



Wingate Avenue
Community Centre

ACTIVITIES & COURSES TERM 1 & 2 2019



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Are you on our mailing list?

If you would like to have a copy of our brochure posted or e-mailed to you each term, please call reception on (03) 9376 5244 or e-mail admin@wingateave.com.au to register for our mailing list.

Volunteers Wanted

Do you want to give back to your local community?

Wingate Avenue Community Centre is a dynamic organisation focusing on social justice and advocacy whilst delivering high quality programs and activities. Volunteer opportunities can be weekly or once off, depending on your time.

Upcoming opportunities:

- Supporting newly arrived migrants and refugees
- Creative events
- Food relief programs
- Adult English classes
- General community work
- Administration support

For more information or an application form, email admin@wingateave.com.au



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COMPUTER COURSES

Computing Fundamentals

Build on, or develop your basic skills with Email, The Internet, MS office and the Cloud. Improve your confidence and further your understanding and usage. Basic experience required (But not essential).

Days:	Mondays (16 weeks)	Time:	9.30am - 12.00pm
Dates:	4th Feb—24th June	Cost:	\$100 full \$75 conc
Location:	Wingate Avenue Community Centre		

Advanced Computers

Expand and explore further functions of MS Office to create professional documents. Improve your knowledge of cloud computing and increase your employment opportunities. Competent computer skills required.

Days:	Mondays (16 weeks)	Time:	1.00pm - 3.30pm
Dates:	4th Feb—24th June	Cost:	\$100 full \$75 conc
Location:	Wingate Avenue Community Centre		

Beginner Excel

Learn how to create formulas, enter data and present it as information in tables and charts. You will learn to sort and filter data and display and print the information in a visually appealing and informative way. Cost includes Excel manual.

Days:	Tuesdays (8 weeks)	Time:	12.45pm - 3.15 pm
Term 1	5th Feb—26th March	Cost:	\$140 full \$80 conc
Location:	Wingate Avenue Community Centre		

** Above classes will not run on public holidays. No classes run during school holidays*

Through this course you will learn the basics and how to use MYOB to perform day to day business functions and set up and manage a small business payroll. Cost includes MYOB manual and CD.

Location: The Wingate Hub

Xero makes it simple and quick to manage your expenses and grow your business. Learn the basics of Xero for home or work. Track your sales, bills, schedule payments and stay on top of your cash flow. Learn how to send invoices for your business. Easily manageable on your phone, tablet or computer.

Location: Wingate Avenue Community Centre

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EMPLOYMENT PROGRAMS

#WorkNOW

The #WorkNOW program in partnership with Kensington Neighbourhood House is part of the Victorian Governments Jobs Victoria program, a major activity to help Victorian jobseekers gain employment. This FREE program will assist you in getting job ready and will support you to find lasting employment.

- We can help you update your resume
- We can help you improve your skills
- We can help you find a job

The program offers flexible dates and times and will run throughout 2019. For further information or to book a pre program assessment please call our employment consultants on 03 9372 0820. *Eligibility criteria applies*



 wingate
community **HUB**

**Kensington
Neighbourhood
House** EST 1978

 Wingate Avenue
Community Centre

PREPARE TO WORK

Job Seeking Skills

Learn the basic skills required to write a resume and cover letter, how to search and apply for jobs online and how to present yourself in a job interview.

Days:	Fridays (7 weeks)	Time:	9.30am - 12.30pm
Term 1:	15th Feb—29th March	Cost:	\$10
Term 2:	10th May—21st June		
Location:	The Wingate Hub		



Interpreting Skills

Learn the skills needed to become an interpreter and the requirements of working in the industry. Upon successful completion students may be eligible to sit the formal certification NAATI test and will be supported to secure interpreting work in local areas. This course is delivered in partnership with RMIT University and is supported by Department of Health and Human Services. Please call reception on 03 9376 5244 to register your interest.

For further information please call reception on 03 9376 5244.

Eligibility criteria applies

LANGUAGE & LITERACY

Our English classes are designed to assist students to improve their English skills for further study and employment opportunities. Class locations include Flemington, Ascot Vale and Essendon. To enrol please call us on 9376 5244

Certificate in English as an Additional Language (EAL)

Course in Initial EAL*	22482VIC
Course in EAL*	22259VIC
Certificate I in EAL (Access)*	22250VIC
Certificate II in EAL (Access)*	22251VIC
Certificate III in EAL (Access)*	22253VC



**This training is delivered with Victorian and Commonwealth Government funding. Students with disabilities are encouraged to apply. Eligibility criteria applies. TOID 6419*

Adult Migrant English Program (AMEP)

Provides up to 510 hours of free basic English tuition to migrants and refugees from non-English speaking backgrounds. This program is funded by the Department of Education. To enrol please call us on 9376 5244



Skills for Education & Employment

A free program for both ESL and Australian born residents, which seeks to improve language, literacy and numeracy to enable clients to participate more effectively in training or the work force. Referrals for this program are made via Centrelink or Job Active agencies. Classes run Mon - Fri up to 20 hours per week. Participants in this program may be eligible for Centrelink funded Childcare. Class locations include Flemington, Ascot Vale and Essendon.



Additional ESL Classes

While studying English in the above programs students may also participate in additional ESL classes. Please ask at enrolment for further information.

- Living and Working in Australia
- Beginner Computers
- Conversation
- Spelling and Grammar



HOSPITALITY SKILLS

Basic Home Cooking

Learn how to make a wide variety of recipes, increase your competency with different cooking techniques and develop basic food safety knowledge.

Morning Course

Days:	Mondays (16 weeks)	Time:	9:15am - 11.45am
Dates:	4th Feb—24th June	Cost:	\$140 full \$100 conc
Location:	Wingate Avenue Community Centre		

Afternoon Course

Days:	Mondays (16 weeks)	Time:	1.00pm - 3.30pm
Dates:	4th Feb—24th June	Cost:	\$140 full \$100 conc
Location:	Wingate Avenue Community Centre		

** Above classes will not run on public holidays. No classes run during school holidays*





HEALTH & WELLBEING

Yoga

Includes gentle stretching and breathing exercises to create balance and harmony, increase flexibility and encourage better circulation and energy flow throughout the body. Classes also include relaxation.

Days:	Fridays	Time	10.00am - 11.00am
Term 1:	1st Feb - 5th April (10 weeks)	Cost:	\$75 full \$55 conc
Term 2:	3rd May - 28th June (9 weeks)	Cost:	\$67 full \$50 conc
		Casual	\$8 full \$6 conc
Loca-	Wingate Avenue Community Centre		

Women’s Group Exercise Program

Come along and enjoy getting fit and active at the Women’s Workout at Wingate program with North Melbourne Football Club’s The Huddle. Enjoy gentle exercise in a supportive environment. Contact 9376 5244 to register your interest.

Days:	Wednesdays	Time:	1.00pm - 2.00pm
	Thursdays		9.30am - 10.30am
Dates:	During school terms	Cost:	Free
Location:	Wingate Shed		



ART & CRAFT

Drop-in Art

Open to anyone who would like to be creative. Work on your own project in a social environment and learn new skills from the tutor. Students are required to bring their own materials.

Days:	Mondays	Time:	9.00am - 12.00pm
Dates:	During school terms	Cost:	\$2 per class
Location:	Wingate Avenue Community Centre		

Patchwork

Join a friendly group and learn how to make your own creative patchwork in a social environment.

Days:	Mondays	Time:	1.30pm - 3.30pm
Dates:	During school terms	Cost:	\$5 per session
Location:	Wingate Avenue Community Centre		

**** Drop-in Art and Patchwork do not run on public holidays.***

SOCIAL GROUPS

Community Singing

Learn to sing using acapella, perform songs from popular musicals and learn folk songs from around the world.

Days:	Fridays	Time:	10.00am - 11.30am
Dates:	During school terms	Cost:	\$6 per class
Location:	Wingate Avenue Community Centre		

Women's Group

Come along and enjoy learning new skills and participate in fun activities with women from the local community in a supportive environment. Contact 9376 5244 to register your interest.

Days:	Every second Thursday	Time:	1.00pm - 3.00pm
Dates:	During school terms	Cost:	Free
Location:	The Wingate Shed		



KIDS PROGRAMS

Baby Bounce

The whole family is welcome to come along, sing songs, learn rhymes and hear stories. Help your child learn and grow. This program will help your child learn at kinder and school and have some fun! Baby Bounce is facilitated by a Moonee Valley City Council Maternal Child Health Nurse.

Days:	Wednesdays	Time:	10.30am — 11.30am
Dates:	During school terms	Cost:	Free
Location:	The Wingate Shed		

Hop On Sports

A weekly sports program for primary school children aged between 5-12. Come and join in the fun with North Melbourne Football Club's The Huddle for a multi sports program including AFL, Soccer and more!

Days:	Wednesdays	Time:	4.00pm - 5.00pm
Dates:	During school terms	Cost:	Free
Location:	Wingate Avenue Community Centre		

School Holiday Programs

Wingate runs a fun school holiday program for children aged 4 - 12 during each term holiday. Contact the centre to find out what exciting activities we have planned for Term 1 and 2 school holidays.

Cost: \$2 per session per child.

Each session runs for approx. 1 - 2 hours





CHILDCARE

Occasional Childcare

Up to 15 hours per week of childcare is available to families in the local community in our friendly childcare centre. Bookings are essential and can be made two weeks in advance. Term bookings and school holiday sessions are also available.

3 hour sessions:

Days:	Monday - Thursday (AM)	Time:	9.00am - 12.00pm
	Monday - Thursday (PM)	Time:	1.00pm - 4.00pm
Dates:	During school terms		
Cost:	\$24.00 per child		

5 hour sessions:

Days:	Mondays and Fridays	Time:	9.00am - 2.00pm
Dates:	During school terms	Cost:	\$40.00 per child

NB. Child care subsidies are available for eligible families. Please contact Centrelink on 13 61 50 to apply for the Child Care Subsidy (CCS).



LOCATIONS & ROOM HIRE

Wingate Avenue Community Centre provides room and hall hire for groups of all sizes across all of our locations. Rooms are available Monday to Friday after business hours and our community hall and shed is available for hire on weekends.



Wingate Community Centre

Located at **13a Wingate Avenue, Ascot Vale**. Hall hire available weekends.



Wingate Hub

The Wingate Hub is located at **125 Union Road, Ascot Vale**. The Hub has two training rooms and a computer lab for hire during business hours and on weekends.



Wingate Shed

Located behind the Community Centre, **rear 14 Churchill Avenue, Ascot Vale**. the Wingate Shed is a large open-plan space with kitchen facilities. Available during business hours and on weekends.

For further information about our locations or regarding hires
Please contact centre reception on 9376 5244

FREE SERVICES

Free Public Internet Access

Wingate Avenue Community Centre provides free Internet access to the public between the hours of 9.00am and 4.30pm on weekdays. Three computers are available.

Moonee Valley Legal Service

Free legal advice and information. Appointments available weekdays between 9.30am - 5.00pm. Operates a night service on Monday. Contact for further information.

Phone: (03) 9376 7929 Website: www.mvls.org.au

Maternal and Child Health Service

Available Tuesdays, Wednesdays and Thursdays from 9.00am - 5.00pm. Phone: (03) 9376 4609

MiCare Migrant Refugee Service

Social worker available to support newly arrived refugees, migrants and communities. Phone: (03) 9687 4500.

Wingate Avenue Community Garden

Located opposite the Community Centre. If you would like a plot in the garden, call Cultivating Community on (03) 9429 3084.

Broadband for Seniors

Funded by the Australian Government to provide seniors (aged 50yrs and over) with access to free computers, Internet and basic training to help build their confidence in using new technology. Ask at reception for further information.

Uniting Care Regen

Helps provide support and counselling for people affected by drugs and alcohol. Contact (03) 9386 2876 for appointments.

HOW TO ENROL

Course Enrolments

Wingate Avenue Community Centre delivers programs across a number of locations. All enrolments are booked through Wingate Avenue Community Centre. Call (03) 9376 5244 or visit

Fees and Charges

ACFE Courses - Fees are set as per the Learn Local guidelines which are available online on the Department of Education & Training website. All listed course fees in this brochure include costs for materials, administration and amenities, unless otherwise stated.

Government Subsidised (Accredited) Training - Tuition fees for Government subsidised training are set according to the 2019 Guidelines about Fees , Skills First Program, on the Department of Education of training website. To access Victorian Government Subsidised Training you must meet eligibility criteria. Our friendly staff will go through these criteria with you during the pre-enrolment process. People with disabilities are encouraged to access funded training.

Deposits and Course Fees

A \$20 deposit is required for all course enrolments (excluding courses that are free, by gold coin donation, or paid on a casual basis). This fee is non-refundable and non-transferable, unless the class is cancelled by our Centre. Fees for all courses, excluding accredited courses, must be paid in full on week before the class commences, unless other arrangements have been made with Centre Management.

Agency Referrals

An additional \$20 administration fee will be charged to agencies who require an invoice to be provided. Agencies who refer clients will be charged the full course fee.

Concession Fees, Fee Reductions & Waivers

You may be eligible for a concession fee if you hold a:

- Health Care Card issued by the Commonwealth;
- Pensioner Concession Card; or
- Veteran's Gold Card.

Or be a dependent child or partner of someone who holds one of these cards. If you are suffering from financial hardship you can request to be considered for a payment plan and/or a fee reduction or waiver. To apply, please request a copy of our application form from reception.

Refunds Policy

Classes may need to be cancelled if they do not have sufficient numbers to run.

In the event that your ACFE course is cancelled by WACC, you will be refunded all course fees, including the \$20 administration fee. A copy of our full fees, charges and refunds policy can be accessed on our website.

OUR FUNDING

Wingate Avenue Community Centre is an independent organisation run by a voluntary Committee of Management supported by the Moonee Valley City Council, Department of Health and Human Services and Department of Education.





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