

## CHILDCARE

We offer occasional childcare in a warm caring friendly environment. Childcare operates during school terms. Bookings may be made through the office or through the Childcare Coordinator. Fees are payable in advance for all bookings. Childcare that is required for a course must be booked and paid in full at time of enrolment. The rate for childcare whilst enrolled in a course is \$6.00 per course hour.

### Occasional Care Sessions:

Monday, Tuesday & Friday 9 am - 2 pm      Wednesday & Thursday 9am - 1pm  
Cost: \$37 per session      Cost: \$30.00 per session

**Bookings are Essential**

### PRIVACY STATEMENT:

This organisation respects your right to information privacy. Information collected and held is kept in accordance with information privacy laws. Please contact us if you would like any further information on privacy.

### STUDENT SUPPORT

The tutors and staff of Park Orchards Learning Centre are highly experienced & qualified. They understand the pressures and needs of adults who return to study. We also have very small class sizes. Please speak to the Education & Training Coordinator for further information.

### STUDENT SERVICES AVAILABLE

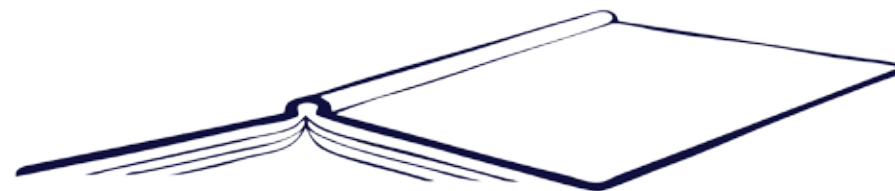
- Course information.
- Recognition of Prior Learning.
- Complaints Policy & Procedure
- Confidentiality re personal or educational matters.
- Photocopying &
- Fax Service - during office hours.
- Computer access - cost \$5.00 per hour. Bookings are essential - please contact a staff member.
- Internet access - daytime only. Book through office.
- Childcare for day courses at \$6.00 per hour (bookings are essential)

### THE STAFF

Manager: Judy Haley  
Administration: Mitzi Scully  
Receptionist: Penny Pendrey  
Education & Training Coordinator: TBA  
Community Programs Coordinator: Louise Bielinski  
Childcare Coordinator: Hilary Ramadge

### COMMITTEE OF MANAGEMENT

Park Orchards Learning Centre Inc is run by a voluntary Committee of Management comprising a wide range of community members. If you would like to join our Committee to help in your local community contact Judy Haley (Centre Manager) for further information.



Park Orchards  
Learning Centre  
18 790 057 404  
Inc.

# 2011 General Course Information for Students

Registered Training Organisation No: 4008

Phone: 9876 4381      Fax: 9876 3263

E-mail: [pochi@parkorchards.org.au](mailto:pochi@parkorchards.org.au)

Website: [www.parkorchards.org.au](http://www.parkorchards.org.au)

572 Park Road, PARK ORCHARDS VIC 3114

Postal address: P.O. Box 68, PARK ORCHARDS VIC 3114

## MISSION

Park Orchards Learning Centre Incorporated is a professional, organisation which responds to community needs by offering flexible programs and services, promoting educational and personal development in a friendly, and informative atmosphere.

## VISION

Park Orchards Learning Centre will be recognised within the local community and beyond as a professional, reputable and reliable organisation which offers courses, services and activities of the highest standard.

## REGISTERED TRAINING ORGANISATION

Park Orchards Learning Centre is a Registered Training Organisation delivering Nationally Accredited courses. (Registration No 4008)

## OFFICE HOURS

Monday - Friday 9:00 am - 5:00 pm (Closed on public & school holidays)

No classes are held on public holidays.

## TERM DATES - 2011

Term 1 : 1st February - 8th April

Term 2: 27th April - 1st July

Term 3: 18th July - 23rd September

Term 4: 10th October - 22nd December

## ENROLMENTS

All enrolments must be on a Park Orchards Learning Centre enrolment form accompanied by payment in full. If childcare is required for a course details of the child/children must be filled in on the enrolment form and also paid for in full. The rate for childcare is \$6.00 per course hour and must be booked at the time of enrolment. Enrolments can only be processed with full payment and can be made in person, by mail or over the phone. We accept Visa, Mastercard & Eftpos. Cash & cheques are also welcome.

## COURSE MATERIALS

Some courses require students to purchase text books, manuals or other materials. You will be notified prior to enrolment if this is the case.

## COURSE EVALUATION

At the end of a course you will be asked to complete an Evaluation form.

This assists us in a number of ways. It will enable:

- us to improve the quality of our courses
- us to find out whether the course you enrolled in met your needs.
- us to plan for future course

Your responses will remain confidential



## WHERE ARE WE?

Melways Map Ref:  
35 E10

## COURSES OFFERED:

Nationally Accredited Courses:

Certificate III in Children's Services CHC30708

Certificate III in Education Support CHC30808

Certificate IV in Training & Assessment TAA40104

Computer Training

Art & Craft

Health & Fitness

Special Interest

Occasional Childcare

After School Activities

## REFUND POLICY FOR FEE FOR SERVICE COURSES

We regret we are unable to give a refund, except under the following conditions:

- Cancellation at least 14 days prior to course commencement.
- Cancellation 7 days prior to course only if place can be filled by another student. A 20% booking fee will be deducted.
- No refund for one day workshops.
- Should the Learning Centre cancel a course/workshop, fees will be refunded in full.

## FEES, CHARGES AND REFUND POLICY FOR GOVERNMENT FUNDED COURSES

### Fees & Charges for Funded Places:

Course fees for Pre-Accredited courses include a tuition fee of \$1.08. per program hour. Course Fees for Accredited courses at Skills Building level include a tuition fee of \$1.84 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. A Student Services and Materials Fee is set for each course according to the level of service and materials required.

All funded course fees are calculated as per the "2009 Ministerial Direction on Fees". Concession: If you are a concession card holder you may be eligible for a concession fee on government funded courses. Proof will be required. All fees are established in line with the "Ministerial Directions on Fees and Charges" 2009 ([www.skills.vic.gov.au](http://www.skills.vic.gov.au))

**Government Funded** places will be offered to eligible applicants as indicated by Skills Victoria. People with disabilities are encouraged to apply. For more information contact the office or visit: [www.skills.vic.gov.au](http://www.skills.vic.gov.au)  
If you are a concession card holder you may be eligible for a concession fee. Please enquire about eligibility. Proof will be required.

### Refunds for Funded Places:

Park Orchards Learning Centre follows the "Ministerial Directions on Fees and Charges" 2009. If a course is cancelled by Park Orchards Learning Centre Inc at any time during the period of a person's enrolment, then Park Orchards Learning Centre must refund the full tuition fees, the pro-rata portion of any student services and amenities fees, any incidental fees for goods and services that have not been used prior to the date of cancellation, and fees for materials that have not been used prior to the date of cancellation.

Park Orchards Learning Centre may grant refunds in other circumstances or of greater amounts if it sees fit.