

Longbeach PLACE



Chelsea's Neighbourhood House

"Let Us Open Your World"

Semester 1, 2019

Program

(February to June 2019)

The PLACE for Learning & Development

Look Inside for
NEW Courses

**COURSES
& ACTIVITIES**

Welcome to Longbeach PLACE

Our Values:

Our friendly welcoming atmosphere, our diverse range of quality programs,
our community focus

Longbeach PLACE Inc. is a community based organisation which has been operating since 1975 within the City of Kingston and is part of the Southern Metropolitan region of Adult Community and Further Education. A range of programs, courses and activities are run by qualified facilitators, in response to community need. Through our educational program we provide members of the community with opportunities for lifelong learning and skills development.

Access and equity: To be eligible for our ACFE Funded courses, you must be a permanent Australian Resident/Citizen, if not please contact our office to discuss our fee-for-service prices. Every participant who meets the eligibility and entry requirements (if applicable) will be accepted into any educational program. Participants have equitable access to all programs irrespective of their gender, culture, linguistic background, race, socio-economic background or disability. Some programs may have a limited number of vacancies and these will be filled in a chronological order upon completion of enrolment. Enrolment procedures will therefore be free of discrimination and if an individual does not meet entry requirements, all attempts are made to assist them in identifying an alternative course of action. Any issues/problems, can be discussed with the Manager.

Your Privacy: Your privacy is important to us. Any personal information, collected from you, is kept secure and confidential. It is important that we have current contact details if you are attending classes and activities. Please contact the office if you need to update your details or access your records. Our privacy policy can be viewed on our website or is available at our reception. It is your right not to give us your full personal details, on the understanding that you may not be entitled to the full services provided with our training. **Manager:** Rebekah O'Loughlin.

Contact Information

15 Chelsea Rd Chelsea 3196

Ph: 9776 1386

www.longbeachplace.org.au

Office Hours

Mon to Thurs – 9:30am to 3:30pm

Fri - 9:30am to 3pm

(Open for reduced hours during term breaks. Telephone for details)

PO Box 159 Chelsea 3196



reception@longbeachplace.org.au

Registered as a Learn Local Provider with Southern Metropolitan Regional Council of Adult, Community and Further Education. ACFE ID: No 9206 ABN: 29 756 088 003 Registration No: A0016717P

Front Cover: "Landing of the Longbeach Dreamers" by Artists Wendy Reiss & Mark Burt

Small/Home Business



Marketing Your Business Website With Social Media

Cost: \$150

(Fee for Service Short Course. Membership as applicable)

The world of social media can be daunting and complex. Learn how to attract new customers and engage with existing ones through social media. In this course we look at how you can enhance your business marketing by using Facebook, Twitter, Instagram, Pinterest, Google+ and other platforms. Design social media memes and promotions with Canva. We also look at boosting your Facebook audience reach. By the end of this course you will know which platforms are best for your business and how to use them to promote your business. **Duration: 16 hrs (4 sessions x 4hrs)**

Telephone 9776 1386 to register your interest.

Short Courses



Just starting with Your iPad

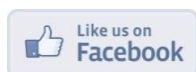
Cost: \$50

(ACFE funded) (Amenities and materials fees \$18.40. Membership as applicable)

Jump into the iPad revolution! This course is aimed at the beginner iPad user with very little experience. Learn the most useful apps found on your iPad including Mail, Safari and Camera. Send and receive emails with confidence and browse the internet with your iPad. Enjoy some of the most exciting, free iPad features including FaceTime video calls and sending iMessages to fellow iPad users. Examine your iPad's settings to put you back in control of your ring tone, wallpaper and password. Create an Apple ID and Account, and shop the iTunes store for free music, books and apps. Manage your new books, music and apps in iBooks, Music and the App store.

***Please note that in order to create an Apple account and download music, books and apps, students must be willing to purchase either an iTunes voucher or a pre-paid credit card. Minimum iTunes voucher spend is \$20.* It is essential that you bring your own iPad to each class.**

Telephone 9776 1386 to register your interest.



To Like Longbeach PLACE on Facebook simply go to our website www.longbeachplace.org.au and click on the link

Introduction to Windows 10

Cost: \$50

(ACFE funded). (Amenities and materials fees \$18.40. Membership as applicable)

This is a beginner's course for those with little or no prior knowledge or experience. In this course you will learn to use the mouse and keyboard, as well as how to customise the Windows 10 Start Menu. Find your way around popular Apps. Create, save and print documents using the free App "WordPad". You will also learn how to import and edit your photos using the Windows 10 Photo App, and an introduction to the internet and email. **Duration: 20 hrs (8 sessions x 2.5hrs)**

Friday, 9:30am to 12pm 15 February to 5 April

Code: IT01

Windows 10 The Next Step

Cost: \$50

(ACFE funded). (Amenities and materials fees \$18.40. Membership as applicable)

Explore the built in Windows 10 apps. Learn to use the Calendar app, the People app and the Mail app. Find out how to set and use alarms and clocks. Connect with people using the Skype app. Find locations using the Maps app. Learn to get the most out of Cortana. **Duration: 20 hrs (8 sessions x 2.5hrs)**

Friday, 9:30am to 12pm 10 May to 28 June

Code: IT02

Writing Creatively Towards Your Future

Cost: \$50

(ACFE funded). (Amenities and materials fees \$18.40. Membership as applicable)

This pre-accredited writing course will provide a learning pathway opportunity for further studies in accredited training and/or future employment opportunities. Within the 20 hour course learners will complete five hours of e-learning that will involve research into blogging, journalism, screen play writing, amongst other literary platforms that could lead to employment opportunities.

Duration: 20 hrs (8 sessions x 2.5hrs)

Tuesday, 12:30pm to 3pm 7 May to 25 June

Code: L11

Success for You

NEW

Cost: \$50

(ACFE funded). (Amenities and materials fees \$18.40. Membership as applicable)

"Learn to Learn" This course is designed to introduce students to theoretical and practical aspects of learning. Topics include:

- Independent Study
- Working With Others
- Research
- Online Learning Skills
- Motivating Yourself
- Working in Groups
- Effective Note Taking

Telephone us on 9776 1386 to register your interest.

An Introduction to Interior Design

Telephone us on 9776 1386 to register your interest.

Why not take a few minutes to visit our website at www.longbeachplace.org.au?

Arts & Crafts

Art Therapy

NEW

Cost: \$160

(Fee for Service Short Course. Membership as applicable)

Most people struggle with feelings of being less than others in some regard. Self judgement may be in relation to their job, their appearance, their relationships, their education...feeling like they are failing in some way is a common and unpleasant experience for many people. These feelings can prevent us from making new choices that support us.

In this group we will examine how we got to this point...We will use journals, artwork, poetry, movement and relaxation to develop a more positive relationship with ourselves....and begin a new journey.

(This course is run by a trained art therapist).

Duration: 16 hours (8 sessions x 2 hours)

Tuesdays, 1pm to 3pm. Telephone 9776 1386 to register your interest.

Felted Soap

NEW

Cost: \$20

(Fee for Service Short Course. Membership as applicable)

Make one for yourself and one for a friend. These soaps make great gift ideas. Decorative and functional, they lather up to work as a flannel and soap in one colourful package. **Materials supplied.**

Duration: 2 hrs (1 session x 2hrs)

Thursday, 9:30am to 11:30am

28 March

Code: FFS01

Thursday, 7:30pm to 9:30pm

28 March

Code: FFS02

Language and Literacy

English as an Additional Language

(Beginners to Intermediate Levels). (ACFE funded).

(Amenities and materials fees \$18.40. Membership as applicable)

Friendly and supportive English classes to develop communication skills for everyday life or the workplace. Classes include practice of reading, writing, speaking and listening.

There is an opportunity to focus on learning English through the introduction to basic computer skills such as navigating the internet and using Microsoft Word. **Telephone reception on 9776 1386 to make an appointment to see the tutor.**

Mondays, 9:30am to 12pm and 12:30pm to 3pm

Thursdays, 9:30am to 11:30am and 12pm to 2pm

(See page 6 for fee structure)

Literacy for Life

NEW

(Beginners to Intermediate Levels). (ACFE funded).

(Amenities and materials fees \$18.40. Membership as applicable).

A course aimed at adults whose first language is English but who require assistance with their reading and writing skills. **Fridays, 1pm to 3pm (commencing in Term 2).** **(See page 6 for fee structure)**

Fee Structure for Language & Literacy Courses: The cost of our Language and Literacy courses (excluding “*Numeracy and Literacy for People With Intellectual Disabilities*”) is \$50 per term (plus \$10 annual membership fee), or \$50 for the first term of enrolment and then \$30 per term for students who are eligible for the concession amount. (Please note: ***You must produce a current concession card upon enrolment to receive the concession amount***).

If you are **not** a permanent Australian resident, the cost is \$560 per year for **one class per week**, or \$14 for each session you attend.

Our Language and Literacy classes are funded by: Adult, Community and Further Education (ACFE).

Numeracy and Literacy for People With Intellectual Disabilities

Cost: \$30 per term

(Beginners to Intermediate Levels). (ACFE funded).

(Amenities and materials fees \$18.40. Membership as applicable)

Tuesdays, 9:30am to 2:30pm and Fridays, 10am to 2pm. For further information about this program, please contact Julie Dunn on 8587 0299.

Volunteering for Work Skills



Cost: \$50

(Beginners to Intermediate Levels). (ACFE funded).

(Amenities and materials fees \$18.40. Membership as applicable).

Connect with your community through our volunteer program. Facilitator led training will focus on understanding the role of the volunteer, working on projects as part of a team to develop skills in communication, goal setting, creative thinking, problem solving, time management while helping others, based around social, fundraising and marketing activities. Weekly during school terms. To apply for a place, please register at reception.

Community Groups

Longbeach Urban Yarn Art

Why not become a “Yarn Art Fairy”? Our group meets fortnightly alternating between ***Tuesday evenings, 7pm to 9pm***, and ***Saturday afternoons from 1:30pm to 3:30pm***. ***Phone 9776 1386 for more information.***

Colour My World

BYO book, pencils and paints and join with other like-minded “colourists” sharing conversation and friendship. ***Monday mornings, 10:30am to 12pm***. Cost: \$2 per session plus \$10 annual membership.

Yoga and Relaxation

Monday evenings at 6pm. Phone for details. Cost: Pay the amount you can afford each session plus \$10 annual membership.

Pilates

Gentle core strengthening and fat burning on a floor mat. Please bring your own mat. **Monday mornings at 10am** and/or **Friday evenings at 5pm**. Cost: Pay the amount you can afford each session plus \$10 annual membership.

Tai Chi/Qi Gong for Health

NEW

Originating in ancient China, **Tai Chi** is one of the most effective exercises for health, mind and body. Health benefits include; a means for dealing with tension and stress. It also emphasises posture, core muscles, alignment and co-ordination. Classes cater for all ages, beginners and people undergoing the recovery process (sitting on a chair).

Qi Gong is the art of moving and regulating Qi (energy) by aligning the mind, body and breath. The practice of Qi Gong helps to provide physical exercise, relaxation, meditation, improved balance, greater flexibility, reduction of stress levels and much more.

Friday mornings, 10:30am to 12pm (commencing on Friday 8 February). Cost: \$5 per session plus \$10 annual membership.

Walk n Talk

Come along and join this friendly group and venture out into the local community for a healthy activity. Please remember to bring along your hat, sunscreen and water bottle. Suitable for moderate fitness levels. **Tuesday mornings at 9.30am**. Cost: \$2 per session plus \$10 annual membership.

Chelsea Board Games Group

NEW

Have fun learning and playing board games over a cup of tea or coffee. Please feel free to bring your own games to share. Cost: \$2 per session plus \$10 annual membership.

Wednesday afternoons, 1pm to 3pm during school terms (commencing on Wednesday 6 February).

Telephone 9776 1386 to register your interest.

Movie Afternoon

Would you like to join us at our weekly movie afternoon? It runs **Tuesday afternoons, 2:15pm to 4pm**.

Watch a movie, have a chat and a cuppa in a relaxed and friendly environment.

Cost: \$2 per session plus \$10 annual membership. **Telephone 9776 1386 to register your interest.**

Craft Group – Unfinished Objects & Boomerang Bags

Come along to complete the craft project you are working on, or make fabric recycled shopping bags in the company of others, have a chat and share a cup of coffee or tea in a friendly and relaxed environment.

Friday mornings, 10am to 12pm during school terms.

Cost: \$2 per session plus \$10 annual membership.



To Like Longbeach PLACE on Facebook simply go to our website www.longbeachplace.org.au and click on the link

Chelsea Garden Club

NEW

Learn gardening skills from a qualified gardener over a cup of tea or coffee. Share cuttings, clippings and produce. Participate in garden projects. Go on garden excursions together.

First and second Saturday of each month, 2pm to 4:30pm, and Third and Fourth Sunday of each month, 2pm to 4:30pm (commencing on Saturday 2 February). Cost: \$2 per session plus \$10 annual membership.

Telephone 9776 1386 to register your interest.

Chelsea Art Group

NEW

No art experience necessary. Share and learn new art skills over a cup of tea or coffee. Participate in art projects. Visit exhibitions. **Tuesday evenings, 6:30pm to 8:30pm during school terms (commencing on Tuesday 5 February).** Cost: \$2 per session plus \$10 annual membership.

Telephone 9776 1386 to register your interest.

Bayside Book Group

This friendly group welcomes new members and gives an opportunity for booklovers to get together to discuss books and make social contacts. This group also enjoys a meal together afterwards at a local restaurant/pub. **First Saturday of each month, 4pm to 6pm.** Cost: \$2 per session plus \$10 annual membership. **For further details please contact Val Campbell on 9772 7980, or Roy Bunyan on 9587 0383.**

Chelsea PC Support Group

A group for all ages. Meet monthly to share knowledge, ideas and problem solve computer issues. Many topics are discussed, together with regular presentations and demonstrations. **First Saturday of each month, 1pm to 3:30pm.** Cost: \$2 per session plus \$10 annual membership. **For further information you can telephone 9776 1386, or contact us via email at ChelseaPCSupport@gmail.com.**

New Guests Most Welcome.

Longbeach PLACE Inc. would like to acknowledge the City of Kingston and the Aspendale Gardens-Edithvale Community Branch of the Bendigo Bank for their grants to assist the Chelsea PC Support Group.

Starting a Community Group at Longeach PLACE

Contact us if you would like to start a community group at our convenient and comfortable facility. If your group is considered suitable, Longbeach PLACE will provide the necessary insurance coverage. Attendees are required to pay a \$10 annual membership fee, plus \$2 each session. **Telephone Rebekah on 9776 1386 for more information about starting up a community group at Longbeach PLACE.**

Rental Groups

Kingston Community Education Centre

Learn with a smile! English and Maths program for primary and secondary school aged children. Sessions are run each **Tuesday and Friday, 3:30pm to 6pm.** **For further information please telephone Elena Gvirtzman on 0431 413 839.**

Al-Anon

Fellowship for families and friends of alcoholics. **Every Tuesday at 7.30pm. Contact Al-Anon helpline on 1300 252 666, or visit the website at www.al-anon.org.au.**

Australian Shareholders Association

Discussions concerning the stock market. **Second Thursday of each month at 10:30am. For all enquiries phone Sally on 9528 2146.**

Chelsea Probus

Probus is a club for women and men to enjoy fellowship, meetings and guest speakers. **For further information phone John on 9772 6524.**

Oakwood School VCAL is at Longbeach Place in Chelsea. Oakwood School VCAL is a re-engagement program where students are enrolled in VCAL (Victorian Certificate of Applied Learning) at Foundation, Intermediate or Senior level. Students also have the opportunity to complete a VET Certificate. Delivery of the program is flexible to allow students to complete their certificate over two years if required. This unique program is delivered in a non-mainstream educational setting and gives students the opportunity to experience success with learning.

City of Kingston Immunisations

Fourth Wednesday of each month **from 10am to 11am**. Second Thursday of each month **from 5pm to 6pm**. **All enquiries please phone 9581 4870.**

Room Rental

Our bright, modern facility is located close to public transport and within easy walking distance to the Chelsea Shopping Centre.

Rooms within our facility are available for hire to community groups for meetings or workshops. For further information regarding room hire, please contact us on 9776 1386. You can also visit our website at www.longbeachplace.org.au and download a **Casual Room Rental Application Form**.

Once completed, the Casual Room Application Form can be returned to us via email at reception@longbeachplace.org.au, by post to P.O. Box 159, Chelsea Vic 3196, or in person to 15 Chelsea Road, Chelsea during office hours (**refer to Page 2 of this brochure for our Office Hours**).

Melways reference: Map 97, B1.

Volunteer Opportunities

Why not join our dynamic team of volunteers? By doing so you will not only provide valuable assistance to other members of your community, but volunteering is also a fantastic way to – meet new people, get recognised workplace experience, gain job skills and build your English language skills.

Enrolment Information

Bookings and Payments:

Payment for our courses/programs can be made in person by using either credit card, cash or eftpos. Alternatively, they can be forwarded to our Post Office Box address, together with credit card details or a cheque. Cheques should be made payable to Longbeach PLACE Inc. **All participants are required to complete and sign an Enrolment Form** (available from our office or on our website).

In order to secure a place in any course, fees must be paid **7 days prior** to the scheduled commencement date. **Please note:** Your place may be lost if fees are not paid within this time.

If you are unable to apply for your own place in a course, please advise us that the person acting on your behalf has your permission to do so.

You **must** provide us with your **Victorian Student Number** if you have attended any Victorian school since 2009 or done any training with a vocational education & training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011.

Course Materials:

The cost of student requirements and materials retained by students are included in the total cost listed for each course.

Payment by Invoice:

The invoicing of any payments will attract an administrative fee of \$5.50 (incl. GST). Third Party payments will be charged the full price of a course. Agencies referring clients, please refer to information on our website.

Cancelled Courses:

Courses are run subject to sufficient numbers to cover costs and funding commitments. To avoid disappointment, all fees must be paid 7 days prior to scheduled commencement so that student numbers can be counted. In the event that Longbeach PLACE Inc. cancels a course, all fees will be refunded in full, and you will be notified of the cancellation. Please therefore ensure that we have a current daytime contact number.

Refunds:

Please choose your course carefully. Longbeach PLACE is not responsible for changes in your circumstances. A refund will be issued if at least five (5) working days' notice is given prior to the course start date. An administration fee of \$10 will apply and will be deducted from the refund. In the event that Longbeach PLACE has to cancel a course due to low enrolments, you will be notified prior to the start date and a full refund will be issued as soon as possible. If Longbeach PLACE defers a course and the new dates are not suitable, a full refund will be issued. Please Note: **NO REFUND OR TRANSFER will be available after a course has started** (due to our not-for-profit status).

PLEASE NOTE: PAYMENT FOR COURSES MUST BE MADE AT LEAST TWO (2) WORKING DAYS PRIOR TO THE SCHEDULED COURSE COMMENCEMENT DATE.

Eligibility:

You will be asked to provide evidence of eligibility for an ACFE funded place. To be eligible, you must be a permanent Australian Resident, Australian Citizen, or approved Visa holder. If not please contact our office to discuss our fee-for-services prices.

Concessions:

Students with a Health Care Card or Concession Card in the family are required to provide a copy of the card to qualify for the concession rate. Indigenous students will be charged at the concession rate. Those claiming the concession rate are on a capped rate per course category for the year (plus amenities and material costs). **Please note:** The concession rate cannot be claimed where fees are paid by a Third Party.

Hardship Provisions:

Provision will be made for fees to be paid in instalments in cases of hardship. Applications are to be made to the Manager. For government funded courses, appropriate concessions or exemptions will be assessed for approval upon application.

Tuition Fees:

Tuition Fees for government funded courses have been set in accordance with Ministerial Directions on Fees and Charges in line with the Victorian Government Skills Reform Fee Structure. Tuition Fees are calculated at \$1.08 per hour of tuition for Literacy Courses.

Annual Membership:

It is a Governance Committee Policy that all participants pay an annual Membership Fee of \$10 upon their first enrolment in a program, course or activity during **Term 1 and Term 2** for the calendar year (1 January to 31 December). Participants will pay a Membership Fee of \$5 upon the first enrolment in a **Term 3 or 4** program, course or activity from 1 July to 31 December. By joining, individuals are making a commitment to abide by our Member's Code. Participants have an option of applying for voting membership. **Annual Membership Fee is non-refundable.**

Disclaimer:

Longbeach PLACE Inc. makes every effort to ensure that the information in this brochure is correct at the time of printing. We reserve the right to change course days/times, rooms and fees where necessary. Longbeach PLACE Inc. observes all relevant information and treats all communication as confidential.

Why not take a few minutes to visit our website at www.longbeachplace.org.au?



Member's Code

Each Participant has the right to:

- be shown respect by others
- actively participate in a safe, non-threatening and healthy environment
- be informed of policies and procedures
- be afforded personal privacy and confidentiality
- be afforded the opportunity to have input into the decision making
- participate in a non-threatening environment
- be given information on the services available
- have cultural, religious and personal differences respected

Each Participant has the responsibility to:

- act in a responsible manner
- read and abide by Longbeach PLACE Inc. policies and requirements. (Longbeach PLACE Inc. policies are available on the website at www.longbeachplace.org.au)
- ensure the rights of others are not compromised
- show respect for the rights of others
- show respect for other people's property
- leave facilities in a clean and tidy condition after use
- respect the personal space of others

Funding Acknowledgments

We would like to acknowledge the financial support from:

- Department of Health and Human Services
- Department of Education & Training
- City of Kingston



Go to our website at www.longbeachplace.org.au and click on the link to get to our Facebook page

