



**CEACA** is registered with Centrelink, those receiving some benefits may be eligible for financial assistance to complete an accredited course. Eligible courses are marked with an asterisk \*  
Funded courses eligible for childcare subsidy are marked with ^

Many of the programs in this brochure are subsidised by funding from Adult Community and Further Education (ACFE) to improve access for all members of the community. CEACA charges the required fees for these courses, including the set minimum tuition fee of \$55 plus a materials & amenities fee.

#### CHILD CARE SUBSIDY

CEACA can help pay childcare costs for students in our funded courses, marked with ^ The subsidy applies to short courses and full year certificates. Our classes are small, supportive and many are nationally accredited, so why not call for the list of eligible child care providers and book a class?

#### NORTH AFRICAN COOKING

**NEW**

Yolande will demonstrate a traditional Moroccan chicken pie, plus seasonal side dishes while it cooks -economical, with subtle flavours to impress your guests and family. Share the meal and take home a spice mix to practice at home.  
Duration 1 session  
Date Saturday March 20  
Time 12 noon – 2pm  
Cost \$35  
Code 010NAC

#### CERTIFICATE III IN EDUCATION SUPPORT (INTEGRATION AIDE) \* ^

This course is suitable for those currently employed in the education industry or for people wanting to pursue a career as a class room assistant or integration aide. A commitment to work placement is required. Scheduled to commence March – a \$200 deposit must be paid on enrolment to secure your place – call 57721238. Offered through ECEC RTO 6475.  
Cost \$870 or \$380 concession including materials  
Code CHC30808

#### CERTIFICATE III IN AGED CARE WORK \* ^

Designed for people seeking skills required in the Aged Care sector, especially in residential facilities. It is the entry level qualification for employment in this field. A commitment to work placement is required. Scheduled to commence in early March. A \$200 deposit must be paid on enrolment to secure your place – call 57721238.  
Cost \$995 or \$350 concession including materials  
Code CHC30208

#### CERTIFICATE III IN CHILDREN'S SERVICES (CHILDCARE) \* ^

This course is suitable for those currently employed in the childcare industry or for people wanting to pursue a career as a home or centre based worker. A commitment to work placement is required. Information session, Wed February 10, 6pm at Yea Community House. Scheduled to commence February 17, Tuesday AND Wednesday nights. A \$200 deposit must be paid on enrolment to secure your place. Numbers are strictly limited. Call 57721238. Offered through MACE RTO 3928.  
Cost \$1130 or \$440 concession including materials  
Code CHC30708

#### CERTIFICATE II IN INFORMATION TECHNOLOGY \* ^

Designed for people seeking skills suitable in an administrative support role or general office environment. Learn to operate a personal computer using a variety of applications, including word processing, spreadsheets, databases, presentation packages, Internet and e-mail. Scheduled to start late February. A \$200 deposit must be paid on enrolment to secure your place call 57721238.  
Cost \$760 or \$385 concession including materials Code ICA20105



#### CERTIFICATE IV IN TRAINING AND ASSESSMENT\* ^

Yea or Alexandra  
Register your interest & preference – phone 57721238  
This is the required qualification for delivering training and assessment in the workplace. Classes will run day or evening at locations with the highest student demand. Scheduled to start in March. A \$200 deposit must be paid on enrolment to secure your place.  
Cost \$875 or \$490 concession including materials  
Code TAA40104

#### INTRODUCTION TO NEEDLE FELTING

Janet will demonstrate dry felting methods using needle felting. Students will make a brooch or picture. MUST call 57721238 for materials list.  
Duration 1 session  
Date Sat February 27  
Time 10am – 1pm  
Cost \$45, including brooch mould  
Code 010NFEL

#### EXPRESSIVE ART CLASSES

Janet begins classes with a guided meditation to 'free up' the mind and spirit. Enjoy this sensitive approach to creative expression. You do not need to be 'artistic' or have any experience. You will need paper, brushes & acrylic paints. Ask for materials list - 57721238.  
Duration 3 sessions  
Date Wed Mar 10 - 24  
Time 11am – 2pm  
Cost \$55  
Code 0010EAC  
OR one day workshop, Monday March 15, 10am to 3pm, \$40



#### FRENCH FOR BEGINNERS

Yolande offers a language course covering conversation, pronunciation and basic grammar, especially suited for travelers. Have some fun and plan your next trip.  
Duration 8 sessions  
Date Wednesdays February 17 – April 7  
Time 7pm- 9pm  
Cost \$85  
Code 010FFB

#### ROCK AND ROLL DANCING RETURNS

Jeff and Angie will show you how to have fun with this great dance style. Everyone's welcome, whether you have experience or none at all. Held at Alexandra Secondary College Hall.  
Duration 6 Sessions  
Date Tues Feb 9 to Mar 16  
Time 7pm – 8-30pm  
Cost \$65  
Code 010RR

#### LATIN AMERICAN DANCE

Jeff and Angie offer classes in Salsa and Cha cha. Learn these fabulous dances with patient, inspiring teachers. Whether you have experience or none at all, we cater for everyone. Bring along your family and friends as well as your enthusiasm. Held at Alexandra Secondary College Hall.  
Duration 6 Sessions  
Date Tues Feb 9 to Mar 16  
Time 8-30pm – 10pm  
Cost \$65  
Code 010LAD

#### INTRODUCTION TO KEEPING BEES

Peter will cover theory on Friday, including terminology, seasonal management, as well as honey flora, diseases and hive hygiene. Health and safety will be a priority. Saturday will be hands on experience: inspect and manipulate a hive, extract & store honey and cover industry information including marketing & food safety. Call for a complete list of topics. Participants will receive course notes. Bring & wear: lunch, notebook, pen, gumboots & rubber bands, straw hat, strong PVC gloves/gauntlets, loose cotton, long sleeve shirt & pants – NO WOOL. Provided: Protective veils & equipment  
Duration 2 sessions  
Date Friday March 12th 6pm – 9pm at CEACA AND Sat March 13th from 9am to 4pm at Merton  
Cost \$95  
Code 010IBK



#### READING & WRITING MADE EASIER^

Time to brush up on your reading & writing skills? Then this is the course for you. Work at your own pace with individual assistance provided by a friendly, confidential and very supportive tutor. If you or anyone you know might be interested, why not call 57721238 and find out a bit more? It will never be easier or cheaper to improve your skills at \$55.



#### WHITE CARD (WAS RED CARD)^

Work Safely in the Construction Industry  
This course replaces Red Card as the compulsory requirement for those working on construction sites in Victoria. The training is delivered locally and the cards are issued by WorkSafe Victoria. You MUST bring a photo ID with you eg driver's license - phone 57721238 for options.  
Duration 1 session only  
Date ask for next session date  
Time 9am to 4pm  
Cost \$150  
Code CPCCOHS1001A

#### POWERPOINT PRESENTATION CREATION & DESIGN^

Glyn will teach you the basics of building a PowerPoint presentation - creating slides, transitions, effects, using master slides – but also what makes a good presentation or a bad one and how to use good design and avoid death by PowerPoint!  
Duration 6 sessions  
Date Wednesday February 17 – March 24  
Time 1pm – 3-30pm  
Cost \$50, plus \$30 manual  
Code 010PP

#### MICROSOFT WORD

If you have basic Windows skills and want to make the most of Word, this course will build on those skills. Learn how to select and work with text in a document, format text, create and use tab stops and leaders, create the documents required for a merge, perform a merge and create mailing labels and more. Must have basic computer knowledge and be comfortable with Windows programs.  
Duration 6 sessions  
Date Wednesday February 17 – March 24  
Time 9-30am – 12noon  
Cost \$50, plus \$30 manual  
Code 010MWD

#### RESPONSIBLE SERVING OF ALCOHOL

This course is supervised and registered by Liquor Licensing Victoria.  
Duration 1 session  
Date Monday March 22  
Time 6pm – 9pm at CEACA  
Cost \$70  
Code 010RSA



#### FOLLOW WORKPLACE HYGIENE

Accredited training that meets the Legislative requirements for all members of the Hospitality and Food Retail industries. A class will be arranged in Yea if there is sufficient demand. Offered through MACE RTO 3928.  
Duration 1 session  
Date & Time call for next class details  
Cost \$70  
Code SITXOHS002A

#### MICROWAVE PRESSED FLOWERS

No more waiting weeks for pressed flowers. Pam will demonstrate the microwave process that keeps colours bright and natural for years. Make your own cards and bookmarks in class, press available for \$38 for home use.  
Duration 2 sessions  
Date Thursdays March 18 & 25  
Time 7pm – 9pm  
Cost \$35, includes materials  
Code 010MPF

#### RELAX & SLEEP TIGHT ALL NIGHT MARYSVILLE

Proper rest is important for us to feel energized. Night-after-sleep-deprived-night accumulates as a debt, and erodes your job performance, health, relationships, and personality. The really good news is that, although sleep is a natural physiological phenomenon, it is also a learned behavior. Dr. Eileen will help you get rid of anti-sleep habits and learn to control dreams and practice healing short-cuts to a good night's sleep without drugs. Come alone or bring a friend. Please bring a blanket and a pillow for the relaxation segment. Just 45 minutes, once a month for 3 months. Call 57721238 with your preferred times.  
Duration 3 sessions  
Date & Time to be arranged  
Cost \$10  
Course code 010RST

#### MARVELLOUS MOSAICS

Expressions of interest please. Class will be arranged if there is enough interest. 57721238

#### INITIAL LEVEL COURSE

in OH&S for Health & Safety Representatives, Supervisors & Managers (5 day) and Refresher Course in OH&S  
OH&S (1 day) 1300 468 233 or Kerry Howard on 5833 2748