

ENROLMENT INFORMATION

Book into a class:

- in Person (CEACA Office)
- over the phone on 5772 1238
- via email admin@ceaca.com.au

Payment of Course

- required 5 business days (min) before class commences

Payment can be made

- in person with cash
- by Credit Card or EFTPOS over the phone or in person (1.95% surcharge)
- by Electronic Funds Transfer

Refunds

Will be provided in the event:

- CEACA cancels the course due to insufficient numbers
- you notify us of a cancellation at least 1 week prior to class commencement
- there will be no refund after a class has commenced

AVAILABLE AT CEACA

Computer and Internet Access available for community use

Printing, photocopying & laminating

Room Hire

Looking for a venue in a central location to hold meetings, events, workshops, seminars, meet clients, hold band practice or host clubs?

Rooms include our large courtroom, classroom style Studio room, two offices, one with comfortable couches and the other with desk and small table, and a computer room. Flexible room set ups. For costs, or to make a booking please contact the CEACA office on 5772 1238.



CENTRELINK

Did you know that CEACA is your local Centrelink Agency? We can assist with:

- access to Centrelink telephones, computers, printers & fax machine
- support to lodge claims or sign up for online services
- verification of identification
- information, forms and brochures
- enquires, assistance, guidance or referrals
- access reply paid envelopes

Office Hours for Centrelink

- Monday 9 am - 4pm
- Wednesday 9am - 12 noon



EXTERNAL TRAINING



FIRST AID AND ANAPHYLAXIS TRAINING

Courses are held regularly for accredited first aid and anaphylaxis training. For bookings and enquires please contact Leigh Munro on 0429 391 773

(RTO 4659 DAN Asia Pacific)

BOAT & PWC LICENCE TRAINING

The fresh breeze, the cool spray, the need for skis or the thrill of a catch... whatever calls you out onto the water, this course will get you there.

A certificate will be issued on the night and is valid for 12 months. The certificate must be presented at Vic Roads and fees paid to obtain a five year licence.

Date: 8 February (repeat) & Friday 6 March (repeat)

Time: 6-10pm

Cost: \$120 (Boat and PWC), or PWC only \$90 (must already have a marine licence)

SUPPORTED BY CEACA



UNIVERSITY OF THE THIRD AGE, MURRINDINDI EAST

U3A run many of their lifestyle classes at CEACA. For more information please contact Greta on 5772 1193 or email info@murrindindieastu3a.org.au



EMERGENCY RELIEF SERVICES

Available at CEACA on Mondays during the school term from 10am—12 noon. To make an appointment please call 0429 513 002 or 5799 2583. Emergency food & personal product bags are also available from the CEACA office Monday-Thursday 9am-4pm. Donations welcome.

CVGT EMPLOYMENT SERVICES

Available every Wednesday and Fridays at CEACA. For appointments please phone 5823 3480 or 0428 357 545.

PRODUCE SWAP & SHARE

Located on the veranda at CEACA the 'cupboard with character' provides a place for locals to share their excess garden produce over the warmer months.

The swap and share is flexible and open to everyone with locals invited to:

- give
- give and take
- take by donation or
- take for free (if in need)

Open during CEACA office hours, Monday to Thursday 9am-4pm.

MENZIES SUPPORT SERVICES (previously Dame Pattie Menzies Centre)

Menzies Support Services in Alexandra is an accredited local support service with qualified and experienced staff providing in home and community support to meet the identified needs of individuals with a disability. Please make contact to discuss how Menzies Support Services can support you to manage at home or to increase you or your loved ones participation in the community. Phone 5772 1888.



Term 1 2019: January to April

New year, New funding, New Name

We are delighted to announce that CEACA is now a funded neighbourhood house. This much needed state government funding will allow us to provide more classes, services and activities for you, all the while keeping fees affordable. We are looking forward to rebranding as **Alexandra Community Hub** early in 2019. Look out for our new logo, website and the community launch party to go with it.

You can also expect to see all new pre-accredited programs including Workshop Safety Induction and Best Practice, Carpentry, Digital Technology, Creative Arts & Design and Beauty, Nails & Hair. These programs provide a taster of a specific industry and allow for upskilling, giving participants the confidence and skills to apply for work or further training.

We continue to host a variety of groups and support organisations, including Salvocare, CVGT Employment Services, U3A, The Produce Swap and Share (Alexandra) and Centrelink. We have a variety of rooms available for hire and offer special rates for community members and groups. For further information see the back page of this brochure.

We are also looking to expand our community programs, catering for children, youth and adults, across arts & craft, health & wellbeing, practical & job seeking skills, cooking & health, gardening & outdoor, clubs and more. If you have a skill or talent you would like to share with others or a group you would like to establish or grow please contact us. CEACA will provide the room for your class, advertise your classes in our brochure and online, take bookings and collect money. We are very flexible and the class content, length, price and number of participants can all be discussed.

The Certificate II in Adult Education participants have been hard at work improving the CEACA gardens and finishing off our courtyard project. We look forward to this important program continuing into 2019. Call by the CEACA office and say hello to our friendly team, Coordinator Melanie, Administrative Officer Deborah, L2P Coordinator Karen and Reconnect Officers Karen and Jayne.



Certificate II Adult Education participants and staff enjoyed an end-of-year BBQ at CEACA

Contact Us

Phone: 5772 1238 or 5772 3387

Email: admin@ceaca.com.au

Address: 38A Downey Street, Alexandra
or PO BOX 255 Alexandra VIC 3714

CEACA office hours during term times

Monday to Thursday 9am to 4pm

Centrelink agency hours and school holiday office hours

Monday 9am to 4pm & Wednesday 9am to 12 noon



ACCREDITED AND PRE-ACCREDITED COURSES & L2P

GETTING THERE PROGRAM CERT II IN ADULT EDUCATION

The *Getting There Program* is an engaging and supportive learning and education program that helps individuals gain the confidence and skills to apply for and gain employment, or go onto further education.

Topics include, the world around us and how our cultural and social structures shape our lives, wellbeing, health and happiness, being a great employee and working with others, goals and your future, self management and budgeting, communication and technology at work, numbers and calculations in the workplace and job seeking skills.

CEACA is planning to offer this program in an ongoing sense should numbers allow. If you would like more information on this program please give CEACA a call on 5772 1238 or email admin@ceaca.com.au



SKILLS FIRST RECONNECT

The Reconnect Program offers one on one support to help people that may be facing barriers in attaining education or employment goals.

If you are:

- aged 17–19, not enrolled at school and did not complete Year 12 or equivalent
- or aged 20-64 and long term unemployed and have not completed a certified course, you may be eligible for the Reconnect Program.

Please contact Karen Stephens 0499 902 374 or Jayne Farnan on 0423 294 515 for more information.

PRE-ACCREDITED COURSES

WORKSHOP SAFETY DUCTION & BEST PRACTICE



Gain knowledge and experience in safe workshop practices. Build communication and teamwork skills and gain confidence in an industrial setting. May lead to certificate courses in timber manufactured products, furniture making, wood machining etc.

Sessions: 4 full days

Dates & cost: TBA

INTRODUCTION TO DIGITAL TECHNOLOGY

Develop a range of skills in digital technology, including basic computer skills, email, tablets, phones, internet and social media. Get job ready or just feel more confident with technology.

Sessions: 8 weekly sessions of 3 hrs

Dates & cost: TBA

CARPENTRY FOR BEGINNERS



Learn basic woodworking techniques, correct use of carpentry hand and power tools, basic joinery, overview of woodwork materials, design skills and OH&S. Could lead to certificate courses in building & construction, apprenticeships or paid employment.

Sessions: 8 weekly sessions of 4 hrs

Dates & cost: TBA

INTRODUCTION TO EQUINE F OTHERAPY



Introduction to Equine Podiotherapy, hoof maintenance and tools to use when dealing with shoeing. Can lead to a Diploma in Equine Podiotherapy.

Sessions: 1 full day

Dates & cost: TBA

CREATIVE ARTS & DESIGN



Learn to create, design and develop a range of different projects using different mediums, including mosaic, drawing, painting, art and craft and upcycling. Could lead to employment in retail or market stalls.

Sessions: 10 weekly sessions of 3 hrs

Dates & cost: TBA

PRE-ACCREDITED COURSES

SEWING & FASHION SKILLS

Build knowledge of textiles, sewing and fashion. Create patterns, design and develop projects and gain confidence in using a sewing machine. Can lead to employment, home sewing business or further study in fashion and design.

Sessions: 8 weekly sessions of 3 hrs

Dates & cost: TBA

INTRODUCTION TO BEAUTY NAILS & HAIR



An introduction to basic beauty skills, including make-up application, nails, hair styles and basic hair trimming. May provide a pathway to employment or certificate courses in make-up, skin care, hairdressing or beauty.

Sessions: 7 weekly sessions of 3 hrs

Dates & Costs: TBA

L2P

LEARNER DRIVERS

L2P assists learners under 21 years of age, without access to a supervising driver or vehicle to gain the 120 hours of driving experience required to apply for a probationary licence.

- Young people are matched with licenced, screened mentors.
- The L2P car is used for participants to gain driving experience.
- Participants must be aged between 16-20 years and have a current learner's permit

VOLUNTEER MENTORS

CEACA is always on the lookout for volunteer drivers. If you:

- are interested in helping young people
- are over 21 years of age
- have a full Victorian driver's licence
- are willing to be screened by the L2P program
- are willing to undertake the Vic Roads training program

Please Call Karen Stephens on 5772 1238 or email alexandral2p@ceaca.com.au

WORK SKILLS AND LIFESTYLE & LEISURE CLASSES

WORK BASED SKILLS

FOOD HANDLERS (USE HYGIENIC PRACTICES FOR FOOD SAFETY)

With Karen Stephens

An entry level qualification needed to work with food, this course will teach you how to handle food safely in the workplace.

Date: TBA

Time: 5:30 - 9pm

Cost: \$90



FOOD SAFETY SUPERVISORS

With Karen Stephens

The required qualification to supervise employees in the workplace, this course will teach you how to manage and supervise a kitchen and fulfil the legislative requirements for a business.

Date: TBA

Time: 5.30-9pm

Cost: \$135

Code: SITXFSA002



PROVIDE RESPONSIBLE SERVICE OF ALCOHOL (RSA Certificate)

The required certificate to work with alcohol in a licensed premises. Learn to safely and legally handle and provide alcohol. This course is registered with the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

Date: TBA

Time: 5pm—9pm

Cost: \$100



BASIC BARISTA TRAINING

With Steve & Lucy Collins

This course will provide you with basic skills and knowledge, how espresso coffees are constructed, to extract espresso and texture milk with practice. Learn how to safely operate and clean the espresso machine and grinder. Make a start in the cafe industry or a better coffee at home.

Date: TBA

Time: 5.30-8.30pm

Cost: \$85

FREE TAFE COURSES

WITH GOTAFE & SWINBURNE

CEACA will partner with GoTafe and Swinburne to offer free TAFE for Priority Courses. This is a Victorian Government initiative that will cover tuition fees for eligible students wanting to train in courses that lead to jobs in demand by Victorian employees.

The following courses may be hosted by CEACA, should numbers allow:

- Cert III in Hospitality
- Cert III in Horticulture
- Cert IV in Building & Construction
- Cert IV in Engineering
- Cert III in Community Services
- Cert III in Allied Health Assistance
- Cert IV in Accounting & Bookkeeping

For further information contact CEACA on 5772 1238.

SCIENCE & TECHNOLOGY FOR

SCIENCE FOR PRE-SCHOOLERS

With Cec Ladd



Cec is a trained science teacher with a passion for exploring and sharing knowledge of the natural world. These science based activities are especially designed for your pre-schooler: explore science and do experiments using our senses of sight, sound, touch and smell and have lots of fun. Best for children who can follow basic instructions (2.5+ years). Parent participation is required.

Date & Time: TBA

Cost: \$12 per child per session

ART & CRAFTS

CHINA PAINTING

With Chris Chamberlain

This group meets on the first two Fridays of each month from 10am - 3pm to paint on china. Workshops are held with the tutor on the first Friday of every month for \$35 and the second Friday of each month is a self help day for \$5. There are experienced helpers at all sessions to assist you.

HEALTH AND WELLBEING

MENTAL HEALTH FIRST AID

With Jenny Wilkinson



This two day Standard Mental Health First Aid course will teach you how to provide initial support to other adults who may be experiencing a mental health problem or mental health crisis until appropriate professional help is received or the crisis resolves, using a practical, evidence based Action Plan.

This course is based on guidelines developed through the expert consensus of people with lived experience of mental health problems and professionals.

Mental health problems covered include: depression, anxiety problems, psychosis and substance use problems. Mental health crisis covered include: suicidal thoughts and behaviours, non-suicidal self-injury, panic attacks, traumatic events, severe psychotic states, severe effects from alcohol or other drug use and aggressive behaviours. **Note:** This course is not a therapy or a support group.

Dates: 9 & 23 March (2 sessions)

Time: 8.30am—4.30pm each day

Cost: \$120 total



TAI CHI

With Jeanne Roberts

Practised by the Chinese for centuries, Tai Chi is a series of slow movements, or forms, that flow one into the other. It gently exercises all the joints, muscles and tendons in the body. Tai Chi is mentally stimulating and improves self-confidence, flexibility and strength. At CEACA our classes are based on the Yang style of Tai Chi.

Dates: Thursdays 14 February—4 April (8 sessions)

Beginner Class (no experience required)

Time: 12—1pm

Intermediate/Advanced Class

Time: 1.15—2.15pm

Cost: \$90 for 8 classes

