

April 19 to June 25, 2021

# Community House Programs



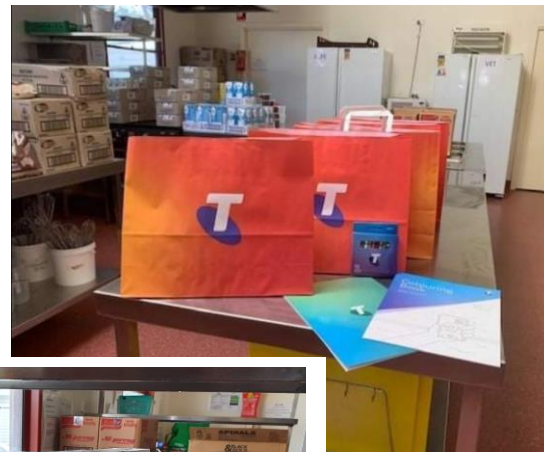
## Good News Story

Last year was a tough one to say the least. COVID-19 turned the world upside down and made our lives extremely difficult with many losing their jobs. On the other hand it brought communities together and showed us the true colours of each and every person. Here at Djerriwarrh Community House we were fortunate to be part of the Melton Local Project which provided much needed food relief packages and COVID Safe information to those that were hit hard by the virus.

In the months from December to February we have helped over 200 families put food on the table. The packages included staples like rice, flour, sugar and pasta and some goodies for the children such as juice boxes and potato chips. The families were also given a voucher to shop for perishable items such as eggs, milk and groceries.

Unfortunately, the program ended on February 25<sup>th</sup> but if you require any assistance please call us and we will direct you as to where to go.

We would like to thank Melton City Council, Morgan's IGA, Telstra, the Victorian State Government and the many staff that made this possible.



The Melton Local Project is proudly supported by Melton City Council and Djerriwarrh Community & Education Services and funded by the Victorian State Government.



## ▶ CRAFTS, WELLBEING, CHILDREN AND FAMILY

Program	Days/ Sessions	Cost
<p><b>COFFEE, CHAT, CRAFT</b></p> <p>Are you bored at home? Well come along and join us for a coffee, a chat and craft. Bring a friend or two. Bring your knitting too! Talk about anything and everything while you knit, crochet or sew. Socialise in a warm and safe environment. Make new friends ☺ ☺</p>	Every Monday 10:00am – 12:00pm	<b>FREE</b> Join any time
<p><b>GAME ON!</b></p> <p>Do you like playing chess, cards or backgammon? Well come and join other men, have a game and socialise. Let your skills shine! ☺</p>	Every Tuesday 10:00am – 12:00pm	<b>FREE</b> Join any time
<p><b>LITTLE LIBRARIES</b></p> <p>Come on in to Djerriwarrh Melton's reception and choose a book to read. We also have a children's section. Our Little Library is a free service. (Due to Covid19 you may take and keep a book but there are no requirements for it to be returned and there is also no swapping of books at the moment- Sorry)</p>	Monday to Friday 9:00am – 5:00pm	<b>FREE</b>
<p><b>HOMEWORK CLUB</b></p> <p>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.</p>	Every Thursday 3:30pm – 5:30pm	<b>Contact Reception</b>
<p><b>FAMILY LEARNING PROGRAM</b></p> <p>Need help with your reading, writing, speaking and computer skills? Then come to our FREE weekly sessions. <b>FREE</b> Child minding available for pre-school aged children, and have coffee and biscuits with us ☺</p>	Every Thursday April 22 to June 10 3:30pm – 5:30pm	<b>FREE</b>
<p><b>FORM FILLING HELP</b></p> <p>Support for community with completing forms for a variety of purposes. So if you have a form and are not sure how to fill it in, no stress - we will help!</p>	Thursdays 11:00am – 12:30pm	<b>FREE</b> By appointment
<p><b>CAREERS IN FOCUS</b></p> <p>Do you know what you want to do as a career? Not sure where to go or who to ask? Then this session is for you! Here you will hear career experts guide you through the career maze.</p>	Wednesday 5 May 10:00am – 12:00pm	<b>FREE</b>

### WE NEED YOUR TIME AND SKILLS!

We need volunteers! Come volunteer with us, gain confidence, share your skills and help others.

Visit our website to register your interest or call the Community House Project Officer on

0423 245 903

<https://djerriwarrh.org.au/community-house/volunteers/>

## ENGLISH COURSES

COURSE	Days/Sessions/ Time/Duration	Cost
<b>IMPROVE YOUR BASIC ENGLISH LEVEL (DAY CLASSES)</b> <b>Delivery Mode: Face to Face in Melton</b> <ul style="list-style-type: none"> <li>✓ Develop and improve your English reading, writing, speaking and listening skills</li> <li>✓ Interact and practice your communication skills with students from various nationalities</li> <li>✓ Perfect for foreign language speakers who would like to improve their spoken English.</li> <li>✓ Meet other new arrivals who share similar English language goals to you.</li> </ul>	10 Sessions Mondays & Tuesdays 26 April – 25 May 9:30am – 3:00pm	*ACFE funded: \$50 Concession: \$25 Full fee: \$100 Material: \$20
<b>BRING YOUR ENGLISH TO THE NEXT LEVEL (DAY CLASSES)</b> <b>Delivery Mode: Online via Zoom Platform</b> <ul style="list-style-type: none"> <li>✓ Boost your speaking skills, improve your grammar and vocabulary skills</li> <li>✓ Focus more on conversation and pronunciation</li> </ul>	10 Sessions Wednesdays & Thursdays 28 April – 27 May 9:30am – 3:00pm	*ACFE funded: \$50 Concession: \$25 Full fee: \$100 Material: \$10
<b>BRING YOUR ENGLISH TO THE NEXT LEVEL (NIGHT CLASSES)</b> <b>Delivery Mode: Online via Zoom Platform</b> <ul style="list-style-type: none"> <li>✓ Develop and improve your English reading, writing, speaking and listening skills.</li> <li>✓ Interact and practice your communication skills with students from various nationalities.</li> <li>✓ Perfect for foreign language speakers who would like to improve their spoken English.</li> </ul>	10 Sessions Mondays & Tuesdays 26 April – 25 May 5:00pm – 8:00pm	*ACFE funded: \$30 Concession: \$15 Full fee: \$60 Material: \$10
<b>IMPROVE YOUR BASIC ENGLISH LEVEL AND LIFE SKILLS IN AUSTRALIA (NIGHT CLASSES)</b> <b>Delivery Mode: Online via Zoom Platform</b> <ul style="list-style-type: none"> <li>✓ Boost your speaking skills, improve your grammar and vocabulary skills.</li> <li>✓ Focus more on conversation and pronunciation.</li> <li>✓ Perfect opportunity to speak English through fun activities in a multicultural environment.</li> <li>✓ Learn more about Australian culture, history, and traditions.</li> </ul>	10 Sessions Mondays & Tuesdays 19 April – 18 May 5:00pm – 8:00pm	*ACFE funded: \$30 Concession: \$15 Full fee: \$60 Material: \$10
<b>LEARN ENGLISH WITH TABLETS (DAY AND NIGHT CLASSES)</b> <b>Delivery Mode: Blended in Melton and via Zoom Platform</b> <ul style="list-style-type: none"> <li>✓ Perfect opportunity to speak English through digital activities using tablets.</li> <li>✓ Learn about apps like MYGOV.</li> </ul>	5 Sessions Mondays & Wednesdays 3 May – 2 June 9:30am – 12:00pm (1) 5:00pm – 7:30pm (1)	*ACFE funded: \$25 Concession: \$12 Full fee: \$50 Material: \$10
<b>THE 3CS-COMMUNICATION, CONFIDENCE &amp; CULTURAL COMPETENCY AT WORK</b> <b>Delivery Mode: Online via Zoom Platform</b> <ul style="list-style-type: none"> <li>✓ Learn how to communicate at work effectively online and offline</li> <li>✓ Understand body Language.</li> <li>✓ Learn how to speak with confidence and become an active listener.</li> </ul>	10 Sessions Mondays & Tuesdays 26 April – 25 May 9:30am – 3:00pm	*ACFE funded: \$50 Concession: \$25 Full fee: \$100 Material: \$10
<b>LIFE SKILLS IN AUSTRALIA</b> <b>Delivery Mode: Online via Zoom Platform</b>	12 Sessions Wednesdays & Fridays	*ACFE funded: \$60 Concession: \$30 Full fee: \$120



<ul style="list-style-type: none"> <li>✓ Learn the Australian culture and traditions, and history.</li> <li>✓ Be confident with theory, practical, &amp; digital skills to complete online applications and attach files and documents.</li> <li>✓ Learn about your wellbeing, work, education, childcare, housing, properties, tax, and much more.</li> </ul>	<p>5 May – 11 June 9:30am – 3:00pm</p>	<p>Material: \$10</p>
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## HOSPITALITY, COOKING & OTHER SKILLS –COURSES

COURSE	Days/Sessions/ Time/Duration	Cost
<p><b>STEP BY STEP TO HEALTHY COOKING</b>  <b>Delivery Mode: Face to Face in Melton</b>            At the end of the course, you will gain:</p> <ul style="list-style-type: none"> <li>✓ A Food Handling Certificate- <b>1 session</b> -\$55.00 (Fee included with Cost of Course)</li> <li>✓ The English terminologies used in the kitchen</li> <li>✓ Basic café skills</li> <li>✓ Healthy cooking recipes</li> </ul>	<p>15 Sessions Thursdays &amp; Fridays 29 April – 18 June 9:30am – 3:00pm</p>	<p>*ACFE funded: \$130 Concession: \$65 Full fee: \$260 Material: \$30</p>
<p><b>STEP BY STEP TO CAFÉ SKILLS</b>  <b>Delivery Mode: Face to Face in Melton</b>            At the end of the course, you students will gain:</p> <ul style="list-style-type: none"> <li>✓ A Food Handling Certificate- <b>1 session</b> -\$55.00 (Fee included with Cost of Course)</li> <li>✓ The English terminologies used in the kitchen</li> <li>✓ Café skills</li> <li>✓ Recipes</li> </ul>	<p>16 Sessions Wednesdays &amp; Fridays 21 April – 18 June 9:30am – 3:00pm</p>	<p>*ACFE funded: \$130 Concession: \$65 Full fee: \$260 Material: \$30</p>
<p><b>INTRODUCTION TO CLEANING – NIGHT CLASSES</b>  <b>Delivery Mode: Face to Face in Melton</b>            This course equips you with the practical skills:</p> <ul style="list-style-type: none"> <li>✓ to start your own cleaning business as well as</li> <li>✓ to get a job at an entry level employment in hospitals, hotels, motels, restaurants and shopping centres.</li> </ul>	<p>12 Sessions Tuesdays &amp; Thursdays 18 May – 24 June 4:00pm – 7:00pm</p>	<p>*ACFE funded: \$36 Concession: \$18 Full fee: \$70 Material: \$15</p>
<p><b>FAMILY LEARNING PROGRAM</b>  <b>Delivery Mode: Face to Face in Melton</b></p> <ul style="list-style-type: none"> <li>✓ Learn with how to use a tablet.</li> <li>✓ Learn English and numbers.</li> </ul>	<p>10 Sessions Thursdays 22 April – 24 June 3:30pm – 5:30pm</p>	<p>Free Course, Coffee and biscuits &amp; Free childcare</p>

## COMPUTER, BUSINESS & CAREER COURSES

COURSE	Days/Sessions/ Time/Duration	Cost
<b>COMPUTER SKILLS - BASIC TO INTERMEDIATE</b> <b>Delivery Mode: Blended in Melton and via Zoom Platform</b> You will gain skills in: <ul style="list-style-type: none"> <li>✓ MS Outlook, Word, Excel, and PowerPoint</li> <li>✓ Basic image edition with free software.</li> <li>✓ Many interesting computer skills starting from the basic to the intermediate levels.</li> </ul>	12 Sessions Thursdays & Fridays 29 April – 4 June 9:30am – 3:00pm	*ACFE funded: \$60 Concession: \$30 Full fee: \$120 Material: \$20
<b>FINANCIAL WELLBEING COURSE FOR WOMEN-SARA</b> <b>Delivery Mode: Face to face in Melton</b> <ul style="list-style-type: none"> <li>✓ The course will focus on building your confidence and communication skills in the context of money management.</li> <li>✓ Learn to break down complex financial concepts into simple, everyday language.</li> <li>✓ Be introduced to key institutions and systems in the financial services industry and public sector; and learn how to successfully navigate and communicate with these.</li> </ul>	<b>8 Sessions</b> <b>Mondays</b> <b>26 April – 14 June</b> <b>11:30am – 2:30pm</b>	<b>Free Course</b>
<b>MICROSOFT OFFICE FOR OFFICE ADMINISTRATION</b> <b>Delivery Mode: Online via Zoom Platform</b> Build your skills and confidence in the <ul style="list-style-type: none"> <li>✓ Microsoft Office Suite.</li> <li>✓ Enhance your professional skill set in Word, Excel, PowerPoint, Publisher and Outlook.</li> <li>✓ Practical case studies to better prepare you for modern work environments.</li> </ul>	8 Sessions Tuesdays 27 April – 15 June 9:30am – 3:00pm	*ACFE funded: \$40 Concession: \$20 Full fee: \$80 Material: \$10
<b>JOB LAB</b> <b>Delivery Mode: Blended</b> Improve your resume and job seeking skills with help from a qualified careers advisor.	Thursdays 10:00am – 12:00pm	Free Please contact Melton City Council

## PATHWAY COURSES TO EMPLOYMENT AND FURTHER STUDIES IN HEALTH, EARLY CHILDHOOD EDUCATION & COMMUNITY SERVICES

COURSE	Days/Sessions/ Time/Duration	Cost
<b>PATHWAY TO HEALTH SERVICES ASSISTANT COURSE</b> <b>Delivery Mode: Face to Face in Sunshine</b> This pre-accredited course is designed: <ul style="list-style-type: none"> <li>✓ to prepare you for employment as well as accredited such as the health services Community Services and Individual Support</li> <li>✓ explore the possibilities for employment in roles such as <b>Health Services Assistant, Personal Care Assistant/Personal Care Worker, Disability Support Worker, Environmental Services Assistant and Food Services Assistant.</b></li> </ul>	28 Sessions Tuesdays & Friday 4 May – 20 August 9:30am – 3:00pm	*ACFE funded: \$140 Concession: \$70 Full fee: \$280 Material: \$30





<p><b>PATHWAY TO EARLY CHILDHOOD EDUCATION ACCREDITED COURSE</b></p> <p><b>Delivery Mode: Face to Face in Melton</b></p> <p>This course is the first step in your pathway to <b>Certificate III in Education Support or Certificate III in Early Childhood Education and Care</b></p> <p>Enrol in this course, no matter how basic your English level is, 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.</p>	<p>16 Sessions Tuesdays &amp; Thursdays 27 April – 17 June 9:30am – 3:00pm</p>	<p>*ACFE funded: \$80 Concession: \$40 Full fee: \$160 Material: \$20</p>
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\* Individuals are ACFE funded if they hold Australian citizenship, New Zealand citizenship or an Australian permanent visa.

For more information on 2021-Term 2 ACFE pre-accredited courses and enrolment:

- Visit [djerriwarrh.org.au/courses](http://djerriwarrh.org.au/courses) to enrol online
- Or Email us at [training@djerriwarrh.org](mailto:training@djerriwarrh.org)
- Or Call us on 03 8746 1000
- Or walk in

### **JOB TRAINER INITIATIVE- Have you heard?**

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 of age 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](mailto:training@djerriwarrh.org) for more information.

## CERTIFICATE COURSES - ENROL ONLINE FOR TERM 2

Please e-mail [training@djerriwarrh.org](mailto:training@djerriwarrh.org) or call 03 8746 1000 NOW! Taking Enrolments!

<b>CHC30213 CERTIFICATE III IN EDUCATION SUPPORT</b> <b>This course will give you the core skills and training to assist teachers in a range of classroom contexts.</b>						Monday & Wednesday 15 Mar – 20 Oct 9:30am – 3:00pm (Taking enrolments)
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	
<b>CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION &amp; CARE</b> <b>This course will give you the knowledge, skills and experience for employment in the childcare industry.</b>						Monday, Tuesday & Friday 15 Mar – 25 Oct 9:30am – 3:00pm (Taking enrolments)
Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total	
Government Subsidised*	\$450	\$150	\$20	\$5936	\$620	
Government Subsidised* (Concession)	\$90	\$150	\$10	\$6296	\$250	
Full Fee	\$2500	\$150	\$20	0	\$2670	
Full Fee (Concession)	\$2000	\$150	\$10	0	\$2160	
<b>CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)</b> <b>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.</b>						Tuesday, Wednesday, Thursday 24 Mar – 4 Nov 9:30am – 3:00pm (Taking enrolments)
Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total	
Government Subsidised*	\$450	\$200	\$20	\$6,437	\$670	
Government Subsidised* (Concession)	\$90	\$200	\$10	\$6,037	\$300	
Full Fee	\$2500	\$200	\$20	0	\$2,720	
Full Fee (Concession)	\$2000	\$200	\$10	0	\$2,210	



### ADULT MIGRANT ENGLISH PROGRAM (AMEP)

The Adult Migrant English Program (AMEP) provides up to 510 hours of 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](mailto:training@djerriwarrh.org)

[www.djerriwarrh.org.au](http://www.djerriwarrh.org.au)

### Reception hours:

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

*Closed weekends and public holidays.*

