



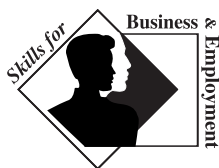
Course Guide

2008

June to December

5941 2389

Living and Learning Incorporated



**Living Learning Pakenham offers
Nationally Recognised Training
Qualifications in a friendly
supportive community environment.
All our trainers have current
industry knowledge and experience.**

COMMUNITY SERVICES TRAINING

Have you considered a career in Aged Care, Home and Community Care or Disability Work? Living Learning Pakenham offer 4 Qualifications in the Community Services sector.

Certificate III in Home and Community Care

Certificate III in Aged Care

Certificate III in Disability Work

Certificate IV in Disability Work

Students can complete individual Certificates or combine their studies and complete up to 3 Qualifications in one year.

Flexible entry to certificates ensures students can start training at any point. All courses combine practical work experience and classroom theory.

For detailed course information including timetables and course fees and to discuss combining certificates please telephone Living Learning Pakenham on 5941 2389.

Concession available. Nationally Recognised Training.

CERTIFICATE IV IN DISABILITY WORK CHC40302

This ongoing, flexible delivery course gives you the classroom theory and practical experience needed for working in residential group homes, day respite centres, clients' homes and their environments. It will enable you to support people with disabilities enhancing their levels of independence and community participation.

Flexible entry to certificates ensures students can start training at any point. Course combines practical work experience and classroom theory. Course suitable for people with some industry experience and/or a level 3 Certificate from Community Services field.

For detailed course information including timetable and course fees please telephone Living Learning Pakenham on 5941 2389.

Concession available. Nationally Recognised Training.

PRODUCTIVITY PLACES PROGRAM

The Productivity Places Program provides FREE training in skills areas that employers want. If you are looking for a job and are interested in updating your skills Living Learning Pakenham is offering FREE training in the following qualifications.

Certificate III in Home and Community Care

Certificate III in Aged Care

Certificate III in Disability

To be eligible for a training place you need to be looking for work, an Australian Citizen or Permanent Resident and be over the age of 15. Full time students and people who are self employed are not eligible.

For more information please visit

www.productivityplaces.deewr.gov.au and click on the link 'for people looking for training' or contact us on 5941 2389.

CERTIFICATE III IN BUSINESS ADMINISTRATION

If you have completed a Certificate II in Business or have some office experience Certificate III in Business Administration will improve your job prospects with a current qualification including advanced level computer skills, creating presentations, time management, operating effectively in a work environment, communication, bookkeeping skills including payroll, accounts payable and receivable and maintaining a general ledger.

Pre requisites: Certificate II in Business or equivalent office experience.

Nationally Recognised Training Course Code BSB30201

DAY/TIME: Tuesday and Wednesday 9.30am - 3.00pm
Thursday 9.30am - 1.00pm

DATES: Tuesday 15th July to Thursday 4th December
Concessions available. Detailed course information available

BOOKKEEPING

Covering the accounting process from source documents, petty cash, banking, invoicing, payroll, accounts payable & receivable, bank reconciliation, journals, general ledger to trial balance.

Entry Level Course with no Pre requisites. Nationally Recognised Training Units from Certificates II & III in Business.

DAY/TIME Thursdays 9.30am - 1.00pm

DATES Thursdays 17th July to 4th December

Concession available. Detailed information available.

ACCOUNTING/BOOKKEEPING PACKAGE

Using the latest QuickBooks and M.Y.O.B. packages maintain up to date financial records, produce financial reports, BAS statements, invoices and more with these popular programs. Manual available to purchase from the tutor @\$55. Run in conjunction with Active Business Support. Some computer and bookkeeping knowledge required.

M.Y.O.B. COST \$165 SESSIONS 8

TERM 3 Fridays 10.00am – 12.00noon
25th July to 12th September

TERM 4 Wednesdays 6.30pm – 8.30pm
15th October to 3rd December

QUICKBOOKS COST \$165 SESSIONS 8

TERM 3 Wednesdays 6.30pm – 8.30pm
30th July to 17th September

TERM 4 QB1 Program Fridays 10.00am – 12 noon
10th October to 28th November

QBI - QUICKBOOKS

Learn about the major changes to the Upgraded Quickbooks Program QBi with a special information and training session.

Friday 19th September 10am – 12pm **COST \$25**

FIRST AID COURSES

FIRST AID LEVEL 2

Certificate required in many workplaces and sporting clubs. Cost includes registered certificate, bandages, textbook and workbook. Nationally Recognised Training Course code HLTFA 301B

TERM 3 Wednesdays 13th August to 27th August
9.00am - 3.00pm

TERM 4 Wednesday 8th October 6.00pm- 10.00pm
Continuing 15th October to 12th November
6.30pm - 9.30pm

COST: \$175.00

CPR

It is recommended that you update your CPR training annually. Includes registered certificates, workbook and textbook. Nationally Recognised Training Course code HLTCP201A

TERM 3 Wednesday 13th August 9.30am - 1.00pm

TERM 4 Wednesday 8th October 6.00pm - 10.00pm

COST: \$40.00

EPI PEN (ANAPHYLAXIS) TRAINING

Learn correct administration of Adrenaline with an EPI Pen in response to severe allergic reaction. Recognise the signs and symptoms of severe allergic reaction, and the first aid measures required to minimize the impact. Includes registered certificates, and workbook

TERM 3 Monday 1st September 7.00pm - 9.00pm

COST: \$40.00

FOOD HYGIENE

FOOD HYGIENE TRAINING - Basic Food Handlers

Our comprehensive 6 hour course is the 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. Nationally Recognised Training. Units: THHGHS01B; THHGHS02B; HLTFS7A

TERM 3 Monday 21st July 9.15am - 3.15pm

Or Monday 18th to 25th August 6.30pm - 9.30pm

TERM 4 Monday 20th to 27th October 6.30pm - 9.30pm

COST: \$115.00 includes easy to follow workbook

FOOD HYGIENE TRAINING - SUPERVISORS

Suited to people training and supervising workers handling food and also for the person writing the food safety plan (HACCP) and responsible for its implementation. (Units: THHBCC11B; HLTFS309B; HLTFS310B)

TERM 3 Monday 18th to 25th August 6.30pm - 9.30pm

Monday 8th & 15th September 6.30am - 9.30pm

TERM 4 Monday 10th November 9.15am - 3.15pm

COST: \$235.00 includes course; on site workplace assessment and textbook.

Pre requisite: Level I Food Hygiene

LANGUAGE AND LITERACY



READING WRITING MATHS

Let our small classes focus on your individual needs and help you learn to learn. Students will be taught to improve their reading and writing, conversational skills, maths, basic computer skills, and skills for everyday life.

English as a Second Language

If English is not your first language, improve your written and spoken English, general knowledge of Australia and build your self confidence in our small and friendly classes.

Daytime classes 1 - 3 days per week.

Detailed Course Information Available. Concession available.

Nationally Recognised Training

Adult Migrant English Program

If you have only just arrived in Australia, or have not been in Australia very long, you may be able to have 510 hours of FREE English tuition. Assistance with childcare is also available to eligible Migrants.

For more information please telephone 5941 2389

Language, Literacy and Numeracy Program

If you need to improve your reading, writing and maths you may be eligible for FREE training under the LLN Program. If you are of working age (15 to 64 years), registered with Centrelink and not a full time student.

For more information please telephone 5941 2389

INDIVIDUAL TUITION FOR ADULTS

Trained volunteers can provide individual tuition for adults wanting to improve their reading writing and maths for the workplace, for family reasons, to prepare for entrance exams or to prepare for further study.

Times and dates are flexible.

COST: \$50 per term

If you would like to become a volunteer tutor please telephone 5941 2389 for more information

PARENTS RETURNING TO EARNING GRANTS

The Returning to Earning program provides support to parents to return to work after an absence caring for children. Grants of up to \$1000 are available which can be used to cover any costs associated with approved training, such as books and materials, course fees, transport and childcare.

For full eligibility criteria and application forms visit www.returningtoearning.com.au or com

CUED ARTICULATION

A system which fosters an understanding of the sound structure of language. Now seen as basic to the acquisition of literacy skills from Kinder to Year 2. Course presenter, Helen Botham a speech pathologist has worked in schools and privately for thirty years.

TERM 3: Wednesday 16th July 9.00am to 4.30pm

COST: \$115.00 per person.
Optional: Cued Articulation and
Cued Vowel books (\$14.50)

For a detailed flyer please telephone 5941 2389
Bookings Required

SUPPORTING CHILDREN WITH AUTISTIC SPECTRUM DISORDERS

Positive Behaviour Management Workshop

This workshop will provide basic positive behaviour management, better communication techniques and strategies for improving difficult behaviours and learning outcomes.

Cristina Isaac is the parent of four children, two with Asperger's Syndrome. She has been involved with Autism Spectrum Support groups for 8 years and currently is the President of Southern Autism Spectrum Family Support Group (SASFSG). She is a qualified Community support worker, trainer, facilitator and Signposts practitioner.

This workshop is suitable for primary, secondary school and other professionals who support people with ASD.

TERM 3: Wednesday 3rd September 9.30am - 12.45pm

COST: \$30 Professionals or \$20 Parents/Carers
\$5 Booklet available

For a detailed flyer please telephone 5941 2389
Bookings Required

Adult Learners' Week

1-8th September

Drop in to Living Learning Pakenham or visit www.llinc.com.au and discover the next step in your Life Long Learning Journey.



Adult Education
in the Community

ACFE funded courses incur a minimum charge of \$55. The maximum any student can pay in course fees for ACFE funded courses in one year is \$877. Concession card holders are required to only pay the \$55 minimum course fee once during a calendar year and are entitled to unlimited ACFE funded courses. Student registration, amenities, materials and text book fees will still apply to some courses.

VOLUNTEER OPPORTUNITIES

ASSESS & DELIVER SERVICES TO CLIENTS WITH COMPLEX NEEDS

This accredited course is for those working/ volunteering in a Community Information Workers role. Unit CHCCS6B includes interview skills, assessing client needs and accessing information. Community Information Victoria recognised training program.

Information Day Tuesday 26th August 9.30am – 3.00pm

DAY/TIME: Tuesdays 9.30am – 3.00pm

TERM 3: 9th September to 28th October
(No class - 23rd & 30th September -
School holidays)

COST: \$55 **6 SESSIONS**

Detailed course information available

VOLUNTEER LEARNING PARTNERS

Living Learning Pakenham offers a low cost individual tuition program to assist adults who have low literacy skills.

The program depends on **Volunteer Learning Partners** for its success.

Living Learning Pakenham offers training and support to Volunteer Partners. The **Volunteer Learning Partner** Training includes information on how adults learn, the reading process, spelling strategies, practical strategies for teaching adult students, planning a learning session and accessing resources.

Our program coordinator will then match Volunteer Learning Partners with students and provide ongoing support with regular contact and opportunities for further skill development.

Anyone who can read, write and do basic maths and has a desire to share their skills with other adults is suitable to become a Volunteer Learning Partner. Living Learning Pakenham especially needs people who are available to volunteer in the evenings.

For more information on becoming a Volunteer Learning Partner and the training program telephone 5941 2389.

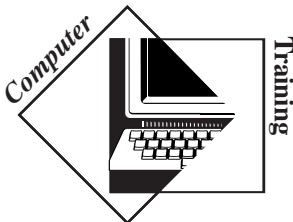
CERTIFICATES IN VOLUNTEERING

Volunteering can be a pathway to paid employment, further study or to provide social engagement. Many people dedicate much of their time to volunteer positions with little or no formal training.

To assist volunteers contribute positively within their community; the Certificates I II and III in Active Volunteering were developed by Volunteering Australia.

The Certificate II level course includes skills to being an effective volunteer, communication with people accessing services, supporting the activities of an organisation, using business technology and undertaking administrative duties.

If you volunteer and would like to be more effective or for information about volunteer training telephone 5941 2389.



Registered participants of Living Learning Pakenham are welcome to access our computer and internet facilities free. Bookings required. Enquire at reception.

LEISURELY INTRODUCTION

Slow paced introduction to computers for those who have never used computers before. Leads onto the Introduction to Computers course.

TERM 3 Thursdays 1.00pm - 3.00pm
 4th September to 18th September

COST: \$45 **3 SESSIONS**

INTRODUCTION TO COMPUTERS

This course will introduce you to the Windows operating environment and will show you some basics in Windows, including saving and opening files, arranging windows, using help, using the mouse and keyboard and an introduction to the Internet.

TERM 3 Tuesdays 6.30pm - 8.30pm
 29th July to 16th September

TERM 4 Thursdays 10.00am - 12 noon
 9th October to 27th November

COST: \$120 **8 SESSIONS**

Concession Available

INTERMEDIATE COMPUTERS

Continue on from the Introduction to Computers course. Look at file management, installing and uninstalling software, virus management, email, eBay, chat and even Windows Movie Maker!

TERM 3 Mondays 10.00am - 12 noon
 28th July to 25th August

TERM 4 Tuesdays 6.30pm - 8.30pm
 11th November to 9th December

COST: \$75 **5 SESSIONS**

MICROSOFT VISTA AND OFFICE 2007 UPDATE

If you have upgraded to Vista and/or Office 2007 don't stay confused, our 2.5 hour session is a comprehensive look at the changes from XP and Office 2003 to the new programs. Students will receive handouts for home reference.

TERM 3 Monday 9.30am - 12 noon 21st July

COST: \$30 **1 SESSION**

MICROSOFT WORD 2007 - INTRODUCTION

Learn to create flyers for business or community groups using text boxes, pictures, headings and simple tables. Create newsletters, memos, faxes, and leaflets with this versatile program.

TERM 3 Mondays 6.30pm - 8.30pm
 28th July to 18th August

COST: \$80 **4 SESSIONS**

MICROSOFT WORD 2007 - INTERMEDIATE

Create more advanced documents for your community group or business. Create reports with a table of contents, use formatting and styles, insert headers and footers including page numbers and file paths. Create forms with tabs and columns.

TERM 4 Mondays 6.30pm - 8.30pm
10th November to 8th December

COST: \$90 **5 SESSIONS**

EXCEL - INTRODUCTION

Learn about spreadsheets, tables and charts using formulas with this popular Microsoft office program. Some computer knowledge required.

TERM 3 Mondays 6.30pm - 8.30pm
25th August to 15th September

COST: \$80 **4 SESSIONS**

INTRODUCTION TO EMAIL

This course will take you through setting up a free email account how to access your emails, how to attach documents and photos, formatting emails and spam and virus protection

TERM 3 Thursdays 12.30pm - 3.00pm 31st July

COST: \$25 **1 SESSION**

BURNING CD'S AND DVD'S

Learn how to burn music, backup data and picture files and DVD's. Useful for making copies of important documents including photos, digital film, business information or for sharing information with friends.

TERM 3 Thursdays 12.30pm - 3.00pm 14th August

COST: \$25 **1 SESSION**

DIGITAL CAMERA TO PC

Learn to transfer your digital pictures to your PC. Store and organize your photos, back them up onto disk. Manipulate your photos to get rid of red eye, lighten or darken them and crop for best printing. Students welcome to bring a disk with your photos or your camera and USB cord to class.

TERM 3 Thursdays 10.00am - 12 noon
31st July to 28th August

COST: \$75 **5 SESSIONS**

DIGITAL SLIDE SHOW

Transfer your digital movies or digital pictures into a moving slide show that can be played on your home DVD. Add special effects, music and headings to create a special memory. Great presentation for special events such as birthdays or anniversaries. Students welcome to bring a disk with digital film or pictures.

TERM 4 Thursdays 6.30pm - 8.30pm
9th October to 6th November

COST: \$75 **5 SESSIONS**



Opportunities

LIFESTYLE COURSES

New

THE MONEY SCHOOL

Increase your understanding of money matters, take control of your finances and create peace of mind.

Attend our seminars and you can achieve all this and more. Cost \$40. Choose from these modules:

1. Money Management.
2. The Ultimate Guide for First Home Buyers
3. An Introduction to Property Investment
4. An Introduction to the Sharemarket
5. Property Investment – Level 2.

Elena Alexander, principal of The Money School is a previous Financial Planner and Accredited Property and Financial Consultant, whose qualifications and experience spans over 30 years.

For enquiries and bookings, call 5622.2842 or email themoneyschool@dcsi.net.au

INTRODUCTION TO MANDARIN CHINESE

Are you planning that trip to China? Do business with Chinese speakers? Simply interested in the world's oldest continuous culture? Begin your study of Mandarin Chinese with a teacher of 25 years' experience, four of them spent living in China.

DAY/TIME Wednesdays 7.00pm – 9.00pm

TERM 3 30th July to 17th September

COST \$132 **8 SESSIONS**

Advanced tuition, "survival" language skills and brush-up classes also available.

ART AS HEALING

Group ART sessions as THERAPY To be INSPIRED. To REFLECT on the possibilities for change & IMAGINE a different future. Learn to explore art as a part of your Healing & SELF-TRANSFORMATION.

Paper & pastels supplied. Come & enjoy the experience. Limited places available. To book please contact Dalene on 0421 208 710

DAY/TIME Saturdays 11.00am – 3.00 pm
Commencing in July Classes held regularly to suit you

COST \$20 per Session. Bring food to share.

PAINTING WITH ACRYLICS

Fun and friendly painting group to learn and practice painting for all ages and levels of ability. Learn how to begin, brush techniques, basic principles of contrast, depth and balance. Choose your own subject no previous experience necessary.

DAY / TIME Thursdays 10.00am – 12 noon

TERM 3 17th July to 18th September

COST: \$125.00 **10 SESSIONS**

TERM 4 9th October to 4th December

COST: \$112.50 **9 SESSIONS**

PASTEL FOR BEGINNERS

Pastel work is an easy flexible medium for the beginner artist to learn. This seven week program will teach you layering and blending techniques, use of coloured paper, and different strokes for different effects. Our local tutor Leigh Rust works with pastels to create striking animal portraits and landscapes. He won most popular picture at this years Yakkerboo Art Show. Students will need to supply some of their own materials. A material list is available upon enrolment.

TERM 3 Tuesdays 7.00pm – 9.00pm
29th July to 9th September

COST: \$99 **7 SESSIONS**

TERM 4 Thursdays 7.00pm – 9.00pm
16th October to 27th November

COST: \$99 **7 SESSIONS**

New

BEADING WORKSHOP

In just one session create a beautiful piece of jewellery in this hands on Beading class for beginners. Make a piece for yourself or for someone special. Choose your colours and learn beading techniques using different beads, wire and clasps. All materials are included so just bring along your imagination.

Charm Bracelet Class **1 SESSION**

TERM 3 7th August 7.00pm – 9.30pm or

TERM 4 17th October 9.30am – 12.00noon

Necklace and Earring Set **1 SESSION**

TERM 3 29th August 9.30am – 12.00noon or

TERM 4 30th October 7.00pm – 9.30pm

COST: \$35 each workshop

New

BELLY DANCING

Belly dance is a fun and creative dance form dating back thousands of years with origins in many parts of the Middle East, This sensual dance is now enjoyed worldwide and offers significant health benefits.

This beginners course will touch on subjects such as body and dance technique, choreography and improvisation, dancing with eastern props and the history of Middle Eastern dance through practical workshops. This class will get your heart pumping and tone your torso. Please come in loose, comfortable clothing.

DAY /TIME Mondays 7.30pm – 8.30pm

TERM 3 28th July to 15th September

COST: \$88 **8 SESSIONS**

TERM 4 6th October to 1st December
(no class 3rd November)

COST: \$88 **8 SESSIONS**



Opportunities

FREELANCE DANCE

Experience the magic of dance with Freelance Dance formally Grettas Dance Explosion. Royal Academy Classical Ballet, Hip Hop, Jazz and Tap classes for all ages. Danceplay classes

for preschoolers, new Big Girls Bump fun dance exercise for ladies.

Classes held on Mondays, Tuesdays, Wednesdays and Saturdays.

For all Enquiries and bookings telephone Gretta Urquart 5942 8277. Member of the Royal Academy of Dance.

New

MASSAGE TECHNIQUES FOR HOME

You don't need lots of fancy equipment to massage. Come along to this introduction workshop and learn simple massage techniques to ease pain, release tension, and bring about a state of calm after a busy day. Bring a pillow and blanket. A fun workshop to bring your partner or friend!

TERM 3 Tuesday 7.00pm – 9.30pm 5th August
OR Friday 9.30am – 12 noon 12th September

TERM 4 Thursday 7.00pm – 9.30pm 16th October

COST \$25 per person. **1 SESSION**

STRENGTH TRAINING FOR THE OVER 50s

Regular strength training can maintain or increase your strength for everyday tasks and improve your posture. Regular strength training can improve the symptoms of arthritis, heart disease, diabetes, osteoporosis and pre existing injuries.

Designed especially for those new to strength training, this program, led by a qualified fitness instructor, will introduce you to the basics in a safe, relaxed and supportive environment.

Limited spaces. Bookings required.

DAY/TIME Mondays 9.30am – 10.30am
Thursdays 10.00am – 11.00am

TERM 3 14th July to 18th September

TERM 4 6th October to 4th December
(No class 3rd November Cup Weekend)

COST \$55 per term or \$8 per session casual

DRAMA AND PERFORMANCE CLASSES FOR CHILDREN

Adlib Young Performers nurtures a love of theatre in children while developing "Life Skills" through drama. Adlib covers many aspects of acting including script work, drama games and improvisation. For ages 6-16 years.

Classes held Wednesdays during school terms.

Enquiries and bookings call Donna at Adlib Entertainment 5941 1627

KEVIN HAWTHORNE NINJA SCHOOL

Learn Self defense systems using hand to hand combat, weapons, stealth and camouflage. Highly skilled instructor. Suitable for all ages. Private/ Group lessons available

DAY/TIME Fridays 6.00pm – 7.00pm

Enquiries and bookings welcome telephone Head Office 1300 Ninjas (1300 646527) or Andrew on 0437 956 488

CARDINIA RAILLING

Making and building layouts of railway models. Family friendly club. Beginners and experienced enthusiasts welcome. Meets on Saturdays, from late afternoon to evening.

For further details telephone Bill 9783 1727 during office hours.

PAKENHAM MODELLERS

Pakenham Modellers meet fortnightly on Sundays from 2pm. Model trains, planes, rockets, sci-fi, cars, tanks etc. For ages 13 years and over.

For further details telephone Rob 5940 2650 or Ian 5942 7521

PRESS GANG

Join our informal writing group, sharing ideas and encouraging each other. With visits from professional scriptwriters, authors, publishers and creative writing tutors, develop poetry and short story writing in a relaxed friendly atmosphere. All beginners and experienced writers welcome.

Further details contact Bernie 5942 5371
Kasmine 0407 777 537

Day and evening classes available

Cooking up memories in Cardinia

Seniors come along and be part of a group to create a recipe book with your local community centre/ neighbourhood house. Share your memories with others whilst recording your favourite recipe for future generations to enjoy.

These **free** sessions with an experienced local published writer will guide you through the steps to write your story with your favourite recipe. The final results will be published and launched in Seniors Week on 10th October 2008.

Sessions held at Living Learning Pakenham
Mondays 1.00pm – 3.00pm 21st July to 25th August
To participate telephone 5941 2389

This project is funded by the Department of Planning and Community Development.



Department of Planning and
Community Development

PAKENHAM YOUNG MUM'S

A group for pregnant or parenting young women up to the age of 25 years. Bring your children and meet other young mums in your municipality. Make new friends in a sharing environment. Information sharing, speakers and support. Activities and occasional outings. Mondays 1.00pm – 3.00pm For further details contact Lisa 0411 226 572 or Katherine 0417 550 035
Run in conjunction with Uniting Care Connections and Cardinia Shire

TOY LIBRARY

An opportunity to borrow a wide range of toys, especially educational, fun and toys often too large to buy for yourself. Party Pack available, bookings advised.
Saturdays 10.00am – 11.30am
Contact Shayreen 5941 2622

ALCOHOLICS ANONYMOUS

If you are faced with a drinking problem perhaps AA can help. Sundays from 8.00pm – Enquiries welcome
AA Central 9429 1833

NARCOTICS ANONYMOUS

If you want to use drugs that's your business. If you want to stop we can help.
Every Monday from 7.30pm
NA Hotline 9525 2833

GRIEF SUPPORT GROUP

A support group for people who have experienced loss. Helps to understand and manage your grief in a friendly, local environment. New members welcome at anytime. For more information telephone 5941 2389

DAY/TIME Group meets every Wednesday
10.00am – 12 noon

COST Gold coin donation

INFORMATION AND REFERRAL

If you need information and referral to specialist services Living Learning Pakenham can help. Telephone 5941 2389

VOLUNTEER OPPORTUNITIES

For people to assist people. Please ring 5941 2389

VOLUNTEER TRANSPORT

If you are isolated and need help with your shopping, transport to medical appointments and friendly visiting.
Telephone 5941 2389

TAX HELP

From July to October if you need help with simple taxation returns and queries we may be able to help. Conditions apply. By appointment only Telephone 5941 2389

Enrolment Information

Unless otherwise stated, all activities take place at Living Learning Pakenham, Henry St. Pakenham. Reception is open Monday to Friday 9.00am - 4.00pm and closed part School Holidays and Public Holidays. Access and Resources for all abilities

Registration

A registration fee of \$10 applies to each family or individual per Calendar year and is non refundable.

To Enrol

To enrol in a course, an enrolment form and full payment must be received. Enrolment forms and payment should be submitted as early as possible to avoid disappointment - no later than one week prior to course commencement date.

Payment terms can be arranged with the Enrolment Officer or Office Manager for those experiencing financial difficulties.

For some courses, concessions are available to recipients of current Commonwealth Health Care Cards, Pensioner Concession Cards or Veteran's Gold Card.

Cancellations and refunds

A full refund will be made if Living Learning Pakenham cancels a class. A refund will not be issued once a class has commenced.



Adult Education
in the Community

Department of
Planning and
Community
Development



Neighbourhood Houses
The heart of our community



Our Nationally
Recognised Training
is issued under the
Victorian Registration
and Qualifications
Authority


CARDINIA

**6B Henry Street
P.O. Box 457
Pakenham Vic. 3810**

Telephone:
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FAX. 5941 2326

EMAIL: llinc@llinc.com.au

WEB: www.llinc.com.au

Reg. No. A0019009A

