

Longbeach PLACE



Chelsea's Community & Learning Centre

"Let Us Open Your World"

Semester 2, 2020

Program

(July to December 2020)

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.

A Grievance Procedure is available if required.

Contact Information

15 Chelsea Rd Chelsea 3196

Ph: 9776 1386

www.longbeachplace.org.au

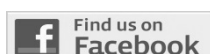
Office Hours

Mon to Thurs – 9:30am to 3:30pm

Fri - 9:30am to 12.30pm

(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

Short Courses



Introduction to Computers Using Windows 10 – Level 3

NEW

Cost: \$50

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

Make your computer safe by downloading and installing security and adblocking software. Learn how to install and use popular Apps. Create slideshows the easy way with photos and music using the Windows 10 Photos App. Find out how to download and read free eBooks from your local library. Use your Microsoft account and get the most out of 'One Drive'. Find out how to manage your passwords the secure way using free software. **This course will be delivered online via Zoom.** Duration: 20 hrs (8 sessions x 2.5hrs)

Friday, 9:30am to 12pm 24 July to 11 September

Code: IT03

Microsoft Apps - Level 1

NEW

Cost: \$50

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

In this comprehensive course you will learn the fundamentals of Microsoft Word, Microsoft PowerPoint and Microsoft Excel. Topics covered include: Formatting text, inserting and working with images, adding tables and borders, creating professional workplace documents such as letters and reports in Word; Using formulas and creating a budget in Excel; Creating slideshows in PowerPoint, adding text and images to your presentations, and much more. **This course will be delivered online via Zoom.**

Duration: 20 hrs (8 sessions x 2.5hrs)

Friday, 9:30am to 12pm 16 October to 4 December

Code: IT04

Xero Accounting

Cost: \$50

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

This course teaches participants the skills to manage the finances of small to medium businesses using Xero software. Some of the topics that will be covered include current reporting requirements of the ATO and quick data entry methods. **It is essential that participants already have a basic bookkeeping knowledge.**

Telephone 9776 1386 to register your interest.

Introduction to Coding and Robotics

Cost: \$50

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

This course focuses on the basics of coding/programming. As participants progress they will see one of its applications in the form of robotics. The primary tool used for coding will be Scratch. For robotics, Mindstorm EV3 kits will be used with PC and Google Chrome based software.

Telephone 9776 1386 to register your interest.

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. (Appointments are on Thursday afternoons only).**

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

Thursdays, 9:30am to 11:30am and 12pm to 2pm (**Fee structure below**)

Literacy for Life

(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***

****FEE STRUCTURE FOR LANGUAGE & LITERACY COURSES****: The cost of our Language and Literacy courses 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).

Community Groups



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 during school terms.***

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

Craft Group – Unfinished Objects

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.

Yoga and Relaxation

Monday evenings at 6pm during school terms. Please bring your own mat. Phone 9776 1386 for details.

Cost: \$5 per session plus \$10 annual membership.



Pilates

Gentle core strengthening and fat burning on a floor mat. Please bring your own mat. **Monday mornings from 10am to 11am during school terms.** Cost: \$5 per session plus \$10 annual membership.



Tai Chi/Qi Gong for Health

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 during school terms. Cost: \$5 per session plus \$10 annual membership.

Outdoor Fun & Fitness

NEW

Come and join us and have fun while exercising in the fresh air. These programs will commence in October and run during daylight saving time:

- Sunset Yoga
- Twilight Tai Chi in the Park

Cost: \$5 per session plus \$10 membership fee.

Telephone 9776 1386 to register your interest.



Zumba

This is a fitness program that is Latin inspired, combining music with dance moves. Zumba classes assist with calorie burning and help to improve cardiovascular fitness.

Tuesday evenings, 7pm to 8pm during school terms.

Wednesday afternoons, 2pm to 3pm during school terms.

Cost: \$5 per session plus \$10 annual membership.

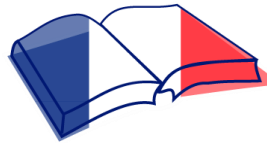
Telephone 9776 1386 to register your interest.

Chelsea Social Group at Longbeach PLACE

Over 40s Friendship Group: Meet and connect with new people for social activities. Join us for coffee and a chat, shows and theatre, excursions, watch a movie and general get-togethers. Men and Women welcome.

Friday afternoons from 1pm to 3pm during school terms. Cost: \$2 per session plus \$10 annual membership. All additional excursion and travel costs will be at members' own expense.

Telephone 9776 1386 to register your interest.



French Language Group

This course will assist participants to improve and practice their French language skills, but also open their understanding of French culture. This course is taught by Anna, a French native speaker and is suitable for participants who have attained an intermediate level in French.

Mondays, 2:45pm to 4:15pm during school terms. Cost: \$5 per session plus \$10 annual membership.

Telephone 9776 1386 to register your interest.



Piano/Keyboard Group

This group is for beginners who want to learn about music notation, rhythm and other topics from music theory, applied in practical exercises on a keyboard, as well as the proper beginning skills in piano.

Mondays, 11am to 12:15pm during school terms. Cost: \$5 per session plus \$10 annual membership.

Telephone 9776 1386 to register your interest.



Reflexology

Reflexology is all about bringing balance, harmony and a sense of well-being to the body. Reflexology is not a therapy used to diagnose “illness”, it is not a medical treatment, it does not cure - the body does that. Instead it facilitates healing within the body. Appointments are on a one-on-one basis and last for 15 to 20 minutes, therefore ***BOOKINGS ARE ESSENTIAL. To make an appointment telephone 9776 1386.***

Friday mornings between 10am and 12pm during school terms. Cost: \$8 per session plus \$10 annual membership.

The Benefits:

- **Helps the body to heal**
- **Improves the immune system**
- **Better circulation**
- **Improves nerve stimulation**
- **Assists post-op healing by decreasing pain, increasing healing**
- Relieves stress levels
- Relieves pain
- Clears the body of toxins
- Promotes general relaxation



Walk n Talk Group

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 10am during school terms.*** Cost: \$2 per session plus \$10 annual membership.



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 9772 7980, or Lorraine Harris 0459 503 434.***



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: \$3 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

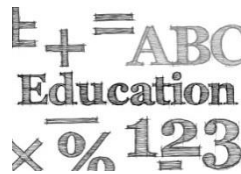
Contact us if you would like to start a community group at our convenient and comfortable facility. If your group is considered suitable, Longbeach PLACE will provide the necessary insurance coverage. Attendees are required to pay a \$10 annual membership fee, plus \$2 each session. **Telephone Rebekah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

Chelsea Community Agency Open Day Trail

Take a stroll around the local community agencies and gather important information regarding the programs and valuable services that are offered within the area.

Saturday, 31st October from 10am to 2pm.

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.**

APM Employment Services

If you have an injury, illness or disability and you're looking for work, APM Employment Services can help. **Telephone 0419 905 746 for further information, or visit the website – www.apm.net.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.**

Joblife Employment

Joblife Employment provides highly-personalised support for people with disability or people with an injury who are returning to work. **Telephone 1800 319 502 for further information.**

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.

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.

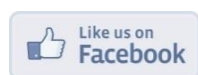
Annual Membership:

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.

Please let us know if you would like any of our courses to be offered via Zoom. Also, please let us know if there is anything else you would like to see offered at Longbeach PLACE.



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

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

