All Abilities
Essential Skills for Work

This course is designed to provide hands on opportunities for students with a high functioning intellectual disability. Students will build on their literacy and numeracy skills for the workplace.

A short interview is required for anyone not previously enrolled in this course.

ACFE Funded

Day	Date	Time
Wed	30 Apr (10 wks)	9.30 am- 12.00 pm
Cost		**Code**
Funded Cons: $105		25EMPAAESFW

How to Enrol

Enrolments can be made either:
- *By phone on **9842 6726** or*
- *By coming into the Centre.*

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

Follow us on Facebook and Instagram

▶ Subscribe to our YouTube channel

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

Learn Local

This training is delivered with Victorian and Commonwealth Government funding.

All Abilities Towards Independent Living

This course will help you live independently in supported accommodation or within your family home. Learn about what it takes to be a great house mate, understand house guidelines and communicate with others respectfully. Understand budgeting and how to prioritise essential and non-essential spending. Develop safe banking and online skills and know you can ask for assistance. Be introduced to basic First Aid and find out who in the community is there to support you.

Community Bank
Doncaster East and Templestowe Village
Bendigo Bank

Day	Date	Time
Thu	1 May (8 wks)	1.30 -3.30 9m
Cost		**Code**
Funded: $ *Free*		25T2/VOC1

ACFE Funded Places

Available to:
- Australian Citizen / Permanent resident
- Holder of an Australian Visa
- New Zealand Citizen
- Asylum Seekers

*See **pineslearning.com.au/eligibility-criteria** for full details for categories.*

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.

Manningham Learns

www.manninghamlearns.com

facebook/Manningham-Learns.com

Pines Learning
think ▸ grow ▸ evolve ▸ relax

www.pineslearning.com.au

Welcome to Term 2

All courses are delivered in a friendly, supportive environment by qualified and experienced trainers.

Pines Learning uses Windows 10 and Microsoft Office 365.

To see eligibility criteria for the following ACFE Funded courses refer to the ACFE funded places section on the back page or visit our website.

*No classes on

Monday 22 April	**Friday 25 April**	**Monday 9 June**	and during Term break
(Easter Mon)	*(ANZAC Day)*	*(Kings' Bday)*	

Skills to Apply for Work

FREE

This course is designed to assist people who have been out of the workforce.

Learn where to look for job vacancies, identify your skills, develop skills for job applications and interview skills.

Day	Date	Time	Cost	Code
Mon	26 May (5 wks)	9.30–12.30 am	FREE	25TAVOCmc2

Employable Me

New

This course for anyone seeking career guidance and clarity on whether to pursue further education, training, or employment—and which industry to focus on. With personalised mentoring and support, you'll gain valuable insights while developing key employability skills such as teamwork, communication, problem-solving, and self-management.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Thu	1 May (10 wks)	9.30 am–12.30 pm	Funded: $132 Concession: $106 Non Funded: $230	25SBDLIT025mc2

Point of Sale for Retail & Hospitality

New

Gain essential skills for Point of Sale (POS) systems in the retail and hospitality sectors. Although this course focuses mainly on the Square POS system, the knowledge you gain can be applied to other POS systems. Learn how to efficiently process transactions, understand how to dowload the POS app, and how to troubleshoot POS systems.

ACFE Funded

Day	Date	Time	Cost	Code
Mon	8 May (5 wks)	1.00–3.00 pm	Funded: $38 Concession: $18 Non Funded: $211	25SBDEDC012mc2

Computer for Beginners *Level 2*

This course is designed for students who have completed Computer for Beginners Level 1 (or who have equivalent skills). It reviews and develops file management, MS Word, internet and email skills and introduces MS Excel and Zoom.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Mon	5 May (9 wks)	9.00 am–12.00 pm	Funded: $132 Concession: $106 Non Funded: $230	25DLECFBL2T2

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 such as scams and viruses and the skills to identify and manage suspected or real attacks.

ACFE Funded

Day	Date	Time	Cost	Code
Thu	29 April (8 wks)	6.30–9.30 pm	Funded: $95 Concession: $77 Non Funded: $170	25DLECSBT2

Digital Skills for Work & Study

Learn essential digital skills to boost your confidence and efficiency in the work and for study. This course covers the basics of personal computer use, including creating and saving documents, file management, using MS Outlook for email, and browsing the internet.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Thu	8 May (9 wks)	9.00 am–12.00 pm	Funded: $132 Concession: $106 Non Funded: $230	25DLECFBL1T2

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.

Manual: $44   ACFE Funded

Day	Date	Time	Cost	Code
Sat	3 May (10 wks)	9.30 am–12.00 pm	Funded: $118 Funded Conc: $73 Non Funded: $211	25EMPXERT2

NEW

Word for Beginners

Students with a basic understanding of Word will learn the features of MS Word 365 and the formatting conventions for a range of documents for the Australian workplace.

Manual: $48   ACFE Funded

Day	Date	Time	Cost	Code
Wed	30 April (10 wks)	6.30–9.30 pm	Funded: $118 Non Funded: $211	25EMPBAS1WT2

Word & Co-pilot (Intermediate)

Take your MS Word skills to the next level. Designed to enhance your proficiency, this course introduces Co-pilot to help you work more efficiently, whether for professional or personal use.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Fri	9 May (8 wks)	6.30–9.30 pm	Funded: $95 Non Funded: $170	25EMPBAPWT2

Excel for Beginners

Enhance your spreadsheet skills with our MS Excel 365 course! Learn how to create and manage workbooks, input data, and build formulas, while developing formatting techniques required for the Workforce. No previous Excel experience is needed—just basic computer skills.

Manual: $40   ACFE Funded

Day	Date	Time	Cost	Code
Mon	5 May (8 wks)	6.30–9.30 pm	Funded: $95 Non Funded: $170	25EMPBAS1ET2

Excel Advanced Skills

Take your Excel skills to the next level using advanced formulas and leverage Excel's powerful features to allow you to manage financial data with ease. A basic knowledge of Excel is required, and by the end of this course, you'll be equipped to enhance your productivity and efficiency in any professional setting. basic knowledge of Excel is required.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Thu	8 May (8 wks)	6.30–9.30 pm	Funded: $95 Non Funded: $170	25EMPBAPET2

Business Administration Skills 1 & 2

Get equipped with essential digital and administration skills for the Australian workforce through Business Administration Skills 1 & 2. Develop skills in MS Office programs, information management, customer service, and social media. Classes are held twice a week, providing hands-on experience to build your skills.

Join our Information Session on Wednesday, 2nd April at 10 am or contact us for more details.

Students will be enrolled in both courses.

Manual: $40 each   ACFE Funded

Business Administration Skills 1				
Day	**Date**	**Time**	**Cost**	**Code**
Tue, Wed	6 May (7 wks)	9.00 am–3.00 pm	Funded: $130 Funded Conc: $106 Non Funded: $750	25EMPBAS1&2
Business Administration Skills 2				
Day	**Date**	**Time**	**Cost**	**Code**
Tue, Wed	18 June (7 wks)	9.00 am–3.00 pm	Funded: $130 Funded Conc: $106 Non Funded: $750	25EMPBAS1&2

Business Administration Skills L2 - Online

This course is designed for those looking to build an understanding of basic business concepts. It will look at the types of business and administration roles and workplace communications.

It will build your skills in customer service and introduce you to a range of AI tools used in todays workplace. You will be introduced to financial basics and business efficiency. Learn the basics of Canva for marketing, project planning and critical thinking and problem-solving methods, risk assessment and decision making.

Manual: $39   *ACFE Funded*

Day	Date	Time	Cost	Code
Tue & Thu	13 May (8 wks)	6.30–9.00 pm	Funded: $176 Funded Conc: $142 Non Funded: $230	25EMPBAS2 Online

Intro to Medical Terminology

Strengthen your admin skills by gaining a solid understanding of medical terminology used in a variety of healthcare settings. Explore word structure, anatomy, vaccines, abbreviations, body parts, procedures, and much more. Ideal for those looking to expand their knowledge for a career in the medical field.

Textbook: $48   ACFE Funded

Day	Date	Time	Cost	Code
Mon	5 May (8 wks)	12.30 - 3.00 pm	Funded: $95 Funded Conc: $77 Non Funded: $211	25EMPIMT2