



lifestyle learning
DIRECT

The Knowledge Tree

WS The Writing School **SA** The Sackville Academy

FROM THE EDITOR'S DESK



Hello, and welcome to our winter 2009 edition of *The Knowledge Tree*.

The response to our suggestion of emailing assignments and course notes in the last few newsletters has been extremely positive, with a large percentage of our students now electing to utilise this method of delivery.

Here at Lifestyle Learning Direct we feel it's the preferred system, as it cuts down on response times and also eliminates postage costs.

Meanwhile, winter is here again, although it seems like only yesterday that summer arrived. Living in the Gold Coast hinterland means the occasional sub-zero temperatures and at home we're getting our woodpile ready for the antic-

ipated cold weather. So, what better time for you, too, than to curl up in front of your own fire (or equivalent) and get on with that course you enrolled in but never quite got around to finishing.

Sometimes life gets in the way of study, and that's okay because we give you a generous amount of time to finish your course, but it's never too late to take up your lessons again. Even if your course has expired, that doesn't mean you can't have a second chance at your goal. Simply contact our friendly Student Services Department staff for course extension details.

Happy studying and best wishes,

Robyn Burrows

Em@iling Assignments

Want to dramatically reduce your assignment turnaround times, save postage and complete your course faster?

Many students don't realise they can submit their assignments via email. With a simple click of a button you can have your work winging its way through cyberspace instead of travelling by regular "snail" mail. If you wish to use this submission option, the following procedures will simplify the process.

- Assignments must be saved as Word® documents (.doc file extensions) and submitted as a single file. Any graphics must be included in the file and not sent separately.
- Submit only one assignment at a time and wait for its return before emailing the next.
- For clarification purposes, the email subject heading **MUST** include your student ID, course name and assignment number.
- Editing & Proofreading assignments can only be emailed if the attachment is a clear scanned copy and can be easily read.

When our Student Services Department receives your emailed assignment, it is directly forwarded to your tutor for marking, circumventing possible postal delays. A reply is also emailed to you, confirming our receipt of your assignment.

Students who elect to submit their assignments electronically, also receive additional modules of their course in this format, along with the return of their marked assignments.

If you would like to submit your assignments by email, simply send them as file attachments to info@lifestylelearningdirect.com. Please note: for practical purposes, assignments for some of the design courses (such as fashion, garden and interior) are unsuitable for emailing. If you are unsure of the requirements, please contact our Student Services Department.

MANUSCRIPT ASSESSMENT SERVICE



The Writing School, a subsidiary of Lifestyle Learning Direct, offers students a manuscript assessment service for both fiction and non-fiction pieces of work not exceeding 2000 words. It may be a short story or article, or an excerpt from a longer piece of work that you are considering submitting for publication.

The service is run by tutors who have many years' experience in writing and publishing. Students receive comprehensive feedback on their work and the critiquing format will be appropriate to the submitted writing genre. For instance, fiction assessment may cover topics such as theme, plot, characters, emotion, desired outcome and so on. Non-fiction may

encompass grammar and punctuation, readability, research and flow of the work.

Students are expected to follow the normal writing layout as explained in the course modules and work must be typed. A cover page will include the student's name, the title/heading of the work, the genre and the intended market.

The cost for this service is \$55 and payment must accompany the submission. For further queries, please contact our friendly Student Services Department staff.

BONUS CASH DRAW WINNER



Katrina Love, who enrolled as a Professional Editing & Proofreading student, is the lucky winner of our \$2500 Bonus Cash Draw prize, which was drawn on April 30 2009.

The Knowledge Tree subscription form

To receive our quarterly newsletter by mail, please fill in your details and return to Lifestyle Learning Direct, along with your payment.

Name: _____ Student #: _____

Address: _____

Telephone Number: () _____ Email Address: _____

I wish to pay \$10 for my annual subscription by:

Cheque* Money Order* Bank Draft* (*payable to Lifestyle Learning Direct) Credit Card

Credit Card Type: VISA MASTERCARD

Card No.:

Card Holder's Name: _____

Signature: _____ Expiry Date: _____ / _____

Please return this completed subscription form to the school. Alternatively, if paying by credit card you may fax this form to 07 5630 6195 (Australia) or 0800 775 050 (New Zealand).

Contact Details

The official addresses of The Writing School, The Sackville Academy and Lifestyle Learning Direct are:

AUSTRALIA

PO Box 6944, Gold Coast MC, QLD, 9726

Tel: +61 (07) 5630 6132

Fax: +61 (07) 5630 6195

NEW ZEALAND

PO Box 91994, Victoria Street West, Auckland, 1142

Tel: +64 0800 77 10 10

Fax: +64 0800 77 50 50

Email: info@lifestylelearningdirect.com

Web: www.lifestylelearningdirect.com



Lifestyle Learning Direct would like to congratulate the following students who have had success in their chosen field of study.

Orme Harris, one of our Professional Editing & Proofreading students, wrote to say she has recently proofed two manuscripts – one was about Boggo Road Gaol (approximately 245 pages) and the other was a Roman trilogy (900+ pages). Orme is thoroughly enjoying the work.

Don't forget to check out **Fleur McDonald's** debut novel in your local bookstore. *Red Dust*, which was published by Allen & Unwin, hit the bookshelves last month, just in time for Mothers' Day.

Aleifa Rossouw, who recently received her Travel Writing Certificate of Completion, wrote to tell us that her final assignment, titled "Wellington on Supergold", was accepted for publication by *The Dominion Post* – Wellington's (NZ) daily newspaper.

P & R Media Productions published **Celia Beal's** children's fantasy book – *Gilly: the Little Adventurer* – in December 2008. The book is about a little gecko called Gilly, and although Celia wrote it for children in the 7+ age range, she says adults are enjoying the story as well. It is available from Angus & Robertson booksellers in Glenelg.

Mike Syme's first success since completing his Comprehensive Writing course was the publication of his article – "Does Glyburide Cross the Placenta?" – published in the March 25 edition of *New Zealand Doctor*, which provides medical news for GPs.

During the last Christmas/New Year break, **Robyn Forno** was given the opportunity to edit the final draft of a book that was written by a client of the law firm she works for. The book is an autobiography, detailing how a successful business started from nothing and years later sold for more than \$1 million. She says the job was a great experience and showed exactly how hard it is to concentrate on such a large project.

Anne Saxby found that networking with family and friends pays off when it comes to finding editing and proofreading work, when a cousin recommended her to a Uniting Church publishing company in Adelaide. The company emails her the text in PDF format, which she prints out and edits as hard copy and mails back. The work is ongoing and Anne is very pleased to be involved.

Following her tutor's encouraging remarks, **Heather Trussell** entered her Assignment 17 story – "Stella's Laugh" – in Smink Works Books short story competition. It received a highly commended award and will soon be published in a "laughter" themed anthology.

Isabel McCallum's local Nowra writing group members self-published their research on people who have childhood memories of WWII and how the war affected them. The book, titled *When Sirens Wailed*, was launched by a local politician. Heather wrote to tell us that the writing group was amazed at the diversity of responses and shared experiences that emanated from many different countries. She says there is a scarcity of literature on this topic and people who experienced this war have much to share. Through her writers' group, and the local Older Women's Network members, more stories are being collected. Isabel says they hope to have another book launch in 2010.

CERTIFICATES



Congratulations to the following Lifestyle Learning Direct students who were awarded Certificates of Completion during the three months prior to 30 April 2009. If your certificate was issued after this date, your name will appear in the next edition of this newsletter.

Aromatherapy

Carolyn Jones

Anne Taylor
Barbara Davidson
Cynthia Cass

Historical Fiction

Jacqueline Mary Rolley

Ho Chee Sing
Jan Peters
Jane Lawrance
Jann Drew-Maskell

Karen Schwartz
Lannah Sawers-Diggins
Leon (Reo) Paraone-Beazley

Professional Editing & Proofreading Advanced

Karen Mackay

Article Writing

Lois Benvegnu

Donna Baldey
Elaine Moore

Homeopathy

Melissa McCullagh

Professional Editing & Proofreading

Anne Saxby
Annelies Rus
Annette Gibbard
Bessie Stephenson
Bronwyn Wilson

Lexie Herrod
Lynda Beddoe
Lynn Stewart
Marea Bourke
Michelle Rudge
Nicole Joyce
Olga Veprek

Project Management

Christina Asklof

Autobiographies, Biographies & Family Histories

Gail Van Zeist
Patricia Ficarra

Heather Trussell
Joanne Nickl
Katie Cartmel
Maureen Johnston
Melanie Dubbeld
Miffy Swan
Raylene Power-James
Suzanne Kelly
Tracy Greig

Human Nutrition I

Thiloshni Govender

Interior Design & Decoration

Avril Jillian Conning
Kerrie Bubb

Owen John Oats
Panagiota (Pam) Tsakonas
Paul John Ryan
Paul Toutounji
Paula Inayat-Hussain
Robyn Lesley Forno
Robyn Longhurst
Roger Kemp
Rosaliind Leonora Wyatt

Romantic Fiction

Amanda King
Noemi Bruni

Beauty Make-up

Susan Yuile

Creative Writing I

Patricia Rattray

Introduction to Psychology

Elissa Scott

Daniel Bateson
Deidre Mitchell
Diane Baglin
Douglas Taylor
Elizabeth Williams
Glenda Lanham
Helen MacAlpine
Helen Ovens
Ian Henderson
Jacqui Griffith
Jane Paton
Jane Relyea
Jenny Helen McKew
Jerisha Parbhoo
John Lennon
Joyce Campbell
Judy Burroughs
Julie Dickson
Justin Putland

Sheffield School of Interior Design

Bandana Manjunath
Margo Eastwood
Natische D Clark

Beauty Therapy

Alicia-Ana Fagg
Amanda Taylor
Ana Rincon
Kristie Berechree

Fashion Design & Dressmaking

Alyssa McNichol
Linda Pedulla
Melissa Magro-Montalti

Journalism

Karen Downey
Roy Jackson

Sara Trotter
Sharee Schram
Sharon Leamy
Simon Kemp
Sue De Paauw
Susan Jones
Vicki Law
Wendy Brook

Writing for Children

Robyn Nance

Bookkeeping I

Donna Turner
Marion Hayward
Wendy Ward

Garden Design & Landscaping

Ademar Alves Da Silva
Ann Maree Ford
Helen Hawkins
Jan Rees
Sarah Pulfer

Life Coaching

Denis Shuker

Massage

Prue Fahey
Suzanne Todd

Business Writing

Kathy Tapley

Comprehensive Writing

Alan Moore



COURSE PROFILE

BOOKKEEPING I BOOKKEEPING II



Accredited by the Institute of Certified Bookkeepers, our popular **Bookkeeping I** course is ideal for small business operators or anyone wanting to be able to better manage their own finances. During the course students learn, amongst others, about balance sheets, double-entry recording, cash receipts, payment journals, the general journal, profit and loss statements, depreciation on non-current assets, profit determination, cash control and how to analyse and design accounting systems.

On successful completion of the course, students will be able to explain assets and liabilities, utilise ledgers, transaction records and trial balances, prepare credit sales and credit purchases journals, be able to post sales and purchases journals to the general ledger and attend to the everyday bookkeeping needs of a small business.

To follow on from Bookkeeping I, we have recently introduced our complementary follow-on **Bookkeeping II** course. This course covers stock control and other issues not included in the preceding course. It also looks at accounting for trading firms, as well as the differences between recording and reporting.

Here, students study reporting for trading businesses and service businesses, the perpetual or continuous system of recording for inventory, the use of stock cards and methods of stock valuation, main methods for valuing on-hand merchandise, the difference between bad debts and doubtful debts, control accounts, budgets, and the tools used to measure key areas of performance and financial position of a business.

The approximate completion time for both courses is 100 hours and they are available in online or CD-ROM formats. If you are interested in either of these courses, please contact our Student Services Department for enrolment details.

GREAT OFFER! BOOKKEEPING COURSES

As a current or past student of Lifestyle Learning Direct, you are eligible for a great discount on our profiled courses.

COURSE	NORMAL PRICE	SPECIAL PRICE
Bookkeeping I	\$605.00	\$495.00*
Bookkeeping II**	\$605.00	\$495.00*

* Full payment for these courses must be made upon enrolment.

** Please note: the pre-requisite for enrolling in Lifestyle Learning Direct's Bookkeeping II course is the successful completion of our Bookkeeping I course or equivalent.

To enrol in one of these courses, simply complete this form and post to Lifestyle Learning Direct today! Offer expires 31 August 2009.

Name: _____

Student #: _____

Address: _____

Telephone Number: () _____

Email: _____

Course: _____

I wish to pay by:

Cheque* Money Order* Bank Draft* Credit Card

*payable to Lifestyle Learning Direct

Credit Card Type:

VISA MASTERCARD

Credit Card Number:

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Card Holder's Name: _____

Signature: _____

Expiry Date: / _____

Please complete and return this form to the School.

If paying by credit card, you may fax this form to
07 5630 6195 (Australia) or 0800 775 050 (New Zealand)



Code: KTS0906

TUTOR PROFILE

CLAUDIA EWERS

Finance, accounting and business management are my passions, and I have been practising in the private and local government sector and training at university and tertiary level for almost twenty years.

Initially, when I left high school I worked in office administration, completing a traineeship, and it was during my term as a clerical officer in the Financial Support Department of the Gold Coast City Council that I began studying for my Advanced Diploma of Business at a local TAFE. Following my later promotion to the GCCC Financial Accounting team, I undertook a university accounting and management degree.

During my local council career I worked in various departments, such as Planning and Development, Health, Building and By-laws, Works, Financial Support, Budget Administration, Financial Accounting, Finance Systems, the Treasury Team, and the Financial Development Team (where I was the taxation accountant for Financial Development and Corporate Finance). At present my credentials include:

- Bachelor of Business (Double Major of Accounting and Management) – Griffith University, Gold Coast
- Advanced Diploma of Business (Accounting) – Gold Coast Institute of TAFE

In addition, I have completed a number of training courses, including quality customer service, advanced spread sheeting and report writing, as well as specialist tax courses (GST, FBT, payroll tax and salary sacrifice) run externally through Tax Ed and CPA Australia. I enjoy working in a growth-orientated environment where new challenges and fresh learning experiences present themselves daily and where people are valued and rewarded for their contributions.

I am married and a mother to a young daughter. In my spare time my hobbies and interests include sudoku, crosswords, reading novels, jogging and cycling.





After working as a make-up artist for the last 14 years, a few years ago I decided to take up interior design as a sideline for interest's sake, as it has always been a major passion of mine. While completing your course I designed for a couple of hotels in New Zealand and for an Australian company – Resort Interiors International. I also worked on the interior of a Queenstown (NZ) house that graced the cover of *Homestyle* magazine. That was a very proud moment for me.

Meanwhile, since completing your Interior Design course last October, and receiving my Certificate of Completion, I have opened my own make-up school. I designed the interiors myself, even down to the cabinets. *Trends* magazine love the design so much they are excited about featuring it in their commercial magazine.

Once I have my make-up school established, I would like to pursue my career as an interior designer on a more professional basis. If I have the success that I have already experienced, I will be very happy.

Kristen Stewart

We often hear of people talking about dreams and how they would like them to emerge as reality. Well, all my life I have wanted to write, and that dream is now coming true for me. I am writing a novel and although it is still in the making, to me it is a reality. The hard work – and I say *hard* – is paying off and my courses have stretched and enlarged my ability, and still there is further to go.

I have commenced the Professional Editing & Proofreading course and am delighted with how far this will take me. This course will also help with the editing and presentation of my novel.

I wish to congratulate Lifestyle Learning Direct and my tutor Tony Aldridge on their outstanding support during my courses, which have increased my knowledge and confidence, and have given me great joy and satisfaction. So, a very warm thanks to you all and I will keep you informed of my success.

Jacqueline Mary Rolley

Note: Jacqueline Mary Rolley loves learning and, as an ex-student and Certificate of Completion holder of our Essential English Grammar, Comprehensive Writing and Historical Fiction courses, she is currently enrolled in our Professional Editing & Proofreading course. (ed.)

STUDENTS' RESOURCE ROOM



As a student of Lifestyle Learning Direct you are eligible for free membership to our Student Resource Room, which provides students with the following tools:

- ACS Online Library – gain access to extra research material (supplied by our affiliate ACS) grouped under a variety of subject classifications, which may be useful for additional learning. Students are also able to submit their own articles.
- Student Directory – students can load in their details to allow contact from other students from our affiliate schools, as well as our own, or contact other registered students in the same course/subject matter.
- Resizing Tool – students will be able to resize images to use with their assignments.

- Students Seeking Employment – students can add their details to the noticeboard so prospective employers are able to access and contact students. This, of course, does not guarantee a job but it may help in the process of searching for one.

To gain access to the Student Resource Room, you will need a registration code from the school and, if you are not an online student, you will also need a login name and password. You will then be able to access the Student Resource Room via the link on our website, www.lifestylelearningdirect.com, by clicking on the "Students" tab and registering as a user. Simply contact our Student Services Department for your registration code.

NOTICEBOARD



Email Enquiries

Due to our large volume of daily email enquiries, sometimes our Student Services Department staff are unable to answer your questions or address your problems immediately; however, you will receive a response as soon as possible. Please note that responses for enquiries directed to your tutor can take up to 7 days, so please allow extra time in this instance.

Mailing Procedures

When posting assignments to the school, please avoid using bulky folders to contain your work. This not only adds to postage costs, it makes handing more difficult and may cause damage such as splitting to the envelope. Simply place your work inside your Assignment Record Folder in the envelope provided. Pages may be held together by a paper clip.

Module Mailing: You have received either 2 or 4 modules with your initial course material, depending on the course you enrolled in; when we return a marked assignment, we issue the module two modules ahead of the assignment you have submitted. For example, when you receive your Assignment 3 assessment, it will be accompanied by Module 5 (which includes Assignment 5). This ensures that you always have an assignment to work on while the preceding one is away for marking. This is why we ask you to complete your assignments in sequence.

Please note: if you have paid your course fees in full and prefer to receive the remainder of your course in one lot, simply contact Student Services.

Change of Address Notification

To ensure the details on your Certificate of Completion are accurate and we maintain contact with you, please let us know if you have any name or address changes, including email address.

Course Expiry

If your course expiration date is looming and you are unable to complete your studies by the nominated date, simply contact our friendly Student Services Department staff for course extension details.

Spam Filters

Some students are not receiving important emails from us, as their spam filters are blocking our contact. To avoid our emails going automatically into your "Trash" folder, please make sure you add Lifestyle Learning Direct's email address to your "Safe Sender" list, to avoid missing out on important correspondence.

Student Details

Don't forget to incorporate your name and student number on any correspondence or payments you send to Lifestyle Learning Direct, including the "Reference" section when completing a direct money deposit either over-the-counter at the bank or via the Internet.

Submission Deadline

The submission deadline for the next (September) issue of our newsletter is 29 July 2009. Please address all correspondence to The Editor, *The Knowledge Tree*, PO Box 6944, Gold Coast MC, Qld, 9726, or email editor@lifestylelearningdirect.com.

Newsletter Delivery

If you wish to receive a mailed copy of our next newsletter, don't forget to send your annual subscription, plus the completed form included on the front page of this newsletter.

Your News

Do you have a funny or interesting success story to share with us as a result of your course, or perhaps there's a special reason why you started your course in the first place? Tell us in approximately 300 words and we'll publish our favourites in the "Stories to Inspire" section in the next edition of *The Knowledge Tree*. We'll even include a photo if you'd like to send us one.