

## Pines Early Learning and Care

Pines Early Learning and Care offers a Long Day Care Service and Funded 3 and 4 year old Kindergarten programs.

Our Educators work with families and the community to provide quality care and education for young children in a bright modern facility.

Our resources and experiences provide children with opportunities for play and learning in a safe and nurturing environment.

Childcare and Kindergarten operates **Monday to Friday from 8.00 am-6.00 pm** providing multi-aged grouping for children, 8 weeks old to 6 years.

The Centre operates as Approved Care under Family Assistance Law and families may be eligible for Childcare Subsidy.

We encourage you to phone and arrange a visit to our service.

All bookings must be made at the Childcare Centre on **0466 525 157** or **8488 7288**.



## How to Enrol

For all courses you can enrol by:

- Phone on **9842 6726**
- In person

For Health and Fitness courses, enrolments can also be made online at [www.pineslearning.com.au](http://www.pineslearning.com.au)

After enrolment is confirmed, payment is required.

A confirmation receipt will be sent to confirm your place.

We accept cash, cheque, Eftpos or credit card (*Mastercard and Visa only*).

## Contact us



9842 6726



1/520 Blackburn Road  
Doncaster East VIC 3109  
Next to the Pines Shopping Centre



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## Funding Support

Pines Learning Inc gratefully acknowledges the support of:



Education and Training

Commonwealth Government  
Victorian Government



MANNINGHAM  
Manningham City Council

## Important Information

### Our Environment

Pines Learning is a Carer Friendly Neighbourhood house. Pines Learning welcomes people with a disability and those facing barriers to participation.



During enrolment, please share if there is anything which would impact on your participation so that we can put support in place.

### Acknowledgement of Country

*Pines Learning acknowledges the Wurundjeri people of the Kulin Nations as the traditional custodians of the land on which we work and learn. We pay respect to their elders past, present and emerging.*



### Diversity Statement

*We respect, value and welcome people of all backgrounds, genders, sexualities, abilities and cultures.*



### Can't find the course you are looking for?

Give us a call on **9842 6726** or email us at [info@pineslearning.com.au](mailto:info@pineslearning.com.au) and let us know how we can help.

*We will do our best to make it happen.*

### Funded places

See following websites for full details regarding eligibility for funded places.

**Nationally Accredited:** [www.skills.vic.gov.au/s/how-to-check-your-eligibility](http://www.skills.vic.gov.au/s/how-to-check-your-eligibility)

**ACFE:** [www.pineslearning.com.au/eligibility-criteria/](http://www.pineslearning.com.au/eligibility-criteria/)

### Office hours

Monday-Friday, 9 am-4 pm



Pines Learning Inc. is a Registered Training Organisation delivering Nationally Accredited Courses. RTO No. 3774.

*Pines Learning Inc. has endorsement as a Deductible Gift Recipient.*



## Pines Learning

think ▶ grow ▶ evolve ▶ relax

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

## Courses & Activities

Term 2  
15 April – 29 June 2024

### Nationally Accredited Qualifications

Study in a professional and supportive learning environment with fully qualified and professional trainers. Pines Learning is recognised by employers for the quality of training we deliver. Course entry requirements apply for all accredited courses and an interview is required before enrolment.

The following Vocational Education and Training qualifications are delivered with Victorian and Commonwealth Government funding. Eligibility criteria apply. Visit our website or phone the Centre for further details. RTO No. 3774

#### CHC30121 Certificate III in Early Childhood Education and Care

Successful completion of this certificate will enable you to gain employment as an Early Childhood assistant in Long Day Care, Kindergartens, Family Day Care and private nanny work.

#### CHC33021 Certificate III in Individual Support (Ageing & Disability)

Successful completion of this qualification will enable you to gain employment in either an Aged Care Facility or in Home Care as a support worker/personal care attendant. Excellent employment opportunities are available in the Aged Care sector. *Traineeships available.*

#### CHC50121 Diploma of Early Childhood Education and Care

Add to the skills and knowledge you have acquired from your experience working in Early Childhood Education and Care in areas including service operation, programming and building professional partnerships with families. *Traineeships available.*

#### CHC43121 Certificate IV in Disability support

Successful completion of this qualification will enable you to work as a Disability Support Worker in a range of community settings and clients' homes.

### Computer and Employment Pathways

#### Computers for Beginners

We offer two gentle paced courses. Level 1 is for the novice and Level 2 for the more advanced beginner. Students become familiar with the Windows environment, creating and saving documents, email and internet. Level 2 also includes Zoom and Excel.

Level 2: Term 2 ; Level 1: Term 3  
Mon 9.00 am-12.00 pm  
9 week course (ACFE Funded)



#### All Abilities Essential Skills for Work

Students with high functioning intellectual disabilities will build on their literacy and numeracy skills and develop their understanding of employability skills for work. A short interview is required for anyone not previously enrolled in this course.

Wed 9.30 am-12.00 pm  
8 week course (ACFE Funded)



#### Cyber Safety Basics

Never has it been more important than now to protect your online presence. In eight easy to follow sessions, learn about online threats and how to identify and manage suspected or real attacks. Limited places.

Tue 12.30-3.00 pm  
8 week course (ACFE Funded)



#### Intro to Artificial Intelligence (AI)

Join our beginners' guide to demystify and explore the exciting world of AI which has hit the internet by storm. You will experiment with some of the key AI tools and learn how they can impact your everyday life. Basic computer skills required.

Tue 7.00-9.30 pm  
3 week course (ACFE Funded)



#### Xero Basics

Learn how to create and manage accounting records using XERO software suitable for a small to medium business. Content includes overview of bookkeeping principles. Previous knowledge of bookkeeping is not required

Textbook: \$39

Sat 9.30 am-12.00 pm  
3 week course (ACFE Funded)



### Computer and Employment Pathways

#### Business Administration Skills

This short, three day a week course is ideal for anyone wishing to update their business administration skills or change career direction. Content includes MS Office 365 office technology, social media, admin skills, resume writing and interview skills.

Tue, Wed and Fri 9.00 am-3.00 pm  
9 week course (ACFE Funded)



#### Word for Work

Students with a rudimentary understanding of Word learn the features of MS Word v365 plus formatting conventions used in the Australian workplace. Content includes Tabs, Tables, managing text, Mail Merge plus much more. Students attend seven Tuesday and six Wednesday morning sessions.

Manual: \$49

Tue & Wed 10.00 am-12.00 pm  
13 session course (ACFE Funded)



#### Excel for Work

Learn how to create and manage spreadsheets and charts using MS Excel 365. Beyond learning features such as how to create workbooks, input data, create formulas and charts you will learn how to format your spreadsheets to Australian workplace standard. Basic computer skills required but no knowledge of Excel is necessary.

Manual: \$39

Tue 12.30-3.00 pm  
8 week course (ACFE Funded)



#### Canva Basics

Finding it hard to convert ideas into reality? Learn how to use Canva, the free digital tool which is taking the whole world by storm. Canva simplifies the design process by customising templates and providing a wide of features to create your own, to share or print. Basic computer skills required.

Thu 12.30-3.00 pm  
8 week course (ACFE Funded)



#### Intro to Medical Terminology

Enhance your admin skills by developing a working knowledge of terminology relevant to a wide range of medical workplaces.

Manual: \$42

Mon 12.30-3.00 pm  
8 week course (ACFE Funded)



## Computer and Employment Pathways

### All Abilities Essential Skills for Work

Students with high functioning intellectual disabilities will build on their literacy and numeracy skills and develop their understanding of employability skills relevant to the workplace. A short interview is required for anyone not previously enrolled in this course.

Wed 9.30 am-12.00 pm  
10 week course (ACFE Funded)



## English Classes

Are you from a non-English speaking background?

Would you like to improve reading, writing, speaking, conversation and listening skills?

Do you wish to return to study or work?

Pines Learning offers a wide range of day and evening English language classes, available during the week.

Our classes are at differing levels to suit a variety of needs. To see what courses are available and more information regarding fees and class availability please visit our website [pineslearning.com.au](http://pineslearning.com.au)

An interview is required prior to enrolment. To book an interview with our EAL Coordinator or for further information please phone 9842 6726.

Our English classes can provide a pathway into accredited courses such as Aged Care, Early Childhood Education and more.

This training is delivered with Victorian and Commonwealth Government funding.



## Reconnect Program

Reconnect is a program that will assist you to understand your strengths and build your confidence and skills. It will provide guidance with education, training or further education and ensure you have the support you need to achieve your goals.

### Reconnect will help you:

- With one-on-one mentoring and guidance
- Access and engage with support services
- Breakdown isolation
- Reach your learning goals for work and study

Reconnect is a Victorian government funded program with no cost to eligible participants.

### Are you:

- Aged 17 to 64 who have not worked or studied in the last 6 months.
- Asylum seeker aged between 17-64 on one of the following visas: Bridging visa Class E (BE); or Safe Haven Enterprise Visa (SHEV); or Temporary Protection Visa (TPV); or Humanitarian Stay (Temporary) (subclass 449) visa.
- Aged 17 to 24 years of age who have been or are currently on a Youth Justice Order.

If so, call Coordinator, Melanie Povey on 0421 963 630 or email at [melanie.povey@pineslearning.com.au](mailto:melanie.povey@pineslearning.com.au)



## Health, Fitness & Wellbeing

Pines Learning offers classes to help improve your health, fitness and wellbeing.

Our classes are in a modern, comfortable and friendly environment by qualified and experienced trainers.

We offer day and evening classes, Monday to Saturday.

For our timetable, visit our website at [www.pineslearning.com.au](http://www.pineslearning.com.au)

Bookings are essential for ALL classes as minimum and maximum numbers apply.

## Health, Fitness & Wellbeing

### Pilates

Strengthen your lower back and deep abdominal muscles to provide support to the spine. As core stability improves, smaller muscles become better able to support tendons and joints. Bands, mini balls and sometimes light hand weights are used. All accessories are optional and your instructor will advise if and when needed.

### Yoga and Pilates

Pilates combined with Yoga postures will improve your strength, flexibility and energy levels. Strengthening your core will improve your posture, self-confidence, muscle tone and bone density.

### Yoga

Yoga is a 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 your physical and emotional health. Suitable for all age groups and fitness levels.

**Correct footwear is required for all fitness classes.**

**Please bring a towel or blanket and water bottle.**

### Seated Strength Training

Led by our experienced Exercise Trainer/Myotherapist and using hand weights, resistance bands and light Pilates balls, this seated class promotes stronger bones, improves range of motion, enhances heart health, and greater balance, mobility, flexibility, confidence and vitality. Great for those recovering from injury, have limited mobility, or as a gentle but effective return to exercise.

### Zumba Gold®

Designed for the active older adult, true beginner, or people who have not exercised for a while, Zumba Gold is low intensity, moderately paced and lots of fun.

### Get Fit and Tone

Our personal trainer will have you moving to tone up your whole body. Cardio, Pilates and low impact moves with weights and fit balls will increase your energy and fitness levels.

## Health, Fitness & Wellbeing

### Strong People Stay Young

Build strength, tone your muscles, and improve your cardio and balance with this low impact class. Keep fit and healthy working with light arm and leg weights and resistance bands

Suitable for all fitness levels

### Belly Dance

There are no rules for enjoying Belly Dance. Age, weight or height have no bearing on the fact that you can exercise your whole body within your own limitations and greatly improve your ability to use all your muscles while strengthening your core.

### Barre Class

Barre is a low impact, toning and functional training session that whispers exercise and shouts fun. Using chairs, Pilates balls and light weights this option laden class will leave you feeling energised and happy. No experience required and suited to all levels of fitness.

### Tai Chi and Qi Gong Combo

Tai Chi and Qi Gong are gentle forms of exercise, suitable for all ages. They work in harmony as a 'moving meditation' to harmonise, strengthen and have healing effects on the function of internal organs and bodily systems. Great for the management of joint stiffness/pain, blood pressure, increased flexibility and improved balance and posture.

### Tai Chi for Wellbeing

Tai Chi is a low impact exercise class designed to help develop strength, balance and improve mobility and flexibility. Tai Chi can assist with joint stiffness and pain, improve concentration, and promote relaxation.

### Chair Yoga

Experience the benefits of yoga from the comfort of your chair and improve mobility in a way that is gentle and supportive. Activate muscles and find length through your spine for better posture and energy flow. Great for injury recovery or as a safe return to exercise.

### Latin Mix Dance

Join our fun exercise dance class to Latin Music using a combination of Latin Steps. Concentrating on direction, balance, co-ordination and movement, you'll be amazed at your dance style! Beginners welcome.

## Health, Fitness & Wellbeing

### Power Hour

Brand new class to complement our Strong People Stay Young class, or as a fantastic alternative. Enjoy increasing your strength, bone density, balance and tone, and stay motivated to energising music and the joyful camaraderie of group exercise.



### Ageless Grace

In this 100% seated class, enjoy 45-minutes of fun, laughter and music. Ageless Grace is a brain health fitness program that keeps you moving and thinking through the power of play. Simple and fun movements allows the opportunity to engage at your own pace and ability while exercising the 5 primary functions of the brain. Laughter and joy guaranteed!



### Loyalty

10% discount applies when Students enrol in two or more Community Programs classes per week for the whole term. *Conditions apply.*

## Languages and Lifestyle

### Social Connections for Adults (18+)

This is a fun, weekly get-together for people with medium-high intellectual disabilities to enjoy each other's company whilst developing communication and interpersonal skills in a relaxed and welcoming environment. The activities include board games, discussions, movies, cooking, plus much more. Open to adults 18 years and over. Carers and support workers welcome to attend and may be required to stay.

## Languages and Lifestyle

### Yellow Curry Fried Rice– Cooking Class

This tasty and satisfying curry fried rice is made with fragrant yellow curry powder, fresh vegetables, tender chicken, and jasmine rice. It's bold, aromatic, full of flavour, and tastes so delicious. Join us for this joyful cooking class.



### Understanding Dementia

Almost 1 in 12 people over 65 have dementia in Australia and as we age this number increases substantially. It's important to remember dementia is not a normal part of ageing, and lifestyle changes like physical activity, mental stimulation, a healthy diet, and good social connections can all help reduce risk and improve outcomes. This session explains what dementia is, it's causes, signs and symptoms as well as how to reduce the risks.

Free hearing tests will be available from 1.30-2.30 pm & from 3.30-4.00 pm. Contact reception to book.

Supported by Bolton Clarke and Hearing Australia



### Walks for Carers – Neighbourhood Carers Club

Calling all Carers! Join our friendly walking group and enjoy good company, fresh air, and green space exposure in a 30-minute walk around our local neighbourhood – finishing with afternoon tea at Pines Learning. Carve out important time to refill your cup, create and/or strengthen friendships, move your body, discover useful resources and services, and spend time with others walking a similar life path. A guest speaker will be invited to some sessions.

