

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 Shire Council Department of Planning & Community Development**

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.

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: Volunteering is a great way to become involved in your community, gain new skills, meet new people and pass on some of your skills and experience to others. Volunteering is open to all ages, so if you have skills or time to share with Outlook, Sarah will try and find the volunteer opportunity for you. Currently we are particularly interested in anyone who wants to volunteer in Outlook Greenery, has website design skills, driving clients to their volunteer workplace or client support in Cranbourne, Narre Warren, Berwick, Emerald & Pakenham. If you are interested in volunteering with Outlook please contact Sarah Kelly, Volunteer Co-ordinator on 5941 1535 or email SarahK@outlookvic.org.au.



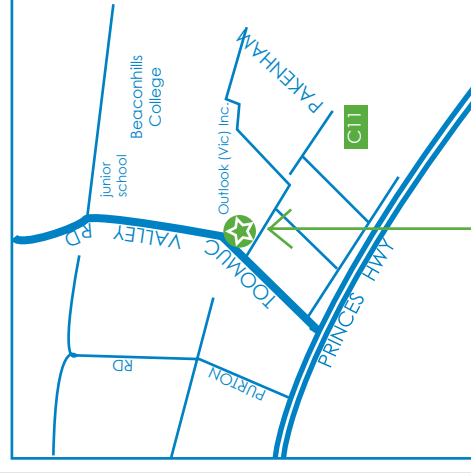
- Quality plants including bare rooted roses & trees
- Extensive Selection
- Reasonable prices

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

Plant sales help support training and employment for adults with a disability



Ph: 59 411535



Office Hours:

Mon-Fri 9.00am - 4.00pm

Ph: 59 411535

PO Box 90

24 Toomuc Valley Road,

Pakenham 3810

Melways Ref: 316 A4

Fax: 5940 1063

Website: www.outlookvic.org.au

Email: communitycentre@outlookvic.org.au

COURSES ARE AVAILABLE FOR ALL MEMBERS OF THE COMMUNITY

Health and Wellbeing

Children's Classes

Craft and Hobby

Computer Training

Professional Training

Support Groups

General Interests

Professional Training

Apply First Aid - HLTA301B (Level 2)

This accredited course is designed to enable participants to develop the knowledge and skills needed to provide basic first aid, life support and effective management of casualty(s) until the arrival of medical or other assistance. A book will be provided prior to the course which will require completion before attending the full day.

Monday 27 September 1 session 9.30am - 4.00pm Cost: \$185

Cardiopulmonary Resuscitation (CPR) HLTCP201A

This accredited course is designed for participants wishing to update CPR qualifications or gain CPR qualifications.

Tuesday 28 September 1 session 9.30am - 12.30pm Cost: \$70

Asthma Management and Anaphylaxis

This accredited course is a full day course (2 half day sessions) which will cover both Asthma Management and Anaphylaxis response.

Saturday 24th July 1 Session 9.30am - 5.00pm Cost: \$110 (\$55 per session)

The Occasional Counsellor Workshop

The aim of this workshop is to introduce the participants to the skills of counselling. To teach simple practical strategies for assisting individuals who are worried or upset. Please call centre for more outline details of the workshop. Includes afternoon tea.

Friday 23 July 1 session 12.30pm - 4.30pm Cost: \$100

Resume Writing - Be a Winner!

Learn the art of planning and writing an impressive resume. Learn about objective career targeting; clarity; presentation; and what not to put in a resume. Sessions include Job Interview techniques and instruction on how to job search online.

Friday 23rd & 30th July 10.00am - 11.30am Cost: \$25 total for 4 sessions

Friday 6th August 10.00am - 12.00pm

Friday 13th August 10.00am - 11.00am

Disability Awareness Session

This session gives a good insight to those wishing to enter the disability field, or even updating your skills, and includes gaining a better understanding of what is a disability, models of support and ways of interacting with people with a disability.

Wednesday 8 September 1 session 4.30pm - 6.00pm Cost \$5.00

Computer Courses

Computers for Beginners - Level 1

An introduction to computers for complete beginners - no experience necessary. Build skills and confidence to enable you to safely use and operate a computer and look at a number of the typical programs you might find.

Thursday 5 August 6 weeks 10am - 12.00noon Cost: \$55 ACFE Funded

Computers for Beginners - Level 2 (Intermediate)

This course delves a little deeper into the typical programs on a computer, plus basic management of the files and folders you create.

Wednesday 4 August 3 weeks 1.00pm - 3.00pm Cost: \$40.00

Basic Maintenance for Home Computers

Computers are like all other mechanical tools, they need regular maintenance to ensure they perform at their best. This course will show you how to perform the simple things to optimise your computer's speed and performance.

Tuesday 10 August 3 weeks 1.00pm - 3.00pm Cost: \$40.00

Craft, Cooking and Hobby

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 20 July 9 weeks 9.30am - 12.00pm Cost: \$55.00

Shop and Cook/Lifeskills 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 21 July 9 weeks 9.30am - 12.00pm Cost: \$55.00

Thursday 22 July 9 weeks 9.30am - 12.00pm Cost: \$55.00

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.

Expressions of Interest for classes in Term 4, 2010

Craft Group - Finish that project

Women's Home Maintenance

Budget Cooking

Know your fresh Herbs

New Trend Vegies - How do I cook them

Customer Service Training

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 co-ordinator on 5941 1535

or email - MargitC@outlookvic.org.au

The following courses are provided by

Cardinia U3A Inc.

at 45 James Street, Pakenham

****Phone 5941 4164 for bookings or enquiries****

Term 3, 2010

For Adult Learners - Annual Membership Fee (January to December) \$35

45 James Street, Pakenham

P.O. Box 542, Pakenham 3810

Email: paku3a@aanet.com.au Website: paku3a.websyte.com.au

COMPUTER CLASSES - BOOKING ESSENTIAL - Notes Provided for all computer classes

Introduction to Computers for Beginners	Tuesday 13th July	\$20	10.00am - 12.00noon	4 weeks
Introduction to Computers for Beginners	Thursday 12th August	\$20	10.00am - 12.00pm	4 weeks
Introduction to the Internet	Monday 19th July	\$10	1.00pm - 3.00pm	2 weeks
Picasa	Wednesday 14th July	\$10	10.00pm - 12.00noon	2 weeks
Introduction to Publisher	Thursday 15th July	\$20	10.00am - 12.00noon	4 weeks
Advanced Publisher	Wednesday 4th August	\$20	10.00am - 12.00noon	4 weeks
USB Memory Stick	Thursday 22nd July	\$5	1.00am - 3.00pm	1 session
Camera Card	Friday 26 March	\$5	10.00am - 12.00noon	1 session
Adobe Photoshop 1	Thursday 5th August	\$20	1.00pm - 3.00pm	4 weeks
A Course in Digital Photography	Tuesday 13th July	\$20	10.00am - 12.00noon	4 weeks

GENERAL CLASSES - All classes listed below are covered by your annual membership fee of \$35 (unless otherwise indicated)

HISTORY

Historical Portraits	Wednesday		10.00am - 12.00noon
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ARTS, CRAFTS, MUSIC AND LITERATURE

Painting, a class in all mediums	Thursdays		9.30am - 11.30am
Paper Craft, Cards and Boxes - Materials provided	1st & 3rd Tuesday of month	\$3 per session	10.00am - 12.00noon
Bonsai Culture	1st & 3rd Mondays		1.00pm - 3.00pm
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
Stitches - Own equipment required	2nd & 4th Wed of month		1.00pm - 3.00pm

Music Keyboard Learn to Read, Play and Enjoy Music

Beginners - Manual required	Mondays		10.30am
Intermeditate	Mondays		11.30am
Advanced	Mondays		1.00pm
Intermediate	Mondays		2.00pm
Traditional Jazz Listening	1st & 3rd Tuesdays		1.00pm - 3pm

General

Scrabble	1st & 3rd Tuesday of month		1.00pm - 3.00pm
Current Affairs	1st & 3rd Thursday of month		10.00am - 12.00pm
Philosophy	2nd & 4th Monday of month		10.00am - 12.00noon
Modern Philosophies	2nd & 4th Friday of month		10.00am - 12.00noon
Lectures by John Koch	Wednesday 14th July - 18th August		1.00pm - 3.00pm
Parts 1 & 2 Sacred Geometry. Parts 3 & 4 The Nature of Reality as we experience it.			
Part 5 The Mayan Calendar. Part 6 Crop Circles(Movie) - BOOKINGS ESSENTIAL			
Gentle Exercise	Weekly from Friday 16th July		10.00am
Designed to be a not too demanding course			