



"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 ACEF (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.



Adult Education in the Community

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

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)

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)

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

