



2020 Course Guide

ABOUT US

Lalor Living & Learning Centre has been providing services to our local community for nearly 30 years as a Neighbourhood House and a not-for-profit Community Based Provider.

We provide a welcoming and caring professional environment to enable people to learn new skills, leading the way in providing English and computer courses and other adult education that can open pathways to further learning and opportunities in life. Activities are held in our purpose built classrooms, conveniently located in French Street, just behind the Lalor Library and the May Road Shopping Centre. The Centre provides a pathway connecting individuals, neighbours, organisations and government.

COURSES & ACTIVITIES

The Lalor Living and Learning Centre specialises in Pre-Accredited English Language Courses for adults of all abilities. These course will not only improve your Literacy Skills but they are a pathway to further study, employment or volunteer work.

We also offer a range of shorter pre-accredited courses in Computer Skills, Spelling Reading and Writing, Get into Grammar

School age students can join our fabulous **After School Tutoring** program. For pre-schoolers we provide a caring **Occasional Childcare Service** at affordable prices.



PRE-TRAINING ASSESSMENTS

In order to support your participation in adult education, all those enrolling are required to undertake a pre-training review, which includes an initial assessment of your language, literacy & numeracy skills. Our qualified assessor will help you identify the most suitable course for you, and will support you through the enrolment process. A non-refundable fee of \$40 will be charged for this assessment.

OFFICE HOURS

Monday to Thursday 9am to 4pm,

47A French Street, Lalor.

Phone 9465 6409

Email: office@lalorllc.vic.edu.au

Web: <http://www.lalorllc.vic.edu.au/>



City of Whittlesea



Lalor Living & Learning Centre acknowledges the support of the Victorian Government.

Pre-Accredited Courses



**Tuition fee per Semester
for (9 hours per week courses)
Full Fee : \$425, Concession: \$320, Self-funded: \$870
Fees include Materials \$85 and Amenities \$85.**

English for the Workplace

Basic English skills in reading, writing, listening and speaking for those with very little English.

Monday, Tuesday & Wednesday

Mondays Classes are 12.00—3.00

Term 1 Communication Skills

Term 2 Computers for the Workplace

Term 3 Numeracy for the Workplace

Term 4 Internet for the Workplace

Tuesday & Wednesday Classes are 12.30—3.30

**Tuition fee per Semester
for (6 hours per week courses)
Full Fee : \$350, Concession: \$250, Self-funded: \$870
Fees include Materials \$85 and Amenities \$85.**

Literacy for Learning

Practise reading, writing and communication to grow in leadership, initiative & personal skill development learn through class research, excursions, guest speakers, and activities designed to measure achievement

Wednesday & Thursday 12.30-3.30pm

Building English Skills in Living and Learning

Build on beginner English skills in reading, writing, spelling and oral skills that will aid their participation in Living within the family and community

Tuesday & Wednesday 12.30-3.30pm

English for Living and Working in Australia

An Intermediate level course designed to develop English Skills in reading, writing, speaking and listening

Tuesday & Wednesday 9.00—12.00pm

Literacy for the Workplace

Focus on developing skills in reading and writing and communication for those with a basic level of spoken English. Develop employability skills essential for further study and working in Australia.

Wednesday & Thursday 9.00 am—12.00 pm

**Tuition Fees per Term
for (3 hours per week courses)
Full Fee \$80.00 Concession: \$70.00**

Spelling, Reading & Writing A, B & C

Spelling A: Improve your skills and confidence in spelling.

Spelling B: Continue to improve your skills and confidence in spelling through testing, reading and writing.

Spelling C: Master your skills.

Get into Grammar

Learn how the English language works, and get better at using it.

2020 Term dates

Term 1	28 January - 27 March
Term 2	14 April - 26 June
Term 3	13 July - 18 September
Term 4	5 October - 27 November

Certificates

Certificates of Participation will be awarded for students in pre-accredited programs



Pre-Accredited Courses

Tuition Fees per Term:

Full Fee **\$80.00** Concession: **\$70.00**

Welcome to Computers

In this introductory course, you will learn about computers and start to use them with confidence.

Intermediate Computers & Word Processing

Build on your basic knowledge of computers to create text, develop skills and manage documents.

Using Internet Devices

Learn basic skills to access the internet and perform everyday online tasks, including using email and devices (such as iPads and Smartphones).

Using Social Media

Learn more about the internet, and take a dip into Social Media (such as Facebook and Twitter).

LOCAL PROGRAMS

Child Care Subsidised Occasional Childcare Service

To further assist our students, licensed childcare is available at the Centre and students receive a discounted rate.

Occasional childcare is also available in 1 to 5 hour sessions to the general public.

Contact Cathy for information on our affordable rates and to make a booking.

After School Tutoring

One-to-one tutoring is also available at the Centre for school students from Prep to VCE. Adults are also welcome to use this program.

Contact Joyce Parle for bookings and fees

Phone: 0425 834 008

Email: joyceatast@gmail.com

OTHER INFO

Volunteers

We welcome volunteers to contribute their valuable time and we need a diverse range of skills, abilities and experience to support the Centre.

Please contact the office if you have skills to offer.

Lalor LLC acknowledges the support of

- Department of Education & Training (DET),
- Department of Health & Human Services (DHHS), and
- City of Whittlesea.

The Lalor Living & Learning Centre endeavours to have information correct at time of printing.

Additional Course Information

FEES & CHARGES

The Lalor Living & Learning Centre is a not-for-profit organisation so we keep our fees and charges as low as possible for fee for service students.

The Victorian Government provides subsidies for many of our courses: eligible students pay the Tuition Full Fee. Concessions may also be available - please contact our office to see if you qualify.

REFUNDS

Refunds can only be given where the learner gives formal notice within 4 weeks of enrolment in the course, less administrative fee of 30% of all fees unless the course is cancelled by the Centre. For short courses no refunds apply after commencement of the course.

Refer to : **Fees, Charges & Refunds Policy**

All learners will be required to pay the fees for the course they have enrolled in prior to commencement date. Tuition Fees listed in this brochure include fees for:

Administration \$75 Resources \$75 Amenities \$75

RIGHTS & RESPONSIBILITIES

Lalor Living & Learning Centre provides a safe environment where one's cultural, religious and sexual preferences will be respected at all times. Students have the right to quality educational experiences. A supportive relationship between teachers and learners is encouraged. People with a disability are also encouraged to enrol.

Students have the right to ask for Centre policies and to raise issues with staff relating to their course. The Centre commits to resolving complaints according to Centre policies.

Students must:

- respect the rights of all other Centre users,
- attend classes on a regular basis,
- participate fully in classes,
- complete all set work required.

AGENCY REFERRALS

Referrals from agencies seeking to place funded clients in English or Literacy classes are welcome. Initial assessment of learner needs costs \$50, or \$70 if a written report is requested by the referring agency. In accordance with ACFE Guidelines about Fees, the concession fees in this brochure do not apply to students whose fees are met by Commonwealth Government agencies or as part of a Commonwealth program or initiative.

MINIMUM CLASS NUMBERS

It should be noted that classes are subject to minimum enrolments, so some classes may be postponed or may not go ahead.

STAFF AT LALOR LIVING & LEARNING

Manager:	Kevin Vivian
Administration Staff:	Silvana Barba, Marcella Forlano, Sandra Arceri
Childcare Service:	Cathy Stagliano, Rouda Jayoghli,
After School Tutoring:	Joyce Parle

Please contact our friendly office staff to book your assessment or to enrol.

HERE WE ARE

DROP IN FOR A VISIT

Address: 47A French Street, Lalor.

Phone: 9465 6409

