

Outlook Community Centre is a community based organisation that aims through its services to provide members of the community with lifelong learning and skills development. We provide support for families and individuals, encourage community development, personal empowerment and growth. All members of the community are able to access the Centre. A range of programs and activities are delivered by skilled/qualified tutors in response to community needs.

**Enrolments:** Please enrol early as class sizes are limited. Enrolments in our courses or activities can be made in person or by phone.

**Cancelling a Booking and Refunds:** Refunds will be considered if they are received 5 working days prior to the commencement date of the course/activity. No course fee will be refunded once a course or activity has commenced. Commencement of courses/activities is subject to sufficient participant numbers to cover course costs.

**Payments:** Can be made in person or forwarded to our postal address along with your name and the course details. Full payment of course/activity is preferred at time of enrolment. Arrangements can be made for fees to be paid in instalments in cases of hardships. Applications must be made to the Centre. Students with a Health Care Card or Concession card are required to provide this card themselves at time of payment to qualify for the concession rate.

#### **Funding Acknowledgement**

We would like to acknowledge financial support from:  
**Adult, Community and Further Education  
Cardina Foundation**

**Fees and Charges:** Being a not for profit organisation, the aim is to keep the fees and charges affordable and provide access to courses in the fairest and most equitable way. Government funded course fees have been set in accordance with Ministerial Directions on Fees and Charges.

**Your Privacy:** Your privacy is important to us. Any personal information, collected from you is kept secure and confidential.

**Customer Feedback:** We care about your opinion of our Community Centre and whether we are meeting your needs. You have a right to have your complaint heard and dealt with in a systematic way. In the first instance please discuss the matter with your tutor or Centre staff.

**Accredited Courses:** For participants undertaking an accredited course, assessment is consistent with the Australian Quality Training Framework. Assessments are planned, conducted and validated by appropriated qualified staff.

ACFE courses are subsidised by the Adult, Community and Further Education (ACFE).

**Facilities for Hire:** Outlook has a range of rooms, services, equipment and resources available to the community.

**Outlook Volunteer Program:** Would you like to help others at work: Become an Outlook Volunteer. Opportunities currently exist to support Adults with a Disability in a work experience/volunteering role on a one to one basis in the local community. Placements may include pet shops, opportunity shops, childcare centres, or you can provide assistance by simply driving a client to their work place. Anyone interested can contact Lisa Bould, Volunteer Co-ordinator on 5941 1535.

**Outlook  
Greenery**

*"Grow with us"*

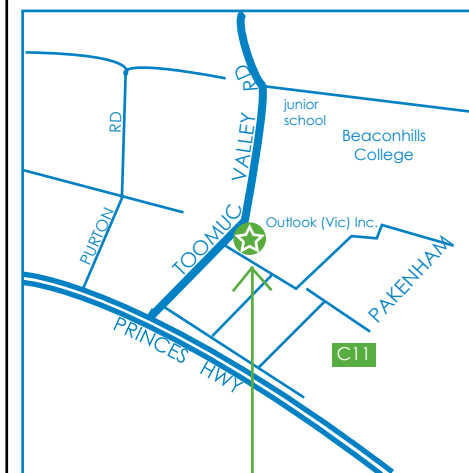
- Quality plants
- Extensive Selection
- Competitive prices
- Including bare rooted fruit & ornamental trees in mid June/July

Open 7 days a week: 9.00am - 4.30pm  
24 Toomuc Valley Road, Pakenham  
Enquiries: 0438 403 608

Outlook Inspires Fully Inclusive Communities

**Outlook**  
COMMUNITY CENTRE

Ph: 59 411535



**Outlook**  
COMMUNITY CENTRE

Office Hours:  
Mon-Fri 9.00am - 4.00pm  
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24 Toomuc Valley Road,  
Pakenham 3810  
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Fax: 5940 1063

Website: [www.outlookvic.org.au](http://www.outlookvic.org.au)  
Email: [communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)

**COURSES ARE AVAILABLE FOR ALL  
MEMBERS OF THE COMMUNITY**

Course Guide: Term 3, 2009

Health and  
Wellbeing

Children's  
Classes

Craft and  
Hobby

Computer  
Training

Professional  
Training

Support  
Groups

General  
Interests



## Craft, Cooking and Hobby Cont'd

### **\*NEW\* Wire & Bead Jewellery Class - Beginners**

Learn simple jewellery making techniques. Participants will make a project each week using different materials and techniques. You will take home a Tigertail necklace, a multiple strand necklace, a neckring or memory wire piece and a pair of earrings. Kit details available upon booking.

Thursday 30 July 4 weeks 6.00pm - 8.00pm Cost: \$60 Plus Kit

### **\*NEW\* Intermediate Wire Work**

Create a stunning wire work necklace. Learn how to create your own amazing wire beads, wrap beads, create beautiful links, and make your own special jump rings and clasps to create a truly unique piece of jewellery. Kit details available upon booking.

Thursday 27 August 4 weeks 6.00pm - 8.00pm Cost: \$60 Plus Kit

### **\*NEW\* Intermediate Sewing Class**

Learn how to complete a garment using a commercial pattern. You will need your own sewing machine Plus Enthusiasm!

Monday 27 July 8 weeks 9.30am - 11.30am Cost: \$80

### **Art/Craft for Beginners**

These sessions are designed for people with special needs and will incorporate various art & craft techniques including jewellery making, porcelain painting, hand decorated soaps, basic floristry and painting techniques.

Tuesday 14 July 11 weeks 9.30am - 12.00pm Cost: \$66

### **Shop and Cook for Beginners**

These sessions are designed for people with special needs to build a basic understanding of ingredients and techniques needed to produce quality, delicious lunches.

Wednesday 15 July 11 weeks 9.30am - 12.00pm Cost: \$66

### **Cardinia Crafters**

Cardinia Crafters are a community group who share craft ideas. They meet at Outlook Community Centre on the 2nd Saturday of each month from 10am - 3pm. Anyone is welcome to drop in for a look. For more information contact Margaret on 5629 5403.

## Self Development

### **\*NEW\* Beauty Workshops**

Have you always wanted to know how to choose the most flattering colours for your skin tone? Do you want to know how to apply your make-up to achieve a professional look that enhances your natural features? Then this course is for you! Build confidence and have fun while learning all the tips and tricks of the trade. Topics include - recognise your face shape to choose a flattering hair style, learn if warm or cool tones bring out the best in your skin, find out how to CORRECTLY choose a foundation colour, quickly turn day make-up into a glamorous evening look, plus much more...! Instruction manual included. Please bring your make-up bag and a free-standing mirror.

Tuesday 11 August 3 weeks 6.00pm - 9.00pm Cost: \$60

### **Heavy M.E.T.A.L Group (Men's Education Towards Anger & Life)**

Phone David on 0401 766 877 for more details

## General Interest

### **Free Legal Advice**

Do you need advice about a Court matter, personal problem or legal matter? If so, and you would like free legal advice, please call centre to book your 15 minute appointment. **Bookings are essential**

Sessions: Wednesday 29 July 6.00pm - 8.00pm  
Wednesday 12 August 6.00pm - 8.00pm  
Wednesday 26 August 6.00pm - 8.00pm  
Wednesday 9 September 6.00pm - 8.00pm

### **\*NEW\* Italian for Travellers**

An introduction to basic Italian language, pronunciation and ability to read signs, greetings, introducing yourself and others. Learning common phrases, asking for directions and how to get around Italy without frustration. Your Tutor is Luciano.

Tuesday 28 July 8 weeks 10am - 12 noon Cost: \$130

### **\*NEW\* Women's Social Group - "Golden Girls"**

The *Golden Girls* are a social ladies group who get together for friendship, functions and fun. We meet on the 4th Thursday of each month. For more information please call Mary on 9411 915 or Bev on 59 411 537.

### **Men's Shed**

What is a Men's Shed? - A place to meet and share opportunities, practical experiences/ideas, meet other people and to contribute to the community. A place to go and spend some time talking about everyday things - golf, fishing, gardening, do some woodwork, participate in community activities, access services, further education and information you didn't know existed.... all in the company of other men. The Shed is open to men of all ages, nationalities, abilities and walks of life. Just come and have a look, there is no obligation to stay! Please phone Dennis 0409 861 088 or staff for further details.

Wednesday 15 July 11 weeks 10.00am - 2.00pm \$2 per session

### **Music Lessons for Beginners**

Learn to play the guitar, keyboard or sing. All ages welcome from 7 onwards. Contact Leslie Martin on 5942 7730 or 0413 012 625

**COURSES ARE AVAILABLE FOR ALL MEMBERS OF THE COMMUNITY**

## TUTORS/TRAINERS REQUIRED:

The Outlook Community Centre provides a range of accredited and non accredited training.

Our aim is to inspire communities to grow together and work towards a common goal of inclusiveness and life long learning.

We are located in Pakenham and currently seeking expressions of interest from tutors/trainers for training delivery in the following areas:

Cooking, Computers, Scrapbooking and other Art & Craft areas.

Tutors/trainers will be required to supply a current and successful police check.

For further information please contact the Outlook Community Centre Manager on 5941 1535

or email - [communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)

## Pakenham and District U3A Classes for Term 3, 2009

### Outlook & U3A Proud Partners

For Adult Learners - Annual Membership Fee (January to December) \$30

U3A Houses - 45 and 37 James Street, Pakenham

P.O. Box 542, Pakenham 3810

Phone 5941 4163 or 5941 4164 for bookings or enquiries.

Email: [paku3a@aanet.com.au](mailto:paku3a@aanet.com.au) Website: [paku3a.websyte.com.au](http://paku3a.websyte.com.au)

Term 3 Program starts 13th July, 2009

#### COMPUTER CLASSES - BOOKING ESSENTIAL

Introduction to Computers for Raw Beginners	Friday 17 July	\$20	10.00am - 12.00noon	4 weeks
Introduction to Publisher	Thursday 16 July	\$20	10.00am - 12.00noon	4 weeks
Advanced Publisher	Thursday 13 August	\$20	10.00am - 12.00noon	4 weeks
Creative Computer	Friday 14 August	\$20	10.00am - 12.00noon	4 weeks
Photoshop 3 (Computer skills required)	Wednesday 15 July	\$20	10.00am - 12.00noon	4 weeks
Photoshop 6 (Computer skills required)	Friday 24 July	\$20	10.00am - 12.00noon	4 weeks
Note:Photoshop Brushes, Patterns & Gradients	Thursday 23 July	\$10	1.00pm - 3.00pm	2 weeks
Excel for Beginners	Tuesday 21 July	\$20	10.00am - 12.00noon	4 weeks
Camera Card	Tuesday 28 July	\$5	10.00am - 12.00noon	1 session
Camera card readers available for use and/or purchase.				
USB Memory Stick	Friday 11 September	\$5	10.00am - 12.00noon	1 session
Sticks available for use in class and/or purchase				
Internet Email and Web Search	Wednesday 9 September	\$10	10.00am - 12.00noon	2 weeks
Picasa	Thursday 10 September	\$5	10.00pm - 12.00noon	1 session
A First Look at Vista	Tuesday 28 July	\$20	1.00pm - 3.00pm	2 weeks
Introduction to Word 'Saturday class'	Saturday 25 July U3A Members	\$10		

**GENERAL CLASSES - All classes listed below are covered by your annual membership fee of \$30 (unless otherwise indicated)**

#### HISTORY

The Koran	2nd & 4th Friday of month	10.00am - 12.00noon
Historical Portraits	Every 2nd Wednesday	10.00am - 12.00noon

#### ARTS, CRAFTS, MUSIC AND LITERATURE

Paper Craft, Cards and Boxes - All materials provided	1st & 3rd Tuesday of month \$3 per session	10.00am - 12.00pm
China Painting	Fridays	1.00pm - 3.00pm
Scrapbooking - All basic materials provided	2nd & 4th Monday of month \$5 per session	1.00pm - 3.00pm
Writers Group	1st & 3rd Wed of month	1.00 - 3.00pm
Painting a class in all mediums	Thursdays	10.00am - 12.00pm
Stitches	2nd & 4th Wed of month	1.00pm - 3.00pm

#### Music Keyboard Learn to Read, Play and Enjoy Music

Beginners	Mondays	11.30am
Advanced	Mondays	1.00pm
Intermediate	Mondays	2.00pm
Trad Jazz Listening	1st & 3rd Tuesday of month	1.00pm - 3.00pm

#### General

Philosophy	Mondays	10.00am - 12.00pm
Scrabble	1st & 3rd Tuesday of month	1.00pm - 3.00pm
Current Affairs	1st & 3rd Thursday of month	10.00am - 12.00pm
Bush Walking Group	4th Saturday of Month	

Day trips, BYO Lunch, pool cars to destination. Meet at U3A House 10am