



**Wingate Avenue**  
Community Centre



**Centre Activities**  
January – June 2021



In the spirit of reconciliation Wingate Avenue Community Centre acknowledges the traditional custodians of the country throughout Australia, and their connection to land, sea and community.

We pay our respects to traditional custodian elders past, present and emerging, and extend our respect to all Aboriginal and Torres Strait Islander peoples today.

We acknowledge the Kulin people as traditional custodians of the land on which we meet.

We acknowledge that the land on which we meet is a place of age old ceremonies of celebration, initiation and renewal, and that the Kulin people's living culture has a unique role in the life of this region.

# 2021 Courses & Activities

There's something for everyone in our courses and activities program for 2021.

Listed in this brochure is an outline of the planned activities for January to June 2021. Term dates are listed below, but for up-to-date information on course and activity times, call or follow us on Facebook.

**Term 1** | Monday 1 February to Thursday 1 April 2021

**Term 2** | Monday 19 April to Friday 25 June 2021

## OUR LOCATIONS

Wingate Avenue Community Centre is located at  
**13a Wingate Avenue, Ascot Vale.**

Wingate Avenue's Community Shed is located behind the community centre, at **rear 14 Churchill Avenue, Ascot Vale.**

## CONTACT US

**Address:** 13a Wingate Avenue, Ascot Vale

**Phone:** 9212 0236

**Email:** [admin@wingateave.com.au](mailto:admin@wingateave.com.au)

**Facebook:** Wingate Avenue Community Centre

**Web:** [www.wingateave.com.au](http://www.wingateave.com.au)

Community centres bring people together to connect, learn and contribute to their local community. They are places where anyone from the community can come to get help, find out information, connect with others, and participate in local activities and learning.

### WE VALUE:

COMPASSION | INCLUSION  
DIVERSITY | QUALITY



# English Language Courses

Come along and learn English in our classes held in Ascot Vale and Essendon.

Our English classes support adults to learn English for studying, employment and living in Australia. We cater to a wide range of levels, including absolute beginners who need intensive language and literacy support.

Classes run Monday to Friday, 9am to 5pm, for up to 20 hours per week. During COVID-19 face-to-face classes will be offered at the centre with a distance learning component.

Please call us on 9212 0236 to enrol.

Our accredited English courses include:



22482VIC Course in Initial EAL  
22483VIC Course in EAL  
22484VIC Certificate I in EAL (Access)  
22485VIC Certificate II in EAL (Access)  
22486VIC Certificate III in EAL (Access)  
TOID: 6419

## ADULT MIGRANT ENGLISH PROGRAM (AMEP)

AMEP provides a minimum of 510 hours of free English for migrants and refugees from non-English speaking backgrounds. AMEP students can also apply for free onsite childcare while studying.



## SKILLS FOR EDUCATION & EMPLOYMENT (SEE)

SEE provides 650 hours of free English to support people complete training or participate in the work force. Referrals for this program are made via Centrelink or Job Active agencies. Students in this program may be eligible for Centrelink funded Childcare.



## SKILLS FIRST

English classes are also available to support people to participate in industry training, through the Victorian State Government subsidised Skills First initiative.

Students of accredited English courses can also participate in other centre courses funded through ACFE. See skills development courses for course details.

# Computer Courses



Courses may be delivered through a mix of face to face and online delivery dependent on COVID-19 restrictions. When enrolling please check what IT requirements are needed to participate.

Childcare may be available onsite for participants of these courses. Please contact the centre to discuss your needs.

Our computer courses are pre-accredited and endorsed by Learn Local.

## **TERM 1, FEBRUARY 2021 COURSES**

### **COMPUTER FUNDAMENTALS**

Improve your confidence and skills to make the most of computer technology.

This 16-week course will develop your basic skills for the internet, email, Microsoft Office and the cloud computing.

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### **ADVANCED COMPUTERS**

Further your computing skill level to improve your employment opportunities. Competent computer skills required.

This 16-week course will expand your Microsoft Office and cloud computing skills to create professional documents.

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## **TERM 2, APRIL 2021 COURSES**

### **MOBILE KNOW-HOW**

Are you unsure about how to make the most of all of the features on your phone? This short course will help you maximise the potential of your mobile device with a focus on privacy and security. You will also gain the confidence to use practical apps for work, learning and daily life.

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## **TERM 1 FEBRUARY 2021 AND TERM 2 APRIL 2021 COURSE**

### **DIGITAL LITERACY FOR WORK AND LEARNING**

Enter the world of remote and online work and learning with confidence.

There are many apps and programs that can make working or learning from home easy and efficient including WhatsApp, Zoom and Google Workspace. This short course will familiarise learners with these programs and cover communication, privacy and online safety.

Get all your online work and learning questions answered with our knowledgeable tutor.

# Skill Development Courses

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## ACFE COURSES BEGINNING TERM 1, FEBRUARY 2021

### OFFICE ADMINISTRATION LEVEL 1

In this 8-week course you will gain basic skills to pursue a career in an office environment.



On completion you will have the skills to communicate professionally in a range of mediums, provide customer service, and the computer skills to operate relevant software for the office. You will explore career pathways and on completion have the option to gain further skills in the Office Administration Level 2 course.

Basic literacy, numeracy and intermediate skills in operating a personal computer are required for this course.

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### INTRODUCTION TO THE CLEANING INDUSTRY

Keen to take your first step into the cleaning industry? Come and gain the skills and knowledge to get started in this field.

From safety and hazards to hygiene and COVID-19 safe cleaning, this course has got you covered. This 8-week course will give you the confidence you need to stand out from the crowd when applying for jobs.

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## ACFE COURSES BEGINNING TERM 2, APRIL 2021

### OFFICE ADMINISTRATION LEVEL 2

In this 8-week course you will progress skills developed in Office Administration Level 1.

You will refine your skills to create professional business documents. Your teamwork and customer service skills will be further developed with a focus on conflict resolution. You will be able to confidently plan and facilitate meetings. On completion you will have the skills to confidently apply for office administration roles and understand the strengths you bring to a workplace.

Basic literacy, numeracy and intermediate skills in operating a personal computer are required for this course.

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### SKILLS FOR SUCCESS

Build your confidence and step into a new workplace feeling prepared. This course will help you get everything in order to land that new job from common workplace expectations to communication and reporting your income. You will also identify the strengths and assets you bring to any workplace.



## **FROM TERM 2 2021**

### **SKILLS FOR WORK AND STUDY: FOOD PROCESSING**

This pre-accredited literacy and numeracy course is contextualised to develop understanding of the food processing industries. Are you interested in getting to know the food processing industry while learning about Occupational Health and Safety and Food Safety Standards?

This course may lead to opportunities in the following growing industries of processing operator, food packaging worker, food processing sales worker or you may like to undertake vocational training such as in Certificate I, or II in Food Processing. Please call Wingate for more information.

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### **SKILLS FOR WORK AND STUDY: WAREHOUSING**

This pre-accredited literacy and numeracy course is contextualised to develop understanding of the warehousing industry. During this course students will learn about relevant terminology relating to products and processes related to the Warehousing industry.

This course will help you to develop understanding and confidence to look for a job in the manufacturing/factory area, or you may consider further study in either Certificate I or II in Warehousing Operations which could lead to jobs like store person, stores assistant or stores despatch hand. Please call Wingate for more information.

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## **FROM TERM 1 2021**

### **FAMILY HOME COOKING**

Our cooking course is back by popular demand!

In this 16-week course you will learn recipes from a wide variety of cuisines to give you inspiration and confidence in the kitchen. Meet others while having fun cooking. You'll be amazed at what you can cook on a budget!

# Programs

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## 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 volunteer tutor. Students are required to bring their own materials.

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## PATCHWORK

Join a friendly group and learn how to make your own creative patchwork in a social environment. \$5 per class

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## 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.

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## WOMEN'S EXERCISE

Come along and enjoy getting fit and active at the Women's Workout at Wingate. Enjoy gentle exercise in a supportive environment, in partnership with The Huddle.

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## MEN'S GROUP

A drop-in group for local men in the area. A great opportunity to meet new people, as well as obtain support in accessing a wide range of services and organisations. This group meets once a month, on Friday.

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## COMMUNITY SINGING

Singing is great for the soul!

We are group who sing for pleasure and enjoy singing many genres of music. Pop, rock, jazz, musical, folk, blues and contemporary. We also sing for the residents of the local aged care homes and at community events. \$6 per class







## Kid's Activities

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### HUDDLE UP

Come and join in the fun with North Melbourne Football Club's The Huddle for a multi sports program including AFL, soccer and more!

This is a weekly sports program for primary school children aged between 5-12, held Wednesday 4pm – 5pm during school term only.

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### TERM 2, APRIL 2021 ACTIVITIES

#### BABY BOUNCE

Come along and join in with other parents and babies in play based activities that will support your child's learning and growth. Activities will support development of skills that will help your child later in kinder and school. It's also loads of fun for parents and babies! The whole family is welcome to come along, sing songs, learn rhymes and hear stories.

Baby Bounce is facilitated by Moonee Valley City Council Maternal Child Health Nurse.

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#### HOLIDAY PROGRAM

Wingate Ave Community Centre 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. Each session runs for approximately 1 - 2 hours.

No cost

# Childcare

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Our purpose built childcare centre boasts a fully equipped outdoor play area designed to stimulate play based learning for all children. Come along and meet our wonderful childcare team.

Family grouping occasional childcare is available for up to 15 hours per week, for children aged between 5 months and 5 years old.

Bookings are essential and can be made two weeks in advance. Permanent bookings and school holiday sessions are also available.

CCS Approved: childcare subsidies are available for eligible families. Please contact Centrelink on 13 61 50 or apply online through MyGov.

## **SESSIONS TIMES:**

5 hour session 8.30am – 1.30pm Monday - Friday

4 hour session 9.00am – 1.00pm Monday - Thursday

3 hour session 1.30pm – 4.30pm Monday – Thursday

## **FEES:**

3 hours \$27 full, \$5.30 85% ccs

4 hours \$36 full, \$7.10 85% ccs

5 hours \$45 full, \$8.80 85% ccs





# Employment Support

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## RECONNECT

Are you looking to find work in a new industry or re-train?

Our Reconnect program can support you to identify education and training goals, and develop tailored learning plans to achieve your goals. Our Reconnect Worker will continue to work with you throughout your journey to achieve your goals.

Eligibility criteria apply.

For more information, contact the Reconnect Worker on 9212 0236.

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## #workNOW

Looking for work, or thinking about a new job or career path?  
Want to build your confidence and ability to find employment?  
Need support updating your resume, creating a cover letter or  
improve on your interview skills?



We can help you get back into the job market, and support you to get job ready and into employment.

Our #workNOW program is part of the Victorian Government's Jobs Victoria Employment Network, a major activity to help Victorian jobseekers gain employment. This FREE program will assist you to get job ready and support you to find employment. We offer flexible times and will run until June 2021.

Eligibility criteria apply. Program subject to Jobs Victoria guidelines.

For more information, please call our Community Employment Consultants on 03 9212 0236 or 0416 629 363.

# Get Involved

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## VOLUNTEERS

Have you been thinking about contributing to your local community?

Wingate Avenue Community Centre is a dynamic organisation focusing on social justice and advocacy and delivering high quality programs and activities. We rely on the amazing volunteers in our community to contribute to our programs.

Volunteer opportunities can be weekly, once off, or long term, depending on your time.

Upcoming opportunities:

- Creative events
- Food relief programs
- General community work
- English classes

For more information or an application form, please call 9212 0236 or email [admin@wingateave.com.au](mailto:admin@wingateave.com.au).





# Become a Member

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Membership with Wingate Avenue Community Centre is open to anyone who supports the Association's aims and objectives is eligible to be a member.

If you wish to become a member, please contact the centre for more information.

## GENERAL RIGHTS OF MEMBERS

A member of the Association is entitled to vote and has the right:

- a) To receive notice of general meetings and of proposed special resolutions
- b) To submit items of business for consideration at general meetings
- c) To vote at a general meeting
- d) To have access to the minutes of general meetings and other documents of the Association

## HOW TO APPLY

An application of a person for membership of the Association must be made in writing using the Membership Form available from the centre and be lodged with the Secretary of the Association.

There is no entrance fees or membership fees.

Membership is approved or rejected by the Committee of Management. Notification of application for membership will be provided as soon as practicable after the committee's decision.

Membership expires after two years. The Committee Secretary is responsible for reminding members that their memberships are about to lapse. Membership expires on 30 June of the relevant year.

An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members, which must occur seven days after approval of the application by the committee.

## OUR FUNDING

Wingate Avenue Community Centre is an independent, not-for-profit organisation run by a volunteer Committee of Management. We are supported by Moonee Valley City Council, Department of Health and Human Services and Department of Education.

# Free Services

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## INTERNET ACCESS

Free internet access is available to the public between the hours of 10am and 4pm. COVID-19 restrictions may apply.

## MOONEE VALLEY LEGAL SERVICE

Moonee Valley Legal Service provide free legal advice and information to the local community.

Bookings are essential as services may be delivered differently due to COVID-19 restrictions. Contact the friendly MVLS legal team for more information.

Phone | 9376 7929

Email | [www.mvl.org.au](http://www.mvl.org.au)

## MATERNAL AND CHILD HEALTH SERVICE

Moonee Valley City Council's Maternal and Child Health Nurse is available by appointment at the Centre on Tuesday, Wednesday and Thursday.

Please contact the nurse to make an appointment.

Phone | 9243 1842

Email | [wingatemach@mvcc.vic.gov.au](mailto:wingatemach@mvcc.vic.gov.au)

## MiCARE MIGRANT REFUGEE SERVICE

Support for newly arrived refugees and migrants is available at the Centre through MiCare's Migrant Refugee Service. Contact MiCare for more information.

Phone | 9948 8777

## UNITING CARE ReGen

Uniting Care provide non-judgmental support to people and their families experiencing alcohol and other drug (AOD) issues. Contact ReGen for more information.

Phone | 9386 2876

## WINGATE AVE COMMUNITY GARDEN

Community gardens are located opposite the community Centre and supported by Cultivating Community. If you're interested in growing your own produce in a local community garden, contact Cultivating Community.

Phone | 9429 3084



# How to Enrol

## COURSE ENROLMENTS

All enrolments are booked through the Centre. Call (03) 9212 0236 to book.

Wingate Avenue Community Centre delivers programs across a number of locations.

## FEES AND CHARGES

**AMEP** and **SEE** accredited courses are fully subsidised by the Commonwealth Government and are free to eligible students.

**Skills First** tuition fees are subsidised however a small fee applies. Skills First fees are set according to the *2021 Guidelines about Fees, Skills First Program*, available 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. A copy of our full fees, charges and refunds policy can be accessed on our website.

**Pre-accredited course** tuition fees are set by the Centre in accordance with Learn Local guidelines, which are available online. All listed course fees in this brochure include costs for materials, administration and amenities, unless otherwise stated.

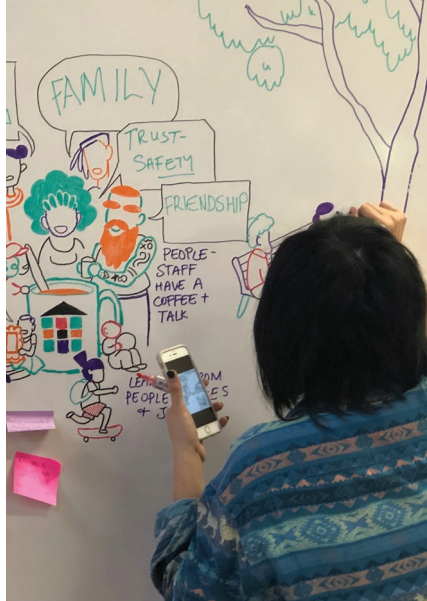
**ACFE courses** require a \$20 deposit for course enrolments. This fee is a non-refundable and non-transferable fee, unless the class is cancelled by the Centre. Fees for all pre-accredited courses must be paid in full one week before the class commences, unless other arrangements have been made with Centre management. Classes may be cancelled if they do not have sufficient numbers to run.

## Concession Fees, Fee Reduction and Waivers

If you hold one of the following, you may be eligible for a concession fee, fee reduction or waiver:

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

Or, if you are 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.





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**ABN: 33042739925 | TOID: 6419**