



FOUNDATION
LEARNING CENTRE

COURSE GUIDE

TERM 2, 2024



**BLOW OUT
YOUR CAREER!**
INTRODUCTION TO
HAIRDRESSING!

PAGE 8



GENERAL INFORMATION

FEES & CHARGES

Foundation Learning Centre provide students with all fees and charges prior to enrolment. Refer to our website for FLC accredited course fees.

Our Neighbourhood House Program incurs an annual registration fee of \$10 per calendar year for all programs delivered onsite at our Casey or Peninsula Campuses. For Neighbourhood House programs delivered at offsite locations, no annual registration fee applies.

REFUNDS

Non-Accredited Fee-for-Service Courses

(not subsidised by the govt.) Applications for refund / credit will be considered if they are received 10 days prior to course commencement, Refunds / credits will not be given 9 days prior to the start date or once a course has commenced. A \$50 administration fee applies for all withdrawals from a course. N.B: If a course is cancelled by Foundation Learning Centre the full fee will be refunded.

Pre-Accredited Courses

Applications for refund/credit will only be considered if they are received prior to course commencement. A \$50 administration fee applies for all withdrawals.

Accredited Courses (delivered by FLC)

If you officially withdraw by notice from an accredited Foundation Learning Centre course within 4 weeks of the scheduled commencement date of the course, you can apply for a refund of fees paid less a \$50 administration fee. A credit / full refund will be given when the class / course is cancelled by Foundation Learning Centre.

If a student withdraws after an accredited course has commenced, our course refund policy applies. Please see our website for more information.

CONCESSIONS

Foundation Learning Centre offers concession on many of its programs. Please note that concession fees are only available on programs that specifically list a concession fee.

ADDITIONAL INFORMATION

Foundation Learning Centre will ensure that course participants receive accurate information about: Course content, course competencies, educators, venues, equipment, dates & times. Foundation Learning Centre has in place a Complaints, Grievance & Appeals Policy. No students will attend class for more than 8 hours in one day and will not attend classes after 10pm. Plagiarism and cheating is NOT condoned. Bullying and harassment is NOT condoned. Foundation Learning Centre supports access, equity, integration and cultural diversity. Individuals with disabilities are encouraged to apply. All policies and procedures are available on our website. Foundation Learning Centre's 'Online Service Standards' are located on our website.

FEEDBACK

FLC welcomes any feedback from clients and stakeholders and is committed to continuous improvement across the entire organisation.

DISCLAIMER

Foundation Learning Centre makes every effort to ensure that the information in this guide is correct at the time of publication. We reserve the right to change the course days, rooms, fees and educators as necessary.

OUR MISSION

Our mission is to ignite community development through the power of education, fostering resilient, connected, and thriving communities. We believe that learning should be a safe and inclusive space for everyone, no matter their background or abilities. Our dedicated team is here to guide and support you along your unique learning journey.

As a not-for-profit organisation and registered charity, we put our heart and soul into making a positive impact. All our revenue goes right back into enhancing our programs and services, ensuring that our community has access to inclusive and flexible programs and services.

FLC is rich in history and extremely proud of the meaningful, life changing work we do.

Our experienced and passionate team pride themselves on the profound impact FLC has on our community.

Our training is delivered with Victorian and Commonwealth Government funding.



FLC is a Registered Training Organisation (RTO # 3977) and provides Nationally Recognised Training.

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OUR CAMPUSES



CASEY CAMPUS
4a Malcolm Court,
Narre Warren 3805

Main Office:
Unit 1, 4a Malcolm Court
Narre Warren



PENINSULA CAMPUS
Level 1
Tenancy 1 & 2,
54 - 58 Wells Street,
Frankston 3199

Enter via White Street Mall

CONTACT US

CALL US 03 9704 7388

EMAIL US enquiries@flc.vic.edu.au

MAIN OFFICE HOURS
Monday, Wednesday & Thursday 8.30am - 4.30pm, Tuesday 8.30am - 7.00pm*,
Friday 8.30am - 3.00pm
*during school terms only.



ACCREDITED COURSES

Nationally recognised Vocational
Education & Training.



SCAN HERE to
view course
information
and fees
online!





TRAINEESHIP COURSE

ACM20121 Certificate II in Animal Care

Do you want to work with animals?

The Certificate II in Animal Care is the course for you if you are looking to build a career in the animal care industry or work with animals.

With a hands-on approach to learning, this general qualification gets students ready to work under supervision and includes topics such as health and safety, animal first aid, animal hygiene routines, feeding and general animal care.

Career opportunities include work in:

- Animal Shelters
- Kennels & Catteries
- Sanctuaries
- Veterinary Clinics
- Animal product retailers



CASEY CAMPUS

Tuesdays, 9.30am - 2.30pm

PENINSULA CAMPUS

Fridays, 9.30am - 2.30pm

12 months duration

Intake: Please contact us for intake dates



CLASSROOM DELIVERY

This course is delivered in-classroom, 1 day per week.
This class may include incursions and excursions.



PATHWAY

This course provides an education pathway to further study and is a pre-requisite for those wishing to study ACM40418 Certificate IV in Veterinary Nursing.

CHC30121 Certificate III in Early Childhood Education & Care

Take your first steps into the world of early childhood and a childcare support worker with the nationally accredited Certificate III in Early Childhood Education and Care. You will learn to provide safe, nurturing, meaningful and inclusive education and care for children in a fun and playful setting.

Career opportunities include work as:

- Early Childhood Educator



TRAINEESHIP

18 months duration

Trainee Intake: ENROL ANY TIME!

Trainees must 17 - 21 year of age and be working a minimum of 15 hours per week in an Early Childhood Education setting to be eligible.



BLENDED DELIVERY

Course work is completed online, with monthly visits from our Early Childhood Trainer that includes one-on-one session time.

Support is available from the Trainer as required.



PATHWAY

This course provides an education pathway for those wishing to study Diploma of Early Childhood Education & Care.



SHB30416 Certificate III in Hairdressing

Learn the art of Hairdressing!

Launch your career as a qualified hairdresser with this nationally accredited course!

Learn how to cut and colour a range of different types of hair, build skills in foiling, braiding and styling, and learn the in's and out's of day-to-day salon functions like point of sale, customer service and more!

Career opportunities include work as a:

- Qualified Hairdresser



CASEY CAMPUS

2 days per week

Mondays 9.30am - 2.30pm

Tuesdays 9.30am - 2.30pm

Thursdays 10.00am - 6.00pm

24 months duration

Intake: Enrol and start at any time



CLASSROOM DELIVERY

This course is delivered in-classroom, at our Vogue Academy training salon.

Some coursework is completed online.



PATHWAY

This course provides an education pathway to further study for those wishing to study SHB40216 Certificate IV in Hairdressing. Students are encouraged to consider BSB30120 Certificate III in Business to expand on management and small business owner skills.



SHB20216 Certificate II in Salon Assistant

Get started in the hairdressing industry!

This course provides the perfect starting point for those looking to work in the hairdressing industry.

Learn hands-on skills in basin services, hair colouring, head and shoulder massage, salon health & safety, salon transactions and more!

Career opportunities include work as a:

- Salon assistant
- Apprentice hairdresser
- Apprentice barber



CASEY CAMPUS

2 days per week

Mondays 9.30am - 2.30pm

Tuesdays 9.30am - 2.30pm

Thursdays 10.00am - 6.00pm

12 months duration

Intake: Enrol and start at any time



CLASSROOM DELIVERY

This course is delivered in-classroom, at our Vogue Academy training salon.

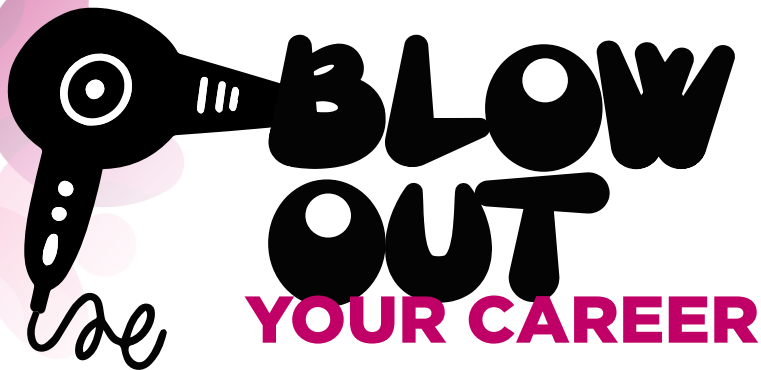
Some coursework is completed online.



PATHWAY

This course provides an education pathway to further study for those wishing to study SHB30416 Certificate III in Hairdressing





BLOW OUT YOUR CAREER program consists of accredited and non-accredited training delivered over 3 days per week for 6 weeks in Frankston. This program enables participants to gain valuable experience and underpinning knowledge to enter the Hairdressing industry. Students will work closely with qualified hairdressers and a mentor who will support and coach them throughout the course. Engagement and collaboration with local industry providers will assist participants to explore job opportunities in a salon environment and offers a pathway into SHB20216 Certificate II in Salon Assistant and SHB30416 Certificate III in Hairdressing either as an apprentice or a full time student.

SHBHIND001 Maintain and organise tools, equipment and work areas

Learn about each of the tools in your kit, explore salon equipment and how to organise your workstation

SHBXCCS009 Greet and prepare clients for salon services

Learn the art of customer service including how to greet new and returning clients, prepare a client for their service and other client relations tips!

SHHBAS001 Provide shampoo and basin service

Learn how to wash and dry hair like a professional, in preparation for cutting and styling services

SHHBAS002 Provide head, neck and shoulder massages for relaxation

Learn how to relax your clients with a soothing head, neck and shoulder massage

PLUS receive your salon starter kit that includes the tools of the trade, a Vogue Academy t-shirt and apron!



Vogue Academy Peninsula Campus
6-8B Keys Street, Frankston



6 WEEK PROGRAM
3 DAYS PER WEEK (MON, TUE & THU)
10.00am - 3.00pm

FOR MORE INFORMATION

FIONA BARRIENTOS
03 9704 7388
fiona.barrientos@flc.vic.edu.au

NOTE: Applicants must be aged between 17 and 24 years old and seek to work in the Hairdressing industry. All applicants must be registered with a Workforce Australia provider. Potential applicants can discuss referrals further with their Workforce Australia provider.



ENROLMENT FAQ's

Vocational Education

HOW DO I ENROL?

To enrol in one of our Accredited Courses, please contact us on **03 9704 7388**.

Our VET Education team will discuss the course information with you, including fees and funding eligibility as part of a pre-training interview.

AM I ELIGIBLE FOR A FUNDED PLACE?

Funding eligibility will be discussed as part of your pre-training interview and is determined by a range of factors.

ARE CONCESSION FEES AVAILABLE?

Foundation Learning Centre offers concession fees on many of its courses. To be eligible for a concession fee, a valid concession card showing the name of the person enrolling in the course must be provided at the time of enrolment. FLC may request a copy of the card at the time of enrolment.

Concession is applied at the time of enrolment, and cannot be added partway through the course.

FEES & PAYMENT PLANS

Course fees are available on our website www.foundation.vic.edu.au and are listed under each individual course.

Upon enrolment, a \$50 deposit is required and an individualised Statement of Fees will be provided. An invoice for the course fees will be provided via email, with hard copies available on request.

Fees can be paid via Direct Deposit, Ezidebit and CentrePay. Payment plans are available via the above methods. Please contact our VET Education administrators to arrange a payment plan.

FLC may accept no more than \$1000 per individual student prior to commencement of the course. All fees must be paid in full at least 4 weeks prior to the conclusion of the course.

Comprehensive information about fee conditions and payment plans can be found in our [Fees, Charges, Withdrawals & Refunds Policy](#) on our website.

CAN I GET RECOGNITION OF PRIOR LEARNING?

You may be eligible for Recognition of Prior Learning (RPL) in the event that you have already completed units that appear within the course. Students who wish to claim RPL must provide documentation to support the claim.

Comprehensive information about RPL can be found in our [Credit Transfer Policy & Procedure](#) on our website.



APPRENTICESHIPS & TRAINEESHIPS

Looking to build your skills and gain a qualification on the job?

Did you know that FLC offers Apprenticeships and Traineeships for the following qualifications:

CHC30121 Certificate III in Early Childhood Education and Care

SHB30416 Certificate III in Hairdressing

SIR30216 Certificate III in Retail

What are the benefits of doing an Apprenticeship or Traineeship?

- Get paid whilst you learn
- Receive quality, hands-on training
- Be supported and guided by FLC's experienced educators
- Learn working alongside experienced and skilled industry professionals
- Gain a nationally recognised qualification
- Course content is tailored to meet the employer needs

For more information about Apprenticeships or Traineeships, please contact:

Fiona Barrientos
fiona.barrientos@flc.vic.edu.au
03 9704 7388



CAREER & WORK SKILLS DEVELOPMENT

Courses to develop job-ready skills.



SCAN HERE to
view course
information
and fees
online!





Essential Office Business Skills

This course offers comprehensive coverage of essential office skills, including Microsoft Office, communication, time management and creating professional documents and presentations. Each session includes hands-on activities to reinforce learning.

This course addresses the key basic skills for working or volunteering in an office environment.

Areas covered include:

- Answering & directing phones calls
- Scheduling meetings & appointments
- Taking notes and minutes in meetings
- Ordering & taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings
- Processing & directing mail and deliveries
- Greeting and directing visitors and new staff
- Writing and sending emails to teams and on behalf of others
- Researching and booking travel arrangements



CASEY CAMPUS

4 WEEK OPTION

Tuesdays

9.30am - 2.30pm

Dates: 23rd April - 14th May

8 WEEK OPTION

Tuesdays

6.00pm - 8.00pm

Dates: 30th April - 18th June



\$45.00 full funded fee

\$35.00 funded concession fee

Computer Skills

This introductory course will give you the confidence to use a computer or laptop in a supportive and secure environment.

Areas covered include:

- Introduction to computers
- Touch typing
- Saving and storing information
- Email
- Google searching
- An introduction to using social media
- Staying safe online.



CASEY CAMPUS

8 sessions

Tuesdays

4.00pm - 6.00pm

Dates: 23rd April - 11th June



\$40.00 full funded fee

\$30.00 funded concession fee



The Keys to Customer Service, Retail & Hospitality

This course is ideal for the entry level customer service roles within the Retail or Hospitality industries.

This five-session intensive course includes a site visit that incorporates both retail and hospitality in a tourism environment. You will learn about the Six Stages of Customer Service and work ethics as well as the following:

RETAIL

Participants will understand what Retail is, the retail chain and learn about different job roles.

Learn how to understand, analyse and apply store presentation, promotions and types of customers. You will learn about and apply selling skills.

HOSPITALITY

This element will cover all aspects of customer service in hospitality, including meeting and greeting, preparing tables, taking accurate orders front of house duties, communicating orders, payment handling, health department regulations and more.



CASEY CAMPUS
5 sessions

Fridays
9.00am - 2.45pm

Dates: 3rd May - 31st May



\$45.00 full funded fee
\$35.00 funded concession fee

Customer Service in an Office or Small Business

Unlock the expertise needed for pivotal roles in the Customer Service industry!

Crafted in collaboration with professionals in this field, our program empowers you to thrive in crucial business positions such as the front-facing company receptionist - your gateway to first impressions. Build your communication skills on the phone and email systems, mastering the art of customer support.

Areas covered include:

- Effective customer service and communication skills
- Data entry and keyboard skills
- Professional accountability, confidentiality and privacy
- Conflict resolution and dealing with difficult customers
- Team building & positive working relationships
- Review your resume and interview techniques
- Personal presentation and MUCH MORE!

Upon successful conclusion of the course, you will have the opportunity to attend an interview for relevant industry jobs.



CASEY CAMPUS
Tuesday - Friday
9.00am - 2.30pm

Dates: 4th June - 28th June



ONLINE DELIVERY

This course is delivered online, with students joining in online training sessions with their educator.



\$90.00 full funded fee
\$40.00 funded concession fee



ENROLMENT FAQ's

Career & Work Skills Development

HOW DO I ENROL?

Enrolments can be made **online** via our website or by calling **03 9704 7388**

Following enrolment, an invoice will be provided for the course fee. If you are working with a Job Active Provider who is covering the course fee, a purchase order will need to be provided to FLC prior to course commencement.

ANNUAL REGISTRATION FEE

Our Pre-Accredited and our Neighbourhood House Programs incur an annual registration fee of \$10, all participants must pay an annual, non-refundable registration fee upon enrolment in their first program for the calendar year this includes hobby, craft, recreational and social groups. This fee will be charged once per calendar year (January to December) and must be paid at the time of enrolment.

Registration fees will be structured to incorporate costs that may arise from enrolments not included in any other fees.

FUNDED FEE ELIGIBILITY

To be eligible for a full funded fee place in these courses, you must be:

- an Australian or New Zealand citizen, **or**
- a holder of an Australian permanent visa **or**
- an Asylum seeker holding a valid visa that confers eligibility for Skills First training.

CONCESSION FEE ENTITLEMENT

Foundation Learning Centre offers concession fees on many of its courses. To be eligible for a concession fee, a valid concession card showing the name of the person enrolling in the course must be provided at the time of enrolment. FLC may request a copy of the card at the time of enrolment.

Concession is applied at the time of enrolment, and cannot be added partway through the course.

REFUND POLICY

Foundation Learning Centre may refund charges:

1. A full refund will be given when the class/course is cancelled by Foundation Learning Centre.
2. Pre-Accredited applications for refund will be considered if they are received 7 days prior to course commencement. Refunds will not be given 6 days prior to the course date or once the course has commenced.

Comprehensive information about fee conditions and payment plans can be found in our [Fees, Charges, Withdrawals & Refunds Policy](#) on our website.

COURSE CANCELLATION

Please note that some courses may be cancelled or rescheduled if minimum class numbers are not met. A full refund will be offered in the event FLC cancelled a course.

Engaging With Life & Work

This 2 day course is designed to empower individuals with the essential life and work skills needed to succeed in both personal and work environments.

Through a combination of interactive activities, participants will enhance their confidence, communication, teamwork and presentation skills.

By engaging in practical, hands-on experience participants will gain a deeper understanding of themselves and their potential for growth and development.



CASEY CAMPUS

2 sessions

9.30am - 2.30pm

Dates: Monday 29th April &
Tuesday 30th April

Monday 20th May &
Tuesday 21st May

Monday 17th June &
Tuesday 18th June



\$25.00 full funded fee

\$15.00 funded concession fee

ENGLISH CLASSES

Programs for people who are keen to improve their English in order to find work, enrol in further study or be more active in community life.



SCAN HERE to
view course
information
and fees
online!





English for Living in Casey Level 1

Do you or a member of our family want to learn English for everyday life?

In this class we will help you to gain the confidence to start learning the English that you need for your life, training courses and work.

Areas covered include:

- Reading
- Writing
- Communication
- Basic maths



CASEY CAMPUS
Weekly class

Mondays
10.00am - 2.30pm

Dates: 15th April - 24th June



\$30.00 per term (full funded fee)
\$30.00 per year (funded concession fee)

English for Living in Casey Level 2

This course helps you to learn everyday English. You will gain the skills and confidence that you need for everyday life, including preparing for training and employment.

Areas covered include:

- Reading and writing skills
- Communication
- Maths



CASEY CAMPUS
2 classes per week

Tuesdays & Fridays
9.15am - 2.45pm

Dates: 16th April - 28th June



\$50.00 per term (full funded fee)
\$50.00 per year (funded concession fee)

“

This course helps me to speak, listen and understand. I am very happy because the teacher is wonderful and so are my classmates. We had a very nice course last Term, so I want to continue - **Mary**

I'm very happy with this English class and it's excellent. We hope to improve our speaking, listening, reading and writing - **Somasiri**

”



English for Parents - ONLINE

Would you like to learn speaking, listening, reading and writing? These classes will help with conversation, everyday life activities, school activities, preparing for formal training and seeking employment.



ONLINE CLASS

Weekly class

GROUP 1

Mondays

4.15pm - 6.15pm

GROUP 2

Tuesdays

4.00pm - 6.00pm

GROUP 3

Fridays

3.00pm - 5.00pm

Dates: 15th April - 28th June



FREE tuition



FOUNTAIN GATE PRIMARY SCHOOL COMMUNITY HUB

7 - 21 Prospect Hill Road
Narre Warren

3 classes per week

Tuesdays

9.00am - 11.00am

Wednesdays, including conversation class
9.00am - 1.00pm

Thursdays

9.00am - 11.00am

Dates: 16th April - 27th June



FREE tuition



Childcare available

“

I am very happy because the teacher is patient and teaches very well. My problem made it difficult for me to learn English, but with the help of the teacher, I see that I am learning and I can move forward. - **Mary Junior**

”



English for Parents

Hillsmeade Early Learning Centre

Would you like to learn speaking, listening, reading and writing? These classes will help with conversation, and everyday life activities.



HILLSMEADE EARLY LEARNING CENTRE
82 The Promenade
Narre Warren

Weekly classes

Group 1:

Mondays 9.00am - 12.00pm
Thursdays 12.30pm - 3.30pm

Group 2: ONLINE

Mondays 1.00pm - 4.00pm

Dates: 15th April - 27th June



FREE tuition



Childcare available

Learning Computer Skills

Fountain Gate Primary School Community Hub

These computer classes are for beginners who would like to start learning skills in using Microsoft Office, the internet, email and social media.



**FOUNTAIN GATE PRIMARY SCHOOL
COMMUNITY HUB**
7 - 21 Prospect Hill Road
Narre Warren

Weekly class

Fridays

9.00am - 12.00pm

Dates: 19th April - 28th June



FREE tuition



Childcare available

“ This course helps me with my speaking, writing and listening. I did this course to improve my English language knowledge. I wish to increase my English knowledge in the future. Our English teacher is very kind. I wish her a very good future. - **Marjari** ”



Computers For Beginners

You can start learning computer skills at beginners' level, such as:

- Turning the computer on and off and logging on
- Using the keyboard
- Typing short documents and making changes to them using Microsoft Word
- Using the internet and email

Classes are taught based on the learners' needs.



CRANBOURNE WEST COMMUNITY HUB
4a Flicka Boulevard
Cranbourne West

Weekly classes

Fridays
1.00pm - 3.00pm

Dates: 19th April - 28th June



FREE tuition



LYNBROOK COMMUNITY CENTRE
2 Harris Street
Lynbrook

Weekly classes

GROUP 1
Mondays
1.00pm - 3.00pm

Dates: 15th April - 24th June

GROUP 2
Thursdays
10.00am - 12.00pm

Dates: 18th April - 27th June



FREE tuition

“

I like the class. We have a very good teacher. This class helps my writing, talking and listening. I'm very happy. - **Hong**

This course is very good and helps me. My speaking, listening, reading and writing are better. - **Sokheng**

”



English Conversation Class

Would you like to improve your English speaking and listening skills for everyday life?

Come and join our fun and friendly conversation class.

Discuss a range of topics, meet other people learning English and enjoy a relaxed and supportive atmosphere.



CRANBOURNE WEST COMMUNITY HUB

4a Flicka Boulevard
Cranbourne West

Weekly classes

Mondays
10.00am - 12.00pm

Dates: 15th April - 24th June



FREE tuition



LITTLECROFT CHILDREN'S CENTRE

51 The Strand
Narre Warren South

Weekly classes

Thursdays
10.00am - 11.30am

Dates: 18th April - 27th June



FREE tuition

GAINING THE EDGE EMPLOYABILITY SKILLS

Gaining The Edge 'Employability Skills' is the ideal preparation for entering the workforce.

Whether this is your first job or you are re-entering the workforce, this course will help you develop the essential knowledge and skills needed for success! Topics include:

- Communication & customer service
- Employer expectations, problem identification & resolution
- Motivation, team work & resilience
- Health & safety, business systems & processes
- Writing your CV, cover letter & interview skills



Casey Campus
7 Weeks

Fridays
9.30am - 12.30pm

Dates: 26th April - 7th June



Beginners Citizenship Study Program

Do you want to take the Citizenship Test?

Our beginners class will help you to start getting ready to do this.



BALLA BALLA COMMUNITY CENTRE
Unit 7/9 Selandra Boulevard
Clyde North

Weekly class

Wednesdays
2.00pm - 4.00pm

Dates: 17th April - 26th June



FREE tuition



**FOUNTAIN GATE PRIMARY SCHOOL
COMMUNITY HUB**
7 - 21 Prospect Hill Road
Narre Warren

Weekly class

Thursdays
11.15am - 1.15pm

Dates: 18th April - 27th June



FREE tuition



Childcare available



LYNBROOK COMMUNITY CENTRE
2 Harris Street
Lynbrook

Weekly class

Thursdays
12.30pm - 2.30pm

Dates: 18th April - 27th June



FREE tuition

To enrol in our **ENGLISH PROGRAMS**, please contact
Clea Nicol on 03 9704 7388

YOUTH EDUCATION

Education opportunities for students in
Years 9 - 12, as well as pregnant &
parenting teens.



SCAN HERE to
view course
information
and fees
online!



The RISE Program

Our RISE Program is specifically developed to support young people aged 13 - 16 who are disengaged from education or who have low attendance. The intention of this programs is to build student confidence and capacity, with the goal of integrating students back into education.

Designed to develop the students self-worth, build resilience, social wellbeing and engagement in a consistent and nurturing environment.

Curriculum includes:

- The opportunity to complete 22742VIC Certificate I in General Education for Adults or 22743VIC Certificate II in General Education for Adults
- Excursions, incursions and guest speakers
- a focus on building strategies to cope in the classroom environment
- a focus on health and wellbeing and social skills.

We offer small class sizes, wellbeing support and individualised learning goals. Students remain enrolled at their home school whilst engaged in this program.

Parents must contact their young persons current school to initiate enrolment in the RISE Program as schools must agree to support the contract and placement fee.

At the end of this program, students can pathway back into mainstream education or may wish to continue at FLC in the Victorian Pathways Certificate or VCE Vocational Major.



CASEY CAMPUS
4 Days per week

FRANKSTON CAMPUS
4 Days per week

Intake: This program has rolling intake.



Victorian Pathways Certificate

Pathway to Year 11 & 12 or the Workplace

The Victorian Pathways Certificate (VPC) provides students with curriculum that is enriching and engaging, and support students in developing the skills, capabilities and qualities for educational and personal success.

The Victorian Pathways Certificate course has been designed to meet the social, emotional and educational needs of young people who have experienced challenges in their schooling. Our alternative education setting encourages students to engage in education through supportive small classes, access to wellbeing and careers advice and curriculum tailored to build their knowledge and skills through real world, hands on learning.

Curriculum includes:

- Literacy skills
- Numeracy Skills
- Work Related Skills
- Personal Development Skills

Duration: The VPC is a 1 year minimum.



CASEY CAMPUS
4 days per week

Mondays, Tuesdays, Thursdays & Fridays
9.00am - 2.30pm

PENINSULA CAMPUS
4 days per week

Mondays, Tuesdays, Wednesdays & Thursdays
9.00am - 2.30pm

Intake: Contact Foundation College for intake





VCE Vocational Major

Year 11 and 12

The VCE Vocational Major (VCE VM) course is a vocational and applied learning program within the VCE. This course has been designed to focus on a student's strengths and interests, and to develop the skills and capabilities needed to succeed in further education.

This course prepares students to move into apprenticeships, traineeships, further education, university or directly into the workforce.

Our alternative education setting encourages students to build their capacity to engage in education through supportive small classes, access to wellbeing and careers advice and curriculum tailored to build their knowledge and skills through real world, hands-on learning.

Curriculum includes:

- Literacy skills
- Numeracy skills
- Work Related Skills
- Personal Development Skills
- Industry Specific Skills

Duration: The full VCE VM is a 2 year course.



CASEY CAMPUS
4 days per week

Mondays, Tuesdays, Thursdays plus either
Wednesday or Friday
9.00am - 2.30pm

PENINSULA CAMPUS
4 days per week

Mondays, Tuesdays, Thursdays plus either
Wednesday or Friday
9.00am - 2.30pm

Intake: Contact Foundation College for intake

Young Parents Education Program

YPEP

The Young Parents Education Program (YPEP) offers pregnant and parenting teens the opportunity to complete their education in a flexible learning environment. Students are encouraged to bring their babies to class with them, and a fully-qualified child care support worker will be onsite during each class to assist.

Students can undertake the VPC0000001 Victorian Pathways Certificate or VCE0000001 VCE Vocational Major.

Curriculum includes:

- Literacy skills
- Numeracy Skills
- Work Related Skills
- Personal Development Skills
- Industry Specific Skills
- Guest speakers, Maternal Health Nurse visits, support provider visits and more

Integrated with these subjects will be skills and knowledge relevant to parenting.



CASEY CAMPUS
3 days per week

Mondays, Tuesdays and Thursdays
9.00am - 2.30pm

PENINSULA CAMPUS
3 days per week

Mondays, Tuesdays and Thursdays
9.00am - 2.30pm

Intake: This program has rolling intake



ENROLMENT FAQ's

Youth Education

HOW DO I ENROL?

The RISE Program

Please initiate enrolment in this program via your current school.

For more information about this program, please contact Head of Department: Early Intervention & Re-Engagement Education **Vera Pyne** on **03 9704 7388**.

VPC & VCE VM

Please contact Foundation College Administration Officer **Jen Naylor** on **03 9704 7388** to discuss enrolment in these programs.

All potential students and their parent/guardian will be required to attend an interview to determine suitability prior to being offered a spot in these programs.

YOUNG PARENTS EDUCATION PROGRAM

Please contact General Manager **Tina Bampton** on **03 9704 7388** to discuss enrolment in this program.

All potential students and their parent/guardian will be required to attend an interview to determine suitability prior to being offered a spot in this program.

VET DELIVERED TO SECONDARY SCHOOLS

Enrolments for VET courses are facilitated through a students home school.

For more information about these courses, please contact one of our VET Team Leaders **Melinda Brown**, **Deahnn Johnson** or **Rose Koutoumas** on **03 9704 7388**.

FEES & PAYMENT PLANS

Course fees are available on our website www.foundation.vic.edu.au and are listed under each individual course.

Fees can be paid via Direct Deposit, Esidebit and CentrePay. Payment plans are available via the above methods. Please contact our Youth Education administrators to arrange a payment plan.

FLC may accept no more than \$1000 per individual student prior to commencement of the course. All fees must be paid in full at least 4 weeks prior to the conclusion of the course.

Comprehensive information about fee conditions and payment plans can be found in our [Fees, Charges, Withdrawals & Refunds Policy](#) on our website.

VETDSS

VET Delivered to Secondary Schools

A Vocational Education & Training course is a nationally accredited training course in technical and job related skills covering a wide range of careers and industries.

Foundation Learning Centre offers VET courses in the following areas:

- Animal Care
- Business
- Community Services
- Early Childhood Education & Care
- Hospitality
- Retail Services
- Salon Assistant

Students undertaking the VCE VM at Foundation Learning Centre and local secondary schools can select one of these to study as part of their VCE VM course. The above courses are run by our centre, however FLC students can choose an external VET course operated by another RTO if they are seeking specific skills, however the course and RTO must be approved by Head of Department: Foundation College prior to enrolment.

External students need to apply for these courses through their home school.



NEIGHBOURHOOD HOUSE PROGRAMS

Special interest, skill building and social programs for everyone.



SCAN HERE to
view course
information
and fees
online!





Crochet Group

Join in the fun with this great group! Crochet for yourself or for a loved one. Open to all ages and experience levels, come along and learn to create some fantastic items.



CASEY CAMPUS
Weekly

Wednesdays
9.30am - 11.30am

Dates: 17th April - 26th June



\$5 per session

Share & Care for Mature Adults

Our mature adults support and social group undertake a variety of activities including craft, outings and special events. New participants are always welcome.

This group is a great way to make new friends in our community.



CASEY CAMPUS
Weekly

Thursdays
9.30am - 11.30am

Dates: 18th April - 27th June



\$5 per session

Evergreen Social Group

Evergreen Social Group, established in 2023, is a new group for mature adults to connect.

Become part of our community as you meet new friends, learn new skills, and socialise.

Enjoy group activities, have a chat over a cuppa or get out and about on fun excursions.



CASEY CAMPUS
Weekly

Thursdays
12.30pm - 2.30pm

Dates: 18th April - 27th June



Gold coin donation per session

WANTED!

EVERGREEN SOCIAL GROUP LEADER

We're currently seeking a passionate volunteer who would like to lead this brand new group!

Please contact **CLEA NICOL** on 9704 7388 or clea.nicol@flic.vic.edu.au



Kyukushin Karate*

For bookings, please contact IAN on 0419 482 369 or at nwkarate@gmail.com



CASEY CAMPUS
Monday & Thursday evenings

Acting Performance Studio*

For bookings, please contact 9078 1454

www.actingperformancestudio.com.au



CASEY CAMPUS
Tuesday evenings

Golden Squares* Square Dancing

For bookings, please contact Graeme directly on 0427 353 802



CASEY CAMPUS
Tuesday evenings

PLEASE NOTE

These above classes operate from Foundation Learning Centre facilities, but are not run by Foundation Learning Centre.

Please enquire and book directly for these classes via the contacts listed above.



OUR COMMUNITY GARDEN

This year our English for Study Class have been working with the youth students in our RISE (Early Intervention & Re-Engagement) program on developing our centre vegetable garden.

Students from both classes have worked hard to prepare the garden beds, plant in the fruits and vegetables and regularly water and maintain the gardens.

This project has been a wonderful way to bring together students from two different areas of FLC, promotes team work and has been excellent for everyone's mental health.

Our new Evergreen Social Group will be key in caring for this garden and helping it grow...

A hand holding a glass of pink drink with a cherry on top, with a blurred child in the background.

COMMUNITY EDUCATION PARTNERS: **FOOD SAFETY & RESPONSIBLE SERVICE OF ALCOHOL**

Programs delivered by CFT International
that benefit members of our community.



Food Safety & Responsible Service of Alcohol CFT International

CFT International was established in 1999, working in partnership with local community houses, colleges, associations and organisations to deliver training in locations convenient to local businesses.

CFT International courses are hosted by Foundation Learning Centre, delivered by CFT International RTO #21120

FOOD SAFETY TRAINING

Food safety training for all staff and food safety supervisors. Ideal for those seeking work in the hospitality industry, intending to start their own food service business, working with children / aged care, school canteens and market food stalls. All assessments are completed in class on the day. Nationally recognised for the Hospitality, Retail, Community & Health Services and Food Processing industries.

Level 1: For Basic Food Handlers ONLINE DELIVERY

Hospitality & Retail

Use hygienic practices for food safety.

Food Processing

Follow work procedures to maintain food safety

Community & Health

Follow basic food safety practices

Level 2: Food Safety Supervisors Training ONLINE DELIVERY

Food Safety Supervisor Hospitality

Food Safety Supervisor Food Processing

Food Safety Supervisor Health

LEVEL 1 & LEVEL 2 SELF PACED ONLINE DELIVERY



Please contact us to enrol in these self-paced online courses.

1 session

RESPONSIBLE SERVICE OF ALCOHOL ONLINE DELIVERY

This course is delivered online at date and time that suits you!

All people serving alcohol in Victoria need this certificate which is approved by the Director of Liquor Licensing Victoria. The RSA program covers a range of topics including:

- Excess alcohol consumption & the law
- Who is responsible for RSA
- Handling difficult customers

All new staff have 1 month from the date they are involved in the supply of alcohol to obtain an RSA certificate.



Please contact our centre on 03 9704 7388 for information on date availability

1 session



\$49

Literacy skills are essential for all Food Safety & Responsible Service of Alcohol courses.

**To book your place please contact
Foundation Learning Centre
on 03 9704 7388**

OTHER SERVICES

- Hall & Venue Hire
- Volunteer Program
- Meeting Spaces & Seminars
- Our Community Partners
- Vogue Academy Salon Price List



HALL & VENUE HIRE

Looking for a venue for your next function?
We have a range of spaces available!

HALL & FUNCTION HIRE

RECENTLY REFURBISHED HALL, KITCHEN & TOILETS!

Our **hall** can be hired for private functions on weekends and public holidays. The hall has capacity for 230 people and hire includes access to tables and chairs, commercial kitchen and toilet facilities.

SMALL ROOM HIRE

A RANGE OF SMALL ROOMS TO SUIT ANY MEETING OR GROUP!

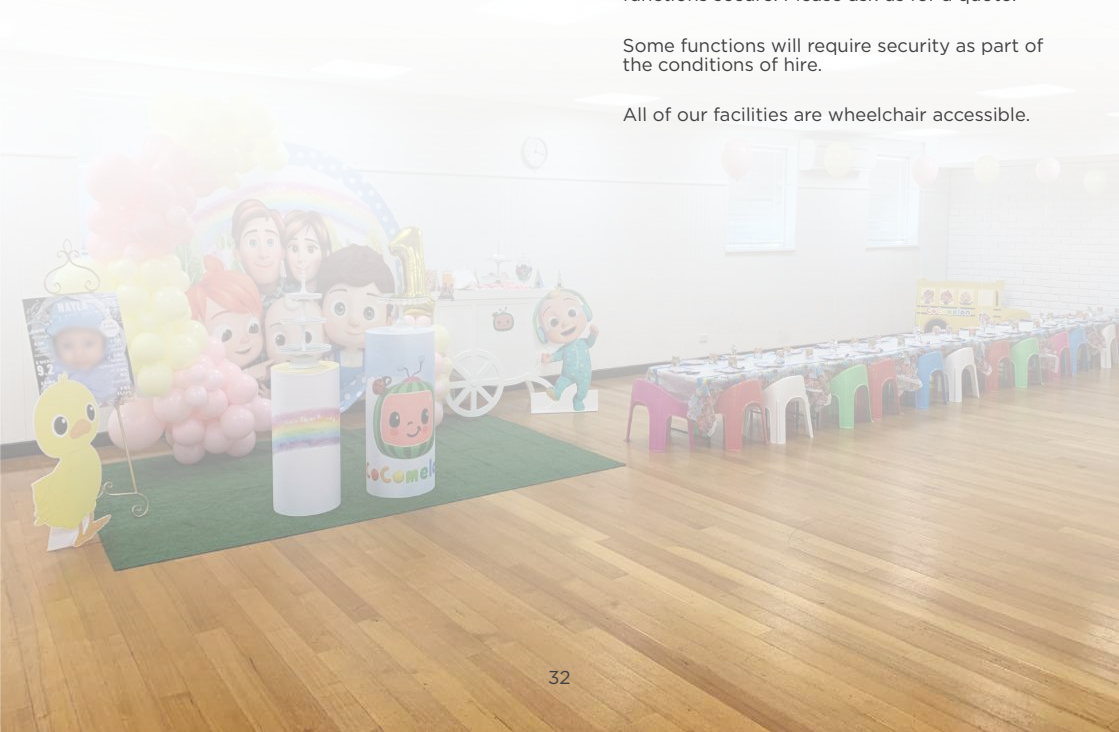
We have a number of rooms suitable for community groups, seminars, meetings and training sessions. Our rooms can cater for groups as small as 4 people up to 50 people. Some rooms have audio visual capabilities, which are available on request.

ADDED EXTRAS

Foundation Learning Centre can provide quotes for Security Services to keep your functions secure. Please ask us for a quote!

Some functions will require security as part of the conditions of hire.

All of our facilities are wheelchair accessible.



VOLUNTEERING

Volunteers are an important part of our Centre and we place great value on the contribution of each and every one of them.

At FLC, our Volunteers come in a number of guises including:

- Classroom Support
- Admin Support
- Community Development and Consultation
- Mentors
- The coordination of support and activity groups.

If you are interested in finding out about volunteering with us, please contact the Centre office on [03 9704 7388](tel:0397047388) and we would be delighted to tell you more about these volunteering opportunities within our organisation.

MEETING SPACES & SEMINARS

Our Hall

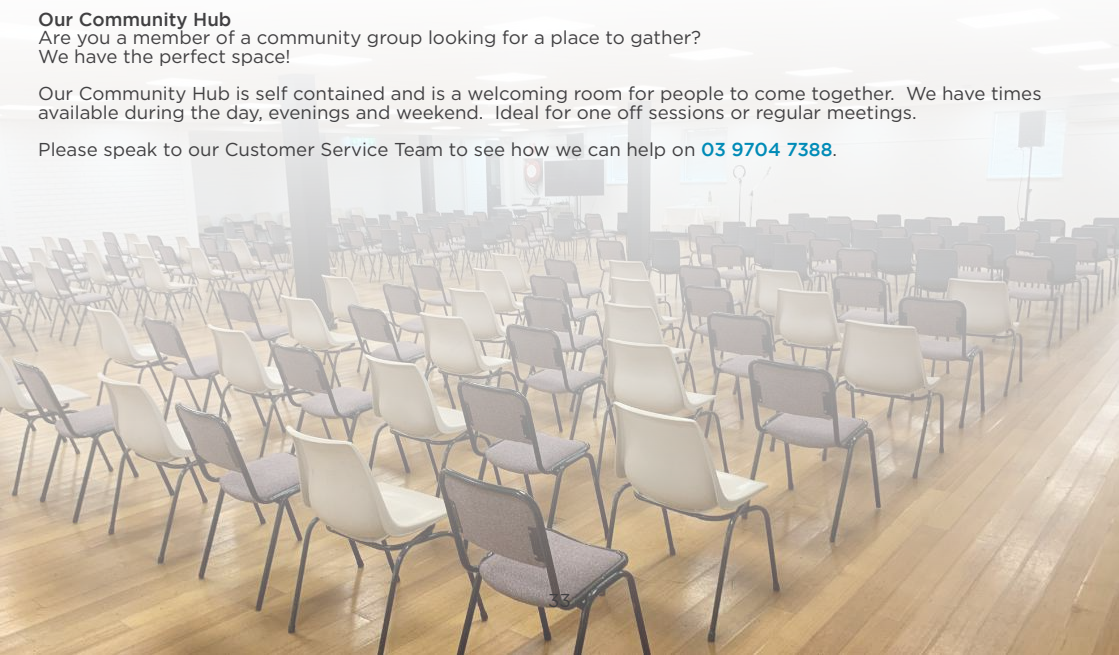
Ideal for ceremonies, large meetings and business events, our Hall space is the blank canvas you've been looking for! With a capacity of up to 230 people, this space has tables and chairs, AV equipment (upon request) and a well appointed kitchen, making it perfect to host your next event.

Our Community Hub

Are you a member of a community group looking for a place to gather?
We have the perfect space!

Our Community Hub is self contained and is a welcoming room for people to come together. We have times available during the day, evenings and weekend. Ideal for one off sessions or regular meetings.

Please speak to our Customer Service Team to see how we can help on [03 9704 7388](tel:0397047388).



OUR COMMUNITY PARTNERS

FLC is proud to work closely with some of our communities best businesses and service providers, and we thank them for their exceptional service and dedication to FLC.

PIER. MARKETING

3 / 2a Carbine Way,
Mornington 3931

P 5975 3742
W www.piermarketing.com.au



Suite 41 / 22 Lakeview Drive
Scoresby 3179

P 1300 441 551
W www.majestic.com.au



DANDENONG
54 Progress Street,
Dandenong South 3175

P 9794 7972
W www.kwikkopy.com.au

FOUNDATION

VOGUE ACADEMY

SERVICES & PRICES

AS OF 18 MARCH 2024

COLOUR

Toner	\$25	Full Scalp Bleach (short)	from \$50
Colour Correction	from \$100	Full Scalp Bleach (medium)	from \$80
Full Colour Tint (medium)	from \$60	Full Scalp Bleach (long)	from \$100
Full Colour Tint (long)	from \$75	Half Head of Foils & Tint/Toner	from \$80
Extra Colour (long or thick hair)	\$15	Full Head of Foils & Tint	from \$100
Regrowth Tint	\$35	Ombre	from \$100

CUT & STYLING

Ladies Cut (no wash or style)	\$15	Styling: Hair Up	from \$30
Ladies Cut & Blow Wave	\$25	Styling: Hair Braiding	from \$10
Ladies Cut & Straighten/Curl	\$25	Blow Wave: Short	\$10
Mens Cut	\$15	Blow Wave: Medium	\$15
Mens Head Shave	\$10	Blow Wave: Long	\$20
Keratin Straightening	from \$180	Head & Shoulder Massage	\$15
Conditioning Treatment	\$10		

FREE CONSULTATION!



VOGUE NARRE WARREN
Unit 3 / 4a Malcolm Court
Narre Warren

PH: 0493 087 678

MON 9.00 - 2.30

TUE 9.00 - 2.30

THU 10.00 - 6.00



VOGUE FRANKSTON
6 - 8B Keys Street
Frankston

PH: 0494 095 099

WED 9.00 - 2.30

FRI 9.00 - 2.30

Limited services available: basic colour,
washing & drying and basic styling.

VOGUE ACADEMY is a training salon and our stylist are trainee hairdressers. Services are provided by Vogue Academy trainee hairdressers under the supervision of a fully qualified Hairdressing Trainer. Due to the progress of students through the course, some services may not always be available.

VOGUE ACADEMY is part of FOUNDATION LEARNING CENTRE.



FOUNDATION

LEARNING CENTRE

CASEY CAMPUS

Unit 1, 4a Malcolm Court
Narre Warren VIC 3805

PENINSULA CAMPUS

Level 1,
1 & 2 / 54 - 58 Wells Street
Frankston VIC 3199

03 9704 7388
enquiries@flc.vic.edu.au

www.foundation.vic.edu.au

RTO No. 3977

ABN: 36 809 112 033

Created for and on behalf of Foundation Learning Centre Inc