

For enquiries and course enrolment
phone **03 9842 6726**

pinestlearning.com.au
info@pinestlearning.com.au

Leaders in Adult Community Education Programs



Courses & Activities

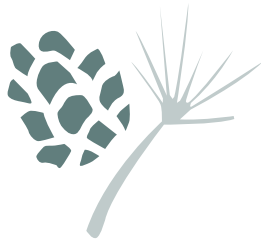
Term 2, 2010

April - June



Pines Learning

think ▶ grow ▶ evolve ▶ relax



Pines Learning

think ▶ grow ▶ evolve ▶ relax

Pines Learning, formerly Donvale Living and Learning Centre.

Located at :

**1/520 Blackburn Rd
Doncaster East 3109**

Melways ref: 34 D5

Ph: 03 9842 6726

Fax: 03 9841 7757

info@pineslearning.com.au

pineslearning.com.au

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
- RPL/RCC
- Well equipped computer classroom with latest software and Broadband Internet connection
- Nationally accredited certificate courses
- Concession available
- Courses are GST free
- On-site registered childcare

REGISTERED TRAINING ORGANISATION

Donvale Living & Learning Centre Inc., trading as Pines Learning is a Registered Training Organisation delivering Nationally Accredited Courses.

RTO number: 3774.

ENROLMENTS

Enrolments will be taken from:

Tuesday 16 March 2010.

Early enrolment is advisable to avoid disappointment. Classes may be cancelled if minimum enrolments are not received.

**Pines Learning will be closed
Monday 8 March - Labour Day,
and Monday 16 June - Queen's
Birthday.**

Term 1 ends on Friday 26 March

**During the term break the office
will be open for enrolments and
enquiries from 9.30 - 1.30 Monday
to Thursdays only**

**The office will re-open
Monday 12 April for Term 2.**

**OFFICE HOURS - during school
terms:
Monday to Friday
9 am - 4 pm**

Check your receipt for actual dates of your course

Enrolments can only be processed with full payment of course fees prior to the commencement of class or course. Enrolments may be made in person by Cash, Cheque, Credit Card or EFTPOS, or by phone with credit card payment.

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.

CONTENTS:

Childcare	Page 3
VCAL	Page 3
English Classes	Page 4
Vocational Education Training (VET) and Computer Classes	Pages 5-8
Community Programs	Pages 9-12

FEES & CHARGES FOR 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 \$1.40 per program hour.

Course Fees for Accredited courses at Skills Building level include a tuition fee of up to \$1.62 per program hour.

FEES & CHARGES FOR SKILLS VICTORIA FUNDED COURSES

Course fees for Accredited courses at Skills Deepening level include a tuition fee of up to \$3.25 per program hour.

Students in receipt of a recognised government concession card who enrol in any funded course are required to only pay the minimum tuition fee set by ACFE or Skills Victoria. These vary for each course category. Please see reception for details. 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.

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.

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'.

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.

Childcare operates during school terms, and with limited sessions available during school holidays. The Childcare centre is open 9:00 am - 4:00 pm, Monday to Friday, 2 - 5 hour sessions are available up to 15 hours per week.

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

Term Break school holiday childcare is available 9:30 - 1:30 Monday to Thursday, at \$32 per session per child.

Bookings essential - ring 9842 6726..

FUNDING SUPPORT

Pines Learning gratefully acknowledges the support of:



Adult Community and Further Education (ACFE)



Department of Planning and
Community Development

Department of Education and Early Childhood Development



Manningham
City Council

Skills Victoria

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 from 1 July 2009."

For details contact the office on 9842 6726.

ATTENTION YOUTH

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, work experience and an 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 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: Foundation, Intermediate & Senior

Classes for each level are held three days per week from 9-3.30 pm.

What level would I do?

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

For further information and an interview
phone Alex Acosta on 9842 6726

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.

Reading and Writing

Speaking and Pronunciation

Spelling and Grammar

Everyday English

English Classes



Reading, writing, conversation and pronunciation courses are offered for people from non-English speaking backgrounds. Classes range from basic to advanced levels. These courses can provide pathways into further study and can improve employment opportunities.

THESE CLASSES ARE APPROPRIATE FOR ADULTS WHO:

- Are from a non-English speaking background
- Want to improve reading, writing or conversation skills
- Want to return to study
- Want to get a job
- Would like to participate more in the community

For further information about classes or fees, or to arrange an interview please ring Jenny Jackson on 9842 6726

ACFE Funded



We offer six General English Classes with a focus on Speaking and Listening:

Oral Communication ELEMENTARY ENGLISH

A class for new speakers of English. Learn to communicate with others in a caring and supportive environment.

Introductory/Basic

DAY	TIME	CODE
Friday	9:30 - 12:00 noon	10S1/LL3

Oral Communication SPEAKING ENGLISH

Discuss, talk and laugh with other new English speakers. Improve oral communication and pronunciation.

Introductory/Basic

DAY	TIME	CODE
Monday	12:30 - 3:00 pm	10S1/LL1

Oral Communication STARTING OUT WITH ENGLISH

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

Introductory

DAY	TIME	CODE
Tuesday	9.30 - 12.00 noon	10S1/LL2

Oral Communication ENGLISH FOR LIFE

Practical English for everyday situations eg speaking to friends and neighbours.

Basic/Intermediate

DAY	TIME	CODE
Monday	9:30 - 12:00 noon	10S1/LL4

Oral Communication WHAT'S YOUR VIEW?

Improve pronunciation and listening skills, while discussing issues and topics in the news.

Intermediate/Advanced

DAY	TIME	CODE
Wednesday	9:30 - 12:00 noon	10S1/LL5

Oral Communication FOCUS ON PRONUNCIATION

Evening class: A high level pronunciation course studying stress, tone and rhythm. A chance to practise listening and speaking with others.

Intermediate/Advanced

DAY	TIME	CODE
Thursday	7:00 - 9:30 pm	10S1/LL6

We offer five General English Classes with a focus on Reading & Writing:

Reading & Writing BEGINNING ENGLISH

Start from the beginning and improve your reading and writing skills.

Introductory/Basic

DAY	TIME	CODE
Monday	9:30 - 12:00 noon	10S1/LL7

Reading & Writing MOVING ON WITH ENGLISH

Improve your English grammar, spelling, reading and writing skills in real life contexts.

Basic/Intermediate

DAY	TIME	CODE
Tuesday	9:30 - 12:00 noon	10S1/LL8

Reading & Writing EVERYDAY ENGLISH

Work on your reading and writing skills including grammar and spelling through everyday writing tasks

Basic/Intermediate

DAY	TIME	CODE
Wednesday	9:30 - 12:00 noon	10S1/LL9

Reading & Writing WRITING IN ENGLISH

Improve your grammar, spelling, punctuation and vocabulary. Use the computer to edit your work.

Intermediate/Advanced

DAY	TIME	CODE
Tuesday	12:30 - 3:00 pm	10S1/LL10

Reading & Writing WRITING TECHNIQUES

Discover different writing styles and improve writing techniques, grammar and spelling.

Intermediate/Advanced

DAY	TIME	CODE
Thursday	9:30 - 12:00 noon	10S1/LL11

Vocational Education & Training (VET)



CERTIFICATE III IN CHILDREN'S SERVICES CHC30708

This is the very latest nationally accredited qualification and is now the minimum requirement for employment in early childhood services. 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 will 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. This course is funded by ACFE. An interview is required prior to enrolment. Work Placement: minimum 105 hours. Police Check required. We are offering two more courses in 2010, commencing in April and July.

DAY	DATE	TIME	COST	CODE
Thur & alt. Sat	15 Apr - 4 Dec	6:30 - 9:30 pm 9 am - 4 pm	\$813 (c\$353)	10YS1/CS03D
Wed Fri	14 July - 3 Dec	9:15 am - 3:15 pm	\$813 (c\$353)	10YS2/CS02N

Two textbooks: \$110

Please ring 9842 6726 to register to attend the information session on:

Thursday 18 March, 6.30 - 8.30 pm.

Funded places will be offered to priority learners as stated in the ACFE Board Funding and Policy Guidelines 2008.

Full fee for service cost of this course is \$1145 (c\$1031).

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. Pre-requisite: - Certificate III Children's Services along with ongoing, consistent employment for a minimum of 15 hours per week in a registered Early Childhood Service. **Information sessions for the 2011 Diploma course will be held in Term 3.**

This course is funded by Skills Victoria. For eligibility criteria for funded places go to: www.skills.vic.gov.au

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

This is the very latest qualification in Aged Care and HACC. This 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. You will be taught 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. Police Check required

DAY	DATE	TIME	COST	CODE
Mon Fri	19 Apr - 12 Nov	9.15 am - 3.15 pm	\$894 (c\$376)	10YS1/AC01

Cost of manuals to be advised at information session.

**Please ring 9842 6726 to register to attend an information session on:
Tuesday 16 March, 6:30 - 8 pm.**

**This course is ACFE Funded
Funded places will be offered to priority learners as stated in the ACFE Board Funding and Policy Guidelines 2008.**

Full fee for service cost of this course is \$1273 (c\$1145).

Vocational Education & Training (VET)



CERTIFICATE IV IN TRAINING AND ASSESSMENT TAA40104

This is an online course delivered and assessed by Distance Learning Australia (RTO ID: 88159) under their scope of registration, in partnership with Pines Learning.

Undertaking this nationally accredited qualification will enable you to train and assess in the field of adult education. You will become comfortable with the vocational education environment and learn strategies to assist you in using your existing industry knowledge and skills to deliver units from nationally accredited training packages. The TAA40104 is recognised nationally by employers and other adult education providers.

The expected completion time for this course is estimated at 4 weeks per unit at 4-6 hours per week. There are 14 units in this course (approximately 56 weeks for the full course). You can finish earlier than this.

Cost: \$1900 (part payments available on request)

For enrolments and enquiries please ring Denise at Pines Learning on 9842 6726.

SKILLS STORE

Pines Learning has successfully assisted people to convert their experience and expertise into nationally recognised qualifications. This Victorian Government Initiative can assist you at minimum cost, to obtain recognition for your skills and expertise.

Funding is available for everyone, there are no eligibility criteria. For more information phone Denise on 9842 6726

ATTENTION CHILDCARE PROVIDERS

If you have unqualified staff who have been working in childcare for a number of years, they may be able to obtain their Certificate III in Children's Services (CHC30708) via the recognised prior learning process (RPL). For more information or to organise a visit to your centre to discuss the process with a group of employees, please phone Denise on 9842 6726.

ONSITE CUSTOMISED TRAINING AND PROFESSIONAL DEVELOPMENT

Pines Learning offers customised training and professional development to staff in the Community Services Industry and various other industries. This is undertaken in a group environment onsite at the place of employment at very competitive rates.

Training sessions are customised to meet staff requirement, and can be undertaken outside normal working hours. Ring 9842 6726 for more details.

CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30407

This updated nationally accredited qualification can provide pathways into the administration, financial and medical fields for employment or further study. The Certificate comprises 10 core and 3 elective units (financial or medical strands). *Employability skills* are embedded through all units that form part of this qualification. Students attend two days per week (Thursday and Friday) for three consecutive terms commencing Term 3 Semester 2, and one day a week for the final term, Term 2, 2011. It is important that prospective students attend **one** of the following **Information Sessions** at which time full details will be given and any queries answered. **Please phone the Office on 9842 6726 to register attendance.**

Thursday, 22 April	1:00-2:30 pm
Wednesday, 16 June	1:00-2:30 pm
Wednesday, 16 June	7:00-8:30 pm

Testimonial of a graduating student:

"I have found this course invaluable in so many ways. The content covers many areas and subjects. Coming from a person that had no office skills when I started, I can now say, that obtaining these skills has led to gaining employment. The tutors are excellent, eager to help in any way they can. I recommend this course to anyone who wants to update or learn new skills".

DAY	DATE	TIME	COST	CODE
Thu & Fri	22 Jul 2010 -23 Jun 2011	9:00 am - 3:00 pm	Medical Strand: \$947 (c\$641) Financial Strand: \$997 (c\$668)	10YS2/BAM 10YS2/BAF

Funded places will be offered to priority learners as stated in the ACFE Board Funding and Policy Guidelines 2008. Fee for service places in course will be available.

CERTIFICATE II IN INFORMATION TECHNOLOGY ICA20105

This is a nationally accredited qualification that can provide fundamental skills in the Information Technology field for employment and further study.

The Certificate course comprises 8 core units and 6 elective units. Many of the units in this Certificate overlap with those required to obtain the Certificate III in Business Administration BSB30407. *Employability skills* are embedded through all units that form part of this qualification.

This Semester long course will be offered on Mondays in Semester 2, 2010. It is important that prospective students attend the **Information Session** to be held on **Tuesday, 15 June at 7:00-8:30 pm** at which time full details will be given and any queries answered. **Please phone the Office on 9842 6726 to register attendance.**



Vocational Education & Training (VET)

CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30407 - Current Students*

Students who enrolled prior to 2010 are reminded that due to changes in funding and eligibility, they are encouraged to complete their Certificate in 2010. An estimate cost has been issued to each student. As the cost for the remaining hours of study differs for each student, the cost for each course is shown as Price on Application (POA*). Students should refer to their personalised estimate. On enrolment students will be required to pay the balance outstanding from their personal estimate. Any queries should be referred to the Program Co-ordinator.

In Semester 2, commencing in July, the following courses will be offered subject to sufficient enrolment numbers.

Word Processing for Business:

BSBITU303A – Design and produce text documents

BSBITU307A - Develop keyboarding speed & accuracy

Office Skills:

BSBOHS201A - Participate in OHS process

BSBADM307B - Organise schedules

BSBINM301A - Organise workplace information

BSBWOR301A - Organise personal work priorities & development

Excel & Access:

BSBITU304A – Produce spreadsheets

BSBITU301A – Create and use databases

Publisher & PowerPoint:

BSBITU309A - Produce desktop published documents

BSBITU302A - Create electronic presentations

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. This course is in completion of the following units from the Certificate III in Business Administration (BSB30407):

BSBADM302B - Produce texts from notes

BSBMED302A - Prepare & process medical accounts

BSBMED301B - Interpret & apply medical terminology appropriately.

Textbook: \$42 (ACFE Funded)

DAY	DATE	TIME	COST	CODE
Tue	20 Apr	7:00 -9:30 pm (24 wks)	POA* \$239	10YS1/MED2

FINANCIAL (Bookkeeping and Process Payroll)

This nationally accredited course covers the practical principles of bookkeeping and accounting processes. Following the introduction to Bookkeeping learn about the preparation and processing of Payroll exploring both manual and electronic (MYOB) applications. No previous bookkeeping knowledge required.

This Semester long course will be offered again in Semester 2, commencing in July 2010.

COMPUTERS FOR BEGINNERS Level One

This 8 week course has been designed for those students who have had minimal or no exposure to computers. You will learn and gain confidence in using a mouse; opening various programs; creating and saving simple documents and saving onto transportable devices such as USBs. Once you have mastered these basic skills you will go on to learn how to use your computer for simple word processing tasks such as writing a letter along with gaining some internet and emailing confidence.

Textbook: \$38

(ACFE Funded)

DAY	DATE	TIME	COST	CODE
Mon	19 Apr	12:30 - 3:00 pm (8 wks)	\$114	10T2/GAC2
Tues	20 Apr	4:00 - 6:30 pm (8 wks)	\$114	10T2/GAC4
Wed	21 Apr	7:00 - 9:30 pm (8 wks)	\$114	10T2/GAC7

COMPUTERS FOR BEGINNERS Level Two

This course is for the beginner who is already comfortable with the initial basic operations required to use a computer such as mouse manipulation and opening various programs. Students in this class will continue to build their confidence by exploring some Office 2007 programs such as Word and Excel in more depth. They will also learn and strengthen their confidence in using the internet and emailing using Microsoft Outlook.

Textbook: \$38

(ACFE Funded)

DAY	DATE	TIME	COST	CODE
Mon	19 Apr	9:15 - 11:45 am (8 wks)	\$114	10T2/GAC1
Tue	20 Apr	7:00 - 9:30 pm (8 wks)	\$114	10T2/GAC5
Thu	22 Apr	4:00 - 6:30 pm (8 wks)	\$114	10T2/GAC9

MS OFFICE

This is a great way to further skills gained in Computer for Beginners Level 2. Develop and consolidate your knowledge of MS Office programs Word, Excel, Outlook, Internet Explorer and experiment with the basic features of MS Publisher and PowerPoint.

Workbook: \$38

(ACFE Funded)

DAY	DATE	TIME	COST	CODE
Thu	13 May	9:00 - 12:00 pm (7 wks)	\$117	10T2/GAC8

MODERN FACILITY AND EQUIPMENT

(Windows XP and Microsoft Office 2007).

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.

FEES AND CHARGES FOR ACFE FUNDED COURSES :

Students will only be charged the Services and Amenities Fee when enrolling in their second 20 hr / 8 week funded computer course within 12 months of first enrolment. This means you will be charged \$114 for the first funded computer course and only \$64 for the second if enrolling within 12 months.

Computer Training & VET



ESSENTIAL COMPUTER SKILLS

This course is for those who have some computer knowledge (Computer for Beginners Level 2 or equivalent) or need to upgrade their skills on current software. It will enable students to gain the basic computer skills needed for employment. The course includes: Windows management, file management using Windows Explorer, CD Burning, Saving to external devices as well as Word Level 1 and Excel Level 1. (ACFE Funded)

This Semester long course will be offered again in Semester 2, commencing in July 2010.

EMAIL and INTERNET

This course aims to teach you how to use MS Outlook for email together with other useful features such as using Calendar, Contacts and Tasks. You will also use Internet Explorer to search for information efficiently and effectively and explore e-commerce including on line travel, shopping and auction sites. Basic computer skills required.

Workbook: \$34 (ACFE Funded)

DAY	DATE	TIME	COST	CODE
Wed	21 Apr	4:00 - 6:30 pm (8 wks)	\$114	10T2/GAC6

MYOB

MYOB allows you to create and manage your accounting records. Some of the topics covered include inventory, sales, purchases, BAS preparation and bank reconciliations.

Workbook: \$44

DAY	DATE	TIME	COST	CODE
Tues	20 Apr	7:00 - 9:30 pm (8 wks)	\$302 (c\$272)	10T2/GCC1
Fri	23 Apr	12:30 - 3:00 pm (8 wks)	\$302 (c\$272)	10T2/GCC5

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.

Textbook: \$38 (ACFE Funded)

DAY	DATE	TIME	COST	CODE
Mon	19 Apr	7:00 - 9:30 pm (8 wks)	\$114	10T2/GAC3

EBAY

This is an exciting course designed for people who want to buy and sell on eBay. The course will cover how to set up an eBay account, listing items to sell, inserting photos, security issues, bidding for items, postage, tips and much more.

Pre-requisite: Internet Level 1 or equivalent.

DAY	DATE	TIME	COST	CODE
Wed	21 Apr	7:00 - 9.30 pm (2 wks)	\$66 (c\$59)	10T2/GCC2
Wed	12 May	7:00 - 9.30 pm (2 wks)	\$66 (c\$59)	10T2/GCC3

PHOTO RESTORATION USING PHOTOSHOP ELEMENTS 8

Do you have old or damaged photographs in need of a little TLC? This course is designed 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 spots, scratches, mould and stains, repairing tears and creases and adding colour.

Pre-requisite: PhotoShop Elements 8 or equivalent.

DAY	DATE	TIME	COST	CODE
Thu	22 Apr	7:00 - 9:30 pm (8 wks)	\$264 (c\$238)	10T2/GCC4

PHOTO RESTORATION USING PHOTOSHOP ELEMENTS 8 ONE DAY WORKSHOP

Join professional photo restorer and Photoshop artist Carol Heath in a one day intensive workshop designed for people who have old or damaged photographs in need of a little TLC. This course is designed for students with some knowledge of PhotoShop or PhotoShop Elements and will give them an understanding of how to copy, restore and archive precious photos. Carol will share tips and tricks for enhancing exposure and colour, removing spots, scratches, mould and stains, repairing tears and creases and adding colour.

Pre-requisite: PhotoShop Elements 8 or equivalent.

DAY	DATE	TIME	COST	CODE
Sat	19 Jun	9:30 - 4:00 pm	\$98	10T2/GCC6



Health, Fitness & Wellbeing

Community Programs

YOGA

Yoga is an holistic approach to health and wellbeing. 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.

DAY	DATE	TIME	COST	CODE
Mon	12 Apr	6:30 - 7:30 pm (9 wks)	\$86 (c\$78)	10T2/CP01
Mon	12 Apr	7:45 - 8:45 pm (9 wks)	\$86 (c\$78)	10T2/CP02
Tue	13 Apr	10:45 - 11:45 am (11wks)	\$105(c\$95)	10T2/CP03
Tue	13 Apr	6.00 - 7.15pm (11 wks)	\$105(c\$95)	10T2/CP04
Wed	14 Apr	10:15 -11:15 am (11 wks)	\$105(c\$95)	10T2/CP05
Wed	14 Apr	7:00 - 8:00 pm (11 wks)	\$105(c\$95)	10T2/CP06
Thu	15 Apr	10:15 -11:30 am (11 wks)	\$105 c\$95)	10T2/CP07
Thu	15 Apr	7:00 - 8:00 pm (11 wks)	\$105 c\$95)	10T2/CP08
Thu	15 Apr	8:15 - 9:15 pm (11 wks)	\$105 c\$95)	10T2/CP09
Fri	16 Apr	10:45 - 11:45 am(11 wks)	\$105 c\$95)	10T2/CP10

YOGA & PILATES

Pilates combines the best of several Yoga disciplines to improve your strength, flexibility and energy levels. Working from the principle of improved core strength you will improve posture, self confidence and tone muscles. Excellent for improving bone density.

DAY	DATE	TIME	COST	CODE
Tue	13 Apr	9:30 -10:30 am (11 wks)	\$105 (c\$95)	10T2/CP11
Tue	13 Apr	12:00 -1:00 pm (11 wks)	\$105 (c\$95)	10T2/CP12
Fri	16 Apr	9:30 - 10:30 am(11 wks)	\$105 (c\$95)	10T2/CP13

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
Tues	13 Apr	7:30 - 8:45 pm (1 wk)	Free	10T2/CP14
Tues	20 Apr	7:30 - 8:45 pm (10 wks)	\$120 (c\$108)	10T2/CP15

What to bring for yoga classes: You need to wear loose comfortable clothing, mats are supplied but you are welcome to bring your own. You may also like to bring a pillow and blanket.

PILATES

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.

DAY	DATE	TIME	COST	CODE
Thu	15 Apr	11:45 - 12:45 pm (11 wks)	\$105 (c\$95)	10T2/CP16

CIRCUIT FITNESS AND FUN

Come and get fast results with circuit training. Combining weights, cardio and boxing, release that tension and have fun whilst challenging yourself and shaping your body.

DAY	DATE	TIME	COST	CODE
Mon	12 Apr	1.15 - 2.15 pm (9 wks)	\$86 (c\$78)	10T2/CP17
Wed	14 Apr	12.30 - 1.30pm (1 wk)	Free	10T2/CP18
Wed	21 Apr	12.30 - 1.30 pm (10 wks)	\$95 (c\$86)	10T2/CP19

NEW! BOXERCISE

Want to seriously get fit? There's a reason that boxers are some of the fittest athletes. Take out that tension while watching your body transform. All you need is a bottle of water and some enthusiasm.

DAY	DATE	TIME	COST	CODE
Mon	19 Apr	2:20 - 3:20 pm (1 wk)	Free	10T2/CP20
Mon	3 May	2:20 - 3:20 pm (7 wks)	\$76 (c\$68)	10T2/CP21

RHYTHMIC RESISTANCE

R & R brings fat burning and muscle tone together for maximum results. Muscle tone is the 'engine' for fat burning!!! R & R 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	14 Apr	5:45 - 6:45 pm (11 wks)	\$105 (c\$95)	10T2/CP22

TUMMY, HIPS, THIGHS & PELVIC FLOOR

An extensive workout for the lower body, concentrating on core strength. The class includes elastic-resistance, a low cardiovascular workout, balance and yet is energetic and fat burning. Suitable for all ages.

DAY	DATE	TIME	COST	CODE
Thu	15 Apr	1:00 - 2:00 pm (11 wks)	\$105 (c\$95)	10T2/CP23

STRONG PEOPLE STAY YOUNG

Our VicFit 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. Appropriate footwear required.

DAY	DATE	TIME	COST	CODE
Mon	12 Apr	12:00 -1:00 pm (9 wks)	\$86 (c\$78)	10T2/CP24
Mon	12 Apr	4:45 - 5:45 pm (9 wks)	\$86 (c\$78)	10T2/CP25
Mon	12 Apr	7:15 - 8:15 pm (9 wks)	\$86 (c\$78)	10T2/CP26
Wed	14 Apr	9:00 -10:00 am (11 wks)	\$105 (c\$95)	10T2/CP27
Thu	15 Apr	9:00 -10:00 am (11 wks)	\$105 (c\$95)	10T2/CP28
Thu	15 Apr	2:15 - 3:15 pm (11 wks)	\$105 (c\$95)	10T2/CP29
Thu	15 Apr	5:45 - 6:45 pm (11 wks)	\$105 (c\$95)	10T2/CP30
Fri	16 Apr	1:00 - 2:00 pm (11 wks)	\$105 (c\$95)	10T2/CP31

Health, Fitness & Wellbeing

Community Programs



NEW! INFANT MASSAGE

The nurturing touch of "Infant Massage" creates a uniquely close relationship between you and your child. Massage improves sleep patterns, relieves wind, colic and constipation, strengthens immune function and heightens infants alertness. Suitable for newborn to infants; bring your baby along.

DAY	DATE	TIME	COST	CODE
Wed	5 May	11:30 - 12:15 pm (1 wk)	FREE	10T2/CP32
Wed	12 May	11:30 - 12:15 pm (4 wks)	\$40 (c\$36)	10T2/CP33

LATIN MIX AEROBICS

VicFit qualified instructor will demonstrate mixes of mambo, cha cha cha and salsa in an aerobics environment. It's high energy Latin dance aerobics suitable for all ages. A fun way of doing exercises! Let's say it's DanCerCise!!! Men and women, beginners and all fitness levels welcome.

DAY	DATE	TIME	COST	CODE
Mon	12 Apr	10:45 - 11:45 am (9 wks)	\$86 (c\$78)	10T2/CP34
Mon	12 Apr	6:00 - 7:00 pm (9 wks)	\$86(c\$78)	10T2/CP35
Tue	13 Apr	4:45 - 5:45 pm (11 wks)	\$105 (c\$95)	10T2/CP36
Thu	15 Apr	4:30 - 5:30pm (11 wks)	\$105 (c\$95)	10T2/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 - its your workout! Vicfit Registered Aerobics and Fitness Instructor.

DAY	DATE	TIME	COST	CODE
Wed	14 Apr	4:30 - 5:30 pm (11 wks)	\$105 (c\$95)	10T2/CP38
Fri	16 Apr	2:15 - 3:15 pm (11 wks)	\$105 (c\$95)	10T2/CP39

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	12 Apr	9:30 - 10:30 am (9 wks)	\$86 (c\$78)	10T2/CP40

NEW ! WU TAO

Wu Tao (which means the Dancing Way), harmonises energy flow in the body through dance and music. Wu Tao Dance increases fitness, health, joy and vitality and reduces the symptoms of stress, depression and obesity. The dances are easy to do, fun to learn and suitable for everyone.

DAY	DATE	TIME	COST	CODE
Wed	14 Apr	1:45 - 3:00 pm (1 wk)	Free	10T2/CP41
Wed	21 Apr	1:45 - 3:00 pm (10 wks)	\$120(c\$108)	10T2/CP42

MEDITATION FOR THE MIND AND BODY

Learn a variety of practical, user friendly, meditative techniques for problem solving, relief of stress, discipline of the mind and heightened awareness. Meditation slows the heart rate and breathing, normalises blood pressure and improves the immune system's ability to respond to stress.

DAY	DATE	TIME	COST	CODE
Tue	20 Apr	1:15 - 2:15 pm	Free	10T1/CP43
Tue	27 Apr	1:15 - 2:15 pm (9 wks)	\$86 (c\$78)	10T1/CP44

FELDENKRAIS

The Feldenkrais method teaches movement, posture and breathing techniques to increase the range of flexibility and coordination. Lessons are based on everyday movements such as sitting, standing, walking and bending. Suitable for all ages and levels of fitness.

DAY	DATE	TIME	COST	CODE
Wed	14 Apr	3:15 - 4:15 pm (6 wks)	\$58 (c\$52)	10T2/CP45

FREE COME AND TRY

DAY	DATE	TIME	COST	CODE
CIRCUIT FITNESS AND FUN				
Wed	14 Apr	12:30 - 1:30 pm (1 wk)	FREE	10T2/CP18

YOGA FOR MEN

Tue	13 Apr	7:30 - 8:45 pm (1 wk)	FREE	10T2/CP14
-----	--------	-----------------------	------	-----------

WU TAO

Wed	14 Apr	1:45 - 3:00 pm (1 wk)	FREE	10T2/CP41
-----	--------	-----------------------	------	-----------

INFANT MASSAGE

Wed	5 May	11:30 - 12:15 pm (1 wk)	FREE	10T2/CP32
-----	-------	-------------------------	------	-----------

BEADED JEWELLERY

Fri	23 Apr	9:30 - 10:30 am (1 wk)	FREE	10T2/CP46
-----	--------	------------------------	------	-----------

CARDS, GIFT TAGS & BOXES

Fri	28 May	9:30 - 10:30 am (1 wk)	FREE	10T2/CP48
-----	--------	------------------------	------	-----------

Please note: For safety reasons, correct footwear is required for all fitness classes.

For further details see poster in activity room or contact the office on 9842 6726

Arts, Languages & Writing

Community Programs



BEADED JEWELLERY

Make earrings, bracelets, necklaces, and beaded accessories in this fun and easy to follow course! Use threading, chaining, and wire work to create fashionable and funky jewellery for yourself or friends. Materials available for purchase in class or bring your own beads (bring \$10 approximately for materials per class).

DAY	DATE	TIME	COST	CODE
Fri	23 Apr	9:30 - 10:30 am (1 wk)	FREE	10T1/CP46
Fri	30 Apr	9:30 - 11:30 am (4 wks)	\$95 (c\$86)	10T1/CP47

CARDS, GIFT TAGS AND BOXES

Make cards, gift tags, gift boxes and mini album cards in this fun and easy to follow course. Use stamps and scrapbooking techniques to create gifts for family and friends. Materials, tools and guidance provided to create your own designs. \$20 for materials required to be paid at the first class.

DAY	DATE	TIME	COST	CODE
Fri	28 May	9:30 - 10:30 am (1 wk)	FREE	10T2/CP48
Fri	4 Jun	9:30 - 11:30 am (4 wks)	\$95 (c\$86)	10T1/CP49

NEW ! CRAFTY HANDS

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	21 Apr	1:00 - 3 pm (10 wks)	\$20	10T2/CP50

AUTOBIOGRAPHICAL WRITING

Write your life experiences, past and present, in stories and/or poetry for yourself, your family or beyond. Our tutor is an experienced published writer who has recently published her own life story.

DAY	DATE	TIME	COST	CODE
Thu	22 Apr	6:30 - 8:30 pm (8 wks)	\$190 (c\$170)	10T2/CP51

CREATIVE WRITING

Join a small and friendly group to explore various writing genres: novel and short story writing, poetry and creative non-fiction. Come and discover the uniqueness of your own writing voice. After all, what makes a literary work truly original is not the degree of its polishing, but the writer's particular joy, angst, humour, credo, the word choices and the world views expressed.

DAY	DATE	TIME	COST	CODE
Wed	21 Apr	1:00 - 3:00 pm (8 wks)	\$190 (c\$170)	10T2/CP52

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, call the office and we will ask our tutor to contact you about the most suitable level for you.

ITALIAN

DAY	DATE	TIME	COST	CODE
ITALIAN BEGINNERS - CONTINUED				
Thu	22 Apr	9:15-10:45 am (10 wks)	\$190 (c\$170)	10T2/CP53
ITALIAN 1				
Tue	20 Apr	10:45-12:15 pm (10 wks)	\$190(c\$170)	10T2/CP54
ITALIAN 3				
Thu	22 Apr	11.00 - 12.30 pm (10 wks)	\$190(c\$170)	10T2/CP55

FRENCH

DAY	DATE	TIME	COST	CODE
FRENCH BEGINNERS - CONTINUED				
Tue	20 Apr	9:00-10:30 am (10 wks)	\$190(c\$170)	10T2/CP56
FRENCH 1				
Mon	19 Apr	6:30 - 8:00 pm (8 wks)	\$152 (c\$137)	10T2/CP57
FRENCH 2				
Mon	19 Apr	1:50 - 3:20 pm (8 wks)	\$152 (c\$137)	10T2/CP58



General Information

THE MENS SUPPORT GROUP

The Men's Support Group is a meeting place for men to discuss the roles that they take on, and the impact these have on their family, friends and colleagues. We will support and challenge each other to develop positive relationships and share experiences. This group is for men coping with mental health problems. We welcome ideas for speakers and recreational activities.

For more information please ring Phil on 9874 5310 or Ross on 9848 2465.

GROUP FOR WOMEN WHO HAVE EXPERIENCED ABUSE

Moving Forward is an ongoing support group looking at the effect abuse has on women, strategies to bring about change, recover and move on. Learn to develop a greater sense of safety and personal well being.

For more information please ring Sue at Doncare on 9841 4215

RETURNING TO EARNING COMMUNITY ACCESS GRANTS

The Returning to Earning Community Access Grants are a Victorian Government Initiative to assist parents who have been absent from the workforce for over two years caring for children. Pines Learning has available several grants of \$1000 each for eligible participants who wish to undertake training courses at Pines Learning to assist them in returning to work.

Please contact the office for further information or to register interest.

NEW! LISTEN, LEARN, LIVE OUR INDIGENOUS CULTURE

Pines Learning will be offering workshops and information sessions on our Indigenous Culture. These will be suitable for individuals and groups.

A detailed program will be available in Term 2, 2010.

Please contact our office on 9842 6726.

Supported by Manningham City Council

HOLIDAY PROGRAMS - END OF TERM 1

We will be offering some of our popular classes in the school holidays so that students can continue their fitness routine without any breaks!

Strong People Stay Young:

- Tues 30 March 9:00 - 10:00 am 2 wks - \$19 (c\$17) 10T1/HP1
- Tues 30 March 10:15 - 11:15 am 2 wks - \$19 (c\$17) 10T1/HP2
- Tues 30 March 6:00 - 7:00 pm 2 wks - \$19 (c\$17) 10T1/HP3

Yoga:

- Tues 30 March 7:15 - 8:15 am 2 wks - \$19 (c\$17) 10T1/HP4
- Wed 30 March 9:30 - 10:30 pm 2 wks - \$19 (c\$17) 10T1/HP5
- Wed 30 March 10:45 - 11:45 pm 2 wks - \$19 (c\$17) 10T1/HP6

ANNUAL GENERAL MEETING 2010

Pines Learning will be holding its Annual General Meeting on Tuesday 20 April at 10:30 am.

All are welcome to attend.

Please ring 9842 6726 to register.

TERM BREAK CHILDCARE

Term Break Childcare available

\$32 per child per 4 hour session
Ring 9842 6726 for more details

LIMITED PLACES
BOOKINGS ESSENTIAL