

Community House Programs

October -- December 2020



Supporting rooming house tenants with Care Packs



Network West approached the Neighbourhood Houses in Melton to respond to a request from Tenants Victoria to provide care packs for residents in Melton rooming houses.

Rooming house residents are among the most vulnerable community members. During this second wave, they are finding it difficult to isolate effectively and to keep safe in a rooming house environment.

40 Care Packs were prepared with the support of Djerriwarrh Community & Education Services, Ahmadiyya Muslim Youth Victoria and the Melton Council Neighbourhood Houses. They were distributed by Tenants Victoria to residents in Melton rooming houses. The 40 Care Packs included:

- Hand Sanitisers
- Masks
- Gloves
- Beanies
- Water Bottles
- Socks
- Antiseptic Wipes
- Disinfectant/ Spray & Wipes
- Information on where to get help/support, how to isolate in a rooming house environment and where to get COVID tested
- Djerriwarrh has also provided sleeping bags for some of the residents (with the help of Ahmadiyya Muslim Youth).

Tenants Victoria will be checking in with each of the residents to discuss any health and wellbeing issues, deliver the Care packs and provide appropriate information on where to get tested, how to stay safe and other local support information.

English Courses (Free*)

<p><u>ENGLISH FOR EVERYONE – FOUNDATION</u></p> <ul style="list-style-type: none"> - Develop and improve your English reading, writing, speaking and listening skills - Interact and practice your communication skills with students from various nationalities - Perfect for foreign language speakers who want to improve their English 	<p>20 Sessions Mondays & Tuesdays 05 October – 14 December 9:30am – 3:00pm</p>	<p>FREE (online) *ACFE funded</p>
<p><u>ENGLISH FOR EVERYONE – NEXT STEP</u></p> <ul style="list-style-type: none"> - Boost your speaking skills, improve your grammar and vocabulary skills - Focus more on conversation and pronunciation - Perfect opportunity to speak English through fun activities in a multicultural environment 	<p>20 Sessions Wednesdays & Thursdays 14 October – 17 December 9:30am – 3:00pm</p>	<p>FREE (online) *ACFE funded</p>
<p><u>FUNDAMENTAL DEVELOPMENT AND THE 3CS - COMPUTER, CONFIDENCE AND CULTURAL COMPETENCY</u></p> <p>This course takes you into the world of apps, or applications, the little amazing programs that can help you do almost anything. This course will take a more systematic approach, focusing on how to structure your ideas, facts and data into a logical convincing story using a narrative structure. This covers fundamentals of writing, speaking, persuasion and language using digital technologies.</p>	<p>10 Sessions Fridays 09 October – 18 December 9:30am – 3:00pm</p>	<p>FREE (online) *ACFE funded</p>

► Computers, Business & Careers Courses (Free*)

<p><u>COMPUTER SKILLS – BASIC TO INTERMEDIATE</u></p> <ul style="list-style-type: none"> - Learn how to use the mouse and keyboard, how to save and create documents and how to use Windows - Learn how to search the Internet and navigate between web pages and how to save pictures and files - Connect with family and friends through social media like Facebook. A basic understanding of how to use a computer is required 	<p>8 Sessions Thursdays 15 October – 03 December 9:30am – 3:00pm</p>	<p>FREE (online) *ACFE funded</p>
<p><u>COMPUTER SKILLS – ADVANCED LEARNING</u></p> <ul style="list-style-type: none"> - Upskill and increase your knowledge of computer skills Word, Excel, PowerPoint and Publisher - Learn at your own pace through an individual learning plan of 40 hours - Learn how to create and share high impact presentations in PowerPoint - Learn techniques for buying and selling goods online safely on Amazon and eBay 	<p>8 Sessions Thursdays 15 October – 03 December 9:30am – 3:00pm</p>	<p>FREE (online) *ACFE funded</p>
<p><u>INTRODUCTION TO OFFICE ADMINISTRATION</u></p> <ul style="list-style-type: none"> - Learn essential computer skills to prepare for entry-level administrative positions - Improve typing skills, database management and basic research or data analysis skills 	<p>8 Sessions Tuesdays 13 October – 08 December 9:30am – 3:00pm</p>	<p>FREE (online) *ACFE funded</p>
<p><u>INTRODUCTION TO CLEANING – NIGHT CLASSES</u></p> <p>Get the skills to get work in domestic or commercial cleaning or even to start your own cleaning business. Includes practical cleaning duties for a hands-on experience. Prepare for entry level employment in hospitals, hotels, motels, restaurants and shopping centres.</p>	<p>10 Sessions Tuesdays & Thursdays 20 October – 24 November 4:00pm – 7:00pm</p>	<p>FREE (on-site - Melton) *ACFE funded</p>
<p><u>JOB LAB</u></p> <p>Improve your resume and job seeking skills with help from a qualified careers advisor. <u>Melton Library</u>: Every Thursday.</p>	<p>Thursdays 10:00am – 12:00pm</p>	<p>FREE (online)</p>
<p><u>INTRODUCTION TO CHILDCARE</u></p> <p>This course is suitable for those wishing to work within the childcare sector but have little or no experience of the industry. It will provide a solid foundation for those wishing to progress with further studies within the early years sector.</p>	<p>8 Sessions Tuesdays & Thursdays 20 October – 24 November 10:00am – 1:00pm</p>	<p>FREE (online) *ACFE funded</p>
<p><u>FAST TRACK YOUR CAREER IN COMMUNITY SERVICES</u></p> <p>The course is a 'Career taster' designed to embed the pre-employment skills sought by local Community Services Sector employers, and also prepare learners to explore employment and training pathways for roles such as:</p> <ul style="list-style-type: none"> - Health Services Assistant - Personal Care Assistant/Personal Care Worker - Disability Support Worker - Environmental Services Assistant (Cleaning etc.) - Food Services Assistant 	<p>12 Sessions Thursdays & Fridays 29 October – 04 December 9:30am – 3:00pm</p>	<p>FREE (online) *ACFE funded</p>

* Individuals are ACFE funded if they hold: Australian citizenship, New Zealand citizenship or an Australian permanent visa

► Certificate Courses-ENROL ONLINE! (CALL 03 8746 1000)

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)

This course will prepare you for work as a carer in a residential aged care facility. It will introduce you to all aspects of a carer's role including personal care, well-being and assistance with daily activities.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$450	\$200	\$20	\$6437	\$670
Government Subsidised (Concession)	\$90	\$200	\$10	\$6037	\$300
Full fee	\$2500	\$200	\$20	0	\$2720
Full fee (Concession)	\$2000	\$200	\$10	0	\$2210

Wed, Thur, Fri
(Melton)

9 September 2020 –
14 May 2021
9:30am – 3:00pm

CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

This course will introduce you to aspects of the role of a Health Services Assistant and includes a five-day work placement at one of Western Health's campuses located in Footscray, Sunshine and Williamstown.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$250	\$200	\$20	\$2191	\$470
Government Subsidised (Concession)	\$50	\$200	\$10	\$2391	\$260
Full fee	\$1750	\$200	\$20	0	\$1970
Full fee (Concession)	\$1400	\$200	\$10	0	\$1610

Mon - Fri
(Sunshine)

12 October – 9
December
9:30am – 3:00pm

CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

This course will give you the knowledge, skills and experience for employment in the childcare industry.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$450	\$150	\$20	\$5936	\$620
Government Subsidised (Concession)	\$90	\$150	\$10	\$6296	\$250
Full fee	\$2500	\$150	\$20	0	\$2670
Full fee (Concession)	\$2000	\$150	\$10	0	\$2160

Mon, Tue & Fri
(Melton)

7 September 2020 –
14 May 2021
9:30am – 3:00pm

CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

This course will give you the knowledge, skills and experience for employment in the community services industry.

Minimum course fees are:	Tuition Fee	Material Fee	Amenities Fee	Approx. Government Contribution	Total
Government Subsidised	\$250	\$200	\$20	\$2191	\$470
Government Subsidised (Concession)	\$50	\$200	\$10	\$2391	\$260
Full fee	\$1750	\$200	\$20	0	\$1970
Full fee (Concession)	\$1400	\$200	\$10	0	\$1610

Mon & Thur
(Melton)

7 September 2020 –
11 March 2021
9:30am – 3:00pm



SKILLS FOR EDUCATION AND EMPLOYMENT (SEE)

The Skills for Education and Employment (SEE) program assists clients to gain employment by strengthening their language, literacy and numeracy skills. SEE is a free program for eligible jobseekers and is funded by the Australian Government Department of Education, Skills and Employment. SEE is flexible, with both part time and full time options. SEE caters for clients with English as an additional language or as a first language. It also caters for clients of all ages.



If you are interested please contact Centrelink or your Jobactive to be referred to the SEE program.

ADULT MIGRANT ENGLISH PROGRAM (AMEP)

The Adult Migrant English Program (AMEP) provides up to 510 hours of free English language tuition to eligible migrants and humanitarian entrants. AMEP is funded by the Australian Government Department of Home Affairs. AMEP helps clients to learn English as well as to participate socially and economically in Australian society.

You may be eligible for AMEP if you have been

- granted a permanent visa OR
- granted an eligible temporary visa AND
- speak little or no English



Young people between 15 and 17 years of age may also be eligible.

In an AMEP class, you will learn English language skills and information about Australian society.

You can meet other people learning English. Classes are taught by qualified teachers.

For further information about AMEP **please contact us at 03 87461000.**

CONTACT US:

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