



“Where can I find a course that ...?”

Database of adult and basic education courses

VALBEC (the Victorian Adult and Basic Education Council Inc.), supported by ACFE (Adult Community and Further Education) is updating its **database of courses and programs conducted by neighbourhood houses, neighbourhood learning centres, TAFE colleges and Registered Training Organisations**. The database is available via our web site and in print form.

Please complete the form below and return it by **October 15, 2006**.

You may do it in one of several ways:

- **On-line:** Go to www.valbec.org.au, choose 'Course Contacts' and then 'Add new' and complete the online form.
- **Post** this completed form to VALBEC, Box 861, Springvale South VIC 3172
- **Fax** this completed form to 03 9546 0421 (no cover page required)

Your version: You will be provided with an electronic version of the database.

Changes: At any time you can go on-line and provide updates and changes to your information



Adult Education in the Community

Section A • Organisation details

1. Organisation name
2. Name of contact person or position title
3. Organisation postal address
4. Town/suburb 5. Postcode
6. Phone 7. Fax
8. E-mail
9. Web address
10. Municipality
11. Street address (where programs and courses are delivered).....

More than one location? Just submit a separate form for each location.

Section B • Which of the following accredited courses do you offer?

12. CGEA - Certificate in General Education for Adults
13. VCAL - Victorian Certificate of Applied Learning
14. CSWE - Certificate in Spoken and Written English
15. Certificate in English as a Second Language
16. CIALN - Certificate in Initial Adult Literacy and Numeracy
17. Other accredited courses (please describe)
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Section C • What type of programs do you offer?

18. Adult Literacy Basic Education
19. Numeracy
20. English as a Second Language
21. Youth
22. Special needs groups
23. Other programs (please describe).....
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Thank you!

Please return this form to VALBEC by one of the methods shown above. We'll email you a copy of how we've used your material before we make it widely available; you can check and amend it.

Thank you

Don MacDowall (VALBEC) Email: info@valbec.org.au

