 O'Neil Road, Beaconsfield 3807 Email: contactus@bncinc.org.au

CPR (CARDIO-PULMONARY RESUSCITATION)

This course provides the nationally recognised qualification in CPR.

Provider	Subsidised cost	Dates	Training provider contact details
Outlook	\$35	28 September 9.30pm–12.30pm	Phone: 5941 1535 24 Toomuc Valley Road, Pakenham 3810 Email: communitycentre@outlookvic.org.au
Emerald Community House	\$32.50	21 August 9.30am–12pm	Phone: 5968 3881 356 Main Street, Emerald 3782 Email: emhouse@netspace.net.au
Living Learning Pakenham	\$22.50	3 August 6.30pm–9.30pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: llinc@llinc.com.au

		10 September 9am–12noon	
Beaconsfield Neighbourhood Centre	\$32.50	19 August 6.30pm–9.30pm	Phone: 8768 4400 O'Neil Road, Beaconsfield 3807 Email: contactus@bncinc.org.au

INTRODUCTION TO COMPUTERS

This course provides introduction computers for beginners and basic skills in Windows, including saving and opening files, arranging windows, using help, using the mouse and keyboard and an introduction to the internet.

Provider	Subsidised cost	Dates	Training provider contact details
Outlook <i>Computers for beginners Level 1</i>	\$27.50	5 August 6 weeks 10am–12pm	Phone: 5941 1535 24 Toomuc Valley Road, Pakenham 3810 Email: communitycentre@outlookvic.org.au
Outlook <i>Computers for beginners Level 2</i>	\$20	4 August 3 weeks 1pm–3pm	Phone: 5941 1535 24 Toomuc Valley Road, Pakenham 3810 Email: communitycentre@outlookvic.org.au
Cardinia U3A <i>Introduction to computers</i>	Free	13 July–5 August 4 weeks 10am–12.30pm	Phone: 5941 4164 45 James Street, Pakenham 3810 Email: paku3a@aanet.com.au
Upper Beaconsfield Community Centre <i>Basic computers</i>	\$35	22 July–9 September 8 weeks 9.30am–12pm	Phone: 5944 3484 10-12 Salisbury Road, Upper Beaconsfield 3808 Email: office@ubcc.org.au
Upper Beaconsfield Community Centre <i>Basic computers – the next step</i>	\$25	27 July–17 August 4 weeks 10am–12pm	Phone: 5944 3484 10-12 Salisbury Road, Upper Beaconsfield 3808 Email: office@ubcc.org.au
Upper Beaconsfield Community Centre <i>Computers for seniors</i>	\$30	13 August–12 September 6 weeks 10am–12pm	Phone: 5944 3484 10-12 Salisbury Road, Upper Beaconsfield 3808 Email: office@ubcc.org.au
Living Learning Pakenham <i>Introduction to computers</i>	\$25	27 July–14 September 6.30pm–9pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: linc@linc.com.au
Living Learning Pakenham <i>Microsoft Excel 2007</i>	\$50	26 July 9am–4pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: linc@linc.com.au
Living Learning Pakenham <i>Microsoft Word 2007</i>	\$50	16 August 9am–4pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: linc@linc.com.au
Living Learning Pakenham <i>Introduction to email</i>	\$15	2 August 9.30am–12pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: linc@linc.com.au
Beaconsfield Neighbourhood Centre <i>Exploring the internet</i>	\$10	31 August 10am–12pm	Phone: 8768 4400 O'Neil Road, Beaconsfield 3807 Email: contactus@bncinc.org.au
Beaconsfield Neighbourhood Centre <i>Basic computers</i>	\$22.50	20 July–3 July 3 weeks 1pm–3pm	Phone: 8768 4400 O'Neil Road, Beaconsfield 3807 Email: contactus@bncinc.org.au
Beaconsfield Neighbourhood Centre <i>Word 2007</i>	\$22.50	10 August–24 August 3 weeks 10am–12pm	Phone: 8768 4400 O'Neil Road, Beaconsfield 3807 Email: contactus@bncinc.org.au

BASIC BOOKKEEPING

This course provides an introduction to basic bookkeeping including record keeping and basic reconciliation. Some MYOB and Quickbooks courses are also offered.

Provider	Subsidised cost	Dates	Training provider contact details
Upper Beaconsfield Community Centre <i>MYOB</i>	\$35	6 weeks Expressions of interest being taken, please contact centre	Phone: 5944 3484 10-12 Salisbury Road, Upper Beaconsfield 3808 Email: office@ubcc.org.au
Living Learning Pakenham <i>Bookkeeping</i>	\$155	15 July–2 December 9.30am–1pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: llinc@llinc.com.au
Living Learning Pakenham <i>MYOB</i>	\$110	29 July–16 September 6.30pm–9pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: llinc@llinc.com.au
Living Learning Pakenham <i>Quickbooks</i>	\$110	28 July–15 September 6.30pm–9pm	Phone: 5941 2389 6B Henry Street, Pakenham 3810 Email: llinc@llinc.com.au

EFFECTIVE COMMUNICATION

This workshop will introduce practical counselling strategies for assisting and communicating effectively with individuals who are upset or worried.

Provider	Subsidised cost	Dates	Training provider contact details
Outlook <i>Occasional Counsellor Workshop</i>	\$50	23 July 12.30pm–4.30pm	Phone: 5941 1535 24 Toomuc Valley Road, Pakenham 3810 Email: communitycentre@outlookvic.org.au

DISABILITY AWARENESS

This session is for people interested in gaining a better understanding of what is a disability, models of support and ways of interacting with people with a disability.

Provider	Subsidised cost	Dates	Training provider contact details
Outlook	Free	8 September 4.30pm–6pm	Phone: 5941 1535 24 Toomuc Valley Road, Pakenham 3810 Email: communitycentre@outlookvic.org.au