



Office Locations:			
<b>Capel Sound</b> 1/16 Henry Wilson Drive Capel Sound 3940 P: 5986 4623 E: rosebud@advance.vic.edu.au	<b>Hastings Community Hub</b> 1973 Frankston Flinders Road Hastings 3915 P: 5979 1398 E: hastings@advance.vic.edu.au	<b>Mornington</b> 43 Mitchell Street Mornington 3931 P: 5977 2976 E: mornington@advance.vic.edu.au	<b>Website:</b> <a href="http://www.advance.vic.edu.au">www.advance.vic.edu.au</a>
Off-site Training Locations:			
<b>Crib Point</b> Crib Point Community House 7 Park Road, Crib Point 3919	<b>Boneo</b> Peninsula Life Church 154 Browns Road, Boneo 3939	<b>Hastings</b> Westernport Secondary College 215 High Street, Hastings 3915	<b>Rye</b> Rye Beach Community House 27 Nelson Street, Rye 3941

### Accredited Qualifications

This training is delivered with Victorian and Commonwealth Government funding.

Course Name	Location	Time	Days	Dates
CHC22015 Certificate II in Community Services	Hastings Community Hub	9.00am to 3.00pm	Monday & Tuesday	TBA
CHC33015 Certificate III in Individual Support (Ageing, Home and Community)	Hastings Community Hub	9.30am to 3.00pm	Thursday & Friday	Rolling intake
	Capel Sound	9.30am to 3.00pm	Monday & Tuesday	Rolling intake
TLI41216 Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)	Frankston, Mornington, Port Melbourne	9.00am to 4.00pm	Flexible learning arrangements	Contact: Keith 0418 591 110 or Julie: 0419 564 129

### Short Courses (Fee for Service)

Course Name	Location	Time	Days	Dates
Provide Responsible Service of Alcohol (RSA)	Capel Sound	10.00am to 3.00pm	Wednesday, Thursday or Friday	(W) 13/09/2017, (Th) 19/10/2017 (W) 01/11/2017, (Th) 23/11/2017 (F) 08/12/2017, (Th) 14/12/2017 (W) 20/12/2017
	Hastings Community Hub	10.00am to 3.00pm	Wednesday, Thursday or Friday	(Th) 21/9/17, (F) 27/10/17, (W) 15/11/2017, (W) 06/12/2017
	Crib Point	6.00pm to 9.00pm	Wednesday	TBA
Barista Basics	Westernport SC	10.00am to 3.00pm	Monday	18/09/2017, 30/10/2017
	Boneo	10.00am to 3.00pm	Monday or Wednesday	(W) 18/10/2017, (M) 20/11/2017
SITXFSA001 Use Hygienic Practices for Food Safety	Capel Sound	10.00am to 3.00pm	Wednesday, Thursday or Friday	(W) 11/10/2017, (F) 20/10/2017, (W) 22/11/2017, (Th) 07/12/2017 (W) 13/12/2017
	Hastings Community Hub	10.00am to 3.00pm	Monday or Friday	(M)23/10/2017, (Fri) 24/11/2017 (M) 04/12/2017
	Crib Point	6.00pm to 9.00pm	Wednesday	TBA

**Bookings are essential for all courses; please contact the relevant Advance office to enrol.**

Advance respects and values everyone regardless of their gender, sexual orientation, disability, age, ethnicity, race or religion.

We are committed to child safe practices and equity for all.  
 People with a disability are encouraged to apply.  
 Advance reserves the right to cancel and/or reschedule courses as required.



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### Pre accredited courses

This training is funded by the Victorian Government through Adult, Community and Further Education (ACFE).

Course Name	Location	Time	Days	Dates
Explore Your Options – General	Hastings Community Hub	9.30am to 2.30pm	Tuesday & Wednesday	Rolling intake
	Rye	9.30am to 2.30pm	Wednesday	Rolling intake
The Wonder of Digital Photography	Crib Point Community House	10.00am – 2.00pm	Thursday	12/10/2017 – 09/11/2017
	Rye Community House	10.00am- 2.00pm	Thursday	16/11/2017 – 14/12/2017
Digital Literacy (Intel Easy Steps 1 – Learning new skills)	Capel Sound	1.00pm to 4.00pm	Friday	Rolling intake
	Hastings Community Hub	9.30am to 12.30pm	Monday	02/10/2017 – 11/12/2017
Digital Literacy (Intel Easy Steps 2 – Applying skills)	Capel Sound	9.00am to 12.00pm	Friday	Rolling intake
	Hastings Community Hub	9.30am to 12.30pm	Monday	23/10/2017 – 18/12/2017
P3 Planning, Preparation, Pathways	Capel Sound	2.30pm to 4.30pm	Thursday	Rolling intake
	Hastings Community Hub	10.00am to 12.00pm	Friday	Rolling intake

### Information and Enrolment Sessions

Information and Enrolment sessions are mandatory for all candidates wishing to undertake any full qualification with Advance. Sessions will take, on average, 2 hours to complete all required documentation. Please ensure you bring the following identification. This may be required for funding applications and/or police checks:

- Photo ID (Driver Licence, Passport or Proof of Age card)
- Medicare Card
- Concession Card (health care or pension)
- Birth Certificate

The Information and Enrolment session will cover the following:

- General information regarding the course/qualification you wish to undertake;
- Practical Placement requirements and support provided;
- Information on the local labour market and potential employment opportunities;
- An outline of how training and assessment of your qualification will be completed;
- Learning style self-assessment and Foundation Skills Assessment;
- Information on, and assessment of, eligibility for government funding;
- Completion of general enrolment documents; and
- A one-on-one interview with the Career Practitioner.

Please note that enrolment in short courses, such as Food Handling, Intel Easy Steps and Responsible Service of Alcohol are not required to attend Information and Enrolment sessions. Simply contact the relevant Advance office to enrol.

**Information and Enrolment Sessions****Days****Time**

Hastings Community Hub

Every Friday

10.00am

Capel Sound

Every Thursday

2.30pm