

**DANDENONG NEIGHBOURHOOD COMMUNITY**

**AND LEARNING CENTRE**

34 King Street Dandenong 3175

- **Telephone:** (03) 9792 5298
- **Facsimile:** (03) 9793 0152
- **Email:** admin@dandenongnh.org.au
- **http://www.dandenongnh.org.au**



Dandenong Neighbourhood House is only a short walk from the Dandenong Markets and Lonsdale Street.

**Social Media**

follow us on  
**twitter**

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**We are funded and supported by:**



34 King Street  
Dandenong 3175

**Phone: 9792 5298**

**Website:**  
[www.dandenongnh.org.au](http://www.dandenongnh.org.au)

# Programs and Events

## Term 1 & 2

# 2019



# 1. Contents

Dandenong Neighbourhood Community and Learning Centre is a lively neighbourhood house with passion for what we do. Delivering a range of pre-accredited programs focusing on our community members providing lifelong learning and skills development, personal growth and community participation targeted at the needs of our changing and diverse local community. These services are constantly evolving and changing to meet the needs of our community and support where service gaps are identified. We are located in the heart of the City of Greater Dandenong we are easy to access and the staff are happy to make time to spend with everyone who walks through the door. We have a strong commitment to community development, and direct service provision in this area and therefore have access to many partners and relevant/up-to-date information on local needs.

## 2. Computer Programs

- Basic Computer Skills
- Beyond Basic Computers
- Computers for Seniors 60+
- 3D Modelling and Printing
- Intro to Robotics and Coding
- Making YouTube clips with mobile phone or iPad
- Computer Drop In

## 3. English Programs

- Everyday English Language
- ESL 1 - Beginners
- ESL 2 - Intermediate
- Advanced Literacy
- Workplace English for Migrants

## 4. Skills Development Programs

Skills Taster Programs

## 5. Introduction to Hospitality

- Introduction to Hospitality /Baking
- Introduction to Hospitality/Community
- Intro to Event Management

## 6. Work Related Programs

- Get Set to Work
- Pathway to Employment
- Career Choices Online
- Starting a Small Business

## 7. Program Fees

- Fees and Payment Options

## 8. Volunteers

- Volunteer Opportunities
- Step into Volunteering Program

## 9. Community Events

- Community Lunch for Bridging Visa/Asylum Seekers
- Monthly Morning Tea
- Community Luncheon

## 10. General Information

- DNH Operating Hours
- Term Dates
- Enrolments and Eligibility
- Cancellations
- Payments
- New Programs and Trainers
- Board of Management
- Facilities Hire

## 11. New Programs

- Photography with SLR Camera
- Intro to Bee-keeping
- Make YouTube clips with a mobile or iPad

# 10. General Information

## DNH OFFICE HOURS:

**Monday to Thursday**

9.00am - 3.30pm

**Friday**

9.00am - 1.00pm

**Please Note:**

***We are closed during second week of School Holidays***

## 2019 TERM DATES

**Term 1:** 29th Jan—5th April

**Term 2:** 23rd April– 28th June

**Term 3:** 5th July— 20th September

**Term 4:** 7th October—20th December

## ENROLMENTS

Everyone is welcome to enrol.

Eligibility for Government Funding Place:

- Australian Citizenship
- Hold a Permanent Visa
- Hold a Temporary Protection Visa
- Timorese Asylum Seeker

## CANCELLATIONS

If Dandenong Neighbourhood House should cancel a course we will notify you and a full refund will be given. If a trainee cancels during a program no refund will be given.

**Note:** DNH reserves the right to alter, cancel or modify the information in this brochure.

## PAYMENTS

Payments can be made in person during office hours or by mail.

Healthcare and Pension card holders may be eligible for a concession on some programs.

Limited ACFE funding is available for eligible trainees.

## NEW PROGRAMS AND TEACHERS

DNH is always looking to offer new programs for the local community.

If you have a speciality you would like to teach or an idea for a new program please contact the House on 03 9792 5298

## BOARD OF GOVERNANCE

Dandenong Neighbourhood House Inc is managed by a volunteer Board of Management who work together to meet the needs of the community. They meet once a month on Tuesday evenings. Everyone is welcome to attend.

Please contact the office for information on meeting dates and about how to join.

## FACILITY HIRE

We have rooms available for either casual or permanent booking. Subject to availability, these rooms can be hired for use on any day of the week, day or night. Each room also has access to the common kitchen area, the House is wheelchair accessible.

Please note that you require your own Public Liability insurance to hire a room.

Contact the office on 9792 5298 to find out:

- about room availability and charges;
- to arrange a visit to view a room, or
- to get a copy of our room hire agreement or download the agreement from our website.

## ENROL NOW

**Email:**  
admin@dandenongnh.org.au

**Website:**  
www.dandenongnh.org.au

# 9. Community Events

Come and Join Us for our

## Community Lunch

Every Monday & Wednesday  
!! 2 Course Lunch !!

Healthy meals prepared and cooked by our learners.  
Interact with staff and learners to learn what the  
Dandenong Neighbourhood House Does.

!! Menu varies every week !!

**When:** Monday & Wednesday

**Time:** 12.30pm

*(No Orders taken for Takeaway)*

**GOLD COIN DONATION**



*Picture for Illustration Purposes Only*

### Fortnightly Morning Tea

**When:** Fortnightly on a Tuesday

**Where:** 34 King Street,  
Dandenong

**Time:** 10.30am - 11.30am

Make new friends,  
have a chat and  
join our friendly  
community.



**Everybody Welcome**

### COMPUTER LEARNING CAFE

- **Do you need to report to Centrelink?**
- **Do you need to use a computer and do not have one at home?**

Come along to the House and practise  
your computer skills with an experienced  
person on hand to assist you.

**Please Note:**

This is not a computer class: a volunteer  
will provide support and help only.

- **Thursdays 2pm**  
*(by appointment only)*
- **Fee: \$2 per 2 hour session**



# 2. Computer Programs

From the complete beginner through to those with  
confident skills. Ask our friendly staff which  
computer programs would suit your needs. Even  
if it's not on our brochure we can probably help  
you, so let us know your computer needs.

### BASIC COMPUTER SKILLS

*Certificate of Achievement Provided*

If you are new or nervous about computers, this is  
the course for you

Come and learn the basic skills to operate your  
computer in this basics program. Learn to use  
documents, files, email friends and family and  
access the internet.

A first step for those wishing to gain basic  
computer skills with a view to further study or  
returning to work.

- **Level:** Beginners
- **When:** Term 1 - 9 weeks  
Term 2— 9 weeks
- **Time:**  
Monday:.....10.00am — 2.00pm  
Tuesday:.....10.00am — 2.00pm  
Thursday:.....10.00am — 2.00pm

### BEYOND BASIC COMPUTERS

*Certificate of Achievement Provided*

Push beyond the basics and expand your skills  
with this all inclusive intermediate program for  
those who have mastered the basics of  
computers and want to know a little more.  
Designed for to extend your computer skills and  
reinforce existing skills learnt in the basic  
computer course.

- **Level:** Post-Beginners
- **When:** Term 1— 9 weeks  
Term 2 — 9 weeks
- **Time:** Wed.....10.00am — 2.00pm

### Bring a Friend



Bring a Friend and  
get your program  
for  
**FREE.**

### INTRO TO ROBOTICS & CODING

*Certificate of Achievement Provided*

Innovative, fun and exciting. Come and learn a  
hands-on Coding program. Interactive where you  
can design boundless ideas.

- **Level:** Beginners
- **When:** Term 1 - 9 weeks  
Term 2— 9 weeks
- **Time:** Tuesday:...10.00am — 2.00pm

### CENTRELINK APP AND MYGOV SETUP AND HOW TO USE

*Certificate of Achievement Provided*

Improve your knowledge of computers,  
Ipad, Tablets, Cameras, Using Internet,  
Using Mobile phones etc. for learners aged  
60 plus. Supply your own equipment or we  
will supply. Get a group of friends together  
or just give the us a call to find out more  
information.

- **Level:** Beginners
- **When:** Term 1 - 9 weeks  
Term 2— 9 weeks
- **Time:** Friday: .10.00am — 2.00pm

### 3D MODELLING AND PRINTING

*Certificate of Achievement Provided*

An exciting and innovative process of  
manufacturing creating three dimensional solid  
objects from a digital file. Have a creative mind,  
use your imagination to design and create.

**Programs will be held:**

**Evenings:** 5.30pm to 8.30pm

**Saturdays:** 9.30am to 1.30pm

**Taking Enrolments Now**

***Evening Classes  
coming Soon***

## 3. English Programs

Our English programs will help you improve your employability skills in general and develop, strengthen literacy skills in particular spelling, speaking, reading and writing. Learners who have no or low literacy skills will be supported by the trainer and other learners.

### EVERYDAY ENGLISH *Certificate of Achievement Provided*

This program fits into our Literacy program as a beginner class that focuses on improving the learners everyday English skills with a focus on Australian Culture as a theme. Learners could graduate and link with programs such as, EAL Level 1 and 2.

- **Level:** Beginners
- **When:** Term 1, 2, 3, 4 (*join at any time*)
- **Time:** Monday 9.30am to 12.30pm  
Wednesday...6:00pm - 8:00pm

### ESL — LEVEL 1

*Certificate of Achievement Provided*

Study and practice English language communication skills including listening, speaking, reading, writing and critical thinking. This program is aimed at people who have a basic understanding of English but want to improve their skills in both spoken and reading areas..

- **Level:** Beginners
- **When:** Term 1, 2, 3, 4 (*join at any time*)
- **Time:** Thursday...1:00 pm – 4.00 pm

### ADVANCED LITERACY

*Certificate of Achievement Provided*

Advanced level is for those learners who have good spoken skills and basic written skills. Advanced level will work towards building skills to write essays and short stories to build their written skills to that next level.

- **Level:** Advanced
- **When:** Term 1, 2, 3, 4 (*join at any time*)
- **Time:** Wednesday 9:30am - 12:30pm  
Thursday 5:30pm - 8:30pm

### WORKPLACE ENGLISH FOR MIGRANTS

*Certificate of Achievement Provided*

Are you working and need to upgrade your English skills to improve your communication skills in your workplace?

This program really is about the English you will need and use practical every day English for work. Develop your employability skills to get a job or enrol in further study.

- **Level:** Beginners/Intermediate
- **When:** Term 1, 2, 3, 4 (*join at any time*)
- **Time:** Friday 9:30 am - 2:30 pm

### ESL— Level 2

*Certificate of Achievement Provided*

This program is for learners who want to improve their general English language proficiency. Developing grammar, speaking and listening, reading and writing as well as the skills and confidence to communicate in English.

- **Level:** Intermediate
- **When:** Term 1, 2, 3, 4 (*join at any time*)
- **Time:** Thursday...9:30 am -12:30 pm  
Wednesday 9:30pm - 8:30pm

### Asylum Seeker Everyday English

*Certificate of Achievement Provided*

### **FREE 100 hours of English** **BVE, TPV, SHEV Visas only**

- Monday to Wednesday
- Three days a week
- Three hours a day
- 9 weeks
- Pre- Beginners

**Free Breakfast with this program**  
**Taking Enrolments Now**



## 8. Volunteer Opportunities



### ***Want to be involved but not quite sure what you want to do?***

Volunteers are the backbone and lifeblood of our House and we place great value on the contribution of each and every one.

Dandenong Neighbourhood House is fortunate to have a dedicated group of volunteers working on a variety of tasks, activities and events.

We encourage our community to share some of their time, skill and expertise with the House. Volunteers say that “volunteering is good for us”.

What volunteering does for us depends on our interest and needs.

### Why Volunteer?

*Volunteering is not only good for us and our learners but it is also good for you!*

Depending on your interests and needs, volunteering is a way of:

- developing work experience
- increasing social interaction and meeting people
- experiencing something new
- learning new skills, improving existing skills and keeping your mind active
- sharing knowledge and experiences
- gaining a sense of purpose and a sense of belonging
- becoming better acquainted with the community
- giving back to the community and assisting others
- getting back into the workforce
- being valuable and helpful
- improves health and wellbeing

***“We make a living by what we get,  
we make a life by what we give”.***  
*Winston Churchill. (Prime Minister, Great Britain)*

Volunteers are one of our most valuable resources and without them we would not be able to do what we do.

Come along to the Dandenong Neighbourhood House and ask us about volunteering opportunities available for you at the House.

Volunteers play an integral part in several of the House's programs and operations. If you would like to get involved as a volunteer we are always looking for help in our:

- Program Assistants
- Board of Governance
- Administration Position
- Community Shed
- Community Garden Assistants
- Community Events
- Community Projects

Alternatively if you have other skills to offer don't hesitate to pick up the phone or drop in for a chat.

### CENTRELINK

If you need to complete 15hrs volunteer work for Centrelink we maybe able to assist you with a placement.

We are registered with Centrelink for clients to complete your 15hrs.



# 7. Program Fees

Program Name	Hrs	Concession Per Term	ACFE Funded Per Term	Fee for Service Third Party Payment Per Term
<b>English Programs</b>				
Everyday English	3	\$45	\$65	\$130
ESL 1 — Beginner	3	\$45	\$65	\$130
ESL 2	3	\$45	\$65	\$130
Asylum Seekers	3	FREE	FREE	FREE
Advanced Literacy	3	\$45	\$65	\$130
<b>Computer Programs</b>				
Basic Computer Skills for Beginners	4	\$70	\$90	\$180
Beyond Basic Computer Skills	4	\$70	\$90	\$180
Digital Literacy for Seniors	4	\$70	\$90	\$180
Introduction to myGov	4	\$70	\$90	\$180
3D Modelling and Printing	4	\$80	\$100	\$200
Introduction to Robotics and Coding	4	\$70	\$90	\$180
<b>Skills Development</b>				
Introduction to Hospitality	4	\$75	\$95	\$195
Introduction to Horticulture	5	\$85	\$100	\$200
Introduction to Construction Skills	5	\$85	\$100	\$200
Basic Furniture Making Skills	3	\$67	\$97	\$190
Basic Barista Skills	4	\$85	\$100	\$200
Introduction to Event Management	5	\$85	\$100	\$200
<b>Work Related Programs</b>				
Get Set to Work	5	\$85	\$100	\$200
Pathway to Employment	5	\$85	\$100	\$200
Career Choices Online	5	\$85	\$100	\$200
<p><b>Concession</b> — must hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Gold Card (Senior's Card not eligible)</p> <p><b>ACFE funded</b> — must be an Australian citizen or have a permanent visa or Special Category Visa (sub-class 444) or an East Timorese Asylum Seeker or a holder of a Temporary Protection Visa.</p> <p><b>Third Party Payment</b>— learners who are enrolled through an agency must be Australian citizens.</p> <p><b>Payment:</b> We accept Cash, Cheque, Bank Transfer or Invoice Payment. Payment plans available.</p>				

# 4. Skills Development Programs

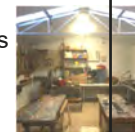
## SKILLS TASTER PROGRAMS

*Certificate of Achievement Provided*

Skills taster programs are designed to introduce learners to industry environments and the skills required to work in these industries. Learners will be provided with a taste of particular vocational areas. Learners will develop an understanding of the requirements of the job before they undertake the accredited training. Participation will also provide a valuable guide to those learners seeking to enter a Certificate III or IV.

The industry areas offered include:

- Intro to Community Services
- Landscaping Basics
- Intro to Horticulture
- Intro to Hospitality
- Massage Therapy Basics
- Intro to Construction Skills
- Visual Arts Basics
- Photography



- **Level:** Beginners
- **When:** Term 1, 2, 3, 4
- **Time:** Day or Evening

## WOMEN'S LEADERSHIP

*Certificate of Achievement Provided*

In this program you will be guided through a variety of leadership skills including...

- Identifying and developing your leadership skills
- Learning the concepts of advocacy, project management, building partnerships and mentoring, within the workplace or wider community.
- Understanding your rights and roles within the community

The program is beneficial for women from all cultures.

- **Level:** Intermediate
- **When:** Term 1 and 2
- **Time:** Day or Evening – 7 weeks

## BASIC FURNITURE MAKING SKILLS

*Certificate of Achievement Provided*

Learn to work with wood, the basic tools and equipment to complete a project and create your own projects in this introduction to the basic principles and practical skills of carpentry incorporating problem solving, work coordination and cooperative teamwork skills. Develop knowledge and an overall introduction to lead into a career in working with wood.

- **Level:** Beginners
- **When:** Term 1, 2, 3, 4 (*join at any time*)
- **Time:** Tuesday:... 9.30am to 12.30pm  
1.00pm to 4.00pm  
Wednesday: 9.00am-12.00pm  
12.30pm to 3.30pm  
Thursday...9.00am to 12.00pm  
Friday:.... 12.30am to 3.30pm

## BASIC BARISTA SKILLS

*Certificate of Achievement Provided*

Bringing the passion of people and coffee together. Learning basic Barista skills and techniques, correct frothing, coffee grinding, understanding coffee, brewing basics and methods.



## Day—Concession Card Holders

- Level:** Beginners
- When:** Term 1— 9 weeks  
Term 2— 9 weeks
- Time:** Friday 9.30am—1.30pm

**OR**

## Evenings

- Time:** 5.30pm to 8.30pm
- When:** Term 1 or 2 — 3 weeks

## NEW PROGRAMS COMING SOON:

- Introduction to Construction Skills
- Photography



## 5. Introduction to Hospitality

### Introduction To Hospitality *Certificate of Achievement Provided*

*Baking, Cakes, Desserts*  
**Do you have a Sweet Tooth!!**

**Enjoy the aroma of fresh baked goods**

Learn a variety of different cooking techniques in a range of baking, cakes, slices, biscuits, desserts and seasonal baking.



Enjoy your delights at home or learn how to cater for and run a simple event.

**Level:** Beginners

**When:** Term 1, 2, 3, 4

**Time:** Tuesday 10.00am - 2.30pm

### BASIC BARISTA SKILLS *Certificate of Achievement Provided*

Bringing the passion of people and coffee together. Learning basic Barista skills and techniques, correct frothing, coffee grinding, understanding coffee, brewing basics and methods.

#### Day—Concession Card Holders

**Level:** Beginners

**When:** Term 1— 9 weeks  
Term 2— 9 weeks

**Time:** Friday 9.30am—1.30pm

**OR**

#### Evenings *Fee-for-Service*

**Time:** 5.30pm to 8.30pm

**When:** Term 1 - 3 weeks



### Introduction To Hospitality *Certificate of Achievement Provided*

Enjoy and learn the basics of cooking skills using **Mystery Box ingredients**

Dishes prepared and presented by the learners for the community kitchen.

- Basic Hospitality skills
- Food Preparation
- Food Handling skills
- Recipe Sharing

Dining with other learners and the community.

#### Example Menu

- Pumpkin Soup
- Roast Chicken Dinner
- Chocolate Sauce Pudding

**Level:** Beginners

**When:** Term 1, 2, 3, 4

**Time:** Wednesday 9.30am-1.30pm



## 6. Work Related Programs

All programs run weekly for the duration of a Term. Programs start once there are a group of 9.

### GET SET TO WORK

With this job readiness program, a successful career is closer than you think! This program will develop your practical workplace skills and give you the confidence you need to succeed in your job search.

The program is designed to strengthen the qualities employers value including strong communication both written and verbal, the ability to understand and be a part of the company's future, confidence to be productive and show initiative, to work as part of a team and independently.

### PATHWAYS TO EMPLOYMENT

To assist people to improve their employability and work readiness with the necessary training to improve literacy, numeracy both on and offline, communication and personal development skills.

Providing a range of career planning, communication and job seeking activities as well as focusing on the "hidden rules" of the workplace to ensure employment and/or further educational pathways can be sustained in the future. They will develop and keep a portfolio to be used at job interviews and/or apply for further education programs.



### CAREER CHOICES ONLINE

Discover which type of employment you want to search for. This program provides a range of career planning, communication and job seeking activities as well as focusing on online job searching to ensure employment and/or further educational pathways can be sustained in the future. As part of the program develop and keep a portfolio to be used at job interviews and/or apply for further education programs.

### STARTING A SMALL BUSINESS

The difference between success and failure in starting your own business often comes down to understanding risks, developing a realistic plan, managing finances well and effectively marketing what you've got to sell. In this program you'll learn about:



- what makes a small business tick
- the personal commitments involved;
- gaining, selling to and keeping customers;
- developing a plan for small business;
- the basic issues of finance and cash flow (including GST);
- BAS reporting requirements; and
- the increasingly important areas of 'virtual' and home based business.

### SUCCESS 4 U

Thinking of studying accredited program, not sure if you have the skills to do the assignments. This program will assist you to build the skills to be confident about doing an accredited program.