

# Longbeach PLACE. Inc



## *Chelsea's Neighbourhood & Learning Centre*



## **Semester 2, 2022 Program**

*(July-December 2022)*

# Welcome to Longbeach PLACE

## Our Values:

Our friendly welcoming atmosphere, our diverse range of quality programs, our community focus.

**Longbeach PLACE Inc.** is a community-based organisation which has been operating since 1975 within the City of Kingston and is part of the Southern Metropolitan region of Adult Community and Further Education. A range of programs, courses and activities are run by qualified facilitators, in response to community need. Through our educational program we provide members of the community with opportunities for lifelong learning and skills development.

**Access and equity:** To be eligible for our ACFE Funded courses, you must be a permanent Australian Resident/Citizen, if not please contact our office to discuss our fee-for-service prices. Every participant who meets the eligibility and entry requirements (if applicable) will be accepted into any educational program. Participants have equitable access to all programs irrespective of their gender, culture, linguistic background, race, socio-economic background, or disability. Some programs may have a limited number of vacancies, and these will be filled in a chronological order upon completion of enrolment. Enrolment procedures will therefore be free of discrimination and if an individual does not meet entry requirements, all attempts are made to assist them in identifying an alternative course of action. Any issues/problems can be discussed with the Manager.

**Your Privacy:** Your privacy is important to us. Any personal information collected from you is kept secure and confidential. It is important that we have current contact details if you are attending classes and activities. Please contact the office if you need to update your details or access your records. Our privacy policy can be viewed on our website or is available at our reception. It is your right not to give us your full personal details, on the understanding that you may not be entitled to the full services provided with our training. **Manager:** Rebekah O'Loughlin.

A Grievance Procedure is available if required.

## *Contact Information*

**15 Chelsea Rd, Chelsea 3196**

**Ph: 9776 1386**

**[www.longbeachplace.org.au](http://www.longbeachplace.org.au)**

## Office Hours

**Monday to Friday – 9am to 3pm**

*(Open for reduced hours during term breaks. Telephone for details)*

**PO Box 159 Chelsea 3196**



**[reception@longbeachplace.org.au](mailto:reception@longbeachplace.org.au)**

Registered as a Learn Local Provider with Southern Metropolitan Regional Council of Adult, Community and Further Education. ACFE ID: No 9206 ABN: 29 756 088 003 Registration No: A0016717P  
*Front Cover: "Landing of the Longbeach Dreamers" by Artists Wendy Reiss & Mark Burt*

# Short Courses



## Introduction to Computers Using Windows 11

### Level 1

**Cost: \$50**

*(ACFE funded).*

This is a beginner's course for those with little or no prior knowledge or experience. In this course you will learn to use the mouse and keyboard, as well as how to customise the Windows 11 Start Menu. Find your way around popular apps. Create, save and print documents using the free app "WordPad". You will also learn how to import and edit your photos using the Windows 11 Photo app, and an introduction to the internet and email.

**Duration: 20 hrs (8 sessions x 2.5hrs) Telephone 9776 1386 to register your interest.**

**Day & Time TBA Term 3**

**Code: IT03**

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## Introduction to Computers Using Windows 11

### Level 2

**Cost: \$50**

*(ACFE funded).*

Explore the built in Windows 11 apps. Learn to use the Calendar app, the People app and the Mail app. Find out how to set and use alarms and clocks. Connect with people using the Skype app. Find locations using the Maps app. Learn to get the most out of Cortana.

**Duration: 20 hrs (8 sessions x 2.5hrs) Telephone 9776 1386 to register your interest.**

**Wednesdays, 9.30am-12pm**

**Term 3**

**Code: IT05**

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## Introduction to Computers Using Windows 11

### Level 3

**Cost: \$50**

*(ACFE funded).*

Make your computer safe by downloading and installing security and adblocking software. Learn how to install and use popular Apps. Create slideshows the easy way with photos and music using the Windows 11 Photos App. Find out how to download and read free e-Books from your local library. Use your Microsoft account and get the most out of OneDrive. Find out how to manage your passwords the secure way using free software.

**Duration: 20 hrs (8 sessions x 2.5hrs) Telephone 9776 1386 to register your interest.**

**Fridays, 9.30am-12pm Term 4**

**Code: IT07**

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## Xero Accounting

**Cost: \$50**

*(ACFE funded).*

This course teaches participants the skills to manage the finances of small to medium businesses using Xero software. Some of the topics that will be covered include current reporting requirements of the ATO and quick data entry methods.

**It is essential that participants already have a basic bookkeeping knowledge.**

**Duration: 25 hours (10 sessions x 2hrs) Telephone 9776 1386 to register your interest.**

**Tuesday evenings from 6-8.15pm. Term 3 From 12 July**

**Code: IT09**

## Short Courses

### MS Office Applications

#### Level 1

**Cost: \$50**

*(ACFE funded).*

In this comprehensive course you will learn the fundamentals of Microsoft Word, PowerPoint and Excel. Topics covered include formatting text, inserting and working with images, adding tables and borders, creating professional workplace documents such as letters and reports in Word; Using formulas and creating a budget in Excel; Creating slideshows in PowerPoint, adding text and images to your presentations and much more.

**Duration: 20 hrs (8 sessions x 2.5hrs) Telephone 9776 1386 to register your interest.**

**Fridays, Times TBA Term 4 From 7 Oct**

**Code: IT04**

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### Work & Study Skills for EAL (English as an Additional Language)

**Cost: \$50**

*(ACFE funded).*

This is a pre-accredited course for building English employability skills strengthening pathway outcomes in Aged Care, Health services, Factory Warehouse & distribution, Child Care and Cleaning.

It will build practical skills, cultural awareness and employment preparation and pathways training.

**Duration: 120 hrs (6hrs week) Telephone 9776 1386 to register your interest.**

**Fridays, Times TBA Terms 3 & 4**

**Code: H01**

## Language and Literacy



### English as an Additional Language

*(Beginner to Intermediate Levels). (ACFE funded).*

Friendly and supportive English classes designed utilising blended learning to develop communication skills for everyday life or the workplace. Classes include practice of reading, writing, speaking and listening. There is an opportunity to focus on learning English through the introduction to basic computer skills such as navigating the internet, using Microsoft Word, and developing e-learning skills using MS Teams or Google Classroom.

**Telephone reception on 9776 1386 to make an appointment to see the tutor.**

**Appointments are on Thursday afternoons only.**

**Mondays, 9:30am to 12pm and 12:30pm to 3pm**

**Thursdays, 9:30am to 11:30am and 12pm to 2pm (\*\*Fee structure below\*\*)**



**\*\*FEE STRUCTURE FOR LANGUAGE & LITERACY COURSES\*\*** The cost of our Language and Literacy course is \$50 per term (if you are not a concession card holder), or \$50 for the first term of enrolment and then \$30 per term for students who are eligible for the concession amount. (Please note: *You must produce a current concession card upon enrolment to receive the concession amount*). If you are not a permanent Australian resident, the cost is \$560 per year for **one class per week**, or \$14 for each session you attend. *Our Language and Literacy classes are funded by: Adult, Community and Further Education (ACFE).*

## Starting a Community Group

Contact us if you would like to start a community group at our convenient and comfortable facility. If your group is considered suitable, Longbeach PLACE will provide the necessary insurance coverage. Attendees are required to pay \$2 each session. We can offer groups that are face-to-face or via zoom.

*Telephone Rebekah on 9776 1386 for more information about starting up a community group at Longbeach PLACE.*

### Did you know?

**Classes and groups at Longbeach PLACE require a minimum number of participants to go ahead. Please call ahead before attending an advertised class, on 9776 1386.**

## EVENTS at Longbeach Place

Please see our website for interesting events coming up at Longbeach PLACE:

NAIDOC Week, International Day of Friendship, National Tree Day, World Humanitarian Day, National Skills Week, National Teacher's Day, Social Inclusion Week, 'R U OK' Day & Seniors Week- Oct 11 Morning Tea.

We will also keep you informed of LBP news and information each quarter in our Newsletter.

If you would like to be a contributor, please email us at: [reception@longbeachplace.org.au](mailto:reception@longbeachplace.org.au)

## Workshops

Longbeach will be hosting some new workshops this year, including:

[How to detect and avoid internet scams](#)

[Silver Jewellery Making](#)

Please contact us on [9776 1386](tel:97761386) or via [email](mailto:reception@longbeachplace.org.au) to register your interest.

# Community groups – CURRENT



## Visual Art Explorations

Come and join other people in our relaxed environment as we explore visual arts across a range of mediums. Every fortnight you'll paint some still life with watercolour or acrylics, learn to sketch and have a chat & a cuppa, then take home your masterpieces! Learn about colours, form and perspective and let your creativity go wild!

*1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month from 10am to 12pm during school terms.* Cost: \$5 per session.

*Telephone 9776 1386 to register your interest.*

## Bayside Book Group

This friendly group welcomes new members and gives an opportunity for booklovers to get together to discuss books and make social contacts. This group also enjoys a meal together afterwards at a local restaurant/pub. *First Saturday of each month, 4pm to 6pm.* Cost: \$2 per session.

*For further details please contact Val Campbell 9772 7980, or Lorraine Harris 0459 503 434.*



## Community Morning Tea

On the 2<sup>nd</sup> Tuesday of each month we host a morning tea for all! We encourage you to come along and enjoy the amazing morning tea supplied by the very generous **Bakers Delight Chelsea** to connect and socialise with people from all over Chelsea and beyond. *Gold coin donation.*

*2<sup>nd</sup> Tuesday of each month. Dates: June 21, July 12, Aug 9, Sept 13, Oct 11, Nov 8, Dec 13.*



## Craft

BYO book, pencils and paints, or the craft project you're working on, and share conversation and friendship. This group is for anyone looking to learn a new craft, like beading or crochet, or to do a group project in a warm and relaxed environment. *Telephone 9776 1386 to register your interest.*

*Friday mornings, 10am to 12pm during school terms.* Cost: \$2 per session.



## Interactive Music Group - for People with Additional Needs

These sessions will include singing, playing instruments and dancing (all optional) and we'll be encouraging an interactive experience for all participants. We hope to create real engagement with the musician and an environment that encourages sensory stimulation and lots of fun!

*Term 2.* Cost: \$15 per session. *Telephone 9776 1386 to register your interest.*



## Keyboard / Piano Group

This group is for beginners who want to learn about music notation, rhythm and other topics from music theory, applied in practical exercises on the keyboard-as well as beginner skills in piano.

*Wednesday 4 May-15 June 4pm-5pm during school terms.* Cost: \$70.

*Telephone 9776 1386 to register your interest for Term 3.*



## PC Support Group- Chelsea



A group for all ages. Meet monthly to share knowledge, ideas and problem solve computer issues. Many topics are discussed, together with regular presentations and demonstrations.

*First Saturday of each month, 1pm to 3:30pm.* Cost: \$3 per session. **For further information telephone 9776 1386 or email at [ChelseaPCSupport@gmail.com](mailto:ChelseaPCSupport@gmail.com).** New Guests Most Welcome.

## Pilates



Gentle core strengthening and fat burning on a floor mat. Please bring your own mat.

*Monday & Friday afternoons 1pm-2pm during school terms.*

Cost: \$5 per session. **Telephone 9776 1386 to register your interest.**

## Walk n Talk Group



Come along and join this friendly group and venture out into the local community for a healthy activity. Please remember to bring along your hat, sunscreen, and water bottle. After the walk we have a cuppa and a chat back at the centre. Suitable for beginner to moderate fitness levels.

*Tuesday mornings at 10am during school terms.* Cost: \$2 per session.

## Yoga and Relaxation



*Monday evenings at 6pm during school terms.* Please bring your own mat.

Cost: \$5 per session. **Telephone 9776 1386 to register your interest.**

## Zumba (low-impact)



This is a fitness program that is Latin inspired, combining music with dance moves. Zumba classes assist with calorie burning and help to improve cardiovascular fitness-and they're great fun too!

*Tuesday afternoons from 1pm to 1.50pm during school terms.* Cost: \$5 per session.

**Telephone 9776 1386 to register your interest.**

*All groups can have a 'Try before you buy' free session.*

# Community groups-COMING SOON



## Art Group - for People with Additional Needs

Come and join us for a creative and imaginative play-based session of creating through art. Our facilitator will guide you and help you increase your self-esteem, explore your emotions, and improve your mental health. *Time & day TBA during school terms.* Cost: TBA.

*Telephone 9776 1386 to register your interest.*



## Silver Jewellery Making

If you would like to learn how to create beautiful silver jewellery, then this is the class for you! Join us and create bespoke pieces of silver jewellery as gifts or stunning personalised items.

*Time & day TBA during school terms.* Cost: TBA. *Telephone 9776 1386 to register your interest.*



## Crochet Jewellery Making

If you would like to learn how to create beautiful crochet jewellery, then this is the class for you! Join us and create bespoke pieces of pretty crochet jewellery as gifts or stunning personalised items.

*Time & day TBA during school terms.* Cost: TBA. *Telephone 9776 1386 to register your interest.*

## HIRE Groups

### Al-Anon

Fellowship for families and friends of alcoholics. *Every Tuesday at 7.30pm.*

*Contact Al-Anon helpline on 1300 252 666 or visit the website at [www.al-anon.org.au](http://www.al-anon.org.au).*

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### Australian Shareholders Association

Discussions concerning the stock market. *Second Thursday of each month at 10:30am.*

*For all enquiries phone Sally on 9528 2146.*

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### Chelsea Probus

Probus is a club for women and men to enjoy fellowship, meetings, and guest speakers.

*For further information phone John on 9772 6524.*

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### City of Kingston Immunisations – By appointment only

Fourth Wednesday of each month *from 10am*

Second Thursday of each month *from 4.30pm*

*See website for booking form: <https://www.kingston.vic.gov.au/Services/Family-and-Children/Immunisations/Community-and-Childhood-Immunisations>. Phone 9581 4870 for enquiries.*



**Oakwood School VCAL** is at Longbeach Place in Chelsea.

Oakwood School VCAL is a re-engagement program where students are enrolled in VCAL (Victorian Certificate of Applied Learning) at Foundation, Intermediate or Senior level. Students also have the opportunity to complete a VET Certificate.

Delivery of the program is flexible to allow students to complete their certificate over two years if required.

This unique program is delivered in a non-mainstream educational setting and gives students the opportunity to experience success with learning.

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## Room Hire

Our bright, modern facility is located close to public transport and within easy walking distance to the Chelsea Shopping Centre.

Rooms within our facility are available for hire to community groups for meetings or workshops. For further information regarding room hire, please contact us on 9776 1386. You can also visit our website at [www.longbeachplace.org.au](http://www.longbeachplace.org.au) and download a **Casual Room Rental Application Form**.

Once completed, the Casual Room Application Form can be returned to us via email at [reception@longbeachplace.org.au](mailto:reception@longbeachplace.org.au), by post to P.O. Box 159, Chelsea Vic 3196, or in person to 15 Chelsea Road, Chelsea during office hours (*refer to Page 2 of this brochure for our Office Hours*).



# Enrolment Information

## Bookings and Payments

Payment for our courses/programs can be made in person by using credit card, cash or eftpos. Alternatively, they can be forwarded to our Post Office Box address, together with a cheque. Cheques should be made payable to Longbeach PLACE Inc.

**All participants are required to complete and sign an Enrolment Form** (available from our office or on our website).

In order to secure a place in any course, fees must be paid **7 days prior** to the scheduled commencement date.

**Please note:** Your place may be lost if fees are not paid within this time.

If you are unable to apply for your own place in a course, please advise us that the person acting on your behalf has your permission to do so.

You **must** provide us with your **Victorian Student Number** if you have attended any Victorian school since 2009 or done any training with a vocational education & training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011.

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## Course Materials

The cost of student requirements and materials retained by students are included in the total cost listed for each course, except where noted.

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## Payment by Invoice

The invoicing of any payments will attract an administrative fee of \$5.50 (incl. GST). Third Party payments will be charged the full price of a course. Agencies referring clients, please refer to information on our website.

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## Cancelled Courses

Courses are run subject to sufficient numbers to cover costs and funding commitments. To avoid disappointment, all fees must be paid 7 days prior to scheduled commencement so that student numbers can be counted. In the event that Longbeach PLACE Inc. cancels a course, all fees will be refunded in full, and you will be notified of the cancellation. Please therefore ensure that we have a current daytime contact number.

## Refunds

Please choose your course carefully. Longbeach PLACE is not responsible for changes in your circumstances.

A refund will be issued if at least five (5) working days' notice is given prior to the course start date. An administration fee of \$10 will apply and will be deducted from the refund. In the event that Longbeach PLACE has to cancel a course due to low enrolments, you will be notified prior to the start date and a full refund will be issued as soon as possible. If Longbeach PLACE defers a course and the new dates are not suitable, a full refund will be issued. Please Note: NO REFUND OR TRANSFER will be available after a course has started (due to our not-for-profit status).

**PLEASE NOTE: PAYMENT FOR COURSES MUST BE MADE AT LEAST TWO (2) WORKING DAYS PRIOR TO THE SCHEDULED COURSE COMMENCEMENT DATE.**

## Eligibility

You will be asked to provide evidence of eligibility for an ACFE funded place. To be eligible, you must be a permanent Australian Resident, Australian Citizen, or approved Visa holder. If not please contact our office to discuss our fee-for-services prices.

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## Concessions

Students with a Health Care Card or Concession Card in the family are required to provide a copy of the card to qualify for the concession rate. Indigenous students will be charged at the concession rate. Those claiming the concession rate are on a capped rate per course category for the year (plus amenities and material costs). **Please note:** The concession rate cannot be claimed where fees are paid by a Third Party.

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## Hardship Provisions

Provision will be made for fees to be paid in instalments in cases of hardship. Applications are to be made to the Manager. For government funded courses, appropriate concessions or exemptions will be assessed for approval upon application.

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## Tuition Fees

Tuition Fees for government funded courses have been set in accordance with Ministerial Directions on Fees and Charges in line with the Victorian Government Skills Reform Fee Structure. Tuition Fees are calculated at \$1.08 per hour of tuition for Literacy Courses.

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## Disclaimer

Longbeach PLACE Inc. makes every effort to ensure that the information in this brochure is correct at the time of printing. We reserve the right to change course days, times, rooms and fees where necessary. Longbeach PLACE Inc. observes all relevant information and treats all communication as confidential.

**Please let us know if you would like any of our courses to be offered via Zoom. Also, please let us know if there is anything else you would like to see offered at Longbeach PLACE.**



To Like Longbeach PLACE on Facebook simply go to our website [www.longbeachplace.org.au](http://www.longbeachplace.org.au) and click on the link

# Member's Code

## Each Participant has the right to:

- be shown respect by others
- actively participate in a safe, non-threatening and healthy environment, free from discrimination
- be informed of policies and procedures
- be afforded personal privacy and confidentiality
- be afforded the opportunity to have input into the decision making
- participate in a non-threatening environment
- be given information on the services available
- have cultural, religious and personal differences respected

## Each Participant has the responsibility to:

- act in a responsible manner
- read and abide by Longbeach PLACE Inc. policies and requirements. (Longbeach PLACE Inc. policies are available on the website at [www.longbeachplace.org.au](http://www.longbeachplace.org.au))
- ensure the rights of others are not compromised
- show respect for the rights of others
- show respect for other people's property and all property at Longbeach PLACE
- leave facilities in a clean and tidy condition after use
- respect the personal space of others

# Funding Acknowledgments

We would like to acknowledge the financial support from:

- Department of Family, Fairness and Housing
- Department of Education & Training
- City of Kingston



Go to our website at [www.longbeachplace.org.au](http://www.longbeachplace.org.au) and click on the link to get to our Facebook page

