

Doveton Neighbourhood Learning Centre ACTIVITY GUIDE 2023

Term 1

30 January to 6 April 2023

OFFICE HOURS: 8.30am - 3.00pm



34 Oak Avenue

Doveton 3177

ABN: 59 427 677 967

Tel: 9791 1449 FAX: 9791 1526

info@dovetonnlc.com.au

www.dovetonnlc.net.au



COMPUTERS FOR BEGINNERS

LEVEL 1



This course is for people with little or no experience with computers.

This course covers:

- ◆ Terminology
- ◆ Email
- ◆ Internet
- ◆ Basic Skills
- ◆ Creating & Saving Documents

MONDAY: 12.30-3.00pm

COST: \$20 with Concession

COMPUTERS FOR BEGINNERS

LEVEL 2



EXPLORING THE INTERNET

This class follows on from Level 1. Topics include:

- ◆ Email & Facebook
- ◆ YouTube & Shop Online
- ◆ Seek.com
- ◆ Searching with Yahoo, Google and Bing

MONDAY: 9.30am-12.00pm

COST: \$20 with Concession

COMPUTERS FOR THE WORKPLACE



For people in the workplace who want to improve their skills:

- ◆ File management
- ◆ Excel applications
- ◆ PowerPoint
- ◆ Diary management
- ◆ Publisher
- ◆ Access (Database)
- ◆ How to use the internet search for jobs
- ◆ How to create professional resumes and cover letters
- ◆ How to create professional correspondence
- ◆ How to organise electronic files, folders and more

COST: \$20 with Concession



COMPUTERS FOR BEGINNERS



This course is for people with little or no experience with computers. You will learn:

- Computer terminology
- Basic computer skills
- Creating and saving documents
- Email
- Internet

When: Mondays

Time: 9.30am-12.00pm or 12.30pm-3.00pm

Cost: \$20

For more information
or to book contact:
DNLC on 97911449

INTRODUCTION TO SELF EMPLOYMENT: VISUAL ARTS FOR EMPLOYMENT

You will learn and gain skills to start a small business and improve current business skills toward a successful Art enterprise.

FRIDAY: 9.30am-2.30pm

COST: \$20 with Concession

INTRODUCTION TO NDIS, DISABILITY SUPPORT & COMMUNITY SERVICES

You will learn to assist people to achieve their goals and live full lives.

Course content:

- Introduction to Community Services—Disability, NDIS, Aged Care
- Direct contact with Agencies looking for employees
- How to search & apply for jobs, including completion of industry pre-requisite training certificates
- Support to apply for real jobs in this rewarding field.

Dates: To Be Advised

Times: Tuesdays & Thursdays—10.00am—2.30pm

Cost: \$40.00 (\$20.00 concession)

Venue: 34 Oak Avenue Doveton

At the conclusion of the course, you will have the opportunity to attend an interview for work as a Support Worker.

BOOKINGS ESSENTIAL

Contact: Geraldine—9791 1449 to secure your place

INTRODUCTION TO HOSPITALITY—LEVEL 2



This course introduces you to the practical experience required to work in the food service industry.

- ♦ Safe Food Handling
- ♦ Job Searching and Resume writing
- ♦ O H & S
- ♦ Communication Skills and Team Work
- ♦ Personal presentation
- ♦ Introduction to workplace budgeting

THURSDAY: 9.30am-2.30pm

COST: \$20.00 with Concession

Includes ingredients

INTRODUCTION TO HOSPITALITY—LEVEL 1



Learn skills that would lead to further training in Hospitality.

- ♦ Basic Food Handling
- ♦ Basic OH & S
- ♦ Reading recipes and basic measurement
- ♦ Personal presentation

COST: \$60.00 with Concession plus ingredients

LOCATION: OAKGROVE COMMUNITY CENTRE

BALLA BALLA NEIGHBOURHOOD CENTRE

DOVETON COLLEGE

PLEASE CONTACT DNLC ON 9791-1449 for DAY & TIME

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LITERACY & NUMERACY FOR THE WORKPLACE



This program is designed to assist individuals of all backgrounds with varying levels of learning difficulties. This course aims to support learners in identifying and improving core learning skills (LLN) along with building employability skills to enhance pathways into further education and training, employment and community engagement

COST: \$20.00 concession

CONTACT DNLC ON 9791-1449 FOR DAY and TIME

Expressions of Interest

CONVERSATIONAL ENGLISH CLASSES



Beginners Welcome!

Expand your everyday conversational English in a friendly environment.

WHEN: Mondays 12.30-3.00pm Thursdays 9.30am-12.00pm

COST: \$20 concession

CONTACT 9791-1449 or email: info@dovetonnlc.com.au to book.

GETTING READY FOR THE CITIZENSHIP TEST



Learn about Australian ways and culture

Are you planning to become an Australian Citizen? Would you like some help to prepare yourself for the test? Learn about life in Australia?

WHEN: Fridays 9.30am-12.00pm

COST: \$20.00 concession

CONTACT DNLC ON 9791-1449 FOR DAY and TIME

CONVERSATIONAL ENGLISH



When: Mondays and Thursdays
Time: 9.30am-12.00pm
Cost: \$20

For more information or to book
contact:
DNLC on 9791-1449



Doveton
Neighbourhood Learning Centre inc.
CONNECT GROW LEARN



Doveton

Neighbourhood Learning Centre inc.

CONNECT

GROW

LEARN



Cook like a Chef

**Join
now!**

When: Wednesdays

Time: 9.30am-12.00pm or 12.30pm-3.00pm

Cost: \$60

**For more information or to book
contact:
DNLC on 97911449**

BALLA BALLA NEIGHBOURHOOD HOUSE

INTRODUCTION TO HOSPITALITY LEVEL 1



This class is for learners wanting to gain employment in in the Hospitality industry. Topics covered include: basic food handling, hygiene practices around food, reading labels, researching recipes on line plus more.

COMPUTERS FOR BEGINNERS



This course is for people with little or no experience with computers.

This course covers:

Terminology

Email

Internet

Basic Skills

Creating & Saving Documents

INTRODUCTION TO CREATIVE WRITING: WRITING YOUR LIFE MEMOIR



Memoir & Family History Writing is a hands-on, interactive exploration of memoir and family history writing and poetry. This writing course is a path way to more advanced writing courses and to becoming a professional writer/editor.

***For more information about this class,
contact Balla Balla Community Centre on 59900900***

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OAKGROVE COMMUNITY CENTRE

CONVERSATIONAL ENGLISH: SEWING



Learn sewing while you improve your conversation skills

Babysitting available: \$2.00 per child

For more information about the above classes please

DOVETON LIBRARY

HEALTH AND WELLBEING WORKSHOPS ON ZOOM



Explore Creative Art using collage, drawing, storytelling and mindfulness practices in a friendly and supportive group.

TUESDAYS 10am to 12pm(ONLINE-ZOOM)

ADULT ART CLASSES



Beginner's Art Class. Learn to paint and draw with fun in a stress-free and relaxed class.

WEDNESDAYS 12.30Pm to 2.30pm

MAKE ART TOGETHER



Come and join an Art class for parents and children.

TUESDAYS (During School Term) 4.00pm to 6.00pm

*For more information about the above classes,
please contact Doveton Library on 9792-9497*

DOVETON COLLEGE

INTRODUCTION TO CLOTHES MAKING

This course will enable learners to:

- Use a sewing machine
- Mending and alterations
- Understand pattern design and garment construction
- Taking measurements
- Invisible hems and zippers
- Develop a small business using your skills

DAY and TIME TO BE CONFIRMED

COST: \$20 (WITH CONCESSION)

EXPRESSION OF INTEREST

HEALTHY LUNCH BOXES

Struggling to make a healthy lunchboxes?

- ♦ Create simple and nutritious lunches for lunchboxes and the whole family
- ♦ Hide vegies in cupcakes and sweets
- ♦ Adapt your recipes to healthier versions
- ♦ Make your own takeaways and save money

DAY and TIME TO BE CONFIRMED

COST: \$60 (WITH CONCESSION)

EXPRESSION OF INTEREST

CONVERSATIONAL ENGLISH

Beginners Welcome!

Expand your everyday conversational English in a friendly environment.

DAY and TIME TO BE CONFIRMED

COST: \$20 (WITH CONCESSION)

EXPRESSION OF INTEREST

Office Courses

DOVETON COLLEGE

COOK LIKE A CHEF

Learn How To:

- * Cook with what's in the cupboard
- * Make the best of seasonal produce
- * Shop on a budget
- * Do fruit carving
- * Learn some chef tricks
- * Make mocktails
- * Cook a meal from a mystery box

DAY and TIME TO BE CONFIRMED

COST: \$60 (WITH CONCESSION)

EXPRESSION OF INTEREST

COMPUTERS FOR THE WORKPLACE

From basic to advance computer skills: Microsoft Office Suite

MS Word

MS Excel

Email

File Management

DAY and TIME TO BE CONFIRMED

COST: \$20 (WITH CONCESSION)

EXPRESSION OF INTEREST

For more information, contact DNLC on 9791-1449

Email: info@dovetonnlc.com.au



COMPUTERS FOR THE WORKPLACE

Expression of Interest

For more information or to book
contact:

DNLC on 9791-1449 or

email: info@dovetonnlc.com.au



Introduction to Work in NDIS, Disability Support & Community Services.

- *Learn to assist people to achieve their goals and live full lives.*
- *Support to apply for real jobs in this rewarding field.*
- *Flexible Work Conditions*

Are you interested in working as a Support Worker in Community Services?

Six-week Job Preparedness Course

Practical support to seek and apply for real jobs

Course content:

- ☞ Introduction to Community Services—Disability, NDIS, Aged Care
- ☞ Direct contact with Agencies looking for employees
- ☞ How to search & apply for jobs, including completion of industry pre-requisite training certificates

Course Pre-requisites & Information:

- ☞ Commitment to attend: 2 days per week for six weeks
- ☞ Can communicate in English
- ☞ Fully vaccinated

Dates: To Be Advised

Times: Tuesdays & Thursdays—10.00am—2.30pm

Cost: \$40.00 (\$20.00 concession)

Venue: 34 Oak Avenue Doveton

Outcome: Certificate of Attendance

At the conclusion of the course, you will have the opportunity to attend an interview for work as a Support Worker.

ENROLMENT INFORMATION— BOOKINGS ESSENTIAL

(Small group)

Contact: Geraldine—9791 1449 to secure your place

Download and fill in the [Enrolment Form](#).

Independent Living Skills Course

Gain confidence in independent living by improving:

- ⇒ Cooking skills
- ⇒ Learning about day-to-day independence at home
- ⇒ Basic budgeting
- ⇒ Travelling by public transport (at your own cost)
- ⇒ Skills to help empower individuals
- ⇒ Help build confidence to be part of the community
- ⇒ Personal hygiene and presentation

Suitable for:

- People with a disability
- Older people living alone
- People planning independent living

DATE: TBA

COST: \$80/term Concession: \$40/term includes material costs

VENUE: 34 Oak Ave, Doveton

LIMITED Spaces Bookings Essential on 9791-1449 or info@dovetonnlc.com.au



Doveton
Neighbourhood Learning Centre inc.
CONNECT GROW LEARN

34 Oak Avenue
PO Box 104
Doveton VIC 3177
Phone: 9791 1449
Fax : 9791 1526
Email: info@dovetonnlc.com.au
Web: www.dovetonnlc.net.au

GENTLE EXERCISE WITH JODIE

TUESDAYS: 10.30am

**LOCATION: Bellview Village, 1 Waygara St,
Eumemmerring**

\$5 per session per person



WEDNESDAY ART & CRAFT FRIENDSHIP GROUP

Bring your craft along and chat

WEDNESDAYS: 10.30am - 12.30pm

LOCATION: Bellview Village, 1 Waygara St, Eumemmerring



BINGO DAY FRIDAY

Play for fun and friendship.

FRIDAYS at 1pm

LOCATION: Bellview Village, 1 Waygara St, Eumemmerring

\$2 Donation towards afternoon tea/coffee

"No Gambling for Money allowed"



Carer's Art Class

EVERY TUESDAY (SCHOOL TERM)

10AM TO 12PM

148 KIDDS ROAD

DOVETON VIC 3177

COST: \$100

FOR MORE INFORMATION OR TO BOOK

CONTACT DNLC ON 97911449



SOCIAL SUPPORT PLANNED ACTIVITY GROUPS

These programs is funded through NDIS, CHSP or HACC funds,

\$7.00 Participant contribution

Contact us for further information.

MAKE A MOVE

Exercise your mind & body while enjoying regular outings (eg Morning Melodies, BBQs, Bowling etc)

Light lunch provided

MONDAY: 10:00am-2:00pm

OUT AND ABOUT WEDNESDAY

Exercise your mind & body while enjoying regular outings (eg Morning Melodies, BBQs, Bowling etc)

WEDNESDAY: 10:00am –2:00pm

TERRIFIC THURSDAY

This program is a social support service that addresses social isolation and provides an opportunity for clients to access and enjoy appropriate social and recreational pursuits.

THURSDAY: 10:00am-1:00pm

LIFE'S APPRECIATION GROUP

This program is for people with an acquired brain injury.

Come along and meet new people, participate in discussions and information sessions, enjoy a light lunch, outings and other activities with people who have been through a similar experience. Participate in peer support in a safe and socially relaxed atmosphere.

FRIDAY: 10.00am – 2.00pm



CARER'S ART CLASS

Enjoy some time out just for yourself. Relax in a caring and friendly environment, savouring the experience of creative activities such as painting and drawing with like-minded people.

WHERE: Rowan Park House, 148 Kiddy Rd Doveton

WHEN: Tuesdays, 10.00am-12.00pm (During School Term)

COST: \$100 per Term

Bookings Essential

***Email: info@dovetonnlc.com.au or call 9791-1449
for further information***

COMMUNITY KITCHEN GARDEN



Our community kitchen garden is growing a variety of herbs and vegetables. We are inviting expressions of interest from the community to share in the community kitchen garden's growth and maintenance.

(Volunteers are always Welcome to help grow and maintain the Garden)

Introduction to Caring Services

This 9 Week course will introduce you to work in:

- Children's and Community Services
- Animal Care
- NDIS and Disability Work,
- How to follow policies and procedures
- Follow Code of Ethics
- Follow professional boundaries
- employment, volunteering opportunities and much more



Where: 34 Oak Avenue, Doveton
When: Tuesday
Time: 9.30am – 2.30pm
Cost: Full fee funded for eligible participants \$60,
concession \$30, full fee \$290.00

For Further information and to secure your place, please contact us on:
Ph. 9791 1449, email: info@dovetonnlc.com.au

This Course is limited to 10 participants, so please contact us to secure your place.



Get Together Craft Group

Come and join
our friendly
group for
knitting, a chat
and a cup of
coffee or tea.

THURSDAYS
9.30am-11.30am
COST: \$2

For more information, contact
Beryl Smith on 9708 6548 or 0499
777084



At Doveton Neighbourhood Learning Centre



Emergency Food Aid

If you are in need of food relief, we are here to help. Please call for an appointment on **03 9791 1449**

For eligible people on Concession or Health Care cards, asylum seekers on refugee visas or anyone experiencing sudden hardship

**APPOINTMENTS AVAILABLE ON
THURSDAY - FRIDAY 9.30 - 2PM**

**DOVETON NEIGHBOURHOOD LEARNING CENTRE
34 OAK AVENUE, DOVETON 3177**



Doveton
Neighbourhood Learning Centre
CONNECT GROW LEARN

34 Oak Avenue
PO Box 104
Doveton VIC 3177
Phone: 9791 1449
Fax: 9791 1526
Email: info@dovetonnlc.com.au
Web: www.dovetonnlc.net.au



***Manna4life have teamed up with the DNLC
to bring you :***

Manna4life who provide free meals

**Orange Sky who provide free portable
laundry facilities.**

BYO towel to use our shower facilities

Come along every Tuesday 6 pm

34 Oak Avenue, Doveton

Contact Michael Chris Galli on 0412 111 461

for more information

Introduction to Clothes making

Expression
of
Interest

For more information contact:
DNLC: 9791-1449
Email: info@dovetonnlc.com.au





GETTING READY FOR YOUR CITIZENSHIP TEST



Australia is one of the largest countries in the world, but it is also the smallest continent.



WHEN: FRIDAYS
TIME: 9.30AM-12.00PM
COST: \$20

**FOR MORE INFORMATION OR TO
BOOK CONTACT: DNLC ON
97911449**



This employability skills course will cover everything you need to prepare you for your search for employment

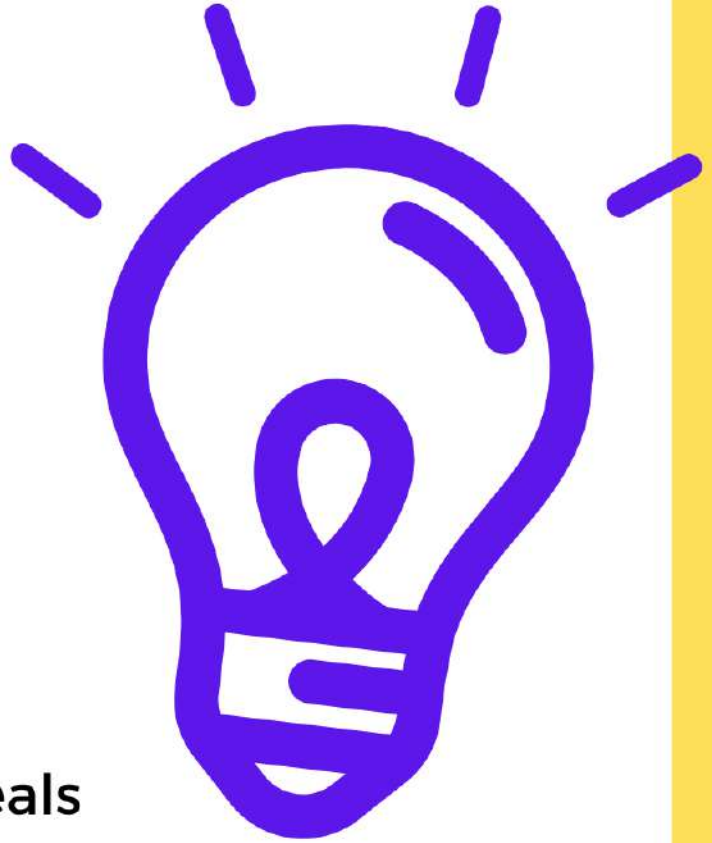
- ▶ Identify your transferrable skills
- ▶ Address key selection criteria
- ▶ How to look for jobs online and use social networking sites
- ▶ Upload documents to the internet
- ▶ Write a resume and cover letter
- ▶ Prepare for interview and get ready to start work

Expressions of Interest



Since 1 July 2022,
every Victorian
household is now
eligible for the

**\$250
POWER
SAVING
BONUS**



We can help you
compare energy deals
and claim **\$250**.
Speak to us today!



Doveton
Neighbourhood Learning Centre inc.

CONNECT GROW LEARN

Supported by:



Good Shepherd
Australia New Zealand

Funded by:



Contact us on:

9791-1449

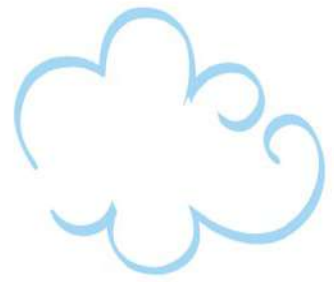
For more information or
book an appointment to lodge your claim.

Volunteers Make the World Better

The DNLC has multiple volunteering opportunities available in 2022, you can help make a difference in our community:

- Community Kitchen Garden
- Emergency Food Aid
- Social Support Groups
- Office and administration
- Community Driver
- General maintenance

For further information, contact Geraldine on 9791 1449 or just drop in at 34 Oak Ave, Doveton.





Join us!

INTRODUCTION TO CREATIVE WRITING

FOR MORE INFORMATION
CONTACT BALLA BALLA NEIGHBOURHOOD
HOUSE ON 59900900



MORNING MELODIES

PLEASE JOIN US FOR LIVE MUSIC AND
DEVONSHIRE TEA

COST: \$5.00

Dates:

31 March 2023

28 April 2023

26 May 2023

30 June 2023

28 July 2023

25 August 2023

29 September 2023

19 October 2023 (Senior Month)

24 November 2023

Time: 10.30am-12.00pm

Where: 34 Oak Avenue Doveton

RSVP: 9791-1449

DNLC MEMBERSHIP

Become a member of DNLC for an annual fee of \$2 single or \$5 family.

Membership Entitlements include:

- Discount on Course Fees
 - ⇒ Free internet use
 - ⇒ 1/2 price admin services
 - ⇒ Quarterly newsletter
 - ⇒ Invitation to special events
 - ⇒ \$25 off Venue Hire
 - ⇒ Voting rights at AGM

OTHER SERVICES PROVIDED BY DNLC

VENUE AND TRAINING ROOM HIRE

Rooms are available for hire at reasonable rates. Chairs and tables included. Our Centre has full kitchen facilities. For more information contact 9791-1449.

COMMUNITY BUS HIRE

DNLC has a 12 seater bus that can be hired privately or by Community Groups. For information on availability and costs please contact 9791-1449.

GENERAL ADMIN SERVICES

DNLC offer various admin services (FAX, Photocopying, Laminating and Binding) at reasonable cost.

GENERAL INFORMATION

Enrolments & Tuition Fee for Govt. Subsidized Training

Students must meet Citizenship/Residency requirements to be eligible for government subsidized tuition, otherwise a higher fee applies. (Please ring 9791-1449 for more information.)

Please ensure enrolments along with payments for courses are finalized at least one week prior to commencement of class.

Concessions & Exemptions

Concessions are available to concession card holders. Exemptions and/or payment plans may be negotiated with the Manager and are encouraged to enable participation.

Confirmation of Enrolment

Student numbers will be confirmed prior to commencement of class. DNLC will notify students if class is cancelled at the earliest convenience.

Refunds

When DNLC cancel a course prior to commencement a full refund is given.

An administration fee applies for all student withdrawals prior to commencement of course.

If a Student cancels after the commencement of the course, no refund will be given and outstanding fees must be paid in full.

Student Services & Amenities

Fees other than tuition fees will be charged for purposes of providing student service and amenities.

Privacy Statement

This organization respects your rights to information privacy. Information we collect and hold on course participants is kept in accordance with information privacy laws.

Please contact us if you would like further information on our Privacy Statement.

Disclaimer

DNLC makes every effort to ensure that the information in this guide is correct at the time of publication.

REGULAR VENUE HIRERS

DK Dance Academy

Contact: Danielle on 9792-4521 or 0432 078 124

Dandenong Baton Twirlers

Contact: Joanne Le Miere on 0418 542 843

Samoan Living Waters Ministry Inc

Contact: Pastor Tala Enekosi Fagota on 0415 193 408

Congregational Christian Church of Samoa

Contact: Faimata Tavita on 0414 190 801

Al-Emaan Women's Organisation Inc

Contact: Hayat Doughan on 0403 436 919

Islanders Creole Club Inc

Contact: Stellio Jean-Pierre on 0411100823

Argentinian Social Circle

Contact: Humberto Navarro on 0404199475

Casey Chinese Senior Support Group

Contact: Shirley Aolei on 0425712214

End Time Message Believers

Contact: Ian Goh on 0433111061

Southern Migrant and Refugee Centre

Contact: Mary Ann Desa on 97671900

VENUE DETAILS

Oak Avenue Hall

34 Oak Avenue, Doveton. 3177

(Next to football ground)

Phone: 9791-1449

Fax: 9791-1526

Melway Ref: 90K10

MET Bus Route: 828



This facility is available for use during weekdays for large community groups and social gatherings. Also available weekends for events, functions and celebrations. The hall can cater up to 100 people.

The Dove

78 Power Rd, Doveton. 3177

Melway Ref: 90K9

MET Bus Route: 844



The Dove Hall is a medium size building suitable for community group meetings, conferences, church services and parties. Maximum capacity is 60 people.

Rowan Park House

148 Kidds Road, Doveton. 3177

Melway Ref: 90J7

MET Bus Routes: 843/845



Rowan Park House is excellent for meetings, conferences, seminars, church services and small parties. Maximum capacity is 40 people.

The bus is a 12 seater

automatic Toyota Hi-ace Diesel.

This is available for hire for community groups as well as for private use.



For Hire Rates, Availability and Condition of Hire

Phone: 9791-1449 or Email: info@dovetonnlc.com.au

or visit us at 34 Oak Avenue Doveton 3177

Proudly Supported by

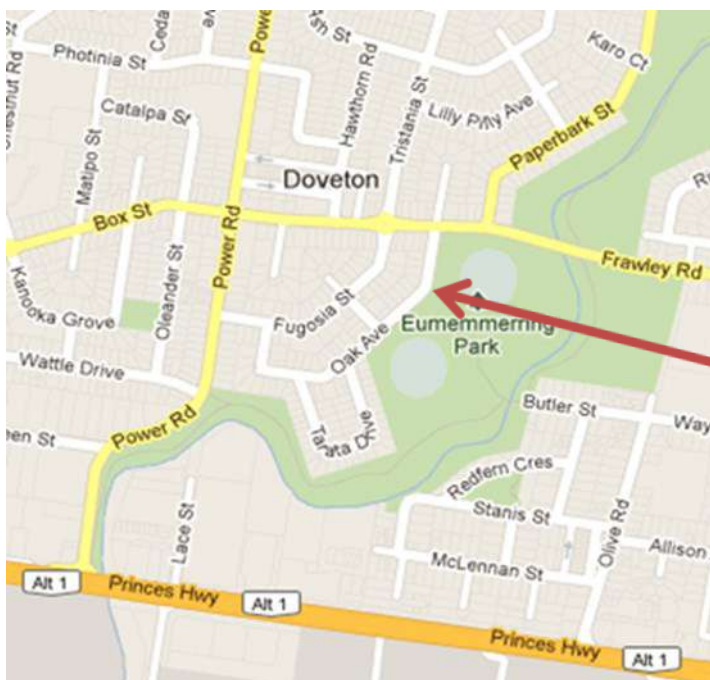


Skills for study
work and life

LOOKING FOR A HALL TO HIRE
FOR YOUR NEXT FUNCTION

COME AND SEE US AT

DOVETON NEIGHBOURHOOD
LEARNING CENTRE
34 OAK AVE, DOVETON



WE ARE HERE

FOR INFORMATION REGARDING
PRICES, TIME AVAILABILITY
FRIDAY NIGHTS, SATURDAYS OR SUNDAYS
PLEASE CONTACT US ON 9791-1449