

Living learning *Pakenham*

Community College and Neighbourhood House

2012 Course Guide



Accredited Courses

Upskill or change your career

Pre Accredited Courses

Get a taste for your career or study pathway

Leisure, Creative & Fitness classes

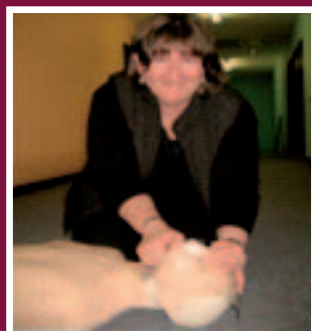
Learn new hobby skills and get fit!

Workshops/Programs

Participate in a variety of specialist workshops or in the many social programs on offer

Events

Join us at any of our community festivals, fundraisers and information sessions



Message from the Board Chairperson



Welcome to 2012 and the opportunities a new year presents.

Our Board Members and Staff are excited about how Living Learning Pakenham can contribute to you fulfilling your new year's resolution to become job or study ready or upskill to get that promotion. Or it may be that you want to explore your creative side by learning a new hobby. Whatever your requirement, we look forward to being able to assist you on your journey.

We are proud of the large range of courses and services we offer, and of the quality of our Accredited Trainers and of our Tutors who are instrumental in the learning and accomplishments achieved by our students.

At our graduation last year we heard from students who came to Living Learning Pakenham to change their lives - They came to add to their education and skills, understanding that further education leads to better living standards and greater opportunities. It was inspiring to learn that their desire for self improvement had been realised.

We look forward to welcoming you into Living Learning Pakenham's Community College and Neighbourhood House in 2012.

Jillian Ronald
Board Chairperson

LIVING LEARNING PAKENHAM IS GRATEFUL FOR SUPPORT FROM



Enrolment Information

Mission Statement

Living Learning Pakenham Incorporated is committed to providing lifelong learning in a caring, professional, supportive community environment, which contributes to the economic, social and cultural development of individuals and the community.

Office Hours: Monday to Friday 9-5

How to enrol

- In person at the centre - 6B Henry Street Pakenham
- By calling the centre - 03 5941 2389
- By faxing your completed form with your credit card details to 03 5941 2326
- On our website www.llinc.com.au using our online enrolment form and
- Payment can be made by cash, cheque, credit card, EFTPOS or PayPal online.



Concessions and Genuine Hardship

For some courses concessions are available to recipients of current Commonwealth Health Care Card, Pensioner Concession Card or Veterans Gold Card. We may also, at our discretion, provide a concession to someone where the full fee would impose extreme hardship. Payment Plans can also be arranged with the enrolment officer for those experiencing financial difficulty. Students must meet eligibility requirements for subsidised training. For more information contact the centre or visit www.skills.vic.gov.au

Cancellations and Refunds

If Living Learning Pakenham cancels a class due to low enrolments a full refund will be given and we will provide a 10% discount off your next enrolment. If you withdraw from a course later than one week prior to course commencement date a refund may not be issued.



Nationally Accredited Training
Living Learning Pakenham is a Registered
Training Organisation no. 3913.

What's new at Living Learning Pakenham in 2012?

- Pre Accredited Training (Taster Courses) in Construction, Hair & Beauty, Disability, Aged Care, Home and Community Care, Hospitality, Childcare, Computers for Tradies, MYOB, Office & Admin and Introduction to Working in Australia for CALD learners.
- A new range of leisure, creative, fun and fitness courses in addition to your favourites.

We are currently seeking expressions of interest for

Semester 1

Certificate III in Hospitality
(Food & Beverage)
Certificate IV in Training & Assessment
(TAE)

Semester 2

Certificate III in Children's Services
Teacher's Aide/Integration Aide
Certificate III in Horticulture

What else is Living Learning Pakenham working on in 2012?

Community Garden

Living Learning Pakenham is facilitating a community project with other community organisations to establish a Community Garden for Pakenham. A project group has been established to design and source funding for the community garden. If you would like to be involved or if you would like to donate to the garden please call us on 5941 2389.

Culturally and Linguistically Diverse Women's Sewing Group

For recently arrived migrants to join with other women in working together to work together in a multicultural sewing group that will increase sewing skills, provide socialisation opportunities and improve language skills.

Pakenham's Archibald Prize

Following on from this year's inaugural Student's Art Exhibition, Living Learning Pakenham are establishing Pakenham's own Archibald Prize open to all members of the community. Painting with Janine will assist you get prepared by teaching the art of portraiture. The competition will be held in August 2012 so enrol now to learn how to paint your local significant person now....A photographic section will also be included so enrol in Photography with Mark to enhance your entry in the Pakenham Archibald....

Public Internet Access

In addition to the variety of computer courses we now have dedicated computers for public internet access thanks to a PLA grant from Cardinia Shire.

Accredited Training and Job Skills

Workplace Skills: Certificate II in Business (BSB20107)

Certificate II in Business is an ideal course for those looking to enter or re-enter the workforce. Gain skills and confidence using current business technology including Microsoft Office 2007 programs such as Microsoft Word, Excel and Outlook essential in most workplaces.

Learn to work effectively in a workplace, develop your keyboard skills, create business documents, create and use spreadsheets. Learn important skills in delivering customer service, effective communication and teamwork.

This is an entry level course with no pre-requisites. No computer knowledge is required. Enrolment includes a free place in our Taster Course in Office and Administration.
Taster Course: Monday to Thursday February 6th to 9th

Times: Mondays & Tuesdays 9.30am – 3.00pm | Dates: February 13th – June 26th
Course Fee: **FREE** for eligible students | Student Amenities and Textbooks: \$230

For more information on course and entry requirements and eligibility please attend our course information session on February 10th at 11.00am.

Advanced Skills in Office Administration: Certificate III in Business (BSB30107)

Certificate III in Business BSB30107 will improve your job prospects with intermediate level computer skills in Microsoft Office 2007 programs to design and produce workplace documents, develop your keyboard speed and accuracy, work with databases and create electronic presentations.

Learn to contribute to workplace innovation and set personal work priorities and development. Develop customer service skills to promote products and services.

Pre requisites: Certificate II in Business or equivalent office experience/ computer experience.

Times: Thursdays and Fridays 9.30am – 3.00pm | Dates: 9th February – 29th June
Course Fee: **FREE** for eligible students | Student Amenities and Textbooks: \$230

For more information on course and entry requirements and eligibility please attend our course information session on February 10th at 11.00am.

Combined Qualifications: Certificate III in Business (BSB30107) and Certificate III in Business Administration (BSB30407)

Students who successfully complete Certificate III in Business and the Bookkeeping Course will be awarded a second qualification – Certificate III in Business Administration. Nationally Recognised Training Course Code BSB30407

Course Fee: **FREE** for eligible students | Student Amenities and Textbooks: \$400

Bookkeeping

This paper based course covers the accounting process from source documents, petty cash, banking, invoicing, payroll, accounts payable & receivable, bank reconciliation, journals and general ledger to trial balance. Entry Level Course with no Pre requisites



Nationally Recognised Training Units from Certificate III in Business Administration BSB30407.

Times: Wednesdays 9.30 am – 1.00 pm | Dates: 15th February – 27th June
Course Fee: **FREE** for eligible students | Student Amenities and Textbooks: \$160.

Certificate IV in Disability (CHC40308)

This qualification is the minimum required for working in many disability services such as residential group homes and day respite centres. It will enable you to support people with disabilities enhancing their levels of independence and community participation. The course combines classroom theory as well as practical work experience in the form of a workplace placement.

Preference will be given to applicants who already hold a Certificate III in Disability or those currently working in the industry.

Times: Every second Saturday 9.30am – 3.00pm | February 25th to December 15th
Course Fee: \$600 for eligible students | Student Amenities & Textbook Fee: \$290

For more information on course and entry requirements and eligibility please attend our course information session on February 10th at 11.00am.

Certificate IV in Small Business Management (BSB40407)

Do you have an idea for your own business but are not sure where to start? Do you or your partner already run your own small business, but want to further develop your business skills?

This nationally accredited qualification will assist you with the skills required for developing and managing a small business. You will focus on business planning, marketing, customer service, as well as financial, legal and risk management. You will also learn about managing projects, establishing networks and maintaining a website.

This distance learning course is run over two semesters from July with eight classroom based sessions. Please note that the distance learning component will require a substantial own-time commitment.

Days: Saturdays 9.00am – 3.00pm
Please register your interest for Semester 2 now.

Community Services Training

Have you considered a career in Aged Care, Disability or Home and Community Care? A Certificate III level qualification is essential in many workplaces. At Living Learning Pakenham we offer:

Certificate III in Aged Care
Certificate III in Disability
Certificate III in Home and Community Care

Students can complete individual Certificates or combine their studies and complete up to 3 qualifications in one year. All courses combine classroom theory as well as practical work experience in the form of a workplace placement.

Enrolment includes a free place in our Taster Course in Aged Care and Disability.
Taster Course: Monday to Thursday February 6th to 9th

Times: Tuesdays and Thursdays 9.30am – 3.00pm From February 14th
Course Fee: **FREE** for eligible students
Student Amenities and Textbooks: From \$180 - \$325

For more information on course and entry requirements and eligibility please attend our course information session on February 10th at 11.00am. Nationally accredited training course CHC30208, CHC30308 and CHC30408.

First Aid training delivered by Training Unlimited



FIRST AID: Level 2

This comprehensive first aid course is valuable knowledge for everyone and is required in many workplaces. Cost includes registered certificate, bandages, textbook and workbook. First Aid Level 2 covers CPR, bandaging and basic wound management, bleeding injuries, burns, limb injuries, head, neck and spinal injuries, poisoning, bites and stings, overexposure to heat and cold. Nationally Recognised Training Course Code HLTA301B

Term 1: Tuesdays 21st February to 13th March 6.30pm – 9.30pm | 4 weeks x 3 hrs
Cost: \$210.00
or Self Paced Flexi Delivery courses
or Saturday 3rd March 9.00am – 4.30pm | or Friday 1st June 9.00am-4.30pm
1 day x 7 hours | Cost: \$180

Self Paced Flexi Delivery – Students will collect the workbook at enrolment and must complete the workbook before the course date. Students should enrol at least one week prior to the course date. The one day course will cover all the practical elements of the course.

ENROL 10 days before the course commences and save \$10



FIRST AID: Level 2 Update

The Level 2 update is available only to those who have previously completed a First Aid level 2 certificate, not more than 12 months prior.

This course will cover the main points of First Aid Level 1, 2, CPR, OHS and any changes to First Aid in the past twelve months.

If completed within the annual time frame, these brief courses can successfully update participants so there is never a need to do the whole 16 hour course again.

Term 2: Friday 20th April 9.00am-1.00pm | 1 day x 4 hours | Cost: \$90.00
ENROL 10 days before the course commences and save \$10

Accredited Training and Job Skills

CPR

It is recommended that you update your CPR training annually. Includes registered certificates, workbook and textbook. Nationally Recognised Training Course code HLTCPR201A.

Term 1: Tuesday 21st February | 6.30pm – 9.30pm
or Saturday 3rd March | 9.00am – 12.00 noon
Term 2: Friday 1st June | 9.00am – 12.00 noon
Cost: \$65.00

ENROL 10 days before the course commences and save \$10



Anaphylaxis Training

Learn correct administration of Adrenaline with an EpiPen or AnaPen in response to severe allergic reaction. Recognise the signs and symptoms of severe allergic reaction, and the first aid measures required to minimize the impact. Includes registered certificates, and workbook. Nationally Recognised Training Course Code 21659VIC

Term 1: Tuesday 20th March | 6.30 – 9.30pm
Term 2: Friday 4th May | 9.30am-12.30pm
Cost: \$65.00

ENROL 10 days before the course commences and save \$10

Emergency Asthma Management

Learn the signs and triggers of asthma and how to administer reliever medication in an emergency. Manage asthma within a workplace, a childcare or school setting or sports environment. This training is required to apply to Asthma Victoria for a BAN as well as developing an asthma policy for your home or workplace. Nationally Recognised Training Course Code 21886VIC

Term 1: Tuesday 27th March | 6.30pm-9.30pm
Term 2: Friday 18th May | 9.30am-12.30pm
Cost: \$65.00

ENROL 10 days before the course commences and save \$10

Construction Induction Card (formerly 'Red Card')

OH&S Induction (Course in Construction)
CPCCOHS1001A – Work Safely in the Construction Industry
Course content – Legislative Framework, Hazards, Industry Knowledge, Site Safety and Accidents and Incidents.

Term 1: Friday 24th February | 9.30am - 3.00pm
Term 2: Friday 22nd June | 9.30am - 3.00pm
Cost: \$155.00

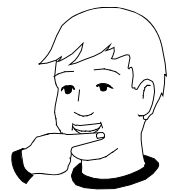
Professional Development Opportunities: Cued Articulation Workshop

A system which fosters an understanding of the sound structure of language now seen as basic to the acquisition of literacy skills from Kinder to Year 2. Course presenter, Helen Botham a speech pathologist has worked in schools and privately for thirty years. Lunch is provided

Term 1: Friday 2nd March | 9.00am – 4.30pm or
Term 2: Friday 22nd June | 9.00am – 4.30pm
Cost: \$175 per person incl lunch
Included Cued Articulation Vowels and consonants book

Bookings required. Places Limited.

ENROL 10 days before the course commences and save \$10



Food Hygiene: Basic Food Handlers

Our comprehensive 6 hour course is the Certificate required for people involved in the handling, preparing and serving of food. Suitable for people working in hospitality, childcare, aged care and community services.

Nationally recognised accredited units covered are:
HLTF5207B Follow basic food safety practices
SITXOHS002A Follow workplace hygiene procedures

Term 1: Monday 5th March | 9.00am – 3.00pm
or Monday 19th and 26th March | 6.30pm – 9.30pm
Term 2: Monday 28th May | 9.00am-3.00pm
Or Monday 14th and 21st May | 6.30pm – 9.30pm
Cost: \$130.00 includes an easy to follow workbook

ENROL 10 days before the course commences and save \$10

Food Hygiene: Food Supervisors

Suited to people training and supervising workers handling food and also for the person writing the food safety plan (HACCP) and responsible for its implementation.

Two accredited units are covered as part of a nationally recognised skill set:
HLTF5310B Oversee the day to day implementation of food safety in the workplace
HLTF5310B Apply and monitor food safety requirements

Pre-requisite: HLTF5207B Follow basic food safety practices

Term 2: Monday 4th June | 9.00am – 3.00pm
Cost: \$240.00 includes course; on site workplace assessment and textbook.

ENROL 10 days before the course commences and save \$10

English as a Second Language Programs

If English is not your first language, improve your written and spoken English, general knowledge of Australia and build your self confidence in our friendly classes. This is a nationally accredited course based on the Certificates of Spoken and Written English.

If you have only just arrived in Australia, or have not been in Australia very long, you may be eligible for 510 hours of FREE English tuition through the AMEP. Assistance with childcare is also available to eligible Migrants.

Monday to Thursday
Times: 9.30am – 3.00pm
Term 1: February 6th to March 29th
Term 2: April 16th – June 28th
Course Fee: **FREE** for eligible students
Student Amenities Fee: \$25.00

Individual Tuition for Adults

CALD (Culturally and Linguistically Diverse) Women's Sewing Group
Multicultural women's sewing group meets to learn and share new sewing skills.

Sew a joint project while meeting other CALD women and further develop the English language with other English speaking sewers.

Dates and times to be advised.

Cost: Gold coin donation.

Evening English as a Second Language

We are taking expressions of interest from those interested in a relaxed evening class for people wanting to improve their reading, writing and speaking in English.

It is anticipated that this class would be for approximately two hours per week.

To register your interest, please contact the centre on 5941 2389.

Pre-Accredited Courses

Pre accredited courses are short courses that will provide you with basic introductory information about either preparing you for work or informing you about returning to study and giving you a taste of a particular accredited course you may be interested in.

Career Taster: Aged Care and Disability

This course is an introduction to the aged care and disability sectors and is designed to give students grounding in the skills required for entry into these sectors. Participants will also be given the opportunity to visit workplaces and discuss career options available in this field.

Certificates III in Aged Care, Disability and Home and Community Care are offered at Living Learning Pakenham as entry level courses in these fields following this Taster Course.

Times: Monday to Thursday February 6th to 9th | 4 days x 5 hours
Course Fee: **FREE** for Australian residents



MYOB: Mind Your Own Business

This course is designed to give students training in the basic MYOB skills which is one of the key bookkeeping programs utilized in the business sector. It provides an introduction to financial record management and covers keeping financial records, producing financial reports, BAS statements, invoices and more. Following this course, students may wish to consolidate their skills through Living Learning Pakenham's accredited Bookkeeping course, or undertake the Certificate III in Business Administration. Some computer knowledge and bookkeeping knowledge required.



Term 1: Fridays 2nd – 23rd March | 9.30am - 3pm | 4 weeks x 5 hours
Term 2: Thursday 19th April – 7th June | 6.30 – 9pm | 8 weeks x 2.5 hours
Course Fee: **FREE** for Australian residents | Text: \$55 student text & CD

Introduction to Computers for Tradies

This course is designed to give students basic skills in using computers and familiarizing them with the fundamentals of computing skills. It will introduce students to the Windows 7 operating environment as well as some basics in Windows, including saving and opening files, arranging windows, using help, using the mouse and keyboard and an introduction to the Internet. Successful students may wish to consolidate their skills through undertaking the Certificate II in Business.



Term 1: Wednesdays February 8th – March 28th | 9.30am -12noon | 8 wks x 2.5 hrs
Term 2: Tuesdays April 24th – June 6th | 5pm-7.30pm | 8 wks x 2.5 hrs
Course Fee: **FREE** for Australian residents

Career Taster: Hospitality

This course is an introduction to the hospitality sector and will outline the range of career paths available to those who wish to enter this field. It will inform students about what skills they will need to acquire to enter hospitality and explains how to make a start in their chosen area. Delivered by a qualified trainer and chef, this course is designed to give participants an edge when applying for further study or for seeking employment in the field.

Times: Mondays February 27th – March 26th | 9.30am – 3.00pm
4 weeks (excl. Labour Day March 12th) x 5 hours
Course Fee: **FREE** for Australian residents



Career Taster: Office and Administration

This course is designed to give students an understanding of what is required to work in an office or as an administrative assistant. It will include basic training in the essential skills required for entry into the workforce as an administrative assistant, such as reception work, computer and telephone skills and customer service. It will also provide guidance for those exploring career options in this field. Successful students may continue their studies by enrolling in the Certificate III in Business.

Times: Monday to Thursday February 6th to 9th | 4 days x 5 hours
Course Fee: **FREE** for Australian residents



Career Taster: Hair and Beauty

This course is an introduction to working in the hair and beauty industry and is designed to give students grounding in the skills required for entry into these professions. It will provide information about the options available to those who are contemplating a career in hair and beauty and provide opportunities to practice some of the skills and learn from people working in this field. Visits to workplaces are included in this course. Successful students may want to progress through undertaking a Certificate III.

Times: TBA | 4 days x 5 hours
Course Fee: **FREE** for Australian residents



Career Taster: Construction Industry

This course is an introduction to working in the construction industry and is designed to give students an understanding of the skills required for entry into this field. It will also cover the various options available for career paths in the construction industry. An industry professional will deliver the course and provide advice as well as assisting in the development of skills. Successful students may progress to further study or an apprenticeship.

Times: Fridays 18th May - 8th June | 9.30am - 3pm | 4 days x 5 hours
Course Fee: **FREE** for Australian residents



Career Taster: Childcare

This course is designed to give learners information about the career and study options in the area of child care, plus provide an introduction to the key areas of knowledge in this field. Participants will explore the requirements of working in child care and through a mix of classroom learning and site visits. Successful participants may wish to then enroll in a Certificate III course to further their career.

Times: TBA | 4 days x 5 hours
Course Fee: **FREE** for Australian residents



Introduction to Working in Australia for CALD Learners

This course is targeted at those from culturally and linguistically diverse backgrounds, particularly those who want to gain the knowledge and confidence to secure a job or to undertake study. It outlines some basic requirements for working in Australian workplaces and provides information about skill level requirements for various fields. It includes practical activities such as how to apply for a job and writing resumes. No pre-requisites are required and people of all ages and abilities are welcome.

Times: TBA | 4 days x 5 hours
Course Fee: **FREE** for Australian residents



Reading, Writing, Maths

Improve your reading and writing, maths, basic computer skills, and skills for everyday life in a supportive community adult environment.

Certificate II in General Education for Adults will improve your skills for work, for personal development or provide a pathway into further training. Living Learning Pakenham caters for a wide range of abilities. This course is for adults who left school early, or missed out on primary or secondary education; adults who want to prepare for further study perhaps after a long break from formal education.

Certificate II in General Education for Adults is a nationally accredited qualification. Assessment is competency based, involving class activities, assignments, discussions and teacher observation. Classes are held Monday to Wednesday 9.30am – 3.00pm. Course fees vary subject to student eligibility. Concession available. Please contact the centre on 5941 2389 for further information.

Ph: 03 5941 2389

Language, Literacy and Numeracy Program (LLNP)

If you need to improve your reading, writing and maths you may be eligible for **FREE** training under the LLN Program. If you are working age (15 to 64 years), registered with Centrelink and not a full time student.

For more information please telephone 5941 2389 or contact your local Centrelink office.

Individual Tuition for Adults

Trained volunteers can provide individual tuition for adults wanting to improve their reading writing and maths for the workplace, for family reasons, to prepare for entrance exams or to prepare for further study.

Times and dates are flexible to suit. Cost \$50 per term

For more information please telephone 59412389

W: www.llinc.com.au

Computer Courses

Public Computer Access

Want to access your email account, search the Internet or type up your resume? Living Learning Pakenham has wireless internet access and computers for use by appointment. Access fast speed internet and Microsoft Office 2007. Telephone 5941 2389.

We also have classes to suit beginners to those that need high level administration skills.

Introduction to Computers

This 8 week course will introduce you to the Windows 7 operating environment and will show you some basics in Windows, including saving and opening files, arranging windows, using help, using the mouse and keyboard and an introduction to the Internet.



Term 1: Wednesdays February 8th – March 28th | 9.30am -12noon | 8 wks x 2.5 hrs

Term 2: Wednesdays May 2nd – June 20th | 12.30pm-3.00pm | 8 wks x 2.5 hrs

Cost: **FREE** for Australian residents

Introduction to iPads

Make the most of your new iPad. This program will show general setup features, how to add apps, how to organise your screen, check out your account in iTunes, how to download an eBook, access files from iPad to computer. iPads need to be fully charged.



Term 1: Wed 8th February | 6.30pm-9.30pm or Sat 17th March | 9am – 12noon

Term 2: Mon 23rd April | 6.30pm – 9.30pm or Sat 2nd June | 9am – 12noon

Cost: \$50

PICASA

Picasa is a free software program by Google. It allows you to organise, and edit your photos. There are many fabulous features in this program including importing photos, organising folders, creating albums, slideshows, collages, and videos. It is also an excellent way to send emails and create gift cds. This is a 6hr course run over 3 weeks.



Term 1: Wednesday 14th – 28th March | 1pm – 3pm

Term 2: Thursday 26th April – 10th May | 7pm – 9pm

Cost: \$90

Introduction to Web Design

Using the free Microsoft Visual Web Developer Express 2008 program this course provides a practical look at the elements of Web Design and the creation of Web pages and sites using HTML, CSS, JavaScript and other Web languages and will guide you in creating an inviting and successful Web Page for your business or personal use. This is a 5hr course run over 2 weeks.



Term 1: Wednesday 21st – 28th March | 6.30pm – 9pm

Term 2: Monday 18th – 25th June | 6.30pm – 9pm

Cost: \$80

Computer Classes To Suit Businesses And Individuals

Take advantage of these classes for efficient workplace training or increasing job skills for individuals.

Introduction to Excel

During this six hour program participants will develop skills enabling them to setup and develop impressive easy to read and understand worksheets. Topics include designing, formulas and functions, printing, formatting plus more.

Term 1: Wednesday 22nd – 29th February | 1pm – 4pm

or Friday 30th March | 9am – 3.30pm

Term 2: Wednesday 9th – 16th May | 9am – 12noon

or Friday 15th June | 9am – 3.30pm

Cost: \$90

Intermediate Excel

Intermediate Excel follows the Introduction course. This six hour program shows how to create charts, use absolute and relative cells, protecting cells and worksheets, creating lists, advanced functions so practical for the workplace and other topics.

Term 2: Wednesday 20th – 27th June | 9am – 12 noon

Cost: \$90

MYOB

Using the latest MYOB package maintain up to date financial records, produce financial reports, BAS statements, Invoices and more. Some computer knowledge and bookkeeping knowledge required.



Term 1: Fridays 2nd – 23rd March | 9.30am - 3pm | 4 weeks x 5 hours

Term 2: Thursday 19th April – 7th June | 6.30pm – 9pm | 8 weeks x 2.5 hours

Cost: **FREE** For Australian residents

Text: \$55 student text & CD



MYOB Payroll

This course is intended for people who wish to use MYOB for generating and tracking payroll. At completion participants will be able to set up for payroll, add employee details, conduct pay runs, fulfill end of month, quarter and year payroll obligations.

Term 2: Friday 20th April | 9am – 5pm

Term 2: Thursday 14th – 28th June | 6.30pm – 9pm

Cost: \$140 includes text book

ENROL 10 days before the commencement of all computer courses and save \$10

Community Organisations using LLP

Cardinia RailLinc

Family friendly club for model railway enthusiasts. Now in a larger room the club is encouraging beginner and experienced enthusiasts to come and join in. Junior members above the age of 10 welcome. Meets on Saturdays, from late afternoon to evening.

For further details telephone Bill 9783 1727 during office hours, or 5659 6237 after hours.

Friends of the Cardinian Embroidery Inc.

Friends Of The Cardinian Embroider Inc. (FOTCE) are now meeting at Living Learning Pakenham twice each month to work on The Cardinian Flora and Fauna Embroidery panels.

To take part in this second community textile artwork, have your name recorded for posterity, learn some new embroidery techniques and meet new people, come to the community room at Living Learning Pakenham 1.30pm – 3.30pm on the first Thursday and third Tuesday of each month. Fabrics and threads are provided, we just ask you to become a FOTCE member by paying an annual subscription of \$10.

Please call Eleanor Taylor on 5944 3645

Pakenham Modellers

Pakenham Modellers meet fortnightly on Sundays from 2pm. Model trains, planes, rockets, sci-fi, cars, tanks etc. For ages 13 years and over.

For further details contact Vin Wragg 9700 7452, email mail@Pakenhammodellers.com or visit www.pakenmodellers.com

Country Women's Association - Kar Din Yah Branch

What's in it for you? Feel isolated?

Need contact from other people that just your workmates or family?

The C.W.A. was started to ease the isolation felt by Australian Women across the countryside in 1928. Australian Women today still can feel isolated in the middle of suburbia, seemingly trapped in an endless rotation of personalities: Domestic Goddess, Mother, Employee, Wife, Teacher.

It is time to take time out for YOU !

One evening a month – come and meet with like-minded women, make new friends face to face and exchange ideas and tips. Feel part of an Australian Tradition.

We meet 1st Wednesday of each month 7.30pm at the Pakenham Living Learning Centre. CONTACT: 0428 431 762 or 0487 241 930

Other groups that meet or run programs at LLP include Brotherhood of St Laurence, Windermere, Queen Elizabeth Centre, Connections, Communities for Children Plus, OzChild, The Auslan Company, Cardinia Shire Council, Pakenham Auto Club and Job Focus

Ph: 03 5941 2389

W: www.llinc.com.au

Creative Courses

Photography *with Mark*

Mark Jones has been taking photographs for the last 30 years. Now embracing digital cameras, Mark maintains that to get the most out of photography, it is important to understand your digital SLR camera. In this course, gain an understanding of the key components of a camera and how they create your image. Learn about different camera settings, how to compose a picture and how to work with light. Learn different creative techniques to capture special moments. Students are required to bring their own SLR digital camera.

Wednesdays 22nd February to 21st March | 6.30 pm to 8.30pm
Thursdays 23rd February to 22nd March | 6.30pm to 8.30pm
Cost: \$120

Painting Classes *with Janine*

Fun and friendly painting group to learn and practice painting for all ages and level of ability. Learn how to begin, brush techniques, basic principles of contrast, depth and balance. Included will be portrait tuition for those who may like to enter our Pakenham Archibald Prize in August.
No previous experience necessary. Popular class book early!

Thursday Morning Classes 10.00am – 12noon
Term 1: 9th February to 29th March | Cost: \$120 (8 sessions)
Term 2: 19th April to 28th June | Cost: \$165 (11 sessions)

Basic Drawing Classes *with Eleanor*

Change the way you look at the world around you and learn to draw what you see. Understand how to use line, tone, texture, pattern, colour, proportion and perspective to record everyday objects and scenes accurately and creatively. Experiment with a variety of drawing media and practise between classes by keeping a visual diary.

Wednesdays 1pm - 3pm
Term 1: 15th Feb – 28th March | Term 2: 2nd May – 13th June
Cost: \$95 | Materials list provided on enrolment

Creative Writing Course *with Pauline*

Want to write but not sure how to start? This course is designed to assist you to kick-start your creativity. We will use short stories and other forms of writing to inspire your own writing journey, drawing on the power of your imagination, combined with your experiences and memories. You will also learn about core topics in writing such as structure, character and point of view. This course is about trying and about having fun: no pressure involved! The course will entail some reading and writing exercises to be completed at home between classes.

Mondays 7.00-9.00pm
Term 1: 6th February to 26th March (no class 12th March Labour Day Holiday)
Cost: \$105.00

Bookworms Book Chat Group *with Marianne*

Make time for your love of books and share your interest with others. Expand your reading selection and enjoy discussions about what you've read.

Mondays 7.30pm
Every 1st Monday from February to November.
First Date for 2012: 6th Feb then every 1st Monday of the month until December.
Cost: \$60

Easy Peasy Japaneesy Cooking Class

Learn authentic, delicious and healthy Japanese cooking. Create sushi hand rolls, Teriyaki and dumplings. Learn how to roll a perfect sushi roll with a variety of fillings. Make delicious dumplings to impress your family and friends. Ingredients supplied.

Term 1: Thursday 1st March 7pm to 9pm
Cost \$70.00

Genealogy *with Lin*

Start the journey that will lead you to understand where you and your family originated and maybe solve some family mysteries!
A fascinating course that will cover accessing records, how to search for information, building your family tree and photo collection.

Term 1 Mondays 9.30-11.30 6th Feb – 26th March
Term 2 Mondays 9.30-11.30 16th April – 4th June
Cost \$120

Silk Steps Thai Cooking Class for beginners

Learn through demonstration and hand-on experience basic Thai cooking techniques while becoming familiar with the fresh herbs, spices, and other ingredients which make Thai food delightfully tasty, as well as nutritious and cleansing. This course will teach you how to make a delicious Thai Stir-Fry, Curry and Salad that you will be able to confidently go home and re-create. Ingredients supplied.

Term 2: Date to be confirmed
Cost: \$90
Please register your interest to secure a spot

African Drumming Workshops

Learn exciting new musical and cultural skills through African drumming. Gain an appreciation of different African rhythms while understanding more about African history through music.
Classes for adults and children.

Mondays and Thursdays | 6 -7pm

Sustainable Homes Program *with Brendan*

Join the many households who have begun the journey to transform their homes to save energy, water, waste, food and their hip pocket! Reduce your carbon footprint and living expenses through this 4 session workshop.

Thursdays | 7 -9pm
Cost \$35

Natural Facial & Body Moisturisers Workshop *with Teresa*

Learn the method of preparing and combining natural ingredients to create a healthy face and body moisturiser for yourself to give as a gift or to start your own business. Each participant will take home a jar of each moisturiser and the recipe and lots of good ideas. Ingredients will be available to purchase on the day to take home.

Term 2: Monday 4th June | 1pm - 3pm
Cost: \$40.00

Natural Soy Candle Making *with Teresa*

Using soy wax and pure aromatherapy oils learn how to make gorgeous container candles to enhance your own home or work place, to give as gifts or to start your own candle making business. You will make two candles to take home and materials will be available to purchase on the day.

Term 1: Tuesday 6th March | 7pm - 9pm
Term 2: Tuesday 15th May | 1pm - 3pm
Cost: \$40.00

Weaving *with John*

Participants will learn the skills of 2 shaft to create woven wall hangings or rugs. Starting with simple loom, students will explore 4 different techniques. This is a fun and entertaining class that produces fantastic results.

Wednesdays 6.30pm-9.00pm
Term 1: 15th February - 7th March
Cost: \$125.00 | Materials list provided on enrolment

Fabric Sculpture Workshop *with Rhonda*

Make beautiful fabric sculptures of sitting ladies, fishermen, Bedouin or African Ladies. Use of wide range of fabrics and colours to dress sculptures. Sculptures are weather proof and would make a lovely addition to any home or garden.

Term 1: Sitting Sculpture | Friday 16th March | 9.30am - 3.30pm | Cost \$110
Term 2: African Sculpture | Monday 25th June | 9.30am - 3.30pm | Cost \$150
All materials are included in the one day workshop.

NEW

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NEW

Health & Fitness Courses

Pakenham Community Kitchen

Pakenham Community Kitchen is a great way to meet new people and have fun cooking easy, healthy and cheap food in a friendly, welcoming place.

The community kitchen group is suitable for everyone, those who can already cook and those who can't. Basic education is offered for anyone who would like to learn more about food preparation and healthy eating. Education sessions cover cooking skills, food safety, healthy eating, label reading and budgeting skills which provides everyone with the ability to prepare cheap and healthy food at home.

Date: Starting Friday 24 February and running weekly | Time: 11am -2pm
 Cost: \$5 per participant to cover the cost of food
 To register your interest contact the Cardinia Active and Nutritious staff at Cardinia Shire Council shire on 1300 787 624 or CANII@cardinia.vic.gov.au



Strength Training for over 50's

Fun and friendly strength training class to maintain or increase your strength for everyday tasks and improve your posture. Regular strength training can improve the symptoms of arthritis, heart disease, diabetes, osteoporosis and pre existing injuries. Designed especially for those new to strength training, this program, led by a qualified fitness instructor, will introduce you to the basics in a safe, relaxed and supportive environment. Limited spaces. Bookings required.

Mondays | 9.30am – 10.30am
 Term 1: 6th February to 26th March | 8 sessions | Cost: \$64
 Term 2: 16th April to 25th June | 10 sessions | Cost: \$80

Thursdays | 10.30am – 11.30am
 Term 1: 9th February to 29th March | 9 sessions | Cost: \$72
 Term 2: 19th April to 28th June | 11 sessions | Cost: \$88

or \$9 per session casual

ENROL 10 days before the course commences and save \$10

Line Dancing with Joan

Learn to line dance, get fit and have fun at the same time. Line Dancing is choreographed dancing with a repeated sequence of steps in which a group of people dance in one or more lines or rows. Using a fantastic variety of music, participants just can't get enough!

Fridays 10am - 11am
 Term 1: 10th February to 30th March | Cost: \$80.00
 Term 2: 20th April to 29th June | Cost: \$110.00



Beginners Yoga (HATHA)

Yoga is a good way to help de-stress, calm the mind and body. Practicing postures that are slow-paced, stretching with some simple breathing exercises and relaxation and meditation. This one hour class is a good start to learn basic poses, relaxation techniques and become comfortable with yoga. Please bring own Yoga mat, blanket and towel.



Tuesdays 6.30pm - 7.30pm
 Term 1: 7th February to 27th March (8 sessions) | Cost: \$76.00
 Term 2: 17th April to 26th June (11 sessions) | Cost: \$98.00

ENROL 10 days before the course commences and save \$10

Zumba with Linette

The high energy, hypnotic Latin and international rhythms and fun atmosphere makes a ZUMBA class unique and tempts one to come back for more!



ZUMBA is a Dance/Fitness program based on Latin dance rhythms such as Merengue, Cumbia, Salsa, Flamenco, Samba, Tango, Cha-cha, as well as Reggaeton and Bellydancing. The movements are easy to follow, just move your hips, smile and let go! No need to feel self-conscious as no one is expected to be a dancer. It's all about getting fit and having fun at the same time.

Commences Tuesday 10th February
 Tuesdays | 9.30-10.30am | 6 – 7pm | Contact Linette 0438 537 101

Martial Arts with Firestorm Martial Arts

Come and join Firestorm Martial Arts. We provide a safe, friendly environment for physical education and fitness for all. Firestorm Dojos has been operating for over 25 years.



- Studying martial arts is a fun and enjoyable, which will give you life benefits
- Development of character and integrity
- Improve social interaction with peers
- Better focus and concentration
- Improve abilities at work or school
- Ability to defend yourself verbally, physically and psychologically
- Avoidance of gangs, drugs and excessive television
- Enhance coordination and confidence



Kids Karate | Anti bullying skills for kids | Kids self defence | Zen Do Kai
 For more information
 Sensei Chris Mendonez 0408 887 894 or Kyoshi Mike Quin 0419 327 672

For the Kids

Kevin Hawthorne Ninja School

Learn self defence systems using hand to hand combat, weapons, stealth and camouflage. Highly skilled instructor. Suitable for all ages. Private/Group lessons available.



DAY/TIME: Fridays 6.00pm – 7.00pm
 Enquiries and bookings welcome contact Andrew on 0437 956 488 or visit www.khninja.com

Drama and Performance Classes

Adlib Young Performers nurtures a love of theatre in children while developing "Life Skills" through drama. Adlib covers many aspects of acting including script work, drama games and improvisation. For ages 6-16 years.

Classes held Wednesdays during school terms.
 Enquiries and bookings call Donna at Adlib Entertainment 5941 1627

Freelance Dance

- Royal Academy Classical Ballet
- Jazz and Tap
- Contemporary
- Boyz Hip Hop
- Danceplay for preschoolers



Freelance Dance has been established for 20 years and provides small friendly classes with experienced dance teachers. Students are able to participate in Eisteddfods, Exams and Concerts. Individual tuition is available.

Classes held weekdays and Saturdays for all ages and experience. Discount rates are available on application. For all enquiries and bookings telephone Gretta Urquhart 5942 8277. Member of the Royal Academy of Dance.

Toy Library

An opportunity to borrow a wide range of toys, especially educational, fun and toys often too large to buy for yourself. Party Pack available, bookings advised.

For all enquiries contact Michelle Jensen 0421728698 or email pakenhamtoylibrary@gmail.com

Support Groups

Grief/Bereavement Support

To have support, to express feelings and move towards re-establishment of self. Gold coin donation.

Alcoholics Anonymous (AA)

If you are faced with a drinking problem perhaps AA can help. Sundays from 8pm - Enquiries welcome. AA central 9429 1833

Narcotics Anonymous (NA)

If you want to use drugs that's your business. If you want to stop we can help. Mondays from 7.30pm. NA hotline 9525 2833

Chronic Injury/Illness Support Group

A chronic injury or illness can isolate you from work and friends. If you would like to share your story with others who are in a similar circumstance, our peer support group meets every 2nd Monday from 11am-12pm. Gold coin donation.

Friendly Bites

Join us in a friendly and social environment for two hours each Wednesday for a chat, light lunch, and activities. This social inclusion program provides guests with the opportunity to meet new friends and enjoy a great lunch together. Transport can be provided, with notice.

Each Wednesday of school terms 12:15pm to 2:00pm

Multicultural Women's Group



An opportunity for women to come together for a social gathering

Where: Living Learning Pakenham 6B Henry Street Pakenham

When: Every second Monday from February 13

Cost: FREE

For more details please phone: Living Learning Pakenham on 5941 2389 or Nyamakal Riek Dhol, African Women Support Group on 0423 305 102

Would \$500 assist you with education costs?



You could receive up to \$500 to help pay for educational costs including text books, computers, excursions and swimming lessons.

Saver Plus is delivered by the Brotherhood of St Laurence at Living Learning Pakenham and is looking for new participants.

You may be eligible if you or your partner:

- have a Health Care or Pensioner Concession Card
- are at least 18 years old
- have some regular income from work
- have a child at school, or attend accredited vocational training yourself

To find out more contact Karmen Dayal. Saver Plus Worker at the Brotherhood of St Laurence on 5940 1016 / 1300 610 355 or kdayal@bsl.org.au



Parents Building Solutions

Talking Teens, Alcohol & Drugs

Are you worried about your teens alcohol use?

Do you wonder what you can do about it?

Wondering how to maintain boundaries whilst encouraging independence?

How to keep them safe?

Do you want to keep a connection with them?

Come and join us for a chat around the everyday highs and lows of parenting.

Who: Dads, Mums & carers of young people under 18

When: Monday 13th, 20th, 27th Feb & 5th, 12th 19th March

Time: 7.00 - 9.00pm

Where: Living and Learning Centre, 6B Henry Street, Pakenham

Cost: Free (bookings essential)

Contact: Helena on 5991 2225 or 0488 550 490



The Life! Program
Taking Action on
Diabetes

Are you over 50yrs of age? Are you starting to put on a bit of extra weight?

Do you have a family history of Type 2 diabetes?

You may be eligible for FREE group sessions in which you have learn about living a healthier lifestyle. The sessions will run fortnightly on a Thursday evening. For further information please call Sally Ingram at ERGPA on 9871 1000.



Eastern Ranges
Diabetes Association

Community Information Referral & Support

If you are having trouble finding information and don't know where to go, Living Learning Pakenham provides information, referral, support, advocacy and negotiation for members of the Cardinia Shire community on a wide range of subjects, i.e. Centrelink, utility bills, housing difficulties. All client information will be treated as strictly confidential. Living Learning Pakenham is a member of Community Information Victoria.

Community Transport Program

Volunteer drivers are able to assist local residents who are unable to drive to medical and other necessary appointments. A donation is required for this service.

Budgeting Support

Budgeting volunteers help people with basic budgeting, goal setting and saving, as well as understanding credit and dealing with debt.

Tax Help

Tax Help was established to help people who have difficulty completing their own tax returns. Tax Help volunteers help people with straightforward tax matters including giving advice on whether a client needs to lodge a tax return. We also help with claims for the family tax benefit and the refund of franking credits. Where possible returns are lodged electronically using e-tax.

Volunteer Opportunities

Information and Referral Worker

Provide information, referral, support, advocacy and negotiation for members of the Cardinia Shire community on a wide range of subjects, i.e. Centrelink, utility bills, housing difficulties. Training and Support is provided.

Volunteer Driving Program

Volunteer drivers are required to use their own car and must have a suitable vehicle in order to drive local residents who are unable to drive to medical and other necessary appointments. Volunteers are compensated for their driving expenses.

Friendly Bites Volunteer

Friendly Bites is a volunteer run lunch time social activity.

Volunteer Learning Partners

Volunteer Learning Partners provide individual tuition to adults who have low literacy skills

Volunteer Budgeting Facilitator

Budget facilitator volunteers help people improve their financial knowledge and assist them with financial matters including planning and budgeting, understanding paperwork, rights and responsibilities. Training and support is provided.

Volunteer Tax Help

Tax Help volunteers help people with straightforward tax matters including giving advice on lodging a tax return and helping with claims for the family tax benefit and the refund of franking credits. Where possible returns are lodged electronically using e-tax. ATO training provided.

Volunteer Training is required for some of these positions. The Cardinia Shire subsidises some training for volunteers. Telephone 5941 2389 for more information about volunteering at Living Learning Pakenham

Special Events

INTERNATIONAL WOMEN'S DAY
CONNECTING GIRLS, INSPIRING FUTURES
Thursday March 8 at 10:30am



Each year around the world, International Women's Day (IWD) is celebrated on March 8. Thousands of events occur not just on this day but throughout March to mark the economic, political and social achievements of women.

Celebrate with us women's achievements and remember the struggle endured by our world's women in our strive for equality and democratic participation by coming along to our 2012 fundraising event to support African women's education.

Ph: 03 5941 2389

HARMONY DAY

Celebrating Harmony in Cardinia
Date: Sunday 18th March from 11am - 3pm
Location: Living Learning Pakenham
6B Henry Street Pakenham



The continuing message for Harmony Day is that 'Everyone Belongs', which means all. Australians are a welcome part of our country, regardless of their background. It's a time to reflect on where Australia has come from, recognising the traditional owners of this land. It's also about community participation, inclusiveness and respect - celebrating the different cultures that make Australia a great place to live.

The day will include a 'Welcome to Country' ceremony (starting at 11:30am), traditional cultural performances, St Patricks P.S student performance, art displays, food stalls, cooking demonstrations and much more.

BIGGEST MORNING TEA

Thursday May 24th
10:30am - 12:00,

It's a simple, fun, easy way for us all to raise money for cancer research, prevention and support services for cancer patients and their families.

As well as being a great social occasion all tax deductible donations collected will contribute to vital cancer research and clinical trials, support services for patients, their families and carers, and information and public education campaigns.



W: www.llinc.com.au

Living learning *Pakenham*

Community College and
Neighbourhood House



Contact Details: Living Learning Pakenham - Community College and Neighbourhood House
6B Henry Street, Pakenham Ph: 03 5941 2389 F: 03 5941 2326 E: llinc@linc.com.au W: www.linc.com.au