

# Program Guide

## Term 2, 2024



# What's on at a glance...

## Community Support Services

Support Programs	3
Volunteer Program	3
Tax Help	3
Chisholm Skills and Jobs Centre	3
Tenancy Assistance & Advocacy Program (TAAP)	3
Free Legal Advice (Peninsula Legal Service)	3
Work & Development Permit Scheme	3
Parents Next Program (Mission Aust.)	3
Cardinia Men's Shed	7
Women's Friendship Café	7
Pakenham Community Garden	8

## First Aid Certificates

Victorian First Aid Services	9
------------------------------	---

## Multicultural Services

English Language for Living & Working in Australia - 23LANENGLVLP/1/2/3	4
Multicultural Playgroup –23LANMUMS	4

## Special Projects

African Community Homework Club	4
Women on the Tools	7
Community Alliance for Waste Reduction and Sustainability	8

## Computer Courses

Essential Computer Skills for Beginners –23DLECOMPB	5
Essential Microsoft Office Skills for Beginners - 23DLECOMPMS	5
Microsoft Office Suite Programs (self-paced) -23SELFCOMP	5
Public WiFi and Internet Access	5

## Health & Wellbeing

Art Therapy and Mental Health	6
Fitness 55 Plus	6
Mat Pilates	6
Tai Chi	6

## Arts & Culture

Painting Classes	6
Sewing 101 and Patchwork Quilting	6
Imagine Your Creation	6

## Emergency Food Relief

Community Food Pantry	9
-----------------------	---

## Facilities for Hire

Podcast and Recording Studio	9
Rooms and Spaces	10

## Page

## Contact Details

Location - 6B Henry Street Pakenham  
Phone - 5941 2389  
Email - [admin@livinglearning.org.au](mailto:admin@livinglearning.org.au)  
Incorporation: A0019009A  
TOId : 3913

## Office Hours

Monday to Thursday 9.00am-4.30pm  
Friday 9.00am-2.30pm

## How to Enrol

- In person
- By calling the centre – 03 5941 2389
- Via the website—[livinglearning.org.au](http://livinglearning.org.au)

Payment can be made by cash, cheque, credit card, EFTPOS.

### Concessions & Genuine Hardship

For some courses concessions are available to recipients of current Commonwealth Health Care Card, Pensioner Concession Card or Veterans Gold Card. Payment plans can also be arranged with the enrolment officer for those experiencing financial difficulty. Students must meet eligibility requirements for subsidised training.

### Cancellations & Refunds

If Living & Learning cancels a class due to low enrolments a full refund will be given.

If you withdraw from a course later than one week prior to course commencement date a refund will not be issued.

### Grievance Procedure

Check with reception staff for the process.

# Community Support Services

## Support Programs

Living & Learning Pakenham offers flexible training delivery and tailored programs that are designed to meet individual and community need.

Our training and service provision succeed due to the way we care for students and participants – it's what sets us apart from others.

Regardless of life circumstances the following services and programs are available at LLP for students and community members who may need support. Please contact the services directly on the numbers shown for more information.

### Drink Drive Education Program

Drive Safe Drive Right are approved Behaviour Change Program providers for VicRoads. We can offer you the following Behaviour Change Programs: drink driving courses, drug driving courses, intensive drink and drug driving courses and the Pre-Interlock Removal Program.

If you have been charged with a drink driving or drug driving offence, you'll have to complete a Behaviour Change Program before you can get your driver's license back.

To make a booking, please call **0491 731 543**.

### Alcoholics Anonymous (AA)

If you are experiencing a drinking problem perhaps AA can help. AA meets at Living & Learning on **Sundays from 7.30pm**. All enquiries welcome on **9429 1833**.

## Volunteer Programs

### Community Garden

Our community garden space is collectively managed by volunteers.

We welcome new ideas, suggestions for workshops and new volunteers!

Come and grow food to nourish our community.

The garden club meets every **Monday and Friday from 9.30am till 12pm**.

### Classroom Learning Assistant

This rewarding, voluntary role assists our migrant students who are learning English in the classroom. Learning Assistants support the classroom teacher by offering one-to-one support to individual students within the group and assisting them with their learning needs.

### Homework Club Tutor

The Homework Club tutor provides support to students with literacy, numeracy and study skills, helps build confidence, self-esteem and feelings of connection to the wider community and provides a safe place to study.

### Narcotics Anonymous (NA)

If you want to stop using, NA can help. NA meets at Living & Learning on **Mondays from 7.30pm**. NA hotline: **9525 2833**.

## On-site Support Services

### Tax Help (ATO)

If you need help lodging your tax return you may be eligible for the FREE Tax Help program. Tax Help is a network of ATO-trained and accredited community volunteers who provide a free and confidential service to help people complete their tax returns online using myTax.

### Parents Next Program - Mission Australia

ParentsNext helps parents to prepare to return to work or training once their youngest child goes to school. They help parents to set their education- and employment-related goals, and develop a pathway to achieving their goals while also helping them link with services and activities in their local community. **Call 1800 791 371**

### Tenancy Assistance & Advocacy Program (TAAP)

**Free** advice on a wide range of residential tenancy matters such as urgent repairs, rent arrears, possession/notices to vacate, rent increases, lease breaking, breach of duty, site agreement, tenancy agreement matters, bond and compensation claims. A priority service response with negotiation or VCAT assistance within 48 hours is also available. For more information or an appointment call **03 9783 3600**.

### Free Legal Advice

**Peninsula Community Legal Centre (PCLC)** offers legal advice on a broad range of matters including family law, criminal law and civil law. Please contact PCLC on **9783 3600 or 1800 064 784** to make an appointment to meet with one of their lawyers at Living & Learning.

### Work and Development Permit Scheme (Fine Debt Reduction Program)

The Work and Development Permit (WDP) scheme is a new initiative to provide vulnerable and disadvantaged people with a non-financial option to address their fine debt. A WDP allows an eligible person to work off their fine debt by participating in certain activities, including attending educational classes, volunteering or attending counselling.

### Chisholm Skills and Jobs Centre

Chisholm Skills and Jobs Centre staff now visit Living & Learning Pakenham every week to provide free jobs, skills and training advice to the Pakenham community. The service is available on different days each week, so please phone or email the Skills and Jobs Centre directly to find out when they will be in Pakenham. Call **9212 4909** or email **skillsandjobs@chisholm.edu.au**

# Multicultural Programs



## English Language for Living & Working in Australia



**24LANENGLVLP/1/2/3**

This program provides an opportunity for learners to develop and practice their skills in terms of reading, writing and speaking English as well as an opportunity to learn about Australian workplace culture and employability skills. Learners will complete an online test of their current English skills to ascertain their individual needs and be placed in an appropriate class level.

**Students of all abilities are encouraged to attend.**

Day	Mondays, Tuesdays, Wednesdays
Dates	Ongoing, enrol at any time
Times	9.30am – 3.00pm
Fees	<b>FREE</b> - Eligibility criteria apply



## Multicultural Playgroup



**24LANMUMS**

A supported Playgroup for children.

Our playgroups offer a stimulating engagement opportunity for children and parents to make connections and learn together in a fun, safe and culturally appropriate environment.

Our playgroups support you in enhancing your parental knowledge and skills to support your child's development, socialisation and learning.

Day	Tuesdays
Dates	During school term; 16/4—25/6
Times	9.30am—2.30pm
Fees	<b>FREE</b> - Eligibility criteria apply



## African Homework Support Club

This program is an initiative aimed at assisting school students from African backgrounds with their studies and overall schooling experience. The program aims to strengthen the children's connection to community and culture and will offer young people a safe venue in which they can develop their academic abilities and feel personally supported.

The HWSC will provide support to students with literacy, numeracy and study skills, help build confidence, self-esteem and feelings of connection to the wider community and will provide a safe place to study.

Day	Tuesdays and Thursdays
Dates	During school terms
Times	4pm—6pm
Fees	<b>FREE</b> - Eligibility criteria applies

# Computer Courses

## Essential Computer Skills for Beginners

Windows 11 & Microsoft Office 2021



### 24DLECOMPB

Aimed at users with minimal computer experience, this course is designed to teach you how to use a computer effectively. The skills covered include the basics, like software and hardware, applications (apps) and programs, creating folders, copying and moving files and personalising your operating system.

You will practice exploring the internet, as well as sending and receiving email.

The course is delivered using Microsoft Windows computers. Feel free to bring your own laptop, or use one of ours.

Day	Thursday
Dates	Each program runs for 8 weeks. Call now to register your interest. Dates to be confirmed.
Times	9.30am - 12pm
Fees	Government Funded \$ 20.00
	Concession Fee \$ 10.00
	Fee for Service \$ 210.00

## Essential Microsoft Office Skills for Beginners

Microsoft Office 2021



### 24DLECOMPMS

This program introduces new users to the Microsoft Office suite of programs, which are common tools for business, study and personal applications.

You will get a hands-on introduction to the main tools: Word, Excel, PowerPoint and Outlook.

Learn the fundamental skills needed to begin creating documents, working with spreadsheets, building presentations and managing emails, contacts and events.

Day	Thursday
Dates	Each program runs for 10 weeks. Call now to register your interest. Dates to be confirmed.
Times	9.30am - 12pm
Fees	Government Funded \$ 20.00
	Concession Fee \$ 10.00
	Fee for Service \$ 210.00

## Microsoft Office Suite of Programs

Self-paced using program manuals and online support



### 24SELFCOMP

These self-paced courses are for users who have some computer experience and who need to learn Microsoft Office programs for either business, study or personal use. Courses are available at beginner and intermediate level for the following topics:

- Microsoft Word (Level 1 & Level 2)
- Microsoft Excel (Level 1 & Level 2)
- Microsoft Outlook (Level 1 & Level 2)
- Microsoft PowerPoint (Level 1 & Level 2)
- Microsoft Publisher (Level 1 & Level 2)
- Microsoft SharePoint (Level 1 & Level 2)

The courses are self-paced, completed at home using a provided work manual, and include four dial-in Zoom support sessions where you can ask questions, discuss problems and receive additional support.

Learners can enrol and commence at any time throughout the term. Your Zoom schedule and links will be provided to you on enrolment.

Day	Zoom Sessions on Tuesdays
Times	10am or 11am
Fees	Fee for Service (incl. manual) \$ 60.00



## FREE Public WiFi and Internet Access

Need to access your email account, search the internet or type up a resume?

Public computers with Wifi and internet access are available during opening hours.

No appointment necessary. Terms of Use apply.

# Arts & Culture / Health & Wellbeing

## Art Therapy and Mental Health



### 24LLNSKILLS

Art therapy for mental health recovery aims to provide a friendly and supportive environment where participants will learn to use their creative skills to:

- give voice to experiences and feelings not easily expressed in words
- relax and de-stress
- develop self-awareness and self-esteem
- work on social skills
- manage behaviours and/or symptoms
- solve problems by looking with a different perspective

Day	Mondays
Dates	15/4 - 24/6 (no class 10/6 public holiday)
Times	12.00pm - 2.30pm
Fees	No cost - eligibility criteria apply

## Sewing 101 and Patchwork Quilting

with Jenny

This class is for intermediate skilled to experienced patch workers. Bring along your machine, your patterns, your fabric and your ideas! Jenny Robison, formerly of Sewing Connections in Pakenham, will provide guidance and instruction on specific techniques to assist you in creating your perfect piece.

Day	Wednesdays
Dates	17/4 - 26/6
Times	9.30am - 12pm
Fees	up front payment for the Term

## Painting Classes

with Janine

Aspiring and practising artists of all ages and levels of ability can learn and enjoy painting. Learn brush techniques, basic principles of contrast, depth and balance. Choose your own subject, materials and medium (acrylic, oils, watercolour, pen work etc). No previous experience necessary.

Day	Thursdays
Dates	18/4 - 27/6 (no class 25/4 public holiday)
Times	9.30am - 12pm <b>or</b> 1pm - 3.30pm
Fees	up front payment for the Term

## Tai Chi

with David

Participate in this ancient Chinese exercise, a tradition that has evolved over centuries to become a means of alleviating stress and anxiety – a form of "meditation in motion." Tai Chi helps promote fitness, serenity and inner peace.

Day	Tuesday
Dates	16/4 - 25/6
Times	Advanced: 8.30am - 9.30am Beginners: 9.30am - 10.30am
Fees	\$5 per session

## Fitness 55 Plus

with Sandra

This fun and friendly class includes gentle cardio, core work and balance elements of fitness as well as strength training. Regular exercise can improve the symptoms of arthritis, heart disease, diabetes, osteoporosis and pre-existing injuries. Your qualified instructor will tailor the class to each person's individual fitness level. If you are new to exercise you will learn the basics in a safe and supportive environment. If you regularly exercise but would like to work with a class of like-minded people we can teach you how to get more out of your workout.

Day	Thursdays
Dates	18/4 - 27/6 (no class 25/4 public holiday)
Times	10.30am - 11.30am
Fees	Contact Sandra 0407 104 400

## Mat Pilates

with Sandra

Your qualified instructor will guide you through a series of exercises that will help improve core control (the abdominal muscles), posture, muscle tone, balance, strength, flexibility, body awareness and co-ordination. Pilates addresses the body as a whole working to correct any imbalance caused by injury or poor posture. All exercises are controlled and movement is co-ordinated with a specific breath pattern to stretch and strengthen the muscles. The exercises are all performed on the floor so it is essential you bring a mat to class for your comfort.

Day	Thursdays
Dates	18/4 - 27/6 (no class 25/4 public holiday)
Times	9.00am - 10am
Fees	Contact Sandra 0407 104 400

## Imagine Your Creation

with Rudy

A new art class for professionals and amateurs alike, which is skills-based and with a strong focus on imagination.

Explore your painting, drawing, illustration, writing and conceptual & philosophical artistic and creative abilities.

Learn how to find inspiration from the environment and also from within.

Rudy has some 50 years experience working as a professional artist and teacher. He wants to help you find "something to say" through your work.

We are currently taking expressions of interest for 2024. Keep an eye on the website for details or call 5941 2389 to register interest or for more information.



# Women's Friendship Café Pakenham

**Thursdays - 9.30am -12pm**

WFC aims to provide a safe welcoming environment where all women can relax, make friends and contacts, share experiences, learn new ideas and skills, and find pathways to connect to services and opportunities.

WFC aims to foster connectedness and inclusion in the Pakenham neighbourhood.

WFC aims to build confidence in women so they can strengthen their families and take up new challenges.



## Cardinia Men's Shed

***Providing special interest, social and wellbeing opportunities for men throughout Cardinia Shire...***

Make new friends, find new opportunities and learn new skills. Cardinia Men's Shed was established to provide an opportunity for men throughout Cardinia Shire to come together to meet new friends, share information and undertake projects together every Wednesday at 10.00am, at Living & Learning Pakenham.

Activities available include:

- Beginners Art Class
- Basic Woodworking & Carpentry
- Gardening in the Community
- Social Group



## Road Safety program for women

This program is designed to educate women newly arrived in Australia, aged over 21 years, on all aspects of safe transport usage in Australia. It includes discussion on how to share the road safely as a driver, pedestrian, cyclist, motorcyclist or public transport user.

The course will look at key risk factors and related laws and responsibilities.

Importantly the course will also discuss the role adults play in supervising young children as pedestrians, passengers and cyclists.

As part of the program participants will receive support to gain their learner permit or probationary licence.

This will include up to three professional driving sessions with a qualified driving instructor.

The program begins 10am—12:30pm on 23 April and runs for four weeks. There is no cost and eligibility criteria apply.

Phone reception on 5941 2389, or email [admin@livinglearning.org.au](mailto:admin@livinglearning.org.au) for further information.



# Community Garden and Nursery

## *Cultivating community and growing food*

For over 10 years the Pakenham Community Garden has provided local families and curious gardeners alike a beautiful, ever-evolving and growing community garden space.

Full of incredible colours, smells, as well as tasty fruits and

vegetables, this garden spans over 600 square metres and is maintained by a crew of passionate volunteers who enjoy getting together on a weekly basis to learn and share knowledge and ideas about plants, ecology and permaculture.



### The World Food Gardens

The World Food Gardens represents and celebrates many of the different and unique food plants that are culturally significant to community groups who call Pakenham home. You can expect to discover crops like Okra, Chickpea, Amaranth, Bitter melon and Romanian parsley. Sign up to this group and learn about all the plants that can be grown in this local climate.

### Sensory Play Gardens

This space is the newest addition to the Community Garden, seeking to provide a rich sensory and ergonomic experience to

the youngest of the next generation.

After engaging with community and scout groups, the design of this garden will feature strawberry towers, a mud kitchen, vegetable and herb planters and edible indigenous plants

### Community Compost Hub

The Pakenham Compost Hub is a community-run place where local residents can sign up to become members of this hub and drop off their weekly food waste and see it turned into lovely compost.

There are monthly induction sessions to help people understand the composting process and how they can get involved.

This compost hub inspired the establishment of the Community Alliance For Waste Reduction and Sustainability. To register visit phone us on 5941 2389.

### Nursery

Using organic practices, volunteers help cultivate a range of seasonal herb, vegetable and flower seedlings for local schools, farms and the greater community.

Community members may purchase seedlings on Monday and Friday mornings, as well as at Plant and Seedling markets which are held throughout the year.

## Community Alliance for Waste Reduction and Sustainability

This project is to establish an inter-municipal network of community compost hubs, repair cafes and coffee cup collection points across Melbourne's eastern & southern suburbs to increase opportunities for community-supported resource recovery and waste reduction.

Inspired by the Collective Impact approach, we believe by connecting and collaborating with groups and organisations across different sectors in this space, this will maximise our impact on tackling barriers faced by everyday families/people when becoming better recyclers and up-cyclers.



## Featured ...

### Community Pantry

The Community Pantry supports local individuals and families with non-perishable food and personal items. Available goods often include items like pasta, rice, tinned food and toiletries.

It is located on the entry deck and is accessible 24/7.

The pantry is unfunded and relies on donated goods by local individuals and businesses.

If you require food, please help yourself to what you need.

If you can donate goods to the pantry please place non-perishable items in the pantry at any time.

If you would like to make a cash donation to go toward restocking the pantry please give us a call on 5941 2389, or visit our home page at [www.livinglearning.org.au](http://www.livinglearning.org.au) and click on the Donate Now button.

*"Take what you need, leave what you can"*



### Professional Recording Studio.... it's here!

Like blogs and social media, podcast are democratising the way people share their thoughts with the world, with the episodic audio series continuing to gain traction with listeners seeking both entertainment value and educational dialogue.

Our podcast studio is ideal for recording your first podcast — or your fortieth. The hardest part of starting a podcast is coming up with a great idea.

While your creative juices are flowing, we are putting the final touches to our

recording studio. It is about to go live very soon.

When you're ready to start recording, give us a call on 5941 2389 to discuss our great introductory rates and to make your booking.

You'll find everything you need in a recording studio, including up to the minute equipment, a quiet, insulated recording environment and a friendly place to create your content.



### Nationally Recognised training



#### First Aid Courses - delivered by Victorian First Aid Services (RTO 41360)

Victorian First Aid Services delivers a wide variety of first aid courses at LLP premises each month, including:

- HLTAID009 Provide Cardiopulmonary Resuscitation
- HLTAID011 Provide First Aid (includes CPR)
- HLTAID0012 First Aid in Education and Care Setting

For all enquiries and enrolments visit the Victorian First Aid Services website at [www.victorianfirstaid.com.au/pakenham](http://www.victorianfirstaid.com.au/pakenham)



[www.victorianfirstaid.com.au/pakenham.htm](http://www.victorianfirstaid.com.au/pakenham.htm)

# Facilities, rooms & spaces for hire

## Shared Facilities

- Community Kitchen and Dining Space
- Disability Access/Lift
- Free Wi-Fi, Public Access Computers
- Community Garden



## Community Room

Seats up to 22 with tables. Up to 60 theatre style. Data projector and screen is available. Whiteboard and TV included.

**Room Size: 720cm x 610cm & can be extended to 1340cm x 610cm**



## The Lounge

Suitable for support groups. Includes self-contained kitchenette. Whiteboard, TV and/or data projector with screen.

**Room Size: 930cm x 700cm**



## Small Consulting Suite

Private room. Contains desk and office chair plus a small 4-person meeting table.

**Room Size: 370cm x 230cm**



## Art Studio

Art and crafts room. Suitable for wet & dry activities. Room can be split into 2 areas. Easels available for use.

**Room Sizes: 700cm x 720cm & can be extended to 1300cm x 720cm**



## Large Activity Room

Perfect for physical activities. Mirrored wall. Previously used as a dance studio.

**Room Size: 1280cm x 960cm**



## Computer Room

Ten laptop PCs running Windows 11 and Office 2021, each with external monitor, keyboard and mouse. Room includes data projector and screen, Whiteboard and pin board. WiFi connected.

**Room size: 720cm x 450cm**



Please contact our friendly administration staff for all enquiries about rates and availability. Phone 5941 2389 or email [admin@livinglearning.org.au](mailto:admin@livinglearning.org.au). Room hire enquiry form can be found on our home page at [www.livinglearning.org.au](http://www.livinglearning.org.au)