

Community House Programs

July 12 to September 17, 2021



Welcome to our NH Volunteer – Rishvi Kode

Djerriwarrh's Neighbourhood House volunteers lend their time, skills and energy to support us in a variety of ways – coordinating Neighbourhood House events and activities, mentoring young learner drivers in the Learner Driver Mentor Program, and even carrying out some office and administrative duties.

One such volunteer is Rishvi Shanthi Kode who joined us in March 2021. Rishvi was keen to get involved meaningfully in the community and also learn new skills as she took herself out of her own comfort zone and away from her day-to-day family commitments. "Volunteering with Djerriwarrh's Neighbourhood House has exposed me to a wide range of skills and given me opportunities to broaden my knowledge. It is a chance to meet different people in the community. The best part is the staff who are very friendly and always ready to help."



Being a volunteer has allowed Rishvi to take baby steps towards getting back into the workforce after almost a decade as a stay-at-home mum to her two children. As her children are now more independent, she believes the time is right for her to focus on her professional growth. In a given week, Rishvi spends 5-10 hours assisting with collecting information on Neighbourhood House activities, filing and data entry of surveys. When Neighbourhood House hosts *Australia's Biggest Morning Tea* on 27 May, Rishvi intends to be there to help with setting up and running of the much-anticipated event.

Rishvi's response to anyone thinking of becoming a volunteer – *Go for it!* "Volunteering is beneficial to anyone whether young or old. It is an excellent way to give back to the community and gain new experiences. It allows you to improve your communication skills, social skills and will certainly boost your self-confidence!"

If you or anyone you know is interested to volunteer at Djerriwarrh's Neighbourhood House, give us a call at **03 8746 1010** or register your interest on **<https://djerriwarrh.org.au/community-house/volunteers>**. Check latest updates on Neighbourhood House activities at <https://djerriwarrh.org.au/community-house>.



239 Station Road, Melton, VIC, 3337 T (03)8746 1000
E: info@djerriwarrh.org www.djerriwarrh.org.au

learn • connect • grow





CRAFTS, WELLBEING, CHILDREN AND FAMILY

Program	Days/ Sessions	Cost
MELTON CENTRAL SOCIAL CLUB Are you bored at home? Bring your craft project and join us for a cuppa and some company. Share your craft ideas with the group or chat about anything and everything. Make new friends in a warm and welcoming environment!	Every Monday 10:00am – 12:00pm	FREE Join any time
GAME ON! Do you like playing chess, cards or backgammon? Come and join other men and have a go at a game. Who knows? You might find more common interests with your fellow gamers.	Every Tuesday 2:00pm – 4:00pm	FREE Join any time
LITTLE LIBRARY Drop by Melton Central Community Building and pick up a book to read for yourself or your kids. Our Little Library is a free service.	Monday to Friday 9:00am – 5:00pm	FREE
HOMEWORK CLUB Homework Club provides a safe and supportive out-of-school learning environment including literacy and numeracy tutoring where primary or secondary students can participate in activities that develop their academic and social skills.	Every Thursday 3:30pm – 5:30pm	Contact Reception
DIGITAL LEARNING FOR PARENTS Need help with learning through computers? Join our FREE weekly sessions where you will develop basic skills in reading, numeracy and computers. Learn with tablets! FREE Child minding available for pre-school aged children AND coffee and biscuits!	Every Thursday 3:30pm – 5:30pm	FREE Collect an enrolment form at Reception
FORM FILLING HELP Are you having difficulty completing forms? If you have a form and are not sure how to fill it in, no stress, book an appointment with us and we will help!	Every Tuesday 7:00pm – 8:00pm	FREE Call 9747 5914 or email catrice1@melton.vic.gov.au to book an appointment
<p align="center"> WE NEED YOUR TIME AND SKILLS! We need volunteers! Come volunteer with us, gain confidence, share your skills and help others. Visit our website https://djerriwarrh.org.au/community-house/volunteers/ to register your interest or call 03 8746 1010 Like us on : https://djerriwarrh.org.au/community-house/ </p>		





ALL LEARN LOCAL COURSES ARE FREE IN TERM 3.
YOU ONLY NEED TO PAY \$10 MATERIAL FEE.
TAKE ADVANTAGE OF THIS SPECIAL OFFER AND ENROL TODAY!

ENGLISH LANGUAGE COURSES

COURSE	Days/Sessions/ Time/Duration	Cost
EASY ENGLISH Delivery Mode: Face to Face in Melton <ul style="list-style-type: none"> ✓ Develop and improve your speaking and listening skills ✓ Practice your communication skills in a multicultural learning environment ✓ Suitable for foreign language speakers who would like to improve their spoken English 	 20 Sessions Mondays & Tuesdays 12 July – 14 September 9:30am – 3:00pm (including lunch break)	Material: \$10
FUN WITH LANGUAGE Delivery Mode: Face to Face in Melton <ul style="list-style-type: none"> ✓ Boost your speaking skills, improve your grammar and widen your vocabulary ✓ Focus on conversations, interaction and pronunciation ✓ Fun-filled language learning activities and games ✓ Suitable for learners with a basic level of English ability 	 20 Sessions Wednesdays & Thursdays 14 July – 16 September 9:30am – 3:00pm (including lunch break)	Material: \$10






HOSPITALITY & OTHER SKILLS – COURSES

COURSE	Days/Sessions/ Time/Duration	Cost
INTRODUCTION TO CAFÉ SERVICE Delivery Mode: Face to Face in Melton This course offers a pathway to a range of courses including Certificate II in Hospitality (Kitchen Operations). <ul style="list-style-type: none"> ✓ Overview of Food Safety & Workplace Hygiene Principles and Procedures leading to Level 1 Food Handling certificate ✓ Basic understanding of a coffee machine, and a grinder, how to prepare and serve coffee ✓ Making simple sandwiches or salad ✓ Customer service skills in hospitality ✓ Basic hospitality terminology at the workplace 	 8 Sessions Thursdays 22 July – 9 September 9:30am – 3:00pm (including lunch break)	Material: \$10
INTRODUCTION TO COMMERCIAL CLEANING Delivery Mode: Face to Face in Melton An introductory course to help you explore employment opportunities in the cleaning industry. <ul style="list-style-type: none"> ✓ Introduction to operational health & safety in the workplace ✓ Cleaning techniques and hands-on practice ✓ Customer service ✓ Career planning & pathways 	 12 Sessions Tuesdays & Thursdays 3 August – 9 September 4:00pm – 7:00pm	Material: \$10




INTRODUCTION TO WAREHOUSING AND LOGISTICS Delivery Mode: Face to Face in Melton An introductory course to help you explore employment opportunities in warehousing and logistics operations. <ul style="list-style-type: none"> ✓ Basic skills and knowledge to participate safely, effectively and efficiently in workplace activities ✓ Key processes e.g. stock handling/picking, packing, despatching, consigning etc ✓ Commonly used terminology within the Warehousing & Logistics industry ✓ Customer service skills ✓ Career planning and pathways 		7 Sessions Wednesdays 4 August – 15 September 4:00pm – 7:00pm	Material: \$10
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▶ COMPUTER, BUSINESS & CAREER COURSES

COURSE		Days/Sessions/ Time/Duration	Cost
BITS & BYTES – UNDERSTANDING COMPUTERS Delivery Mode: Face to Face in Melton No experience with computers? No worries. Through flexible learning and dedicated guidance of your trainer, you'll pick up the basic skills to build your confidence in using computers in no time.		10 Sessions Mondays 12 July – 13 September 9:30am – 11:30am	Material: \$10
MS OFFICE FOR OFFICE ADMINISTRATORS Delivery Mode: Online Get a sense of work as an office administrator including the responsibilities and required skills. <ul style="list-style-type: none"> ✓ Improve your own keyboard and mouse skills. ✓ Build your skills and confidence in Microsoft Office Suite. ✓ Work on practical case studies to better prepare you for office environments 		8 Sessions Tuesdays 20 July – 7 September 9:30am – 3:00pm (including lunch break)	Material: \$10
INTRODUCTION TO MS EXCEL Delivery Mode: Online Master Microsoft Excel to make work and life easy! <ul style="list-style-type: none"> ✓ Learn the important terminology for creating spreadsheets ✓ Turn data in tables into charts, combine conditional formatting and data validation for powerful data control ✓ Combine formulas and functions to create powerful spreadsheets 		8 Sessions Thursdays 22 July – 9 September 9:30am – 3:00pm (including lunch break)	Material: \$10
FIRST STEPS TO THAT JOB Delivery Mode: Face To Face in Melton Take the right steps towards clinching that job! <ul style="list-style-type: none"> ✓ Build your resume and cover letter ✓ Learn how to access job search sites ✓ Use a SWOT analysis and so on 		4 Sessions Fridays 6 August – 27 August 9:30am – 3:00pm (including lunch break)	Material: \$10
BE YOUR OWN BOSS! Delivery Mode: Face to Face in Melton Become your own boss and run a small business. This introductory course will help you to understand the world of small business and decide whether your business idea could become a success. <ul style="list-style-type: none"> ✓ Legal and other requirements ✓ Business planning ✓ Research and marketing ✓ Finances ✓ Managing a small team 		5 Sessions Thursdays 22 July – 19 August 9.30am – 1.30pm	Material: \$10



JOB LAB Delivery Mode: Blended Improve your resume and job seeking skills with help from a qualified careers advisor.		Thursdays 10:00am – 12:00pm	Please contact Melton City Council
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▶ PATHWAY COURSES TO EMPLOYMENT AND FURTHER STUDIES IN HEALTH, EARLY CHILDHOOD EDUCATION & COMMUNITY SERVICES

COURSE	Days/Sessions/ Time/Duration	Cost
INTRODUCTION TO HEALTH & COMMUNITY SERVICES Delivery Mode: Face to Face in Sunshine This pre-accredited course is designed to help you: <ul style="list-style-type: none"> ✓ prepare for education pathways in health services e.g. Community Services and Individual Support courses ✓ explore the possibilities for employment in roles such as Health Services Assistant, Personal Care Assistant/Personal Care Worker, Disability Support Worker, Environmental Services Assistant and Food Services Assistant. 	 30 Sessions Wednesdays, Thursdays & Fridays 14 July – 17 September 9:30am – 3:00pm (including lunch break)	Material: \$10
INTRODUCTION IN EARLY CHILDHOOD EDUCATION Delivery Mode: Face to Face in Melton This pre-accredited course is the first step in your pathway to further education or employment in Education Support or Early Childhood Education and Care. Enrol in this course to equip yourself with the right literacy and numeracy skills to move on with more confidence to the next training step in your educational pathway.	 20 Sessions Tuesdays & Wednesdays 13 July – 15 September 9:30am – 3:00pm (including lunch break)	Material: \$10

For more information on 2021-Term 3 Learn Local courses and enrolment:

- Visit djerriwarrh.org.au/courses to enrol online
- Or Email us at training@djerriwarrh.org
- Or Call us on 03 8746 1000
- Or walk in

Have you heard about the **JOB TRAINER INITIATIVE**?

The JobTrainer Initiative (**JobTrainer**) is a joint Commonwealth and State Initiative which provides additional funding to increase access to free or low fee training places for young people and job seekers. If you are between 17 - 24 years OR a Job Seeker, you may be eligible for a concession fee (up to 80% fee reduction may apply for accredited courses). Under the new JobTrainer initiative, “subsidised training places are available to young people and job seekers, even if they don’t meet the ‘upskilling’ or ‘two at level in lifetime’ eligibility requirements. Limited spots available so please call us at 03 8746 1000 or email us at training@djerriwarrh.org for more information.



CERTIFICATE COURSES - TERM 3

Please e-mail training@djerriwarrh.org or call 03 8746 1000 NOW! Taking Enrolments!

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)

This course will prepare you for work as a carer in a residential aged care facility. It will introduce you to all aspects of a carer's role including personal care, well-being and assistance with daily activities.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$450	\$200	\$20	\$4256	\$670
Government Subsidised (Concession)	\$90	\$200	\$10	\$4616	\$300
Full fee	\$2500	\$200	\$20	0	\$2720
Full fee (Concession)	\$2000	\$200	\$10	0	\$2210

3 days
(Melton)

14 July 2021 –
18 Mar 2022
9:30am – 3:00pm

CHC22015 CERTIFICATE II IN COMMUNITY SERVICES (PREPARATION FOR HEALTH SERVICES ASSISTANCE)

This course will introduce you to aspects of the role of a Health Services Assistant and includes a five-day work placement at one of Western Health's campuses located in Footscray, Sunshine and Williamstown.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$250	\$200	\$20	\$4256	\$470
Government Subsidised (Concession)	\$50	\$200	\$10	\$4616	\$260
Full fee	\$1750	\$200	\$20	0	\$1970
Full fee (Concession)	\$1400	\$200	\$10	0	\$1610

Mon – Thurs/Fri
9 weeks
(Sunshine)
27 Sept 2021-
26 Nov 2021

9:30am – 3:00pm

CHC30213 CERTIFICATE III IN EDUCATION SUPPORT

This course will give you the core skills and training to assist teachers in a range of classroom contexts.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$450	\$150	\$20	\$4256	\$620
Government Subsidised (Concession)	\$90	\$150	\$10	\$4616	\$250
Full fee	\$2500	\$150	\$20	0	\$2670
Full fee (Concession)	\$2000	\$150	\$10	0	\$2160

3 days
(Melton)

4 August 2021-
18 March 2022
9:30am – 3:00pm

CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

This course will give you the knowledge, skills and experience for employment in the childcare industry.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$450	\$150	\$20	\$4256	\$620
Government Subsidised (Concession)	\$90	\$150	\$10	\$4616	\$250
Full fee	\$2500	\$150	\$20	0	\$2670
Full fee (Concession)	\$2000	\$150	\$10	0	\$2160

3 days
(Melton)

12 July 2021 –
1 Mar 2022
9:30am – 3:00pm



ADULT MIGRANT ENGLISH PROGRAM (AMEP)

The Adult Migrant English Program (AMEP) provides free English language tuition to eligible migrants and humanitarian entrants. AMEP is funded by the Australian Government Department of Home Affairs. AMEP helps clients to learn English as well as to participate socially and economically in Australian society.

You may be eligible for AMEP if you have been

- granted a permanent visa OR
- granted an eligible temporary visa AND
- speak little or no English

Young people between 15 and 17 years of age may also be eligible.

In an AMEP class you will learn English language skills and information about Australian society.

You can meet other people learning English. Classes are taught by qualified teachers.

For further information about AMEP please contact us.



SKILLS FOR EDUCATION AND EMPLOYMENT (SEE)

The Skills for Education and Employment (SEE) program assists clients to gain employment by strengthening their language, literacy and numeracy skills. SEE is a free program for eligible jobseekers and is funded by the Australian Government Department of Education, Skills and Employment. SEE is flexible, with both part time and full time options. SEE caters for clients with English as an additional language or as a first language. It also caters for clients of all ages.

If you are interested please contact Centrelink or your Jobactive to be referred to the SEE program



CONTACT US:

239 Station Road, Melton VIC 3337

T: (03) 8746 1000

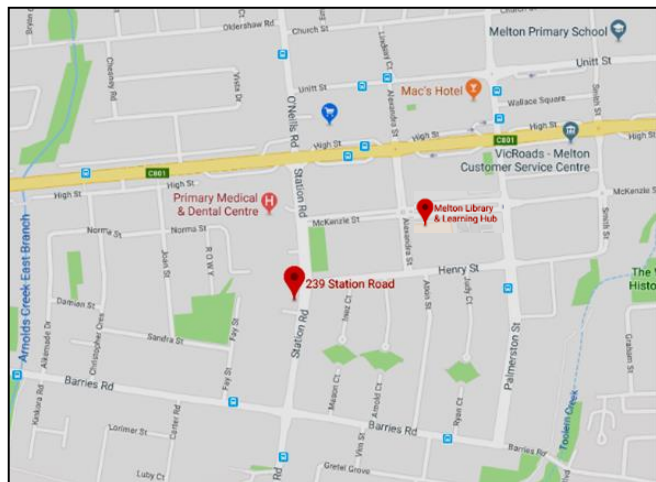
E: training@djerriwarrh.org

www.djerriwarrh.org.au

Reception hours:

Monday to Friday 9:00am to 5:00pm

Closed weekends and public holidays.





2021 National Volunteer Week

Djerriwarrh Community & Education Services TAC L2P program celebrated National Volunteer Week on 20 May with a special event at the Melton Library for all the L2P Volunteer Mentors, partners and the



Committee. There are currently 35 mentors and 40 learners in the L2P program. Fully-licensed mentors are matched with learners from 16 -21 years old to help them gain driving experience.

Guest speakers, Kylie Charleson, Awan Mading and Tony McManus, who work professionally in the youth space shared tips and strategies for "Growing the Relationship" with their TAC L2P mentee.

Kylie, Youth Specialist Case Manager from Hope Street Youth Residential Services, and her former L2P learner, Mary, highlighted the issues of youth



homelessness in Melton and the positive outcomes achieved through the partnership with the L2P program. Mary was assisted with

accommodation by Hope Street a few years ago and has since achieved her licence with the support of case worker and L2P mentor Kylie. She is also working towards becoming an L2P mentor now.

Awan, Melton Libraries Youth Engagement Programs Facilitator, shared his experience



working with youth in two municipalities, engaging them through community programs. His words "It takes a village to raise a child" resonated with all the attendees.

Tony McManus, L2P mentor and ambassador for Beyond Blue and RUOK?, shared his experience in working in the area of mental health, and on checking in on our own as well as our mentees' wellbeing.



His passion for volunteering and the mental health benefits of doing so reminded us all of how worthwhile and important a program such as the TAC L2P program is for all the community.