ADULT & CONTINUING EDUCATION 2019

SHORT COURSES & WEEKEND WORKSHOPS
WEST AUCKLAND

FOR MORE COURSES AND INFORMATION, VISIT OUR WEBSITE:
WWW.WESTAUCKLANDCOMED.CO.NZ
Arriving from Afghanistan at the age of 19, Marwa Omar started her learning journey in NZ so she could improve her English and further her educational dreams of helping people. She inspires people with her thirst for learning in all aspects of her life and hopes that in two years she will have enough NCEA credits to enrol at University.

Ioane Ikenasio
Coming to Literacy Waitakere to study English has helped me a lot. When I joined the Pasifika group, I found the wonderful people there very supportive. We were like a family and we shared our knowledge with each other. Now I have the confidence to use my second language to stand in front of my church choir and teach them to sing English songs.

Keith Quinn
Before coming to Adult Literacy, I was afraid to put pen to paper because of my poor reading, spelling and writing skills. I felt my mind was locked away in a prison and that all the doors had closed on me. You have given me more confidence. I feel better about myself and better prepared for my future. The scale of things to learn is the size of a lifetime.

Welcome to our 2019 West Auckland Community Education Programme.

This booklet contains information to help you select, enrol in and enjoy a variety of short courses that are conveniently situated, cost effective and specially designed to meet the needs of adult students.

There are well over 150 courses available so take the opportunity to study a subject you’ve always been interested in, refine an existing skill or branch out into unexplored territory.

All our tutors are qualified in teaching to adults - many of them specialists in their particular field - and you’ll find that learning is easy in the relaxed sociable atmosphere of Community Education.

LEARNING IS FOR LIFE...
Glen Eden Community House
13 Pisces Road, Glen Eden P.O. Box 20 559, Glen Eden, 0641
Ph: 818 2194 - Email: admin@glenedencommunityhouse.co.nz
www.glenedencommunityhouse.co.nz

Green Bay Community House
1 Barrons Drive, Green Bay
P.O. Box 80 054, Green Bay, 0643
Ph: 827 3300 - Email: gbcommunityhouse@gmail.com

Literacy Waitakere
Level 1, 3055 Great North Rd, P O Box 15742, New Lynn, Waitakere 0640
Ph: 09 825 0220
Email: info@literacywaitakere.org.nz - www.literacywaitakere.org.nz

Ranui Community Centre
474 Swanson Road, Ranui
P.O. Box 70 012, Ranui, 0612 - Ph: 833 6280
Email: info@ranuicommunitycentre.co.nz - www.ranuicommunitycentre.co.nz

Sturges West Community House
58 Summerland Drive, Henderson, 0612 - Ph: 837 1938
Email: sturgeswestcommunityhouse@xtra.co.nz
www.sturgeswestcommunityhouse.co.nz

Titirangi Community House
500 South Titirangi Road, Titirangi
P.O. Box 60 120, Titirangi, 0642 - Ph: 817 7448
Email: admin@titirangi.house.co.nz

WEST - West Auckland Enterprise, Skills & Training
Gaylene / Cynthia, 9 Henderson Valley Road, Henderson, 0612
Ph: 837 1471 - Fax: 837 1475
Email: admin@west.org.nz - www.west.org.nz

Whau Adult and Community Education Centre
3072 Great North Road, New Lynn 0600 Auckland
Ph: 827 6748
Email: admin@whauace.co.nz - www.whauace.co.nz

Further Training
Apprenticeships, training, youth, NZQA and certificate courses.

ACE Place (Inside Back Cover) - www.aceplace.co.nz
Auckland Hotel & Chef Training (Back Cover) - Ph: 0800 102 000 - www.ahcts.co.nz
DynaSpeak (Inside Back Cover) - www.dynaspeak.ac.nz
Edvance (Pg 19) - Ph: 0800 773 368 - www.edvance.co.nz
English Language Partners (Pg 17) - Ph: 09 827 7882 - www.englishlanguage.org.nz
Glen Eden Community House (Pg 20) - Ph: 09 818 2194 - www.glenedencommunityhouse.co.nz
Lake Panorama Student Homestays (Pg 33) - Ph: 09 836 1277 - www.lphstudenthomestays.co.nz
Literacy Waitakere (Pg 18 & 22) - Ph: 09 825 0220 - www.literacywaitakere.org.nz
Merge (Pg 32) - Ph: 021 077 1584 - www.merge.co.nz
Senior Net West Auckland (Pg 12) - Ph: 837 7600 - www.seniornet-west-auckland.org.nz
Skills Update Training Institute (Pg 19) - Ph: 0800 00 0055 - www.skillsupdate.ac.nz
Sturges West Community House (Pg 21) - Ph: 09 837 1938 - www.sturgeswestcommunityhouse.co.nz
Waitemata Bridge Club (Pg 18) - www.bridgewaitemata.co.nz
Waitemata Scottish Country Dance (Pg 34) - Ph: 09 838 7263
WEST - Enterprise, Skills & Training (Pg 24) - Ph: 09 837 1471 - www.west.org.nz
Whau ACE (Pg 20) - Ph: 827 6748 - www.whauace.co.nz

Visit our website for all the latest course updates, new courses, tutor profiles, general info, course materials, and to enrol!
www.rutherfordcomed.co.nz
From $96

Providers
RC

Days
Sat

Glass Fusing
This introduction to the fascinating and beautiful art of glass fusing will teach you how to safely cut glass and then, using hot glass and dichroic glass, make jewellery of your own design.

From $125+

Providers
RC

Days
Tue

Jewellery Making
A great chance to design and create your own silver jewellery. Covers fundamentals of jewellery making: sawing, soldering, filing and shaping as well as techniques in metal finishing and stone setting.

From $69

Providers
RC

Days
Sat

Decoupage Your Own Garden Pot
Learn basic techniques, and then extend your creativity to most any surface. Perhaps you’d like to adorn an old chair, jewellery box or vase.

From $99

Providers
SW RC

Days
Mon Fri

Abstract painting
Engage with abstract painting through colour, shape, form, line and composition with a medium of your choice and discuss famous contemporary abstract painters.

From $99+

Providers
RC

Days
Sat

Acrylic & Water-Based Oil Painting
Explore the magic of acrylics and water based oil paints in a stimulating, supportive environment. Gain knowledge and confidence with new techniques, mixing, brushwork and planning a painting.

From $69

Providers
RC

Days
Sat

Drawing, Colour & Perspective
Explore different compositions using a variety of media including pencil and paint, and gain an understanding of colour and perspective.

From $90

Providers
RC

Days
Sun

Floral Art
Seasonal flowers, accessories and all materials are provided in all of the workshops and you will take home your beautiful floral designs.

From $90

Providers
RC

Days
Sun

Floral Art – Mid Winter
Just because it’s cold and grey doesn’t mean you can’t enjoy fresh flowers inside. Come and discover what can be done with winter flowers and foliage and create a warm winter design to brighten up your home.

From $90

Providers
RC

Days
Sun

Floral Art – Fun with Flowers & Vegetables
Let your imagination go to work creating beautiful arrangements by blending fresh flowers, foliage, vegetables and fruits for all occasions. The results are truly amazing.

From $90

Providers
RC

Days
Sun

Floral Art – Celebrate Christmas with Flowers
Create flower arrangements to decorate your home and to help celebrate the festive season. Learn to make gorgeous wreaths and table displays using both traditional and contemporary techniques.

We are thankful to our local boards for the financial support towards the distribution of this educational publication.
ART, CRAFT & PHOTOGRAPHY

Maori Carving and Culture
An introduction to Maori tikanga (customs) related to Whakairo (carving), including the use of traditional and contemporary tools, materials and kowhaiwhai patterns. Create and take home your own Whakairo.

Mosaics
Have fun creating your own mosaic masterpiece. Learn basic techniques in design, cutting and placing tiles and finishing your piece.

Pattern Making for Beginners
Become your own designer and learn how to draft basic blocks and start developing patterns to fit your own size and style. No more fiddling with commercial patterns. Some sewing knowledge would be helpful.

Pencil Drawing
Explore pencil drawing including line, tone, light and shadow also a little Art History as well.

Picture Framing
Basic picture-framing techniques: selection and cutting of mats, moulding and glass; assembly and frame-finishing.

Photography - Getting more out of your DSLR
In this beginners class, we take an all-inclusive approach to understanding your camera settings and how to bring visual elements together to take a great image.

Pottery
Enjoy the creative experience of working with clay: hand building, press moulds and decoration. Includes materials, firing and clay.

Sewing - Beginners
For those new to sewing who wish to learn how to correctly cut out fabric, insert zippers and construct simple garments. Step by step instruction provided.

Sewing - Beginners and Beyond
Work on your own garment with assistance from our highly experienced and knowledgeable tutor. Bring your own pattern, material, pins, thread and scissors.

Sewing - Clothing Alterations
Gain the skills required to alter your own pants, skirts and sleeves in this practical hands-on workshop that covers both machine and hand-stitch techniques.

Slip Casting
Learn slip casting, decoration and glazing in a relaxed atmosphere. Over 300 ornamental and bake-ware moulds available. Fee includes materials, paints, basic glazes and firing.

Soft Stone Sculpture
Enhance your garden or interior spaces by creating masterpieces using a medium that is readily accessible and easy to work with.

Water Colour Painting
Let yourself ‘go with the flow’ with this vibrant medium. Learn to paint with water colours using a variety of techniques.

For more courses and information visit our website:

WWW.WESTAUCKLANDCOMED.CO.NZ
**BUSINESS & FINANCE**

**Accounting for Residential Property Income**
Buying a rental property? Learn about deductible expenses, depreciation calculations, record keeping, gain/loss on rental income and tax implications.

**Building Financial Security**
Discover the rules for successful wealth creation and becoming financially secure. Improve your confidence and understanding of saving to invest, rules, investments, risk vs reward, self-protection, government payments, KiwiSaver, retirement and estate planning tips.

**Accounting - The Basics**
Understanding accounting concepts will help you read, create and comprehend financial reports. You may be a trades person, courier operator, taxi driver, hairdresser, nail technician, bee keeper, family-trust trustee or dairy operator.

**Buying or Selling a Business**
Tips on how to buy and sell a business, making informed and profitable decisions. Registrations essential.

**Bookkeeping & Taxation**
Baffled by all the paperwork and accounting involved? Gain insight to the know-how required to set up and run a small business successfully.

**How to Buy and Budget for Your First Home**
Learn how to make smarter decisions with money and make your money work harder for you. If you want to learn how to own a house, and stop renting, this is for you.

**Income Tax for Small Business**
Absolutely everything you need to know in order to complete your business Income Tax Return. Practical, meaningful examples from a professional in the field.

**KiwiSaver Workshop**
Expect to leave with the knowledge and ability to effectively manage your KiwiSaver Funds, and a greater understanding of KiwiSaver as a whole.

**Starting & Managing a Small Business**
Designed for those wanting to manage and grow their own successful and innovative business. Covers: market analysis & risk assessment, writing a business plan, sales and business development, marketing, internal business processes, tendering and negotiations, Companies Office and the IRD.

**Social Media Marketing for Small Business**
Get the most from Facebook marketing, develop content that will increase brand awareness, generate likes, comments, shares and grow your overall customer base.

**Xero Web Based Accounting**
Learn how to use Xero to better manage your business. Familiarise yourself with basic accounting principles and gain confidence in Xero functions and reporting.

**Residential Property Investment**
Lisa Dudson will cover key concepts of property investment and how to increase returns. Learn the pitfalls to avoid. Suitable for first time buyers, and those with a property portfolio.

**Retirement Planning**
Retirement is choosing to stop work because we want to, not because we financially have to. Students will gain the knowledge and exposure to the different options with a licensed AFA adviser skilled in retirement planning.

For more courses and information visit our website: [WWW.WESTAUCKLANDCOMED.CO.NZ](http://WWW.WESTAUCKLANDCOMED.CO.NZ)
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Cost</th>
<th>Providers</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe After Effects – An Introduction to Motion Graphics</td>
<td>Learn to create attractive, meaningful and short animations with the help of videos, texts, graphics, photos and audios. These are possible and popular to use on Instagram, Facebook, websites, YouTube and Google to promote people or companies' products or services.</td>
<td>$159</td>
<td>RC</td>
<td>Mon</td>
</tr>
<tr>
<td>InDesign - An Introduction to Page Layout</td>
<td>Learn document setup, master pages and page numbers, adding text and graphics, character &amp; paragraph text formatting, text wrapping, and more! Create well-designed professional looking publications: newsletters, flyers, etc.</td>
<td>$159</td>
<td>RC</td>
<td>Sat, Sun</td>
</tr>
<tr>
<td>Adobe Premiere – An Introduction to Video Editing</td>
<td>Learn to make long or short videos, stories, documentary, music videos, commercially or for family, birthdays, ceremonies, celebrations or weddings. Ideal for platforms such as Cinema, YouTube, Facebook, Instagram, TV channels, etc.</td>
<td>$159</td>
<td>RC</td>
<td>Tue</td>
</tr>
<tr>
<td>Photoshop - An Introduction to Photo Editing</td>
<td>Explore the Photoshop workspace, work with images, text and adjustment layers. Resize and combine images, prepare an image for output for print or web, work with the selection tools, image editing and output.</td>
<td>$129</td>
<td>RC</td>
<td>Mon, Wed, Sat</td>
</tr>
<tr>
<td>Google Analytics Fundamentals</td>
<td>An entry level course in the powerful Google Analytics platform. We cover the basics of what makes up Analytics, what the main menu items are and what basic reports you can retrieve and how to customise them.</td>
<td>$119</td>
<td>RC</td>
<td>Sun</td>
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<tr>
<td>CAD - Computer Aided Design</td>
<td>If you’re involved with design - drafting, landscaping, interiors, building or electrical work - then you need AutoCAD. This starter course includes CD and work file.</td>
<td>$199</td>
<td>RC</td>
<td>Mon, Wed, Sat</td>
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<td>Database developer (SQL Developer)</td>
<td>Learn to use SQL Server Management Studio (SSMS) to query, design, and manage your databases and data warehouses, wherever they are - on your local computer, or in the cloud. Basic computer skills are required.</td>
<td>$199</td>
<td>RC</td>
<td>Mon, Wed, Sat</td>
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<td>Excel Basics</td>
<td>Includes entering and formatting data, flash filling, sorting and filtering, common functions, standard and combination chart type, and absolute references.</td>
<td>$75</td>
<td>RC</td>
<td>Mon, Wed, Sat</td>
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<tr>
<td>Get Started with Google Docs – Tips, Tricks and Expert Advice</td>
<td>Google Docs is the free word processing software that comes with a Google account. It’s an alternative to Microsoft Word and no special software is required. You can create, edit, and share documents online and access them from any computer with an internet connection. Even better, multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically. Beginners and Intermediate classes available.</td>
<td>$75</td>
<td>RC</td>
<td>Mon, Wed, Sat</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>These courses will provide you with the confidence to effectively use this application at work or home for the storage, display and analysis of data.</td>
<td>$75</td>
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<td>Excel for Business I</td>
<td>Includes VLOOKUP and related functions; calculating with dates and times; highlighting specific values using conditional formatting; importing and exporting data; forecasting and financial functions; custom chart types.</td>
<td>$75</td>
<td>RC</td>
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<td>Excel for Business II</td>
<td>Includes Pivot tables, slicers and data models; validating and protecting worksheet content; standardising design with forms and templates; using macros to automate repetitive tasks.</td>
<td>$75</td>
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**COMPUTERS & DIGITAL DEVICES**

- **Google Adwords Fundamentals**
  An entry level course in the basics of Google Ads. We cover overview material on the make-up of Pay-Per-Click advertising and the main components of the Ads system. We create a campaign and show you how to structure Ad Groups, Keywords and Ads.

- **SEO for Small Business**
  Every business can benefit from SEO! Learn the fundamentals from a Google Certified SEO Guru and Co-Founder David Partis to increase visitors on your website, tune for key words, how to gain control of your position on the search engine rankings, site monitoring and much more.

- **Keyboard/Touch Typing Skills**
  Using sight and sound techniques improve your skills and speed, and learn the correct way of typing. You will also have the opportunity to work on any errors that could be holding you back.

- **Microsoft Word for Business**
  Documents produced in a corporate environment typically include formatting requirements that extend the basic skills of most users. Gain the skills and knowledge so that you can be more confident, professional and efficient in the office.

- **Microsoft Office - Beginners**
  These skills are in high demand in the workplace. Covers Microsoft Word documents, Excel spread sheets and PowerPoint presentations.

- **Python (Programming language)**
  Learn to use this interpreted, object-oriented, high-level programming language with dynamic semantics. It’s simple, easy to learn syntax emphasizes readability and therefore reduces the cost of program maintenance. Basic computer skills are required.

- **Sketchup 3D design and 3D printing - Beginners**
  Introduces the general operations of Sketchup and teaches how to model 3D objects and print them. It covers setting up your work space, downloading useful tools, navigating the work space, creating 3D objects then exporting them ready for 3D printing.

- **Starting an Online Business**
  This is an overview course focusing on the elements that make up digital marketing and what you need to know to start an online business. We cover a range of different disciplines including business elements such as Trademarks, Domain names and the basic ways to set up a website.

**EMPLOYMENT, NCEA, LITERACY & NUMERACY**

- **NCEA Day Courses**
  Rutherford College welcomes adult students. If you are 19 yrs+ at the start of the year, you can join our regular daytime classes. You can study at any level in all school subjects, leading to NCEA qualifications. For information, contact Jeanette Reid. P: 834 3305, E: reidj@rutherford.school.nz

- **NCEA English - Level 1 & 2**
  Work toward gaining the NCEA (reading and writing) credits required for entry to a tertiary institute: internal assessment; reading homework compulsory; must be fluent in English.

- **NCEA Mathematics - Level 1 & 2**
  Improve your math skills and gain credits for entry to a tertiary institute; work based on maths required for everyday living; NCEA Unit Standards (optional) by internal assessment during class.

- **NCEA Credits may also be gained in the following courses:**
  Food Hygiene, and Barista.

- **Dental Assistant**
  Interested in getting future employment in the dental field or simply in knowing more about teeth? Covers basic dental knowledge and gives an insight into working as a dental assistant.

- **Food Hygiene Certificate - Unit 167**
  The principles of basic food safety: hygiene, sanitation, and storage requirements. A course suitable for anyone handling food at home, at work, when care-giving or socially.

- **Starting an Online Business**
  This is an overview course focusing on the elements that make up digital marketing and what you need to know to start an online business. We cover a range of different disciplines including business elements such as Trademarks, Domain names and the basic ways to set up a website.

- **LED Lighting**
  A basic introduction to how lighting works and the use of LED lighting. Covers the basics of light and human vision and efficient lighting design.

- **Laser Cutting - Beginners**
  Introduces the general operations of Laser Cutting and teaches how to prepare and laser cut 3D objects. It covers setting up your work space, downloading useful tools, navigating the work space, creating 3D objects then exporting them ready for 3D printing.

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ENGLISH LANGUAGE CLASSES (ESOL)

Rutherford College courses are recognised by The English for Migrants Programme (EFM and PELTS) and WINZ. Full-time students may be eligible for a STUDENT VISA. Fees for non-NZ residents have a surcharge. Text books not included in registration fee. Contact us for Working Visa special discount rates.

Phone: 09 834 4099

IELTS - Preparation
Prepare yourself with skills and strategies needed to undertake the IELTS test with confidence. Course covers vocabulary, language skills and exam requirements.

Days Mon Wed
From $115

Business English
Explore the options available in terms of jobs, self-employment, business, and investments. Learn how to write a CV that will make you stand out from the crowd and practise the skill of presenting yourself to meet employers’ requirements. Also covers business structures, finance, loans, investments and accounting.

Days Mon
From $70

ESOL for Chinese Speakers - Beginners
Join our native Chinese bilingual tutor and improve your English skills for everyday life in NZ. Speaking, reading, writing and listening skills will be covered.

Days Mon to Wed
From $65

English for Communication
Learn tips to help overcome the difficulties you might be experiencing, using some of the simplest methods to improve your English communication skills. Gain an understanding of how to select your words, create sentences, speak more clearly and the importance of listening to others.

Days Thur Fri
From $110+

Pronunciation/Accent Improvement - Intermediate
To perform at your best in the workplace and in the community, you need to communicate easily and effectively with other people. Improve your listening skills while you practice the sound system and stress and intonation patterns.

Days Tue
From $50

Business English
Explore the options available in terms of jobs, self-employment, business, and investments. Learn how to write a CV that will make you stand out from the crowd and practise the skill of presenting yourself to meet employers’ requirements. Also covers business structures, finance, loans, investments and accounting.

Days Mon
From $70

English Full Time
Student Visa Available. Improve your speaking, listening, reading and writing of English in supportive classes ranging from complete beginners through to advanced.

Days Mon to Fri
From $540+

English in Action
Improve your speaking, listening, reading and writing of English in supportive classes ranging from complete beginners through to advanced.

Days Mon to Wed
From $160+

English for Beginners
This class is starting from the very basics and is suitable to students who speak very little or no English at all.

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From $110+

For more courses and information visit our website:

ENGLISH LANGUAGE PARTNERS NEW ZEALAND
Working with former Refugees and Migrants
Phone 09 827 7882
Address Level 1, 3091 Great North Road, New Lynn
Email aucklandwest@englishlanguage.org.nz
Web www.englishlanguage.org.nz

*Free for refugee-background learners
Waitemata Bridge Club Inc.
Covil Avenue, Te Atatu South

“Bridge teaches logic, reasoning, quick thinking, patience, concentration and Partnership skills.” Martina Navratilova

Learn the World’s greatest card game at the Waitemata Bridge Club, Covil Park, Covil Avenue, Te Atatu Peninsula. Regular training sessions.

www.bridgewaitemata.co.nz/

Edvance Workplace Education
PREPARING FOR A CAREER IN LAW ENFORCEMENT OR THE ARMED FORCES?

We'll prepare you with the skills you need to pass the pre-entry tests.

- Practise pre-entry testing assessments
- 17-25 week evening course
- Flexible delivery days and times
- Limited places

GET IN QUICK TO SECURE YOUR PLACE!

YOUR COURSE MAY BE FULLY FUNDED!
Contact us to find out how.

Edvance Workplace Education 0800 773 368 training@edvance.co.nz www.edvance.co.nz
Enrolment is essential.

Road rules.

Licensed driver.

Becoming a fully

Take the first steps to

6 sessions over 3 weeks

Licence Learner’s Licence

$50

Body Rhythm

Yoga

Water Colour

Painting w/ Leesa

First Aid for

Workplace

First Aid Refresher

$110 (materials extra)

$125

$100

Tuesday 10:00am - 11:30am

Come and join our friendly community Yoga class on how your health and wellbeing is the main focus of the class.

For starting dates email michelle@bodyrhythmbyoga.co.nz

Wednesday 8 weeks

9:30am - 12:30pm

Beginners & Advanced.

Phone Leesa 027 580 2010

Also in Te Atatu (Tues) & Hobsonville (Thurs). Expressions of interest for Wednesday evening class.

Saturday 8:30am - 5:30pm

The minimum qualification recommended by WorkSafe.

NZQA units: 26551 & 26552

*Enrolment is essential

**Learner Licence, First Aid Refresher & First Aid for Workplace are run once each term - please contact our office for dates.

Please call (09) 837 1938 for further information.

Acrylic/Water-Based Oil Painting

Join us for this popular class where you will gain knowledge and confidence in a stimulating and supportive environment.

Each term runs for 8 weeks at $90 (plus materials)

Time 12.30pm – 2.30pm.

Term 1 – starts Friday 15th February 2019

Term 2 – starts Friday 10th May 2019

Term 3 – starts Friday 2nd August 2019

Term 4 – starts Friday 18th October 2019

Pencil Drawing

Explore pencil drawing including line, tone, light and shadow also a little Art History as well.

Each term runs for 8 weeks at $90 (plus materials)

Time 9.30am – 11.30am.

Term 1 – starts Friday 15th February 2019

Term 2 – starts Friday 10th May 2019

Term 3 – starts Friday 2nd August 2019

Term 4 – starts Friday 18th October 2019

Spanish (Beginners/Intermediate)

Come and join our wonderful tutor, learn in a fun and relaxed environment, our courses cover grammar and conversation skills to get you started whether heading overseas or the challenge of a 2nd (or 3rd) language.

Beginners class is on a Thursday from 7pm – 8.30pm

Term 1 – starts Thursday 14th February 2019

Term 2 – starts Thursday 9th May 2019

Term 3 – starts Thursday 1st August 2019

Term 4 – starts Thursday 24th October 2019

Intermediate class is on a Tuesday from 7pm – 8.30pm

Term 1 – starts Tuesday 12th February 2019

Term 2 – starts Tuesday 7th May 2019

Term 3 – starts Tuesday 1st August 2019

Term 4 – starts Tuesday 22nd October 2019

Each term runs for 8 weeks at $90.

We have the following classes available on a term basis, please ring/email our Co-ordinator to enrol.
**Tuition is FREE**
to learners who meet our conditions.

Enrol at any time

Phone: 825 0220 to make a time to see us.
3055 Great North Rd, New Lynn.
Email: info@literacywaitakere.org.nz
www.literacywaitakere.org.nz
www.facebook.com/literacywaitakereorg

*All programmes are subject to funding, group numbers and tutor availability*

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Get fit for Foundation Studies!

**Read, Write, Spell:**
Reading & understanding, writing & spelling, speaking & listening. Learn what you want to learn at your own pace.

**Pasifika:**
Reading, writing, listening and speaking with a Pasifika flavour.

---

**Everyday Maths and Financial Literacy:**
For shopping, budgeting, discounts, interest rates & work skills.

**Learner Licence:**
Learn the Road Code to sit your Learner Licence.
- Two sessions a week for five weeks.
- Runs once a term.

**Computer Skills:**
For learners attending other groups with us.
**Computer Beginner:**
Start from scratch with Windows and the Internet.
**Computer Intermediate:**
Focus on computer skills for work including email, applying for jobs on line, CV and cover letters.

**IELTS:**
Higher level reading, writing, listening and speaking to gain an IELTS or OET qualification or progress to higher level study.

**Prepare for the Police Test:**
Reading, writing, numeracy, abstract reasoning.

**Writing for Police Recruits:**
Writing, grammar & Kiwi vocab for ESOL recruits.

**Workplace Communication:**
Giving and understanding instructions, negotiating, Health and Safety documentation.

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**Community Groups** – Include a customised literacy module as part of your community programme – any ages, school leavers 16+.

**Workplace Literacy** – up-skill with essential reading, understanding, writing, maths & communication relevant to and in your workplace.

**Employers** – We can customise a programme for your workforce, in your workplace.

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For more courses and information visit our website:

WWW.WESTAUCKLANDCOMED.CO.NZ
Supporting Local Economic Development in West Auckland

- Website Design
- Business Development
- Social Media Marketing
- Business Financial Literacy
- IRD Business Health Check & GST

- Learner/Restricted /Full Licence Preparation
- Heavy Vehicle Theory Class 2
- F Endorsement (Forklift) Certificate
- OSH Operators Certificate

- First Aid Certificate Level One, Level Two and Refresher
- Everyday NZ English Beginner/Elementary, Intermediate, Reading and Writing
- Treaty of Waitangi

- Employment Support Programmes
- Interview Preparation
- Online Job Search and Application Support

- Sewing - Beginners
- Slow Cooking on a Budget
- Jams and Preserves
- Plus Size Clothing Swap
- Basic Plumbing Repairs
- Planning for Future Home Ownership

- Business Financial Literacy Development
- Social Media Business Branding for Small Business

- Support for Local Economic Development in West Auckland

- Online Job Search
- CV Preparation
- Employment Support
- Treaty of Waitangi Workshop

- Every New Zealand English Beginner/Elementary/Intermediate
- Provides conversational English and encourages conversation and listening in a wide variety of NZ situations.

- Employment Support to get “Job Ready”
- Support from an employment coach with, identifying work related experience and skills, developing a CV and cover letter, online job search, application and interview skills.

- IRD Business Health Check
- Are you in business? Are you confident that you know enough about income tax obligations, what you can claim, and what online services and business tools are available to help make tax time easier?

- IRD GST (Goods & Services Tax)
- You must register for GST if your annual turnover was (or will be) $60,000 or more. This workshop is a hands-on interactive session where you learn to complete a mock cashbook and GST return, and any other questions for IRD you may have.

- Credit Control for Marketing
- Credit Control for Business Financial

- Treaty Of Waitangi Workshop
- Designed for people working in government and non-government organisations, the community sector and students. Dr. Susan Healy is an experienced treaty educator and co-author of the independent report ‘Ngapuhi Speaks’.

- F Endorsement (Forklift) Certificate Course / OSH Operators Certificate
- This theory and practical course provides you with the certificate required to add F-Endorsement to your driver licence. You can then legally drive a Forklift on a public road (Unit 18496).

- First Aid Workplace Level One (1 Day)
- Acquire knowledge and skills to respond to and manage a variety of emergency situations in a low risk work environment. NZQA accredited – units 26551 & 26552.

- First Aid Workplace Level Two (2 Days)
- Acquire knowledge and skills to respond to and manage a variety of emergency situations until help arrives. NZQA accredited - units 6401, 6402 & 6400.

- From $10 per session
- Days 10

- From $39
- Days 1

- From $125
- Days 2

- From $60
- Days 1

- From $250
- Days 1

- From $59
- Days 2

- From $59
- Days 2

- From $250
- Days 1

- From $39
- Days 3

- From $59 - $50

- From $130
- Days 1-2

- Website Design for Small Business
- Learn how to make your website look fresh and current, and make sure it functions well too. Find out what works and strive to create a website that is both visually stunning and simple to navigate and use. Covers SEO, Google Ad Words and much more.

- Becoming Financially Fit (BFF) Series
- A range of courses to help you understand your current financial situation and work toward changing it. The series includes fun and resilience building courses that develop skills that can be used to save money and grow income including:
  - Sewing for Beginners – Daytime or Evening
  - Slow Cooking on a Budget
  - Jam making and Preserves
  - Plus Size Clothing Swap
  - Basic Plumbing Repairs
  - Planning for Future Home Ownership

- Business Development for start-ups and Small Business - 2 Days
- Develop your new or existing product or service, identify your value proposition, customer segments (demographic and psychographic) and customer profiles (influencers, purchasers and end users), and develop marketing strategies to reach new customers.

- Social Media Marketing for Small Business - Focus on Facebook - 2day
- Do you use Facebook to market your business? Learn how to get the most from your social media marketing.
**GENERAL INTEREST**

- **A-Z of Winter Style**
  Lisa will talk through all things beautiful and practical for looking chic and stylish while staying warm and dry over winter. Includes information on colours, trends, fabrics, scarf tying techniques and other tips to keep you feeling and looking gorgeous.

- **Boating Essentials in NZ**
  Do you have a passion for boating, are you new to the country or have you just purchased your first water vessel? If so, come along and gain essential knowledge on maritime rules and regulations, weather forecasting, navigation, radio use and basic outboard care.

- **Family History on the Internet**
  You’ve seen the TV commercials - now try for yourself! Jan Gow will guide you through using free and pay-to-view sites to Find Your Family and discover those you have made who you are. Early enrolment is essential.

- **Family History on the Internet**
  Whether you write novels, how-to guides or are finishing your family history, publishing an e-book is a great way to get your words out into the world.

- **Fashion Fixes for Fashion Faux Pas**
  Lisa will take you through a top to toe guide of how to always look stylish while still allowing for your clothing personality, body shape and proportions. Feel confident knowing how to always look put together by avoiding common fashion mistakes.

- **Head & Shoulders above the Rest**
  Lisa will show you how to look your best when it comes to head and shoulders. Learn what your face shape is, your neck length and bone structure. Understand how to flatter these by your choices for hairstyles, glasses, jewellery, makeup and accessories.

- **Makeup Artistry**
  - for Personal & Professional Application
  Learn how to do your own make-up with confidence and style. Our expert Make-up Artist will show you how to achieve a perfect day make-up and a glamorous evening look quickly and with a professional finish.

- **Speaking With Confidence**
  Fear of public speaking is extremely common but the skills required can be learned and practiced: managing nerves; building rapport; body language; vocal technique; content and structure; etc.

- **Event Management and Tourism**
  - an introduction
  This is designed to give some insights into coordinating great events, big or small, and will guide you through the process from concept to implementation. It will also help you understand how the tourism industry operates in a global and local context.

- **Dog Obedience - Life Skills PLUS:**
  - Developing Loose Lead Walking
  A unique follow-on service to our Life Skills courses, that focuses on the one subject at hand. Is your dog pulling on the lead? Also open to anyone who has already completed a basic course and wants to work on a specific behaviour.

- **Dog Obedience - Life Skills PLUS:**
  - Reliable Recall
  A unique course which focuses on the one subject at hand. Recall issues. Come along and learn how to develop reliable recall! Also open to anyone who has already completed a basic course and wants to work on a specific behaviour.

- **Write and Publish an E-Book**
  Whether you write novels, how-to guides or are finishing your family history, publishing an e-book is a great way to get your words out into the world.

- **Life Skills for Puppies**
  Designed to build on the foundations of relationship building, manners/obedience, enrichment and add in new real-life skills all while continuing socialisation, confidence building and behaviour problem prevention.

For more courses and information visit our website: www.westaucklandcomed.co.nz
HOME, GARDEN & DIY

Candle Making with Soy Wax
A hands-on, interactive class using natural based products. Learn to prepare, fragrance, pour and look after Soy wax candles, using your own recycled teacups, glasses, jars, etc.

From $89
Providers RC
Days Sat Sun

Soap Making
Explore methods and techniques of soap making. Includes: making soap from scratch, using a soap base, melt and pour soap, ingredients used in soap making and decorating and designing your soap.

From $59+
Providers RC
Days Sat Sun

Interior Design
The approach of the course is creative, artistic, and intuitive and is aimed at those who want to know more about Interior Design and will provide some basic knowledge on the overall aspects.

From $99
Providers RC
Days Sat

Welding
Come along and discover from an expert in the field what welding is all about. In this hands-on course you will learn the techniques involved and then have the opportunity to apply them. Covers MIG, TIG, ARC and gas welding. Beginner and intermediate classes available.

From $289
Providers RC
Days Mon Tue Wed Sat

Producing Vegetables and Fruit from a Small Urban Garden
Design your own urban paradise and have goodies from the garden all year round. Covers various garden components of vegetables, fruit trees, herbs, composting and hedging. Everything you need to know to get started or to add new life to an existing space.

From $99
Providers RC
Days Mon Wed

Woodwork - Beginners
A step-by-step class where you will learn to measure and assemble a simple project. Gain confidence in using different types of machinery and learn techniques in cutting, joining and assembling. Materials additional cost.

From $109
Providers RC
Days Mon Sat

Woodwork - Rustic workshop
Learn how to make your own simple garden furniture using freshly harvested Greenwood and Seagrass. Willow or Poplar are traditional, but Kāiheka kaea and Manuka are also good native woods to use. The results are amazing, comfortale, cost effective and environmentally friendly. No prior experience necessary.

From $229
Providers RC
Days Sat

Balms & Lip Balm Making
Learn to make a basic balm and how to tweak the recipe to fit particular needs, such as baby bottom balm, sports balm, arthritis balm and skin healing balms. Also learn to create balms, with flavouring and tinting.

From $49
Providers RC
Days Mon Tue

Basic Home Maintenance and DIY - Workshop
Learn how to fix leaky taps, repair that hole in the wall, hang things on walls (shelves, picture, towel bars etc), install security latches, deal with toilet blockages, seats etc. Demo & hands on!

From $69
Providers RC
Days Sat

Beeswax Wraps
Be part of the movement to reduce plastic waste! Learn how to make your own reusable beeswax food wraps - a beautiful alternative to plastic cling film.

From $35
Providers RC
Days Mon Sun

Basic Car Maintenance
Learn the basic workings of the automobile; includes, breaks, oil changes, electrics, rims, tyres and what to look for in the event of a breakdown.

From $99
Providers RC
Days Wed

Engine Repairs
Learn the fundamentals of small engine repair and servicing in this hands-on practical course. Learn what makes two-stroke and four-stroke engines work, explore the tools and parts involved in successful repairs and identify performance measurement and preventative maintenance.

From $95
Providers RC
Days Sat Sun

Grafting
This interactive workshop will cover the theory and practice of grafting. The ancient art of propagating trees. We'll explain how this works, share some tips for successful grafting, and then we'll practice it.

From $29
Providers RC
Days Sat

For more courses and information visit our website: WWW.WESTAUCKLANDCOMED.CO.NZ
IN THE KITCHEN

**Café Style Cooking**
Scrumptious, stylish food focusing on yummy seasonal ingredients. Create fabulous dishes for home, family and friends.

**Cake Decorating**
Gain skills in cake decorating so that you can present wonderful cakes and cupcakes for special occasions. Covers piping, moulding, covering cakes, flowers and much more. Suitable for all levels.

**Cheese Making**
This hands-on class makes cheese-making easy and accessible to anyone, giving you the knowledge and recipes to make your own cheese easily in your own kitchen.

**Cooking with Confidence**
Designed for enthusiastic amateurs and ideal for those new to cooking. Learn some essential cooking techniques and open up a world of possibilities, including simple dinners, ideas for entertaining and a little baking.

**Entertaining made Easy**
Stuck in the kitchen while others have fun? Learn from a Professional Chef and take the stress out of entertaining. Create quick and easy - but oh so impressive - party finger foods and light meals.

**Homemade Baking**
Everyone loves baking, whether you’re baking or eating (or both). Baking from scratch doesn’t have to be difficult. Come and learn recipes to fill your house with all those lovely aromas, from half-forgotten favourites to tasty sweet treats.

**Korean Kimchi**
If you like spicy, intensely flavoured food, then homemade kimchi is for you, and there’s no better way to learn this well-guarded secret recipe than from an expert! This unique tasting dish can be very addictive and it’s also famous for its many health benefits.

**Malaysian Cooking**
An exciting opportunity to learn how to create authentic and traditional dishes that are addictive, flavourful, spicy and wholesome. Part demo and part hands-on. Ingredients included.

**Mediterranean Cuisine**
Prepare classic dishes from Italy, France, Spain, Greece, Turkey and Egypt. If you are looking for healthy and tasty food from around the Mediterranean Sea, then this course is for you.

**Mexican Cuisine**
Encounter the flavours, aroma’s, spices and culture of Gloria’s home country and learn how to create a selection of easy and tasty authentic Mexican food.

**Pasta Workshop**
Our fresh pasta cooking class is about making great pasta that can be replicated at home. Discover the little secrets and explore the many different ways to use the product, from lasagne to ravioli and even as a dessert ingredient.

**Persian Sweets**
A unique and enjoyable baking experience which brings the sweets of the exotic East to New Zealand. You will bake popular Persian sweet and you will also get the chance to try many more. Ingredients, saffron tea and Persian style tin included.

**Preserves and Pickling**
Learn how easy it is to produce your own fresh and tasty flavoured oils, make chilli jam and create tasty garden pickles, relishes and more. A great way to keep the taste and goodness of the season for you to enjoy later, and eat healthy.

**Spanish Tapas**
Flavours galore! Spain is known for its small plates or tapas served as a varied meal. The dishes are flavoursome and rustic. You’ll get to learn recipes, assemble tapas and of course, enjoy tasting the food. Great for parties or evenings in front of the fire.

**Sugar Flowers**
Let your sugar skills "blossom" and bring beautiful flowers to life. Gain the skills and experience needed to be able to work with the sugar crafter’s key area – sugar flowers.

**Tasty Thai Cooking**
Discover the surprisingly simple secrets of authentic Thai cooking. Each night you will enjoy a 5 course meal and along the way you’ll learn how to make a selection of great tasting Thai dishes and how to garnish them to impress family and friends.

For more courses and information visit our website: [WWW.WESTAUCKLANDCOMED.CO.NZ](http://WWW.WESTAUCKLANDCOMED.CO.NZ)
LANGUAGES

Learn a new language!
Learn in a fun and relaxed atmosphere and explore another culture.
Whether you want to improve your everyday life, prepare for a life-changing experience or an overseas adventure, learning another language will be beneficial.
All of our courses cover grammar and conversation skills to help get you started.

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<th>Language</th>
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RECREATION & HEALTH

Golf for Beginners
Gain skills and enjoy the game with personalised tuition: grip, stance, swing and a variety of shots, putting, golf gear, score cards and handicaps.

From $149+
Providers RC
Days Tue

Yoga – Sama (Balance)
Correct physical imbalances caused by incorrect daily habits through sequences of yoga postures and breathing techniques that will activate and strengthen your body energy and immune system.

From $70
Providers RC
Days Mon

Tai Chi Qigong
Tai Chi Qigong is a series of simple, yet highly effective exercises for body and health. Suitable for all age and physical abilities.

From $40
Providers RC
Days Wed

Yogalates
An involving and freeing practice combining the core stabilising, strengthening and toning aspects of Pilates together with the flexibility, balance and mental clarity of Yoga.

From $99
Providers RC
Days Wed

New Zealand Sign Language
Promotion • Development • Service

NZSL courses
Join our NZSL adult community education evening course or send your staff to attend our NZSL 15 week block course in local areas:
- Te Atatu Peninsula
- Sunnybank
- West Harbour
- Otawa

All courses are delivered by qualified and trained NZSL tutors. A fee of $250 per person. This includes handouts.

Contact details:
E: hel@mergennz.co.nz
M: 021 077 1864
www.mergennz.co.nz

Homestay Families needed for International Students
Caring families needed to host for your local school

Office Hours:
Monday to Friday
8.30am to 5.30pm
+64 9 836 1277

www.lpsstudenthomestays.co.nz
host@lpsstudenthomestays.co.nz
lakepanoramastudenthomestays
lpsstudenthomestays

For more courses and information visit our website:
MUSIC & DANCE

Belly Dancing
A popular style of Middle Eastern dance, suitable for all shapes and sizes, makes getting and keeping fit FUN!

Social Dance
Spice up your dance moves and experience a taste of some very popular dance styles including Salsa, Ballroom & Latin and West Coast Swing. It’s easy, it’s exercise and it’s a fun social atmosphere.

Other Recreational Courses
Get your body moving with other recreational courses, such as Yoga - Sama (Balance), Tai Chi Qigong and Yogalates.

From $85
Providers SW
Days Thur

Guitar - Acoustic
An introduction to all styles of guitar playing - strumming and finger-picking, rock, blues, country, and classical. No experience necessary. BYO guitar. Intermediate classes available.

Ukulele Workshop
Easy to learn and fun to play! Learn basic chord shapes, and strumming techniques. BYO Ukulele.

From $75
Providers RC
Days Tue

From $69
Providers RC
Days Tue

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WWW.WESTAUCKLANDCOMED.CO.NZ

Kick-start your learning journey with ACE Place

You might want to find a better job, adopt a healthier lifestyle or explore things you are interested in. ACE Place is all about working out what you want for yourself and finding out how to accomplish it, with the help and support of the community.

It’s a place to...
- Explore different learning pathways
- Find out what courses are being offered in your community
- Share your learning experiences and hear from others
- Store qualifications, work experience and achievements for your CV
- Prioritise things in your life

Start the learning journey now by visiting aceplace.co.nz

STUDY ENGLISH WITH CONFIDENCE

Step up with DynaSpeak to an NZQA approved English language qualification, New Zealand Certificates in English Language (NZCEL).

- Get the language skills you need to live, work and undertake further study in New Zealand.
- 19 week course – 5 locations around Auckland
- Focused English language skills
- Daytime and evening options
- No tuition fees for NZ citizens, residents and refugees
- Eligible for student allowance (conditions apply)

NZCEL Semesters 2019

SEMESTER A
Starting Date: 25 February
Mid-Term Break: 15 April - 19 April
Finishing Date: 5 July

SEMESTER B
Starting Date: 29 July
Mid-Term Break: 30 September - 4 October
Finishing Date: 6 December

Waimate Scottish Country Dance Club

Easy to learn, excellent instructors. All fitness levels welcome.
Low impact dancing. No partner needed. No previous experience necessary.

Tuesday nights - March to November
Beginners: 6:45pm-8:00pm.
Regular dance: 8:00pm-10:00pm.
Kelston Community Club – Corner of Great North Road and Albany Road.

First night FREE! Annual fee $50.00. For details call 838-7263.
RESTAURANTS & KITCHENS NEED YOU!

Train with the best at AHCTS & launch your chef career, now.

Fees FREE for first year Level 4 cookery students*

*ELIGIBILITY CRITERIA APPLY

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