



Wingate Avenue
Community Centre

Activities and Courses Term 1 & 2 2018



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New Programs

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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

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Computer Courses

Beginner Computers

Gentle guidance to navigate computer “speak”: apps, word processing, email and the internet. Small classes and supportive trainer to build confidence, improve skills and connect you to the digital world. No experience required – suitable for seniors.

Days: Mondays (16 weeks) **Time:** 9.30am - 12.00pm

Dates: 12 Feb — 25 June **Cost:** \$100 full \$75 conc

Location: Wingate Avenue Community Centre

Intermediate Computers

Build on, or develop, your basic skills with MS Word, Power-Point and Excel. Improve your confidence and expand your usage of online apps, email and the Internet. Basic experience required.

Days: Mondays (16 weeks) **Time:** 12.30pm - 3.00pm

Dates: 12 Feb — 25 June **Cost:** \$100 full \$75 conc

Location: Wingate Avenue Community Centre

Advanced Computers

Expand and explore further functions of MS Word to create professional documents. Improve your knowledge, and usage, of the digital world, and increase your employment opportunities. Competent computer skills required.

Days: Wednesdays (16 weeks) **Time:** 1.00pm - 3.30pm

Dates: 14 Feb — 20 June **Cost:** \$100 full \$75 conc

Location: Wingate Avenue Community Centre

** Computer classes on Mondays do not run on public holidays (12 March, 2 April, 11 June), Wednesday classes (25 April). In addition no classes run on school holidays.*



Learn to use iPads & iPhones

In these short courses you will be shown how to connect with family & friends. Stay in touch anywhere in the world. Learn how to customise your iPhone & iPad to suit your needs. Topics include Software Updates, setting up iCloud & iTunes, backing up, Email, Contacts, Calendars, Notes, Scanning documents, Photos, Pages, iBooks, Kindle & Amazon.

Beginners & Intermediate

| | | | |
|------------------|---------------------------------|--------------|-----------------|
| Days: | Friday (8 weeks) | Time: | 1.30pm - 4.00pm |
| Term 1 | 2 Feb — 23 March | Cost: | \$110 |
| Term 2 | 27 Apr — 15 June | | |
| Location: | Wingate Avenue Community Centre | | |

Advanced

| | | | |
|------------------|---------------------|--------------|-----------------|
| Days: | Thursdays (8 weeks) | Time: | 1.30pm - 4.00pm |
| Term 1 | 8 Feb — 29 March | Cost: | \$110 |
| Term 2 | 26 Apr — 14 June | | |
| Location: | The Wingate Hub | | |

** There are no government subsidies available for these courses.*

** Above classes will not run on public holidays.
In addition no classes run on school holidays*



Business Skills

Bookkeeping and MYOB

Through this course you will learn the basics of bookkeeping as well as 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.

Days: Mondays **Time:** 12.00pm - 3.00pm
(10 weeks)

Term 2: 16 Apr — 25 June **Cost:** \$190full, \$120 conc

Location: The Wingate Hub

** The above classes do not run during school holidays or on public holidays (12th March, 11th June).*



Beginner Excel

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

Days: Tuesdays **Time:** 12.45pm - 3.15pm
(8 weeks)

Term 1: 6 Feb — 27 March **Cost:** \$140 full \$80 conc

Location: Wingate Avenue Community Centre

Employment Programs

#WorkNOW

The #WorkNOW program in partnership with Kensington Neighbourhood House and the Maribyrnong & Moonee Valley Local Learning & Employment Network 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 2018. For further information or to book a pre program assessment please call reception on 03 9376 5244.

Eligibility criteria applies



Job Seeking Skills

Learn the basic skills required to search and apply for jobs, including how 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: | 9 Feb — 23 March | Cost: | \$10 |
| Term 2: | 4 May — 15 June | | |
| Location: | The Wingate Hub | | |

Employment Programs

Prepare to Work in Aged Care

An employment preparation course in which students further develop skills and understanding of how to be equipped and ready for employment in the Aged Care sector. This course is specifically for those who are completing or have already completed training in Aged Care. These courses will run throughout the semester.

Please call reception on 9376 5244 to register your interest

Prepare to Work in Childcare

This course will help students learn job seeking skills specific for childcare work. It will help students to prepare for work and the expectations of employment in childcare centres. This course is for those who are completing or have already completed a Cert III in Early Childhood Education & Care.

| | | | |
|------------------|---------------------------------|--------------|---------------------|
| Days: | Fridays (4 weeks) | Time: | 9.30am - 2.30pm |
| Term 2: | 4 May — 25 May | Cost: | \$30 full \$20 conc |
| Location: | Wingate Avenue Community Centre | | |



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.

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|-------------------|---------------------------------|--------------|-----------------------|
| AM Course: | Mondays (16 weeks) | Time: | 9:15am - 11.45am |
| PM Course: | Mondays (16 weeks) | Time: | 1.00pm - 3.30pm |
| Dates: | 12 Feb — 25 June | Cost: | \$140 full \$100 conc |
| Location: | Wingate Avenue Community Centre | | |

** The above classes do not run during school holidays or on public holidays (12 March, 11 June).*

Barista Basics

This course introduces learners to the skills and knowledge required for employment in cafes and other coffee making enterprises. You will have fun developing the skills required to extract and serve espresso coffee using a commercial espresso machine.

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|------------------|---------------------------------|--------------|---------------------|
| Days: | Wednesdays (5 weeks) | Time: | 9.30am - 2.30pm |
| Term 2: | 2 May — 30 May | Cost: | \$90 full \$70 conc |
| Location: | Wingate Avenue Community Centre | | |



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 Spoken & Written English

| | |
|------------------------------------------------|----------|
| Preliminary Spoken and Written English* | 10361NAT |
| Certificate I in Spoken and Written English* | 10362NAT |
| Certificate II in Spoken and Written English* | 10363NAT |
| Certificate III in Spoken and Written English* | 10364NAT |

Certificate in English as an Additional Language (EAL)

| | |
|----------------------------------|----------|
| 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



Training Awards

2017 Community Training Provider of the Year

In October 2017, Wingate was recognised at the Victorian Training Awards as the Winner of the Community Training Provider of the Year.



2017
VICTORIAN
TRAINING AWARDS

WINNER

Community Training Provider
of the Year Award

www.education.vic.gov.au/vta

The Community Training Provider of the Year award recognises innovation and excellence by a Learn Local organisation involved in improving education of the local community or workplace. This award acknowledges the success of Wingate in delivering transformative education and training programs.

“Wingate is a quality training provider that delivers education programs, work experience and pathways to ongoing Employment. We are excited to be recognised through these Awards.”

Health & Wellbeing

Yoga

Guided relaxation to soothing music. Includes gentle stretching and breathing exercises to create balance and harmony, increase flexibility and encourage better circulation and energy flow throughout the body.

| | | | |
|------------------|---------------------------------|---------------|---------------------|
| Days: | Fridays | Time | 10.00am - 11.00am |
| Term 1 | 2 Feb — 23 March | Cost: | \$62 full \$45 conc |
| Term 2 | 20 April — 29 June | Cost: | \$86 full \$63 conc |
| | | Casual | \$8 full \$6 conc |
| Location: | Wingate Avenue Community Centre | | |

Adult Hearing Checks (free)

An audiologist from VicDeaf is available the second Friday of every month between 1.30pm and 4.30pm to check your hearing. They will provide you with a copy of your Audiogram to take home. Contact reception to book an appointment.



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.

| | | | |
|------------------|---------------------------------|--------------|-----------------|
| Days: | Mondays (8 weeks) | Time: | 1.30pm - 3.30pm |
| Dates: | During school terms | Cost: | \$5 per session |
| Location: | Wingate Avenue Community Centre | | |

** The above classes do not run during school holidays or on public holidays (12 March, 11 June).*



Social Groups



Bingo

A weekly group in a fun and friendly environment. Grocery items are awarded as prizes to the winner of each game.

| | | | |
|------------------|---------------------|--------------|-----------------|
| Days: | Mondays | Time: | 1.30pm - 3.00pm |
| Dates: | During school terms | Cost: | \$2 per session |
| Location: | Wingate Men's Shed | | |

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 | | |

Multicultural 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: | Wingate Avenue Community Centre | | |

Men's Group

A drop-in group specifically for men living in the area. A great opportunity to meet new people, as well as obtain support in accessing a wide range of services and organisations. Contact 9376 5244 to register your interest.

| | | | |
|------------------|---------------------------------|--------------|------------------|
| Days: | Fridays | Time: | 12.00pm - 3.00pm |
| Dates: | During school terms | Cost: | Free |
| Location: | Wingate Avenue Community Centre | | |



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.

When: Wednesdays at 10.30am from January 10th 2018 continuing during term time

Where: Wingate Men's Shed

Hop On Sports

A weekly sports program for primary school aged kids aged 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 |
| Term 1 | 7 Feb —28 March | Cost: | Free |
| Term 2 | 18 Apr —27 June | | |
| Location: | Wingate Avenue Community Centre | | |

School Holiday Programs

Wingate runs a fun school holiday program for children aged 3-12 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: \$21.90 per child |

5 hour sessions:

| | | | |
|---------------|---------------------|--------------|-------------------|
| Days: | Mondays and Fridays | Time: | 9.00am - 2.00pm |
| Dates: | During school terms | Cost: | \$36.50 per child |

NB. Child care subsidies are available for eligible families. Please contact Centrelink on 13 61 50 to apply for either the Child Care Benefit (CCB) or Child Care Rebate (CCR) subsidies.



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 Saturday during business hours and our community hall is available on weekends.



Wingate Community Centre

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

The 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 Men's Shed

Located behind the Community Centre, the Men's Shed is a large open-plan space with kitchen facilities. Available during business hours and on weekends.

Please contact centre reception on 9376 5244 for further information.

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. A drop-in service operates on Monday nights between 6.30pm - 8.00pm.
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

New Hope 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

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 13a Wingate Avenue, Ascot Vale to enrol.

Fees and Charges

ACFE Courses - Fees are set as per the Learn Local guidelines which are available at: <http://www.education.vic.gov.au/training/providers/learnlocal/Pages/fees.aspx>. 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 2018 Guidelines about Fees , Skills First Program, on the Department of Education 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.

Fee for Service Courses - Tuition fees are set by WACC.



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.





Our Locations

Wingate Avenue Community Centre

13a Wingate Avenue
ASCOT VALE VIC 3032

The Wingate Hub

125 Union Road
ASCOT VALE VIC 3032

Wingate Men's Shed

Rear 14 Churchill Avenue
ASCOT VALE VIC 3032

Contact Us

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