



Capable
Me

Info Pack

Your partner in reaching your goals, at work and in life

We support the

ndis

SOUTH EAST

59-63 Williams Rd,
DANDENONG SOUTH
VIC 3175

GEELONG

19 Indiana Ave,
CORIO
VIC 3214

GOULBURN

8 New Dookie Rd,
SHEPPARTON
VIC 3630



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What is Capable Me?

Capable Me provides a further education and social space for all young adults with NDIS funding to develop the skills needed to enter the workforce, the confidence to explore personal interests and the practical experience to support lifelong independence. We do offer SLES (School Leavers Employment Support) however you don't need SLES funding to attend, which is why we prefer to say 'Education and Training'. Our Education and Training program runs three days per week on Monday, Tuesday and Friday.

At Capable Me, work adjacent skills are offered in addition to work related skills, for a more holistic approach to adulthood. It's not just about getting a job, but also growing and thriving beyond work.

Once you are in employment, Capable Me continue to provide ongoing mentoring and workplace support as well as further education, or even just the opportunity to stay in touch with your friends with the social and recreational activities.



Registered NDIS Provider



Who are we?

We are a team of fun, dedicated and passionate individuals with the common goal of supporting others to live a life they are passionate about.

We work to create an inclusive environment where all individuals feel valued, respected, and supported. We believe that when we bring together people from all walks of life and celebrate what makes us different, we create an incredibly vibrant and exciting culture that's unlike anything else.

Where to find us

Dandenong

59-63 Williams Rd,
DANDENONG SOUTH, VIC 3175

Geelong

19 Indiana Ave,
CORIO, VIC 3214

Shepparton

8 New Dookie Rd,
SHEPPARTON VIC 3630

Call Us

Support co-ordination:
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General info:

Faye: 0408 549 333
hello@gre8capableme.com.au

Connect with us

www.capableme.com.au
@capableme.gre8

**Imagine you're a formula 1 driver,
and Capable Me are your pit crew,
getting you ready to hit the road
with all the necessary information
to make a smooth transition
into the fast lane.**



Capable Me acknowledges that we gather, live and work on Aboriginal land. We pay our respect to the elders' past, present and emerging as we walk together on this beautiful land, we call home. We are LGBTQIA+ friendly and a Transgender Safe Space



Education & Training Programs

Introduction to Word, Excel and Powerpoint

This program is designed to help you develop essential skills in these widely-used software programs that are essential for success in the workplace. By the end of the program, you'll have the skills and confidence to use Microsoft Word, PowerPoint, and Excel to produce high-quality documents, presentations, and spreadsheets.

Employability Skills

Our program is designed to help you develop the skills and knowledge necessary to enter the workforce. In this program you will learn how to effectively communicate with others, work collaboratively in teams, solve problems, manage your time effectively, and maintain a professional attitude in the workplace.

Health and Wellbeing

This program is designed to help you achieve optimal health and wellness by providing you with the knowledge, skills, and tools necessary to take control of your physical, mental, and emotional well-being. Our program provides a comprehensive approach to health and wellness that includes nutrition, exercise, stress management, mindfulness, and more.

Business Administration

In this program you'll learn the ins and outs of running a business successfully, from managing finances to marketing products and everything in between, our program covers all the day-to-day operations of a business. This course will have you using your creativity and problem-solving skills while developing your leadership skills and critical thinking.

First Aid Certificate

This program teaches you the skills and knowledge required to provide a First Aid response to a person in need and will qualify the learner as a level 2 First Aider. This hands-on course covers CPR training and a range of practical first aid applications along with other emergency procedures such as DRSABCD. We recommend this course, not only for its usefulness, but also as a great resume addition.



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Education & Training Programs

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Travel Training

This program is designed to equip you with the knowledge and skills necessary to become a confident and capable public transport user. Discover Melbourne city and regional towns as learn about various aspects of public transport, including how to plan routes, use related technology, read maps and schedules, top up Myki cards, and how to board and disembark safely. You will experience various types of public transport, such as buses, trains, and trams to help you gain the confidence and skills to use public transport.

Cooking for Life

This program teaches you how to create wholesome, nutritious dishes using fresh, high-quality ingredients. You'll become familiar with where to source quality foods and understand the cost comparisons of different food retailers, empowering you to make informed choices about your food purchases. Through practical, hands-on learning experiences, you'll learn a variety of cooking techniques and be inspired to create new and exciting dishes. You will gain the skills and confidence to prepare meals that are delicious, healthy, and cost-effective.

Pathway to L's

This program is designed to help you obtain your learner's permit and become a safe and skilled driver. Our comprehensive program covers everything from essential road rules and safety skills to roadside emergencies and car maintenance. Our team will guide you through every step of the process, providing you with practical experience in hypothetical driving scenarios and giving you the tools you need to change a tire, check your oil and wiper fluid, and fill up your fuel tank. You'll be well-prepared to take the learners test and obtain your learners permit.

Community Access

This program is all about exploring the world around us and having fun while doing it. Our team will be there every step of the way to ensure that everyone feels safe, comfortable and included. Whether it's catching a movie, hitting the bowling alley, or exploring the city, our program offers a variety of different activities to suit everyone's interests. We'll also be providing support and guidance along the way, so you can get the most out of your experiences.



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Coming Soon

Cultivating Nature

This introduction to landscaping and horticulture program is based in local community gardens and takes a hands-on approach to landscaping, gardening, horticulture, ecosystems, ecology and much more. You will have the chance to use a large variety of outdoor equipment and woodworking tools. If you're interested in starting your own gardening business, or just love getting your hands dirty, this program is for you.

Exploring Adulthood and the Workforce (Recommended)

This program delves into the multifaceted world of adult life and careers. Designed to help you understand the challenges and opportunities that come with navigating the workforce, this program covers a wide range of life skills and topics including sexual health (delivered by Sexual Health Victoria), personal hygiene, job seeking, resume writing, money skills, living independently or with others, work-life balance, mental and physical health and online safety. You will gain practical skills to successfully navigate the world of work and independent living.

Introduction to Computing and Gaming

In this course, you will explore the history of digital gameplay and where it's headed, while exploring VR possibilities. You'll learn about the evolution of technology and how computers work, store and process information. You will dive into the thrilling world of gaming and learn how to create and play video games. You will also gain hands-on experience with popular game development tools, learn the coding basics and design and develop your own games. If you're passionate about technology and gaming, join us and get ready to level up your skills in computing and gaming!



Employment Coaching

1:1 Support via Zoom

We're all about providing awesome 1:1 support for young people trying to navigate life's trickiest hurdles. From paying bills to nailing that dream job, we're here to help. Our team is committed to making sure you reach your goals and become the best version of yourself. Plus, we can even liaise with your employer to make sure you're thriving in the workforce. So, if you're ready to kick some serious life goals, we're ready to help you get there.

What we can help with

Workplace mentoring:

Advice from people that have been where you are now

Life admin:

All that boring stuff adults are required to stay on top of. Think insurances, planning and budgeting

Completing forms

Not sure what an BSB or TFN are? We do, and we'd love to help

Workplace relations

Having trouble with a colleague?

How to have tough conversations

Are you afraid to ask for time off?

Finding work

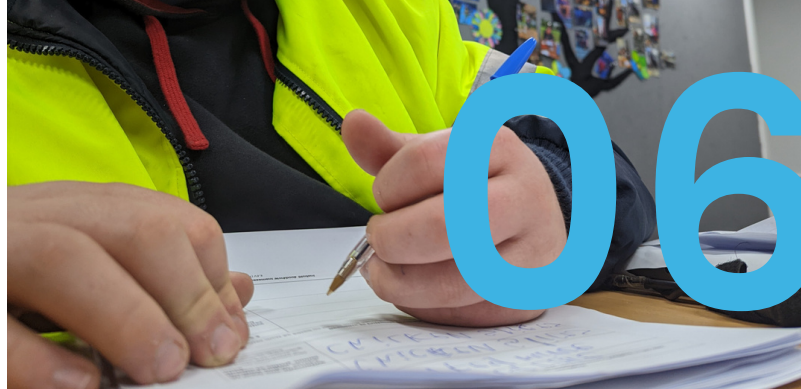
We are like job hunting detectives

Making appointments

Making phone or online appointments and time management

Referrals

Asking your professional contacts to be listed on your resume



Charles made the decision to take a break from paid employment and to trial another role as a volunteer. However, this resulted in reduced income and caused him to feel stressed about managing his expenses. To alleviate his worries, Charles and the support coach sat down together and analysed his spending, daily expenses, and income.

By closely examining where his money was going, we developed a comprehensive budget that allowed him to continue buying lunch twice a week, paying his bills and PS4 subscription, and even save money.

The employment coach checks in with him every week to touch base on his progress, and with this plan he has been able to save a few hundred dollars while still managing his expenses.

Job interviews

We can role play loads of questions you're likely to be asked during an interview

Job applications

Not sure if you want to hand in your resume in-person or online? Let's explore.

Skill building

Support to help you upskill and become more qualified to start a new role.

Anything you feel you could use a bit of help with



This survey will help us to discover your work goals



What is SLES?

SLES stands for School Leaver Employment Supports (SLES) Program, however Capable Me provides a further education space for ALL school leavers with NDIS funding

What is Capable Me?

Capable Me is a further education and social space that supports individuals to develop the skills needed to find employment that brings satisfaction, the confidence to explore personal interests and the practical experience to support lifelong independence.

Is this like school?

No! We work in small groups to give you a range of skills and experiences. At Capable Me, work adjacent skills are offered in addition to work related skills, for a more wholistic approach to adulthood. But we also love to have fun! Check out our social and rec programs!

What are work adjacent skills?

These are adult life skills, like having tough conversations, navigating work place relationships, travel training or drivers ed. It's not just about getting a job, but also growing and thriving beyond work.

Do I need SLES funding to go there?

No. There are several ways you can access the Capable Me supports and services. We can provide advice and guidance to find the best funding option for you.

Do I get paid to go there?

No, we know this can be a bit disappointing. We do however, help you to find job opportunities that do pay





Capable Me



www.capableme.com.au

