

Course Guide

July to December 2025

- English classes
- Industry short courses
- Education support
- Computers and technology
- Community programs
- Youth programs
- Adult literacy
- Inclusion programs



Changing lives through education

Changing lives through education

About us

Prace is a not-for-profit education provider committed to meeting the language, literacy, vocational training and further education needs of the local community.

We offer a range of flexible and inclusive educational programs across the northern suburbs of Melbourne – supporting our learners to increase their employment potential and connect with the local community.

Prace College is a registered independent school with campuses in Reservoir and Mernda.

Funding and community partners

Prace is proudly supported by the City of Darebin. This training is delivered with Victorian and Commonwealth Government funding.

Individuals living with disability

Prace encourages individuals living with disability to participate in its programs and activities. Contact our office to learn more about our services. All Prace training locations are wheelchair accessible.

Study and Workforce Australia

Study hours in many of our courses can be used to meet Workforce Australia mutual obligation requirements.

Learn Local

Prace is a proud member of the Learn Local network. All of our pre-accredited training programs are endorsed by Learn Local.

Contact us

Visit our main office

Merrilands Community Centre
35 Sturdee Street | PO Box 510
Reservoir VIC 3073

Contact us

9462 6077
office@prace.vic.edu.au
www.prace.vic.edu.au

Prace Inc. No. A0032713Z | ABN 93 736 262 050 | TOID 4036 |
School Registration Number 2110 | Prace is a registered charity.

Fees

Fee types

Concession applies to students who hold a current concession card and are eligible for a Skills First (accredited) or ACFE (pre-accredited) subsidised training place.

Full fee applies to students who do not hold a concession card, but are eligible for a Skills First (accredited) or ACFE (pre-accredited) subsidised training place.

Services and amenities fee is \$10 and applies to all courses.

Fee support

Students experiencing financial hardship are encouraged to speak with us about available options.

Fees are displayed in this format: concession fee/ full fee, unless otherwise indicated. If you are ineligible for a government subsidised place, fee for service rates apply. Tuition fees are based on regulatory requirements for fees for government funded training in Victoria.

Enrolments

Course dates and rolling enrolments

Many of our courses accept enrolments after the start date. Classes will not run on public or school holidays, unless otherwise stated.

How to enrol

Call 9462 6077 or visit our main office at Merrilands Community Centre.

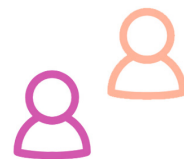
Eligibility requirements for individual courses may vary. Please contact our office or see our website for more information.



Every effort has been made to ensure the information contained in this course guide is accurate. However, course details may change subject to government funding. Course commencement is subject to variation and sufficient enrolments. Visit prace.vic.edu.au for up-to-date information about our courses, programs and services.

Contents

About us	2
Fees and enrolments	2
Our learners	3
English as an Additional Language	4
Fee support for English classes	5
Education support (teacher's aide)	6
Computers and technology	8
Industry short courses	9
Everyday English	10
Adult literacy	11
Community programs	12
Youth programs	12
Prace College	13
Inclusion programs	14
Reconnect	14
Courses by location	15



69
Countries of birth



Our learners



31%
Live with disability



English as an Additional Language (EAL)

Our EAL program

Our small, friendly EAL classes help adult learners (18 and over) prepare for a range of employment and further education pathways. Studying English can also help learners engage with their community by building skills in speaking, listening, reading and writing English, as well as numeracy, computer skills and understanding Australian culture.



Accredited courses we offer in Reservoir

- Course in EAL 22637VIC
- Certificate I in EAL (Access) 22638VIC
- Certificate II in EAL (Access) 22639VIC
- Certificate III in EAL (Access) 22640VIC

Program details

Our teaching team utilise a range of activities to help learners develop the skills needed to learn a language, such as reading, writing, speaking and listening, as well as numeracy, digital skills and learning strategies. Learning activities include teacher instructions, practical tasks, excursions, group work, guest speakers and peer support. We offer text-based, topic-based and theme-based approaches to building word skills, grammar, vocabulary and pronunciation.

Start dates

Rolling enrolments mean you can start at any time during Victorian school terms.

Study hours

Classes run from 9.15am to 2.45pm, weekdays. You can choose to study up to 4 days per week.

Fees

Fees are calculated according to enrolment start date. You may be eligible for free classes under AMEP or SEE programs. See opposite page.

Pre-enrolment interview

All prospective learners are required to attend an informal pre-enrolment interview to assess their eligibility, English language proficiency and how the courses will contribute to their goals for employment and further study.

Workforce Australia

Learners can use their study hours to meet their Workforce Australia mutual obligation requirements.

How to enrol

For more information or to book a pre-enrolment interview, call our administration team on 9462 6077.



Fee support for EAL classes

Prace provides **free** and **subsidised** English language courses through multiple government-funded programs. These programs can help you access training, build your skills for work and study, and support you to engage with your local community.

Adult Migrant English Program

The Adult Migrant English Program (AMEP) offers FREE English classes for eligible migrants and refugees living in Australia. You may be eligible to join the AMEP if you: hold a permanent visa; you hold an eligible temporary visa; or you are an Australian citizen who previously held a permanent visa.

Prace has proudly delivered AMEP services in the northern suburbs of Melbourne since 2002.

The Adult Migrant English Program (AMEP) is funded by the Australian Government Department of Home Affairs.



Skills for Education and Employment Program

The Skills for Education and Employment (SEE) Program can help you prepare for further study and employment. Courses are FREE for all eligible Australians aged 15 and over: adults, migrants and young people.

- Improve your reading, writing and maths skills for further study, getting a job or going further in your current job.
- Improve computer and technology skills
- Gain experience by participating in work placements

The Skills for Education and Employment (SEE) Program is funded by the Australian Government Department of Employment and Workplace Relations.

Skills First

The Skills First Program makes vocational training more accessible to people who need skills to get a job or to undertake further education.

The State Government of Victoria provides subsidised training under the Skills First Initiative for Prace English language courses.

You may be eligible for a government subsidy for your course. Call us on 9462 6077 to find out more.

This training is delivered with Victorian and Commonwealth Government funding.



Education Support

Education Support is a flexible and rewarding career where you can make a meaningful impact on the lives of children with additional needs. This industry driven and dynamic learning experience will ensure you are job-ready with the skills employers are looking for. You will learn with the guidance of expert teachers in a friendly and supportive classroom.



Our program

We offer the nationally recognised Certificate III in School Based Education Support (CHC30221) in Reservoir, Mernda and Sunbury. Our program is an industry driven, dynamic learning experience that ensures you are job-ready with the skills employers are looking for.

With the guidance of expert teachers in a friendly and supportive classroom, you will develop the skills to:

- Support students with additional needs
- Support literacy and numeracy skills
- Contribute to planning educational programs
- Support the health, wellbeing and safety of students

You will participate in excursions, workshops and gain insights from industry guest speakers.

Our graduates are in demand and work in a range of educational settings, including primary, secondary, special schools as well as areas of early childhood education.

Career pathways

Graduates work as education assistants, teacher’s aides and support workers in a range of educational settings, including primary and secondary schools and schools for children with additional needs.

Certificate III in School Based Education Support (CHC30221)

Course includes: 26 classroom sessions, 2 workshops and a 100 hour placement.

Sunbury - August

Next course starts in August, call 9462 6077 to register your interest

Reservoir - August

Fridays	9.15am – 3.15pm	8 Aug, 2025 – 8 May, 2026*
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Reservoir - October

Mondays	9.15am – 3.15pm	20 Oct, 2025 – 22 June, 2026*
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*No classes on school or public holidays.

Entry requirements

18 years and over. Moderate computer, email and internet skills plus digital technology access. English LLN skills at an industry entry standard.

Pre-enrolment interview

A pre-enrolment interview is your chance to have a conversation with our course coordinator to ensure this course is the right match for you and your career goals.

Fees

Government subsidised

Concession \$90
Full \$450

Non-subsidised

\$5850
Special consideration may apply.

How to enrol

For more information, or to book a pre-enrolment interview, call our administration team on 9462 6077.



Graduate with confidence

At Prace, our education support program provides a learning experience that you won't find anywhere else. We offer strong industry connections, a community setting with small class sizes and supportive teachers. The excellent feedback we receive about learners' employability and our high graduate employment rates, speak for themselves.



Connecting with industry

One of the ways we connect our learners with industry and prepare them for the recruitment process, is our mock interview workshops. Hosted by our industry partners, usually a primary school, the session provides our learners with invaluable insights as they prepare to enter the education support sector.

The industry panel is comprised of expert principals, teachers, education support workers and recruiters. They are on hand to answer questions, conduct interviews and provide our learners with tips to improve their skills.



The interview process is so different to what I've previously experienced in other fields, I was glad to have been given some insight into what to expect. All the presenters were well spoken and conveyed exactly what prospective employers are looking for. I did have a couple of interviews the following week and felt prepared and confident I knew what to expect and was able to include important topics that were brought up during the Mock Interview Workshop. Consequently I was successful in my application and have secured a position in the sector.

Setting you up for success

We offer a supportive learning environment, designed to support you to learn and thrive. Our teachers focus on flexibility and inclusion - welcoming a diverse cohort of learners, including recent migrants with English being their second language.



The learning experience at Prace was amazing. I hadn't studied for a long time, but Edita, our teacher, made it very supportive, very easy and achievable. After the first few classes, I knew I could do it.

Welcome to VET Education Support

Join our informal, single session workshop and learn more about the the nationally recognised Certificate III in School Based Education Support (CHC30221) qualification.

Learn about the education sector and how this nationally accredited training can help you reach your career goals.

The session covers:

- What is Vocational Education & Training?
- Introduction to the course and placements
- Where are the jobs?
- What skills are employers looking for?
- Career planning and support

Call 9462 6077 to register your interest.

Computers and technology

Computers for Beginners

Build skills and confidence to perform a range of basic tasks on a PC computer. You will gain new skills you can put into practice right away! Learn about software, word processing, internet/email and Microsoft 365.

Reservoir

Mondays Wednesdays	9.30am – 12.00pm	21 July - 10 Sept	\$50
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Intro to Computers (CALD)

NEW

A course for English language learners to build skills and confidence to perform a range of basic tasks on a computer. You will learn about software, word processing, internet/email and Microsoft 365.

Reservoir

Fridays	10.00am – 12.30pm	25 July - 19 Sept	FREE
Fridays	10.00am – 12.30pm	10 Oct - 12 Dec	FREE



Computer Essentials

Gain essential skills and build your confidence using Microsoft 365 - one of the most common home and business computer application suites. You will learn the essential programs (level 1). Perfect for graduates of Computers for Beginners.

Wallan

Tuesdays Thursdays	10.00am – 1.00pm	22 July - 18 Sept	\$50/\$58*
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Reservoir

Mondays Wednesdays	9.30am – 12.30pm	6 Oct - 3 Dec	\$50/\$58*
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*Additional fee of \$68 applies for 3 x workbooks.

iPads and Tablets for Seniors

Learn how to use the iPad or tablet for everyday functions such as taking photos and connecting with family. Our flexible and supportive classes are perfect if you are new to the world of technology.

East Preston Community Centre

Fridays	2.00pm – 4.00pm	25 Jul - 19 Sep	\$21
Fridays	2.00pm – 4.00pm	10 Oct - 12 Dec	\$21

Communication for Seniors Using Tablets/iPads

The iPad/tablet is a powerful tool with infinite possibilities! Learn how to use the iPad/tablet for everyday communication with friends and family using text and photos. Our flexible and supportive classes are perfect if you are new to the world of technology.

Beveridge

Mondays	9.30am – 11.30am	21 July - 15 Sept	FREE
Mondays	9.30am – 11.30am	6 Oct - 8 Dec	FREE

Wallan

Mondays	1.00pm – 3.00pm	21 July - 15 Sept	FREE
Mondays	1.00pm – 3.00pm	6 Oct - 8 Dec	FREE

Industry short courses

Work With Wood

A friendly and informal woodworking course, perfect for beginners or to build on your existing skills and knowledge. You will learn about woodworking tools and techniques from an experienced trade teacher. You will learn in our modern, custom built workshop with plenty of space for you to work on projects.

Reservoir

Mondays	9.30am – 3.30pm	28 July - 15 Sept	\$50/\$54
Mondays	9.30am – 2.30pm	6 Oct - 8 Dec	\$50/\$54



Office Administration

In this course you will build your communication, teamwork and time management skills and learn a range of general administration tasks.

Thomastown

Thursdays	9.30am – 2.30pm	9 Oct - 27 Nov	\$50/\$54
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Barista & Cafe Operations

Gain the practical experience and skills to be successful in the hospitality industry. Course includes a 5-hour practical placement. No experience necessary.

Accepting expressions of interest. Call Prace on 9462 6077.



Work Development Permit Scheme

Do you have fines? Join the Work Development Permit Scheme and you can reduce your unpaid fine debt while learning something new at Prace.

- Join for FREE
- Enrol in a course or activity with Prace
- Attend at least once a month
- Each hour of class will reduce your fine debt

Call 9462 6077 to find out more.

The WDP scheme is an initiative of the Department of Justice and Community Safety. Prace TOID 4036. Course fees and further eligibility criteria apply.

Everyday English



English Conversation

Learn the skills needed to communicate with others in your community, enhance life skills, increase your employability and open new education pathways. This supportive program is designed for anyone looking to improve their English language skills.

Mernda Community House

Thursdays	9.45am – 12.15pm	24 July - 11 Dec	FREE
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Thomastown Neighbourhood House

Tuesdays	10.00am – 1.00pm	22 July- 9 Dec	FREE
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Living and Working in Australia

Develop your understanding of Australian culture in the community and the workplace while you build skills in speaking, listening, reading and writing English. This course will help you prepare for the Australian Citizenship Test.

Reservoir

Fridays	9.15am – 12.15pm	10 Oct - 12 Dec	FREE
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Emma’s Story

Emma, an EAL Level 3 student, enrolled in the Living and Working in Australia course to help prepare for her citizenship test – and is now proud to call herself an Australian citizen.

Emma describes her classes as positive and fun, and says they always begin by singing the national anthem and learning about Australian history.

Before coming to Prace, Emma tried other English schools but found the classes too big and the teachers too busy. At Prace, she found a different experience,



Australia has given me a second life. Everything is good.



smaller classes and more personal support. A friend recommended the school to her, and she now describes it as “a beautiful and kind school.”

Alongside her studies, Emma is also working in aged care, providing home care and support in nursing homes.

Adult literacy

Friendly and supportive classes designed for people who left school early or had an interrupted education and want to improve their reading, writing and numeracy skills.

Adult Literacy

An ongoing program to build confidence in oral and written communication and numeracy skills for personal, study, employment and community-based purposes.

This program prepares participants for employment, volunteering or further study including:

- Accredited literacy programs (e.g. CGEA)
- Pre-accredited/accredited vocational training

Reservoir

Mondays Thursdays	9.00am – 1.00pm	7 July- 18 Sept	\$50/\$86
Mondays Thursdays	9.00am – 1.00pm	6 Oct - 11 Dec	\$50/\$86

Spelling, Reading & Writing (Evening)

A small and supportive class for people who want to improve their spelling, reading and writing skills for everyday transactions or for work or further study.

This program prepares participants for employment, volunteering or further study including:

- Accredited literacy programs (e.g. CGEA)
- Pre-accredited/accredited vocational training

Reservoir

Wednesdays	6.00pm – 8.30pm	23 July - 10 Dec	\$50/\$71
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Prace courses
are endorsed by
Learn Local.



Digital Literacy for Adults

An ongoing program to develop digital literacy skills for work and study. It covers the general operation and safe use of technology including internet skills, email, social networking and Microsoft 365 programs.

This program prepares participants for employment, volunteering or further study that requires basic computer skills including:

- Cert. I in Information, Digital Media and Technology

Reservoir

Tuesdays	9.00am – 12.00pm	15 July - 16 Sept	\$32
Tuesdays	9.00am – 12.00pm	7 Oct - 9 Dec	\$32



I'm more confident in everyday life and I have greater independence. People might wonder why everyone with low literacy doesn't just take this course, but if you can't even research you can't find out about it. I would really encourage anyone who might know someone struggling, to tell that person about Prace.



Community programs



Women in the Driver's Seat

From learning the road rules, to driving for the first time, we will support you every step of the way. This free program offers education, driving lessons and funding for your driver licence test.

This program is designed for women aged 21 and older from a culturally diverse background and/or who face challenges in obtaining a driver licence.

New Epping

Wednesdays	10.00am – 12.30pm	13 Aug - 17 Sept	FREE
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Note - you must live, work or have a connection to the City of Whittlesea or Mitchell Shire.



Youth Programs in Mitchell Shire

Are you aged 16 to 24 and live in Mitchell Shire? Here's your chance to gain real skills and nationally recognised certificates to help you find your first job! And all courses are **FREE!**

Safe Food Handling (one day course)

Beveridge 8th July

Wallan 14th July

Barista for Beginners (two day course)

Beveridge 10th & 11th July

Wallan 15th & 16th July

White Card Training (one day course)

Wallan 29th July

Ready to enrol? Need more information? Call 9462 6077.

Delivered in partnership with Mitchell Youth Services and supported by the Foundation for Rural & Regional Renewal and CVGT Employment.





Prace College

Who we are

We offer a community education learning environment as an alternative to mainstream education for young people who have left school or struggled within the mainstream education system. We believe that all young people should be able to positively engage in education regardless of their life circumstances and barriers to learning.

Our philosophy

Our philosophy is underpinned by a 'strength based approach', focusing on each learner's areas of competency, capacity, insight and drive to improve their life circumstances. We strive to improve learning outcomes for young people and re-engage them not only with education, but also with society and their community.

Our program

Students study four days per week and will learn in the classroom, on work placement and experience incursions and excursions. For young people aged 16-18, we offer VCE Vocational Major and the Victorian Pathways Certificate.

Pathways

We prepare our graduates for further education and training, apprenticeships, traineeships or full-time work.

Enrolments

Enrolments are accepted throughout the year. Contact our administration team for more information.

P: 9462 6077

E: collegeadmin@prace.vic.edu.au

"Imagine coming to a school where everybody treats you the way you deserve to be treated. Attending Prace College has honestly changed my whole outlook on life. Being here has changed my future."



Reservoir Campus
35 Sturdee Street
Reservoir

Mernda Campus
56 Schotters Rd
Mernda

Inclusion programs

Our inclusion programs strengthen employability and life skills - increasing work, volunteer and further study opportunities. They are for people with mild intellectual or learning difficulties.

Community Connections

Community Connections develops literacy, numeracy, employability and life skills through a range of real life activities and experiences. Participants learn through hands-on, multisensory activities (touch, sight and smell) - benefiting visual spatial learners, tactile learners and kinaesthetic learners.

Participants in this program are encouraged and assisted to pursue work, volunteer or further study opportunities including:

- Cert. I in Transition Education
- Cert. I in Work Education

Reservoir

Fridays	9.45am – 2.15pm	25 July -12 Dec	\$50/\$108
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Literacy Connections

Literacy Connections develops employability and life skills, including literacy and numeracy, through a range of activities and experiences. The program is classroom based with guest speakers, excursions and outdoor activities.

Participants in this program are encouraged and assisted to pursue work, volunteer or further study opportunities.

Reservoir

Tuesdays	9.45am – 2.15pm	22 July - 9 Dec	\$50/\$108
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RECONNECT

HELPING YOU INTO

EDUCATION, TRAINING & EMPLOYMENT

- Explore your career goals and aspirations
- Create a plan and make it happen
- Financial support to get you started
- Support to help you stay on track

INFORMATION & REFERRALS

Eligibility criteria apply. For more information, visit our website or contact the Reconnect intake officer by phone 9462 6077 or email intake@prace.vic.edu.au

Visit prace.vic.edu.au/reconnect

Supporting people in the City of Darebin, Whittlesea, Banyule, Nillumbik, Merri-bek and Mitchell (Wallan, Beveridge and Kilmore).

Courses by location

RESERVOIR **Merrilands Community Centre**

35 Sturdee Street, Reservoir

ONGOING	English as an Additional Language	
JULY	Digital Literacy for Adults	\$32
JULY	Adult Literacy	\$50/\$86
JULY	Community Connections	\$50/\$108
JULY	Spelling, Reading & Writing (Evening)	\$50/\$71
JULY	Computers for Beginners	\$50
JULY	Work With Wood	\$50/\$54
JULY	Literacy Connections	\$50/\$108
JULY	Intro to Computers (CALD)	FREE
AUGUST	Cert. III in School Based Ed. Support	\$90/\$450
OCTOBER	Cert. III in School Based Ed. Support	\$90/\$450
OCTOBER	Intro to Computers (CALD)	FREE
OCTOBER	Adult Literacy	\$50/\$86
OCTOBER	Digital Literacy for Adults	\$32
OCTOBER	Computer Essentials	\$50/\$58
OCTOBER	Work With Wood	\$50/\$54
OCTOBER	Living & Working in Australia	FREE
Prace College — Call 9462 6077 for more information.		

BEVERIDGE **Greater Beveridge Community Centre**

Corner Lithgow Street and Mandalay Circuit, Beveridge

JULY	Comm. for Seniors Using Tablets/iPads	Free
OCTOBER	Comm. for Seniors Using Tablets/iPads	Free

EAST PRESTON **East Preston Community Centre**

7 Newton Street, Reservoir

JULY	iPads and Tablets for Seniors	\$21
OCTOBER	iPads and Tablets for Seniors	\$21

MERENDA **Prace Mernda Campus**

56 Schotters Road, Mernda

Prace College — Call 9462 6077 for more information.

MERENDA **Mernda Community House**

2 Heals Road, Mernda

JULY	English Conversation	FREE
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NEW EPPING **New Epping Vision Centre**

12 Greengate Way, New Epping

AUGUST	Women in the Driver's Seat	FREE
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SUNBURY **Sunbury Heights Primary - Dulap Wilim Hub**

13 Leichardt Street, Sunbury

AUGUST	Cert. III in School Based Ed. Support	\$90/\$450
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THOMASTOWN **Thomastown Neighbourhood House**

52 Main Street, Thomastown

JULY	English Conversation	FREE
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THOMASTOWN **Thomastown Library**

52 Main Street, Thomastown

OCTOBER	Office Administration	\$50/\$54
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WALLAN **Wallan Neighbourhood House**

42 Bentinck Street, Wallan

JULY	Computer Essentials	\$50/\$58
JULY	Comm. for Seniors Using Tablets/iPads	Free
OCTOBER	Comm. for Seniors Using Tablets/iPads	Free

Prace acknowledges the Wurundjeri Woiwurrung people of the Kulin Nation as the traditional owners and custodians of the unceded lands on which we work, teach and learn. We pay our respects to their Elders past, present and emerging.

Discover our full range of courses online.



prace.vic.edu.au

