

2023 edition

Cire Training

Course Guide

Nationally recognised qualifications and short courses
creating career pathways and life skills for people of all ages.

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training & hubs



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Contact us

To learn more about our courses and programs, contact us at:
www.cire.org.au | 1300 835 235 | training@cire.org.au

Scan the
QR code
to visit our
website



General Information

Why choose Cire Training?

Cire Training delivers a diverse range of training services to ensure the needs of our community are met.

From short courses to vocational training, many of our courses are nationally recognised and have helped people from all walks of life to achieve their career goals and/or pathways to further learning.

At Cire, we offer:

- Training delivered locally in your community
- Online delivery for selected courses
- Trainers with a great depth of expertise and industry experience
- Small class sizes with tailored one-on-one support
- Courses in growth areas for employment opportunities and skills in demand

Overview of our courses

Vocational Education and Training (VET) qualifications

Nationally recognised, these courses provide pathways to further your career opportunities or help launch you in an entirely new direction.

- CHC30121 Certificate III in Early Childhood Education and Care
- CHC50121 Diploma of Early Childhood Education and Care
- CHC33015 Certificate III in Individual Support
- CHC43115 Certificate IV in Disability
- CHC32015 Certificate III in Community Services
- CHC52015 Diploma of Community Services
- BSB30120 Certificate III in Business
- CHC40221 Certificate IV in School Based Education Support
- SIT20122 and SIT20421 Dual Qualification in Certificate II in Tourism and Certificate II in Cookery

Workskills Short Courses - Be Work Ready

From first aid to food safety, workskill sets can be mandatory for some employment and/or a government requirement to satisfy compliance regulations.

- Food Safety
- Responsible Service of Alcohol
- First Aid
- Provide Cardiopulmonary Resuscitation

ACFE Pre-accredited programs and short courses

Our short courses and programs provide opportunities to extend and further enhance your current skills and learn new ones.

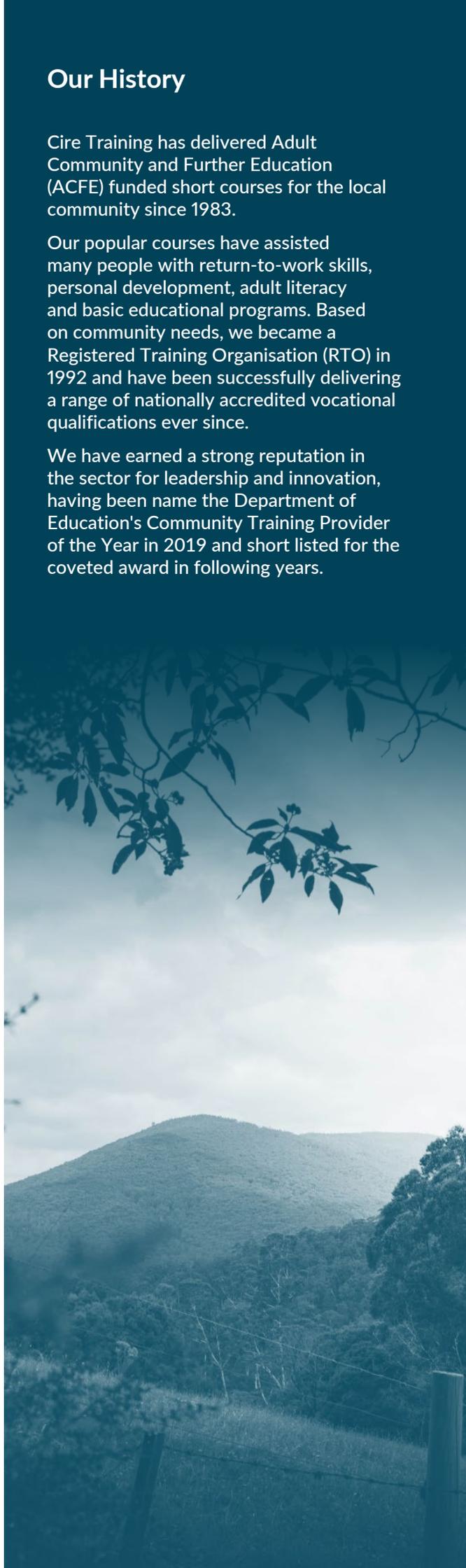
- Everyday Learning
- First Impressions Clothing Exchange

Our History

Cire Training has delivered Adult Community and Further Education (ACFE) funded short courses for the local community since 1983.

Our popular courses have assisted many people with return-to-work skills, personal development, adult literacy and basic educational programs. Based on community needs, we became a Registered Training Organisation (RTO) in 1992 and have been successfully delivering a range of nationally accredited vocational qualifications ever since.

We have earned a strong reputation in the sector for leadership and innovation, having been named the Department of Education's Community Training Provider of the Year in 2019 and short listed for the coveted award in following years.



Fees and charges

Did you know you could be eligible for government funding? The Skills First program provides access to vocational education and training to assist those without a post secondary school qualification, or those who want to build on an existing higher level qualification.

Our fees are more affordable than you might think. For course costings and more information, please visit www.cire.org.au

Delivery modes



Classroom



Online



Work-based
and Traineeship

Flexible study options

We know that fitting study into busy life schedules can be difficult, so we provide flexible learning options. These vary from course to course.

Student support

Cire Training is committed to your success. All courses include group and individual study support covering use of technology, research and assessment strategies. We help you to be as job ready as possible by the end of your course. This is achieved through writing resumes with impact, decoding and understanding the jargon around job descriptions and selection criteria, and also great tips on interview techniques and how to present yourself on the day.

Group bookings

We offer group training across our courses, including our Accredited Certificate and Diploma courses, and short courses. Group based delivery is available to organisations, community groups and schools who have staff, volunteers or members who are looking to upskill or acquire new skills.

Recognition of prior learning and experience

Use your existing knowledge and experience to gain your chosen qualification sooner. You may be eligible for a credit or recognition of prior learning. Applicants may be awarded full or partial qualifications based on evidence of their prior knowledge and skills. Please ensure you let us know at your pre-enrolment interview of any previous qualifications, work or life experiences that may be relevant.

Apprenticeships and Traineeships

Australian apprenticeships and/or traineeships are available full-time or part-time (for those employed a minimum of 13 hours per week) for people of all ages whether you are a school leaver, re-entering the workforce or seeking a career change. Students need to be employed in the industry for which they are studying.

Cire Training can provide:

- Regular on-site training, minimising disruptions to the workplace because we come to you
- Telephone, email and online support
- Engaging and specialised online learning content to support you throughout your course

Eligibility

Australian citizens or permanent residents or New Zealand citizens are eligible for Victorian Government-subsidised training providing they are:

- Aged under 20 (regardless of any other qualifications they might hold)
- 20 years or older and enrolling in a course that is a higher qualification than the highest qualification previously attained
- Unemployed and clients of the Jobs Victoria Employment Network
- Retrenched workers
- Automotive supply chain workers

Students who want to re-skill, change careers, improve their employment prospects and/or meet the needs of local industries may be eligible for an exemption.

Feedback

At Cire, we welcome feedback as it helps us improve our service delivery and training information.

If you would like to tell us more about your experience, please visit www.cire.org.au or email training@cire.org.au.

Pre-enrolment sessions

Our friendly team are here to help guide you through the process with ease. Attend a pre-enrolment session and gain an understanding of eligibility, recognition of prior learning or experience.

**To enrol and start your new career,
book a pre-enrolment session or
learn about our taster courses:**

visit www.cire.org.au

call 1300 835 235

email training@cire.org.au

Study with Cire Training and feel part of a larger community





CHC30121 Certificate III in Early Childhood Education and Care



Are you interested in working with young children and inspiring the next generation of young learners? This industry entry level qualification enables students to gain the skills and knowledge to care for and support the development of young children from infancy to 12 years of age.

Who should enrol?

Individuals who would like to pursue a career in the children's services industry.

Career opportunities

- Kindergarten Assistant
- Family Day Care Educator
- Playgroup Assistant
- Early Childhood Educator

Delivery mode and duration



Classroom | 12 months

Two days a week in the classroom, online self-study activities and 180 hours of work placement is required to be completed in three placement blocks throughout the course.

Intake: February and July at both Lilydale and Casey Local Government areas.



Online | 12 - 18 months

Self-paced online learning delivered using interactive eLearning content. Learning is complemented with regular webinars with your trainer and additional study support where available. 180 hours of work placement is required to be completed in three placement blocks throughout the course.

Intake: February, April, July and October



Work-based and Traineeship | 12 months

Self-paced online learning using interactive eLearning content. Regular sessions with your trainer in the workplace to support your studies.

Intake: Enrol anytime.

CHC50121 Diploma of Early Childhood Education and Care



Passionate about your career in early learning? This diploma is the minimum qualification required to direct or manage children's services centre-based care. Students learn how to plan, implement and manage programs in early childhood services and be responsible for supervising a team of staff.

Who should enrol?

Those working in the Early Learning sector who wish to expand and build upon their skills and knowledge.

Prerequisites

Students must have completed a Certificate III in Early Childhood Education and Care (CHC30113 or CHC30121).

Career opportunities

- Centre Manager/Director
- Room Leader
- Children's Services Coordinator
- Child Development Worker
- Early Childhood Educator

Delivery mode and duration



Work-based and Traineeship | 18 - 24 months

Self-paced online learning using interactive eLearning content. Regular sessions with your trainer in the workplace to support your studies.

Intake: Enrol anytime.





CHC33015 Certificate III in Individual Support



Are you passionate about helping others? Supporting all age groups and abilities in living and leisure activities, carers provide opportunities for people to live their lives to the fullest.

Carers are in high demand, so start your rewarding new career in the sector today by enrolling at Cire. This qualification covers providing care in people's homes, in a facility or day centre.

Who should enrol?

People who would like to pursue a career in the aged care or disability services industry.

Career opportunities

- Home and Community Care Worker
- Aged Care Worker
- Disability Support Worker

Delivery mode and duration



Classroom | 7 months

Two days a week in the classroom, online self-study activities and 180 hours of work placement is required to be completed in three placement blocks throughout the course.

Intake: February and July - based at Lilydale.



Work-based and Traineeship | 12 months

Self-paced online learning using interactive eLearning content. Regular sessions with your trainer in the workplace to support your studies.

Intake: Enrol anytime.

CHC43115 Certificate IV in Disability



Become a fully qualified Disability Support Worker. Students will learn how to provide support and training to people with disabilities working across settings that may include residential, further education, recreation and leisure, day respite and community access, supported and open employment, client's homes and other community settings.

Who should enrol?

People who are looking to enhance their skills and further their career as a support worker.

Career opportunities

- Disability Support Worker
- Integration Aid
- Residential Support Worker
- Advocate
- Recreational Services Officer

Delivery mode and Duration



Classroom | 10 months

Two days a week in the classroom, online self-study activities and 120 hours of work placement is required to be completed in three placement blocks throughout the course.

Intake: February and July - based at Lilydale.



Work-based and Traineeship | 10 - 12 months

Self-paced online learning using interactive eLearning content. Regular sessions with your trainer in the workplace to support your studies.

Intake: Enrol anytime.

Submit an enquiry

Take the first step toward your most rewarding career by submitting an online enquiry form.

Scan the QR code or visit
www.cire.org.au/accredited-training-enquiry-form





CHC32015 Certificate III in Community Services



Wanting to start your career in the community services or not for profit sector? This course offers students the opportunity to learn about the community services sector and explore specific contexts of work. Skills will be developed in communication, working with diversity, workplace health and safety, administration support, and responding to clients.

Who should enrol?

People wanting to start at an entry level in a community services role, or looking to pathway into a higher level community services qualification.

Career opportunities

- Community Development
- Case Manager
- Aged Care Attendant
- Healthcare Counsellor
- Youth Worker

Duration and delivery mode

Classroom | 6 months

One day a week in the classroom and 80 hours of work placement is required to be completed in two placement blocks throughout the course.

Intake: February and July at both Lilydale and Casey Local Government area.

CHC52015 Diploma of Community Services



Would you like a career that supports the people of your community? Community Services is a diverse sector with many different career pathways. This qualification will give you the skills and knowledge required to successfully support clients within the community.

You will learn how to communicate with a range of diverse people and organisations, learn reflective practice, plan and develop programs, participate in group work and explore the fundamentals of case management. The focus is on learning how to assist people in the community to live their best lives.

Who should enrol?

People who would like to pursue a career in the community services industry.

Career opportunities

- Community Care Manager
- Volunteer Coordinator
- Family Services Coordinator
- Community Development Worker
- Housing Manager
- Community Program Coordinator

Delivery mode and duration

Online | 12 - 18 months

Self-paced online learning delivered using interactive eLearning content. Learning is complemented with regular webinars with your trainer and additional study support where available. 195 hours of work placement is required to be completed in three placement blocks throughout the course.

Intake: February, April, July and October



Work-based and Traineeship | 12 - 18 months

Self-paced online learning using interactive eLearning content. Regular sessions with your trainer in the workplace to support your studies.

Intake: Enrol anytime.



"There is nothing more rewarding than knowing that the work I am doing is making a positive difference in my community. I feel incredibly lucky to have found a career that allows me to do just that"

*Nicole - Cire Community Hub
Customer Service Officer*



BSB30120 Certificate III in Business



Wanting to break into the business sector or formalise your skills and experience with a qualification? This qualification provides students with the knowledge and skills across a variety of business services areas leaving flexibility in what field students can gain employment. Students will learn how to carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

Who should enrol?

People wanting to start at an entry level in a business or retail space. People who are looking to gain confidence and skills before entering, or re-entering the workforce.

Career opportunities

- Customer Service Roles
- Junior Personal Assistant
- Office Assistant
- Receptionist
- Data Entry

Delivery mode and duration



Online | 8 - 12 months

Self-paced online learning delivered using interactive eLearning content. Learning is complemented with regular webinars with your trainer and additional study support where available.

Intake: February, April, July and October



Work-based and Traineeship | 8 - 12 months

Self-paced online learning using interactive eLearning content. Regular sessions with your trainer in the workplace to support your studies.

Intake: Enrol anytime

CHC40221 Certificate IV in School Based Education Support



Looking for a career in education? This qualification helps provide students with the skills to assist educational professionals and play an active role in helping young people. Students will learn how to assist school students in the classroom and support teachers with education-based activities.

Who should enrol?

People who would like to pursue a career in the Education industry.

Career opportunities

- Teacher's Assistant
- Educational Support Worker
- Home Tutor

Delivery mode and duration



Classroom | 9 months

Two days a week in the classroom, online self-study activities and 120 hours of work placement is required to be completed in three placement blocks throughout the course.

Intake: February and July at both Lilydale and Casey Local Government Area.



Online | 9 - 12 months

Self-paced online learning delivered using interactive eLearning content. Learning is complemented with regular webinars with your trainer and additional study support where available. 120 hours of work placement is required to be completed in three placement blocks throughout the course.

Intake: February, April, July and October



Work-based and Traineeship | 12 months

Self-paced online learning using interactive eLearning content. Regular sessions with your trainer in the workplace to support your studies.

Intake: Enrol anytime.

Submit an enquiry

Take the first step toward your most rewarding career by submitting an online enquiry form.

Scan the QR code or visit
www.cire.org.au/accredited-training-enquiry-form



Frequently Asked Questions



Am I eligible for funding?

The Skills First program makes vocational training more accessible to people without a post-secondary school qualification or those who want to build on an existing higher level qualification. There are also other funding opportunities, including Reconnect, plus some fee subsidy options.

For course costings and more information, please contact our team at training@cire.org.au

If I already have a qualification, can I start another course?

Yes! You can use your existing knowledge and experience to gain your chosen qualification sooner. You may be eligible for a credit or Recognition of Prior Learning (RPL). Applicants may be awarded full or partial qualifications based on evidence of their prior knowledge and skills.

Please ensure you let us know at your pre-training interview of any previous qualifications, work or life experiences that may be relevant.

What's the right course for me?

At Cire, we pride ourselves on offering skills training that is relevant and in areas of need identified by local industries in order to help support and strengthen our community.

If you need some help choosing the right course, we would love you to book a free personal consultation with one of our training team.

Does where I study change my qualification?

Absolutely not! Cire is a Registered Training Organisation, and we provide nationally recognised qualifications, and operate under the same accreditation process as other providers. What makes us special is our community-centric and student-focused approach. Our team offers personalised support to every individual to ensure success.

Can you provide training for our group?

Absolutely! We have a range of short courses, Workskills and customised training available for community groups or businesses.

If you have staff, volunteers or members who need specific skills pertaining to their role, we have flexible options available. We can tailor programs to your needs and come to you to deliver the content in the workplace. Group discounts may also apply.

What's the next step?

Our friendly team is here to help guide you through the process with ease. Simply book a pre-training review, with one of our team members. In this session we will discuss the finer details of enrolling with Cire, including funding options, eligibility, and Recognition of Prior Learning (RPL) or experience.

Cire Training's accreditations create career opportunities in areas with high job growth.

See where Cire Training's accreditations rank in the top 20 most needed roles in Australia

3rd Aged and Disability Support

5th Administrative Assistants

8th Childcare & Outside School Hours Care

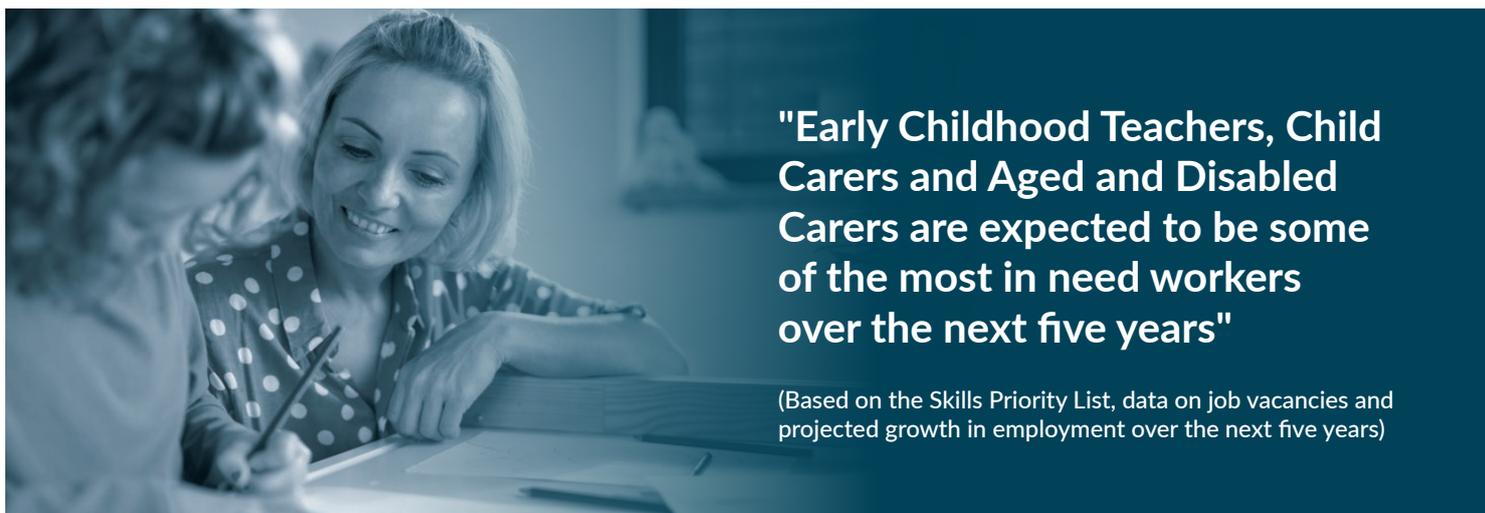
15th Counselling & Social Work

17th Youth and Family Services



Ready to take the next step?

Scan here to visit our website.



"Early Childhood Teachers, Child Carers and Aged and Disabled Carers are expected to be some of the most in need workers over the next five years"

(Based on the Skills Priority List, data on job vacancies and projected growth in employment over the next five years)

With so many opportunities available, the job market in Australia is booming!
The following projections represent the expected job growth over a 5 year period.



Aged and Disability Care



Education Support



Community Services



Early Education

BE WORK READY WITH CIRE TRAINING'S

WORKSKILLS

FIRST AID - CPR - RSA - FOOD SAFETY

Cire Training's Workskills courses provide students with the skills and certifications needed to succeed in their chosen field. Our courses can be delivered at the workplace or on school campus, ensuring training is customised to suit your needs. Transferable skills, when kept up-to-date, can last a lifetime. Accredited short courses are delivered all year to make them even more accessible.

HLTAID011

Provide First Aid

This course is designed to give students the skills and knowledge necessary to assist a person requiring first aid until medical assistance arrives. If you are a first aid officer, it is mandatory that your qualification is updated every three years.

Who should enrol?

- School leavers
- People working with children
- Support workers and carers
- Parents or guardians

Duration: 4 hours classroom session with online eLearning to be completed prior to attendance.

Individual training: regular courses available at our Lilydale office.

Group training: This training is available on site for organisations, community groups and schools either on location or at a Cire Training site (where available).

HLTAID012

Provide an Emergency First Aid Response in an Education and Care Setting

This course applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

Who should enrol?

People working in an educational setting
Support workers and carers.

Duration: 7.5 hour classroom session with online eLearning to be completed prior to attendance.

Individual training: regular courses available in the evenings at our Lilydale office.

Group training: This training is available on site for organisations, community groups and schools either on location or at a Cire Training site (where available).

HLTAID009

Provide Cardiopulmonary Resuscitation (CPR)

This course is designed to give students the skills and knowledge necessary to assist a person requiring CPR or a defibrillator until medical assistance arrives. It is based on the Australian Resuscitation Council (ARC) guidelines. This training must be renewed annually to remain valid.

Who should enrol?

- First Aid Officers
- Staff requiring first aid as part of their role
- Parents or guardians

Duration: 4 hours classroom session.

Individual training: regular courses available in the evenings at our Lilydale office.

Group training: This training is available on site for organisations, community groups and schools either on location or at a Cire Training site (where available).

“ ”

"If CPR is started within the first minute of someone going into cardiac arrest, they have an 80% chance of survival."

- Australian Red Cross



SITHFAB002

Responsible Services of Alcohol (RSA)

Graduates gain the skills required to responsibly serve and sell alcoholic beverages in licensed venues. In Victoria, it is mandatory to complete the Victorian Commission for Gambling and Liquor Regulation (VCGLR) course if you sell or serve alcohol.

Who should enrol?

Anyone working in a licensed venue or bottle shop, managers of such establishments or, if you are applying for a liquor licence.

Duration: 6 hour classroom session.

Individual training: regular courses available in the evenings at our Lilydale office.

Group training: This training is available as group training on site for organisations, community groups and schools either on location or at a Cire Training site (where available).

SITXFSA001

Use Hygiene Practices for Food Safety

This is the entry unit of competency for those wanting to work in cafés and restaurants where they are required to handle or serve food and drinks. It is also required for those working in kitchens or clearing tables. Graduates gain the skills required to comply with the Australian and New Zealand Food Safety (ANZFS) Code.

Who should enrol?

Anyone working in tourism, hospitality and catering organisations with permanent or temporary kitchen premises, or in food preparation or bar areas.

Duration 6 hour classroom session.

Group training: This training is available as group training on site for organisations, community groups and schools either on location or at a Cire Training site (where available).

Book 10 or more participants and

SAVE 15%

With training packages tailored for businesses, schools, sporting clubs and more, our expert trainers can come to you. We cater for larger groups or multiple smaller groups.

Contact us today to learn more about our personalised packages. Visit www.cire.org.au



Vocational Education and Training for Secondary Schools (VETFSSS)

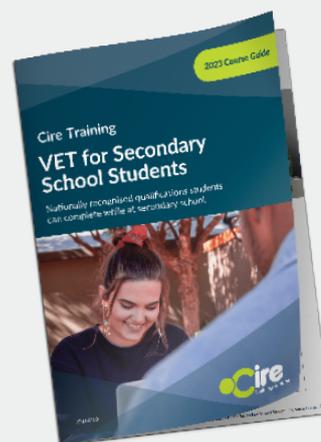


Did you know Cire Training delivers qualifications to secondary school students?

The VETFSSS program provides an opportunity for students to gain a nationally recognised qualification that contributes to year 11 and 12 results.

Cire Training's VETFSSS courses on offer include:

- CHC32015 Certificate III in Community Services
- CHC30121 Certificate III in Early Childhood Education and Care (Partial)
- BSB30120 Certificate III in Business



Want to learn more about the program?
Speak with a friendly member of our team today:
Call 1300 835 235 or Email training@cire.org.au



Scan here to download our complete VETFSSS course guide or visit: www.cire.org.au

KINDERGARTEN - OCCASIONAL CARE - LONG DAY CARE

ENROL & RECEIVE

10% OFF* CHILDCARE

While you study with Cire Training

Cire Early Learning offers 10% off Early Childhood and Education services to all Cire Training students while they are studying.



*Terms and Conditions apply. Current Cire Training students receive 10% off Cire Early Learning's programs during the times they attend classes. This includes Kindergarten, Sessional Kindergarten, Occasional Care and Outside School Hours Care (selected primary schools only).



RECONNECT

The Reconnect Program is a free service that aims to support people engage in education and employment pathways.

Our dedicated case managers at Cire Training support people in the following areas:



Ongoing support

Mentorship and support for up to 18 months including referrals to other support services based on participant's individual needs, for example, mental health and housing support.



Connection with community

Help expand social networks and connecting with community.



Personalised goal planning

Support people to identify pathways and remove barriers to achieving long term goals.



Gain access to training

Help provide access to a broad range of introductory programs so participants can find what interests them and develop new skills to support reconnection to employment and study.

The Reconnect Program is a Victorian government-funded initiative to support people experiencing challenges such as unplanned unemployment and who are:

- Aged 17 to 64 and have not worked or studied in the past six months
- Who work or study eight hours or less per week
- Asylum seekers aged 17-64.
A person without citizenship but holds a valid Bridging Visa Class E (BVE) or Safe Haven Enterprise Visa (SHEV), or Temporary Protection Visa (TPV), or Humanitarian Stay (Temporary) (Subclass 449) Visa (449)
- Aged 17 to 24 and have been or are currently on a Youth Justice Order
- Out of home care aged 17 to 64.
- A person that has a current or previous experience with Child Protection

*Exemptions may be available for those who do not fit the above criteria.



Connect with a Cire Reconnect case manager and learn more about the program today:

www.cire.org.au/reconnect | 1300 835 235

Project Cure

*CREATING CAREER PATHWAYS IN
HOSPITALITY AND TOURISM*



*Break into
the industry with a
dual qualification
in Hospitality and
Tourism!*



SIT20122 and SIT20421 Dual Qualification in Certificate II in Tourism and Certificate II in Cookery



At Project Cire, we offer a unique training opportunity that combines classroom learning with hands-on experience.

Our purpose-built food truck gives students the chance to put their skills to the test in a real-world setting and, our registered kitchen provides the perfect environment to learn.

This qualification provides students with the knowledge and skills across a variety of hospitality and tourism areas leaving flexibility in that field students can gain employment. Students will learn how to carry out a range of hands on practical skills to prepare them for working in the industry.

So if you're looking for an opportunity to learn, grow, and make a difference, Project Cire is the perfect place for you!

Who should enrol?

People wanting to work in the hospitality and/or tourism sector. People who are looking to gain confidence and skills before entering, or re-entering the workforce.

Career opportunities

- Catering Assistant
- Food Services Assistant
- Sandwich Hand
- Barista
- Events Assistant

Duration and delivery mode



Classroom | 6 months

Two days a week training delivery across classroom (theory) based learning and practical, hands on learning in a simulated kitchen/food truck environment. Students will also be expected to participate in at least two events in the Food Truck during their studies.

Intake: February and October 2023



**THINK BIG
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Cire Training's

First Impressions Clothing Exchange

Empowering women for brighter futures through training, support, affordable clothing and now a qualification in Business.

First Impressions Clothing Exchange (FICE) is a retail training space that offers much more than a traditional shop, by mentoring women and preparing them for pathways such as personal development, study and employment.

Experienced trainers provide ongoing support and personalised programs aimed to instil confidence, boost self-esteem and assist in developing the skills necessary to enter the paid workforce.

Our team focuses on reconnecting women with the community, building pathways that are individualised and tailored to needs such as:

- Identifying transferable skills to succeed in new industries
- Interview preparation and job readiness
- Future independence and goal setting
- Empowerment and confidence building
- Financial literacy
- Making community connections

The FICE program has been designed to assist women develop independent life skills, move forward into the wider community, access further training opportunities, volunteer, and to secure paid employment opportunities.

The program focuses on up-skilling the learner's employability skills through practical hands-on activities and learning opportunities that build on and strengthen life skills. Women who participate can gain knowledge in:

- Retail operations
- Marketing
- Merchandising and presentation
- Customer service and selling
- Communication in the workplace
- Safe work practices
- Administration and point-of-sale
- Job application process including resume and cover letter writing
- Community events



Scan the QR code to learn more or visit www.cire.org.au

Stay updated



Cire
training & hubs

This course is delivered in partnership with the Cire Training First Impressions Clothing Exchange retail training space.

Perfect for women seeking work experience and connection to community.

BSB30120

Certificate III in Business



Needing to update your skills and wanting to increase your confidence before entering, or re-entering the workforce? The delivery of this qualification as part of our FICE program provides students with a supportive and understanding learning environment, as well as practical experience in both retail and business. Students will be invited to access the wide range of supports available within the FICE community to ensure their success.

Who should enrol?

People wanting to start at an entry level in a business or retail space. People who are looking to gain confidence and skills before entering, or re-entering the workforce.

Career opportunities

- Customer service roles
- Office Assistant
- Receptionist
- Retail Assistant

Delivery mode and Duration



Classroom | 6 months

2 days a week – one day in the classroom and one day work experience in the FICE retail space. Learning is complemented with eLearning resources and additional study support groups.

Intake: February and July – based at Lilydale



The FICE volunteer program has helped me find my purpose. I've challenged and pushed myself and have felt so supported along the way!"

- Trish, FICE 2022
Yarra Junction Volunteer

For more information or to shop the FICE range visit:



Our websites:

www.cire.org.au

<https://ficestore.square.site> | (e-store)

Lilydale Location

Cire Services Head Office

7-9 John St, Lilydale

Open - Mon to Fri, 9am to 5pm

Yarra Junction Location

Cire Community Hub

2463 Warburton Hwy, Yarra Junction

Open - Mon to Fri, 9am to 5pm



Study Skills for Success

Group support to help you through your training.

Are you enrolled in a Certificate or Diploma course and wanting additional support to succeed in your course?

Cire Training's Study Skills for Success group can support you with:

- Navigating the technological requirements of modern training
- Developing and maintaining effective study schedules and habits
- Support with the requirements of written assessments
- Assistance with strategies to obtain placement and/or work experience
- Job readiness skills and knowledge

Course Schedule

Study Skills for Success runs twice a week during school terms from our Lilydale office:

- Mondays 9:30 to 12:30
- Thursdays 12:30 to 3:30

Students enrolled in our Study Skills Group can choose to come along to either session, or both, depending on what suits best.

Fees and charges

Study Skills for Success is \$30 per calendar year. Students enrolled in a Cire Training Accredited course are eligible to enrol at no charge.

Enrolments can be made at anytime throughout the year. Students enrolling late in the calendar year may receive a credit towards their enrolment fees for the following year (subject to approval).





Cire Training's

Everyday Learners

An inclusive program that supports people to gain a range of skills in a safe, routine-based setting.



Structured weekly schedule



\$140 per semester for access to every session



Lilydale and Chirnside Park

A program designed to provide participants with opportunities to develop everyday skills for a more independent lifestyle in a safe and inclusive setting. Our practical courses range from cooking to computer literacy to English lessons and more. They have been structured to be suitable and accessible to adult students living with a disability or a learning difficulty. Students may enrol in as many Everyday Learners classes as they like for one single price per semester.

EVERYDAY COOKING | Mondays

Focuses on basic cooking skills for everyday living as well as basic hospitality skills. Students learn to cook simple everyday recipes that help them gain new skills to live more independently. They then enjoy lunch with others, making friends along the way.

EVERYDAY INDEPENDENCE | Tuesdays

Helps students set and achieve their own goals while building confidence, independence and everyday living skills. Practical, hands-on activities in the classroom and off-site help students gain confidence with personal and employability-themed content. Employability skills are taught explicitly and repeated to cement learning.

EVERYDAY TECH | Wednesdays

Focuses on building employability and life skills for students who may otherwise be isolated within their communities. Students will develop computer skills, literacy, language, numeracy and communication skills. With a focus on teamwork, problem solving and use of technology, this is much more than a computer class! Devices provided.

EVERYDAY ENGLISH | Thursdays

Helps develop and maintain the student's language and literacy skills through formal classes at a basic level. Activities will encourage learners to gain skills in reading, writing, understanding letters and emails, basic internet research skills and completing forms.

EVERYDAY MONEY | Fridays

This course is all about everyday money use and understanding everyday financial topics. Students will gain an understanding about making smart financial decisions for themselves and how to deal with financial situations that are difficult or confusing. The course helps build confidence and independent living skills for students making transactions out in the community.

EVERYDAY COMMUNITY | Fridays

Encourages and supports students to explore the world around them independently and within their course group. Students will gain confidence through planning outings, experiencing new adventures, learning about community issues and visiting community services and facilities like libraries and community gardens.

Disclaimer: Course codes for 2023 were not available at time of printing. For current course codes visit our website www.cire.org.au



Cire Training 2022 Graduation Ceremony

Cire Training supports students uniqueness.

Are you thinking about further study? At Cire Training we support the uniqueness of our students and work hard to create a learning environment that meets their needs.

As part of our enrolment interviews, our Business Development Officer, Naomi Taylor knows the importance of taking time to get to know each prospective student to ensure they receive the best possible individualised assistance. "A favourite part of my job is to help students feel comfortable and confident, as they take the next step in achieving their goals," Naomi explained.

"We recently heard from a parent, after her daughter enrolled in Certificate III in Early Childhood Education and Care who commended how 'staff went out of their way to answer all our questions and made my daughter feel welcome and valued.'"

Through a process of several discussions, the team gained insights into how to ensure the student had a positive training experience. This understanding was then applied when Naomi introduced the prospective student to our trainer, Paula.

Meeting the teacher, and seeing the classroom, prior to commencing is a useful way to reduce anxiety, and it helped her feel more at ease.

Not all students flourish in busy class environments, so group sizes at Cire Training are kept small. This means trainers can learn more about each individual and ensure that they have the resources, information and support needed.

As another parent said: "It was vital that we chose a provider that offered inclusive classes with extra student support for my 18-year-old daughter to study. This is precisely what we found when we enrolled at Cire Training."

At Cire we truly take the time to get to know each student, so that we can also understand what they may need to succeed. It is a signature approach at Cire and one that is valued highly by all our learners, and their families. With a suite of complimentary

programs, our team can connect students with additional support, ranging from English and study skills to technology. Cire is also proud to coordinate Reconnect throughout the Yarra Valley, providing additional support. This connection can further help students achieve their best outcomes.

"We were given the option to be a part of the "Reconnect Program" providing my daughter with a caseworker who provides further support and advocacy throughout her course."

If you, or a family member, are considering pursuing further study, Cire Training may well be the right fit! Every member of our team is committed to helping each of our learners succeed.

"The team at Cire goes above and beyond to set up students to succeed."



**Reconnect with
your community
at Cire Services.**



Pictured above - Top left, Cire Community Hub Market in Chirnside Park | Bottom Left, Make Up Masterclass at the First Impressions Clothing Exchange | Bottom Right, National Reconciliation Day with The Victorian Aboriginal Child Care Agency (VACCA).

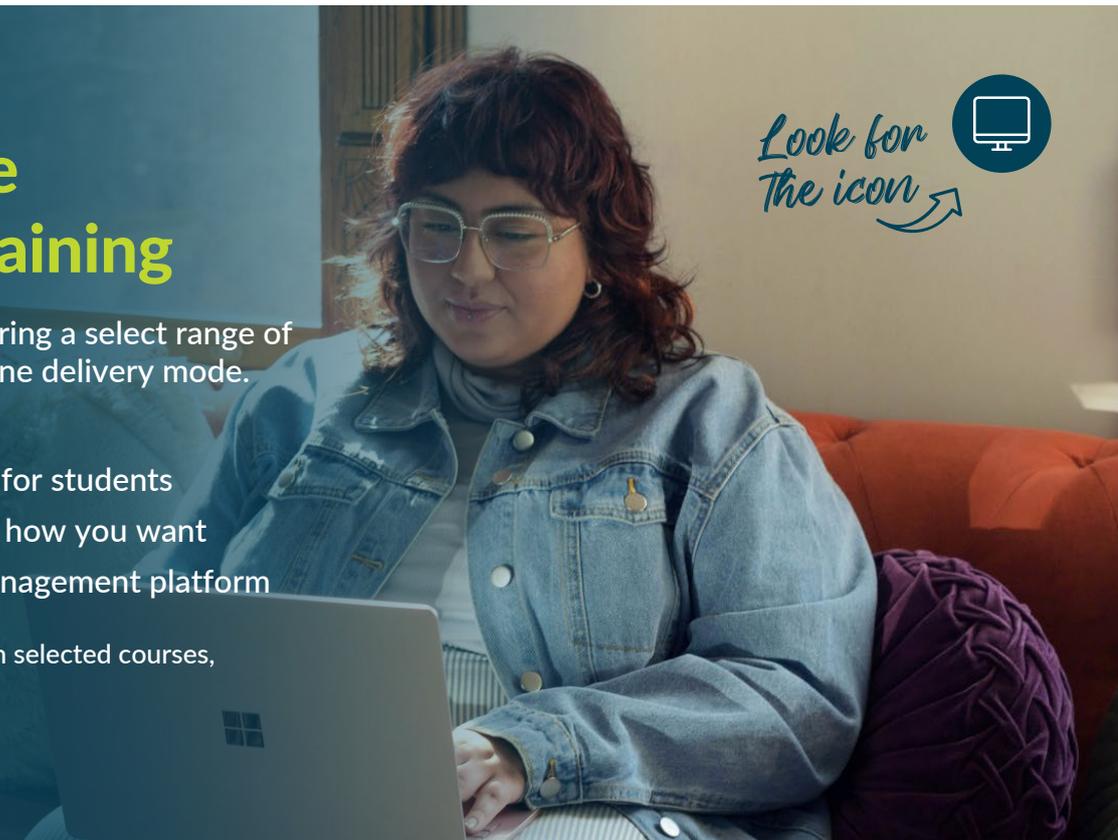
Study online with Cire Training

Cire Training will be offering a select range of courses with a 100% online delivery mode.

- > Flexible Delivery
- > Individualised support for students
- > Study when you want, how you want
- > Integrated learning management platform

(Online delivery is available on selected courses, look for the online icon)

Look for
The icon 



Cire Training

Enrol with Cire and become part of our community.



To learn more about our programs contact us
www.cire.org.au | 1300 835 235 | training@cire.org.au

**THINK BIG
TRAIN LOCAL**



Scan the QR code
to visit our website



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