

Longbeach PLACE

Semester 1, 2023 Feb-June Program



Longbeach PLACE
Chelsea's Neighbourhood House
& Learning Centre



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: Some of our courses are funded by ACFE. To be eligible for these 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. 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. Longbeach PLACE's grievance procedure is available on our website. **Manager:** Rebekah O'Loughlin.

Contact Information

15 Chelsea Rd, Chelsea 3196

Ph: 9776 1386

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

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 ACFE



Introduction to Computers Using Windows 10 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 10 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 10 Photo app, and an introduction to the internet and email.

Duration: 20 hrs (8 sessions x 2.5hrs)

Day & Time TBA Term 1

Code: IT03

Introduction to Computers Using Windows 10 Level 2 Cost: \$50

(ACFE funded).

Explore the built-in Windows 10 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)

Day & Time TBA Term 2

Code: IT05

Intro to Medical Reception Training (PracSoft) Level 1 Cost: \$50

(ACFE funded).

Learn about the role of a Medical Receptionist. You will learn to use the PracSoft Medical system for making appointments, billing, claiming, and reporting. Become familiar with medical terminology and gain the confidence and knowledge you need if you are looking to work in a medical practice. Suitable for those looking to return to work or looking for a career change.

Duration: 32 hrs (8 sessions x 4hrs)

Day & Time TBA Term 1

Code: IT07

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 2.5 hrs)

Tuesday evenings from 6-8.30pm. Term 2

Code: IT09

Telephone 9776 1386 to register your interest for any of the above courses.
Places are limited! Book now for 2023.

Language & Literacy (EAL) ACFE



English as an Additional Language (EAL)

(*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 in 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.

Monday 9:30am - 3pm during school terms (*ACFE fee structure below)

All Abilities Groups

Communication Skills - for People with Additional Needs

These sessions will include familiarisation with letters, words and numbers, counting, measuring and more. Includes conversational skills with real and meaningful engagement.

Friday Time TBA during school terms Cost: \$15 per session. (*ACFE funded)

Telephone 9776 1386 to register your interest.



Interactive Music Group - for People with Additional Needs

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

Friday 10.30am-11.30am during school terms Cost: \$15 per session.

Telephone 9776 1386 to register your interest.



NEW Interactive 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 through your art, using a range of artistic tools including painting, drawing, and sketching.

Friday 11.30am-12.30pm during school terms Cost: \$15 per session.

Telephone 9776 1386 to register your interest.



ACFE fee structure for Language & Literacy Courses

Full Fee-paying students: \$50 per term

Concession Students: \$50 for the first term of enrolment and \$30 per term thereafter

(Please note, you must provide a current concession card upon enrolment for this price)

Non-Australian residents: \$560 per year for one class a week or \$14 for each session you attend

Starting a Community Group

Did you know?

Would you like to start a community group at our convenient and comfortable facility? Longbeach PLACE will provide the necessary insurance coverage for suitable community groups. Groups can be face-to-face or online via Zoom. Attendees are required to pay \$2 each session.

Contact Rebekah 9776 1386 for more information

Did you know?

There is no membership fee at Longbeach PLACE.

Did you know?

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

Did you know?

Our shower has re-opened after the lifting of COVID 19 restrictions and is available to the community.

EVENTS at Longbeach Place

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

[NAIDOC Week](#) | [Neighbourhood House Week](#) | [National Volunteer Week](#)

Our quarterly newsletter also keeps you informed of Longbeach PLACE news.

If you would like to contribute to the newsletter, email us at: reception@longbeachplace.org.au

Volunteering at Longbeach Place

There are great opportunities in the following areas to volunteer at Longbeach PLACE where you can interact with the community, support others and learn new skills for yourself or your career

- The Governance Committee
- Events
- Office
- Some classes (such as the English class)

If you would like to volunteer, contact Rebekah 9776 1386 manager@longbeachplace.org.au



New Classes & Workshops

Longbeach PLACE will be hosting some new workshops in 2023, including

Cartooning for Youth – exciting workshops for students where you will be introduced to the basic elements of cartooning; simplification, emphasis, exaggeration, and clarity and learn about the history of cartooning. Tuesday during school term \$135 per term

Dungeons & Dragons – exciting virtual reality game plays live in a moderated environment at LBP. You will learn the rules and terminology as you choose your characters and their attributes. Friday during school terms 4-6pm \$135 per term.

Dancing in the Park – come and learn choreographed routines to music to then take to the outdoors! All skill levels welcome! For fun, friendship, and fitness! Day & Time & \$ TBA.

Express Yourself through Speech – come and learn new strategies to celebrate and express yourself through speech using different expressions, descriptions, feelings, humour and more! Day & Time & \$ TBA.

Indigenous and Multicultural Edible Garden Group – come and join our group of green thumbs as we meet regularly to learn about our Indigenous plants. You will learn what is edible and how to prepare these plants as part of your diet. Look out for our upcoming schedule. Day & Time & \$ TBA.

Virtual Reality Travel for Seniors – have you ever wanted to climb the Eiffel Tower, the pyramids of Giza or snorkel the Great Barrier Reef? Join our virtual reality class with state-of-the-art VR headsets and you will be transported to countries and incredible landmarks around the world without the crowds, flight cancellations and costs! Day & Time & \$ TBA.

Youth Gaming – using our state-of-the-art Virtual Reality headsets – save the world fighting invading aliens, escape from treacherous mazes with these amazing VR experiences. Day & Time & \$ TBA.

Call 9776 1386 or email reception@longbeachplace.org.au to register your interest for any of these activities or as otherwise directed in this brochure.

Community Groups & Classes – CURRENT

Art Innovations



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!

Tuesday 10am to 12pm during school terms. Cost: \$5 per session.

Bayside Book Club



This friendly group welcomes new members and gives an opportunity for book lovers to get together to discuss books and make social contacts. This group also enjoys a meal together afterward at a local restaurant/pub.

First Saturday of each month 4pm to 6pm. Cost: \$2 per session.

For further details please contact Lorraine Harris 0459 503 434.

Chatty Café morning tea



On the 2nd Tuesday of each month, we host a Chatty Café 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. 2nd Tuesday of each month. Dates: Feb 7, Mar 8, May 9, June 13, July 11, Aug 8, Sept 12, Oct 10, Nov 14, Dec 12. All welcome! No need to register just come along!



Chelbara Singers



This group is for anyone who loves to sing and share their voice with the wider community. Enjoy learning choir setup and using your voice – whether you're an Alto, Soprano, Tenor or Baritone or simply love to sing in the shower! Beginners are always welcome, and no audition required. Regular public performances are part of the program, and you'll meet a great bunch of like-minded people.

Monday 10am-12noon during school terms Cost: \$7 per session

Contact Jan 0409 627 351 or Dennis 9772 5316 for more information.

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 work on a group project in a warm and relaxed environment.

Friday 10am to 12pm Cost: \$2 per session. Includes special project: Billion Stars Weaving



Jewellery Making - Silver



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. 3 weekly classes during school terms. Where students will learn to make earrings, a pendant and bracelet charms (bracelet supplied). All materials supplied.

Thursday 11am-2pm March 16, 23 & 30 . Cost: \$75 each class*

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. Own keyboard required.

Wednesday 8 February-Wed 29 March (Term 1) 4pm-5pm during school terms. Cost: \$80* term.



Meditation, Positive Thinking & Stress Management

This group is for women to learn how to step into a new direction through meditation, positive thinking and develop a deep sense of wellbeing.

1st Wednesday bi-monthly (Feb, April, June) 10.30am-1pm during school terms. Cost: \$5*

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 ChelseaPCSupport@gmail.com.

Pilates



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

Monday & Friday 1pm-2pm during school terms. Cost: \$5 per session.

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 10am during school terms. Cost: \$2 per session.



Yoga and Relaxation

Come and enjoy a relaxing and soothing yoga and relaxation class. Stretch, breathe and soothe your soul. Please bring your own mat and water bottle.

Monday 6pm-7.30pm during school terms. Cost: \$5 per session.



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 1pm to 1.50pm during school terms. Cost: \$5 per session.

Call 9776 1386 or email reception@longbeachplace.org.au to register your interest for any of these activities or as otherwise directed in this brochure.

*Contact the office to register as places are strictly limited for these classes.

All groups can have a 'Try before you buy' free session except Silver Jeweller Making, Piano, Meditation, Positive Thinking & Stress Management, All Abilities Groups and ACFE classes.

Hire Groups

Al-Anon

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

Contact Al-Anon helpline 1300 252 666 or visit the website at www.al-anon.org.au.

Australian Shareholders Association

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

Contact Sally 9528 2146

Chelsea Probus

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

Contact John 9772 6524

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.

Contact James Hespe Oakwood School Manager 0455 915 058 during school hours 9.30am-3pm

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 and commercial groups for meetings or workshops. Our facility is not available to hire for private functions (birthdays/anniversaries etc). For further information regarding room hire, please contact us on 9776 1386. You can also visit our website at www.longbeachplace.org.au and download the **Casual Room Rental Application Form**.

The Casual Room Application Form can be returned to us via email to 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 Monday – Friday 9am-3pm during school terms.

Enrolment Information

Bookings and Payments

Payment for our courses/programs can be made **in person** using credit card, cash or eftpos. Alternatively, they can be **mailed 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 5 (working 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 or USI** 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.

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.

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.

Cancelled Courses

Courses are run subject to enough numbers to cover costs and funding commitments. To avoid disappointment, all fees must be paid 5 (working days) prior to scheduled commencement so that student numbers are confirmed. If Longbeach PLACE Inc. cancels a course, all fees will be refunded in full, and you will be notified of the cancellation. Please ensure that we have a current daytime contact number.

Eligibility

If undertaking an ACFE funded course, you will be asked to provide evidence of eligibility. 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-service prices.

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.

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.

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.

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.

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 let us know if there are any programs you would like to see offered at Longbeach PLACE either face-to-face or via Zoom.



Remember to Like & Share Longbeach PLACE on Facebook. Simply click on this link or go to our website www.longbeachplace.org.au and follow the links



Remember to Like & Share Longbeach PLACE on [INSTAGRAM Longbeach Place \(@longbeachplace\)](https://www.instagram.com/longbeachplace) • [Instagram photos and videos](#)

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)
- 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

We would like to acknowledge the financial support from

Funding Acknowledgments

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



Longbeach PLACE would also like to acknowledge the support of Carrum Indigenous Nursery in the Indigenous and Multicultural Edible Garden program.