

## OUR VISION:

To provide Learning and Social Support for our Community.

## OUR MISSION:

The Hallam Community Learning Centre will provide a place where the local community can meet, communicate and develop skills, pathways and learn in a friendly, inclusive and supportive environment.

Hallam Community Learning Centre is a not for profit, community managed organisation, run by community volunteers as our Committee of Governance, assisted by Centre Manager Tracy Van Vloten

The centre aims to support the needs of the local community, providing opportunities to be involved, through learning or volunteering, to build new or utilise existing skills.

The Centre advocates and listens to ensure that the communities voice is heard and that their main interests are kept high on our agenda. Joining our Committee is a great way to be a part of the decision making process, for your local community centre.

**We acknowledge the traditional owners of the land we are on and pay respect to the elders past, present and emerging.**

**We are committed to the safety, participation, and empowerment of all children regardless of abilities, age, gender, sexuality, or culture. We are committed to the cultural safety of Aboriginal children and our CALD community and have zero tolerance for child abuse.**

**Contact us to discuss the opportunity of using your Community Centre for your next small business, group or organisations meeting. We have various sized rooms, technology and media available to cater to your needs.**

## Room Hire

The Centre is available for hire for small gatherings, family functions and meetings.

We have 2 rooms available for hire.

**Fees: \$10.00-\$32.00 per hour**

**Insurance \$15 (non refundable)**

**Bond \$350 (Casual Hire refundable) \*negotiable for NFP**

**Key Bond \$100 (refundable)**

Community groups please ask about our special rates.

No D.J.'s or Jukeboxes permitted.

## Fee Policy

Some Centre activities are fee for service.

A deposit is required to reserve a space in classes with payment in full by the second week of Class or Term.

Refunds will only be given under special circumstances or if the class is cancelled. Adult Education is partly funded by ACFE with fees and charges for materials and administration making up the balance. Payment may be made by Cash / Direct Deposit or EFTPOS (fees apply) and in certain circumstances payment plans can be arranged.

## Disclaimer

Hallam Community Learning Centre makes every effort to ensure that the information in this program is correct at the time of publication, we reserve the right to cancel or change course days, times, fees and tutors when necessary without notification

## Funding Bodies

Department of Families, Fairness & Housing  
Vic State Govt-Adult & Community Further Education  
"Proudly Supported" by the CITY OF CASEY

All fees for courses attracting Government funding, are subject to the Ministerial Fees and Charges, but may also include an administration and materials charge.

## Membership

All families and individuals who participate in activities that are in the Centre program are required to become members of our Centre. Membership entitles all users access of the facilities, use of all amenities, administration and insurance cover while on the premises.

**Fees: \$5.00 Single/Concession**

**\$8.00 Family**

**\$12.00 Financial Membership**

Please note Fees are payable per year

## Privacy Statement

Hallam Community Learning Centre respects your rights to information privacy. Information collected from members and learners, is kept secure in accordance with information privacy laws. Please contact us if you would like any further information or a copy of our Privacy Policy.

## Where to find us



Find us on  
**Facebook**  
@HallamCLC



Families,  
Fairness  
and Housing



EMAIL: [program@hallamclc.com.au](mailto:program@hallamclc.com.au)

# Hallam Community Learning Centre

## PROGRAM GUIDE TERM 1

30th January to 6th April

### CHILDREN & FAMILIES

#### 3 to 5 Year Old Preschool

Our experienced Early Childhood Educators have designed our sessions to prepare your child for Kindergarten, with a structured educational program.

**Day: Monday, Tuesday or Wednesday**

**Time: 9:30am to 12:30pm (3 hours)**

**OR 9:30am to 2:30pm (5 hours)**

#### Toddler Time

Our two hour program for ages 18 months to 3 years is full of fun learning activities with focus on each child's individual needs and development.

**Day: Tuesday**

**Time: 9:30am to 11:30am**

**Fees: \$28.00 per session**

**Taking Expressions of interest for**

**Fridays 9:30am to 11:30am**

#### Occasional Care

Occasional Care subject to availability

**Day: Monday, Tuesday & Wednesday**

**Time: 9:30am-2:30pm &**

**Day: Thursday**

**Time: 9:30am-12:30pm**

**Fees: \$14 per hour**

*Bookings essential and 24 hours  
cancellation notice required.*

**Fee Assistance: CCS-Childcare Subsidy Available.**

**Enrol your child anytime throughout the year**

To learn more about government fee assistance and Childcare Subsidy go to:  
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy> or contact our Early Childhood educators for more information

#### Playgroup - Facilitated

Our mixed age playgroup is an engaging experience for both children and adults. Each session is designed to support children in all aspects of their development through fun and educational activities including music and movement and art and craft while supporting Parents and Caregivers at the same time. Our playgroup is facilitated by experienced, qualified and caring Early Childhood Educators with a passion for our community.

**Day: Thursday**

**Time: 9:45am to 11:45am**

**Fees: FREE for all members**

**(\$8 annual fee for a family membership)**

#### Auslan

This 8 week beginner course will help you learn to communicate effectively with deaf and hard of hearing people.

**COMING IN TERM 2**

**Taking expressions of interest NOW**



ABN 53 001 164 470

### OFFICE HOURS

Monday to Friday

8:30am to 3pm

Closed School &  
Public Holidays

56 KAYS AVE

HALLAM 3803

Phone: 03 9703 1688

[www.hallamclc.com.au](http://www.hallamclc.com.au)

### OPEN DAY

Friday 24th March

### AGM

Thursday 30th March 1pm



**Neighbourhood Houses**  
The Heart of Our Community



EMAIL: [program@hallamclc.com.au](mailto:program@hallamclc.com.au)

PRE-ACCREDITED COURSES & EMPLOYABILITY SKILLS



**Learn English -Beginner to Intermediate**

In this small friendly class, you will be given help with reading, writing and speaking English while making new social connections.



**Learn English and Basic Computers**

Increase your basic English and computer skills in the one class, while making new social connections.



**Learn English- Intermediate to Advanced**

Increase your basic English conversation, reading and writing skills, while making new social connections.



**Learn English- Beginner with Playgroup**

For Parents and children (aged 0-4) Learn basic English conversation, reading and writing while making new friends.

Qualified Early Childhood Educator to assist.

**Classes start from 30th January**

**Flexible Learning Join Anytime**

**LEARN ENGLISH CLASS TIMES**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	ONSITE Intermediate 9:30 to 11:30	ONLINE Intermediate to Advanced 9:30 to 11:30	ONSITE Intermediate with Computers 9:30 to 11:30	ONLINE Beginner 9:30 to 11:30	ONSITE Beginner with Playgroup 9:30 to 11:30
PM			ONLINE Intermediate to Advanced 1:00 to 3:00  ONLINE Beginner 3:00 to 5:00	ONSITE Beginner with Playgroup 12:30 to 2:30	ONSITE Beginner 12:00 to 2:00

**COMPUTER CLASSES - FLEXIBLE LEARNING JOIN ANYTIME**



**Intro to Computers Level 1**

Computer skills for beginners or with minimal computer knowledge, Covers windows 10, word documents, internet, email, and more.

**Day: Mondays**

**Date: 30th January to 3rd April**

**Time: 12:00pm to 2:00pm**

**Fees: \$25**



**Intro to Computers Level 2**

Extend you basic computer skills to include advanced skills in Outlook, Microsoft programs, Excel, Word and more

**Day: Thursdays**

**Date: 2nd February to 6th April**

**Time: 9:30am to 11:30am**

**Fees: \$25**



**Customer Service Skills- Call Centre Training**

In this 4-week course, you will learn effective customer service skills such as, communication, conflict resolution, work ethic and much more.

Opportunities to interview with local businesses on completion of this course

**Day: Tuesday to Friday**

**Date: February date to be confirmed**

**Time: 9.30am to 2.30pm**

**Fees: \$25**



**Intro to Computers - Excel**

This course aims to give you an introduction to Microsoft Excel and/or then expand your knowledge to a confident spreadsheet user with a thorough grounding in creating and working with spreadsheets using Microsoft

**Day: Monday**

**Date: 6th February to 3rd April**

**Time: 9:30am to 10:30am - Beginner & 10:45am to 11:45am - Advanced**

**Fees: \$25**

**Blended learning - 1hr Onsite or via zoom class and 1.5hrs workbook self paced Online**



**COMING IN TERM 2 & 3**

**REGISTER YOUR INTEREST TODAY**

**ALL DAYS & DATES TO BE CONFIRMED**



**MYOB Level 1**

Course will be 1 onsite class a week for 8wks. For more information, please send an email or give us a call

**Fees: \$25**

**Also taking expressions of interest NOW for MYOB Level 2**



**Digital Skills for Business**

Course will be 1 online class a week for 10wks. For more information, please send an email or give us a call

**Fees: \$25**



**Bookkeeping & Finance**

Course will be 1 online class a week for 10wks. For more information, please send an email or give us a call

**Fees: \$25**



Courses with this icon are also available Online



**FREE Childcare available to course participants between 9:30am to 2:30pm**  
**Places are Subject to availability**

**EMAIL: [program@hallamclc.com.au](mailto:program@hallamclc.com.au)**



## Creative Arts

Ready to create an artistic masterpiece? Suited to all levels, whether you are a beginner or a veteran of the brush, this is the class for you. These painting classes will test and improve your artistic potential in every medium. If you have a project in mind, but don't know where to start, the tutor will assist you in painting your masterpiece in no time. Please bring along all art supplies you will need to complete your project, including paints, brushes, and artwork medium.

\*Basic list provided on enrolment

**Day: Friday**

**Date: 3rd February to 6th April**

**Time: 10:00am to 12:00pm &**

**12:30pm to 2:30pm**

**Fees: \$135 per 9 week course**

## Patchwork Quilting & Basic Sewing

Learn how to make a quilt or complete unfinished projects. Learn how to repurpose fabric to make a cushion, tote bags or apron. Save money and learn how to make simple alterations and other small repairs to your clothes. Embroidery, stitches and smocking also offered. If you are not sure how to start a project, bring it along and we will assist you.

Materials: Basic sewing machine required – straight and zig zag stitch only. Scissors, pins, thread, fabric, patterns, rotary cutter (if doing quilting).

We have mats and rulers for use in class.

**Day: Tuesday**

**Date: 31st January to 3rd April**

**Time: 9:00am to 12:00pm**

**Fees: \$150 per 10 week course**



## HEALTH & WELLBEING

### Qigong

Qigong is a wonderful way to get some gentle healing exercises, strengthen the immune system and de-stress. The slow gentle physical movements of Qigong combined with the breath and mindfulness can bring you out of an overactive thinking mind and bring the body into a relaxed state where the body's natural healing mechanism can do its work.

**Day: Tuesdays - Online class**

**Date: 31st January to 4th April**

**Time: 7:00pm to 8:00pm**

**OR**

**Day: Tuesday - Onsite Class**

**Date: 31st January to 4th April**

**Time: 1pm to 2pm**

**Fees: \$10per week for members (\$5 annual fee)**



### Community Lunch

Come along and join us for lunch and a chance to socialize and meet others in your community

**All Welcome**

**Day: Thursday 16th March**

**Time: 12:30am to 2:00pm**

**Fees: Gold Coin donation**



### Heart Foundation Walking Program

There's a reason why walking is one of the most popular forms of activity in Australia.

Joining our Walking Group will help you to reduce stress, be more alert, have a healthier body and build strong relationships.

So lets get moving and enjoy a walk together

Commencing early Feb, register your interest now its FREE



### Welcome to your Community Garden

The Hallam Community Garden is open for everyone within our local community and we are encouraging anyone who is interested in gardening and would like to join us, in maintaining the garden, to contact us.

**All Welcome**

**Day: Thursdays**

**Time: 10:00am**

**Fees: FREE**



### Life Program

It is a free healthy lifestyle program that helps people reduce their risk of type 2 diabetes, heart disease and stroke.

Six Healthy Living Session's are run by expert health professionals, that will support and encourage your community to:

- Increase physical activity
- Improve eating habits
- Increase energy levels
- Reduce stress



**Day: Wednesdays**

**Time: 10:00am to 2.00pm**

**Fees: FREE**



Courses with this icon will be available Online .

**All Welcome**

**Book your individual 45min assessment**

**Day: Thursday 9th March**

**Time: 9:00am to 5:00pm**

**Fees: Free**

