

# Hallam Community Learning Centre

## PROGRAM GUIDE

**TERM 1: 28th January to 4th April**

**TERM 2: 22nd April to 4th July**



ABN 53 001 164 470

56 KAYS AVE  
HALLAM 3803

Phone: 9703 1688

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



**OFFICE HOURS**  
Monday to Friday  
8:30am to 3pm  
Closed School &  
Public Holidays



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

## OUR VISION:

To provide Learning and Social Support for our Community.

## OUR MISSION:

The Hallam Community Learning Centre provides 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 values, aim 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.

**Contact us to hire the Gunns Rd Community Space weekdays and weekends.**

## 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 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 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

## 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 calendar 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.

## 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.



Families,  
Fairness  
and Housing



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

# WEEK

at a glance

Mon

Occasional Care 9:30am -2pm  
Learn English L1 & L2 9:30am-11:30am  
Learn English with Playgroup - 12pm-2pm  
Auslan L1 6pm -8pm

Tue

Learn English L2 (online) 9am-11am  
Quilting & Basic Sewing 9:15am-12:15pm  
Occasional Care 9:30am-2:30pm  
MYOB L1 9:30am-12pm  
Tuesday Twitters Social Group 12:30pm-1:30pm

Wed

Occasional Care 12:30pm -2:30pm  
Learn English with Computer Basics - 9:45am-11:45am  
Aramaic & Arabic Seniors Group 10am - 2pm  
Learn English with Playgroup - 12:30pm-2:30pm  
Learn English L2 (online) 1pm-3pm  
Learn English L1 (online) 3pm-5pm

Thur

Occasional Care 9:30am - 2:30pm  
Learn English L1 (online) 9:30am-11:3am  
Intro to Computers L1 & L2 9:30am-11:30am  
English for Australian Citizenship 9:30am -11:30am  
Playgroup 9:45am-11:45am  
Learn English with Playgroup - 12:30pm-2:30pm  
Learn English L1 (online) 3:45pm-5:45pm

Fri

Occasional Care 9:30am - 2pm  
Learn English with Playgroup - 9:30am-11:30am  
Creative Art 10am-12pm OR 12:30pm-2:30pm  
Learn English with Playgroup - 12pm-2pm  
Learn English L1 & L2 12pm-2pm



**Friday**

10am to 12pm

OR

12:30pm to 2:30pm

Cost \$150

10 week term



## CREATIVE ART

# Arts



**Tuesday**

9:15am to 12:15pm

Cost \$150

10 week term



## QUILTING AND BASIC SEWING



**Tuesday**

**12:30pm to 1:30pm  
FREE**



## TUESDAY TWITTERS SOCIAL GROUP

# Social Connection



Come as you please  
Monday to Friday.  
Anytime you have free  
between 9am and 3pm  
Check out our  
website for upcoming  
workshops



## YOUR COMMUNITY GARDEN

CALLING ALL GREEN-THUMBS AND GARDEN ENTHUSIASTS





**Monday**

9:30am to 2pm



**Tuesday**

9:30am to 2:30pm



**Wednesday**

12:30pm to 2:30pm



**Thursday**

9:30am to 2:30pm



**Friday**

9:30am to 2pm

## Occasional Care

# Children's Services



**Thursday**

9:45am to 11:45am



## Community Playgroup

Free for all members (family membership \$8)



**FREE Childcare  
available to course  
participants  
Subject to availability**



Tuesday

9:30am to 12pm  
Cost \$30



## INTRODUCTION TO MYOB Level 1



# Digital Skills



Thursday

9:30am to 11:30am  
Cost \$30



## COMPUTER BASICS Level 1 & Level 2







Wednesday

9:45am to 11:45am



## LEARN ENGLISH & COMPUTER BASICS

Free for all members (membership \$5)



# Learn English



Thursday

9:30am to 11:30am



## English for Australian Citizenship

Free for all members (membership \$5)





**Monday**

9:30am to 11:30am



**Wednesday**

**ONLINE**  
3pm to 5pm



**Thursday**

**ONLINE**  
10am to 12pm  
3:45pm to 5:45pm



**Friday**

12pm to 2pm

## LEARN ENGLISH LEVEL 1

Cost: FREE for all members (\$8 for family membership)



# Learn English



**Monday**

9:30am to 11:30am



**Tuesday**

**ONLINE**  
9am to 11am



**Wednesday**

**ONLINE**  
1pm to 3pm



**Friday**

12pm to 2pm

## LEARN ENGLISH LEVEL 2

Free for all members (Membership \$5)





Monday

12pm to 2pm



Wednesday

12:30pm to 2:30pm



Thursday

12:30pm to 2:30pm



Friday

9:30am to 2pm  
12pm to 2pm

## LEARN ENGLISH PLAYGROUP

Cost: FREE for all members (\$8 for family membership)



# Learn English



Monday

6pm to 8pm  
Cost \$110



## LEARN AUSLAN Level 1



# SPACE FOR HIRE

**Looking for a Venue to Host a Family Gathering, Business Meeting, Birthday Party or Run Exercise Classes  
We've got you covered! Our spaces are perfect for any of these occasions and more.**



Whether you're planning a family reunion or a small meeting, HCLC's onsite rooms are the perfect fit. The large room comfortably accommodates 30-40 people with adequate chairs and tables for everyone. On the other hand, the small room is perfect for more intimate gatherings of 10-12 people. Both rooms come equipped with a small kitchenette, which includes tea and coffee making facilities, projector screens and whiteboards. Additionally, a fully equipped kitchen with an oven, cooktop, fridge, and microwave is also available for your convenience.

**HCLC ONSITE ROOMS**



# SPACE FOR HIRE



The Perfect Venue for Your Next Event - Whether you're organizing a dance party, a trivia night or simply a large get-together, the Gunns Rd space is an ideal location to consider. This spacious venue can accommodate up to 100-110 people, with chairs and tables available for use. The space also features a small but fully-equipped kitchen that includes an oven, cooktop, fridge, and microwave, providing you with all the amenities you need to host a successful event.

**GUNNS RD COMMUNITY SPACE**





**Thursday**

**TERM 1 March 20th  
12:30pm to 2pm**

**TERM 2 May 15th  
12:30pm to 2pm**

## **COMMUNITY LUNCH**

**Bookings required Contact us today - Gold coin donation**

**The Committee & Staff  
invite you to attend our**

**2024 ANNUAL  
GENERAL  
MEETING**



**Thursday  
27th March, 2025  
1:00pm  
56 Kays Avenue,  
Hallam**

**RSVP: 20th March**

**Afternoon tea provided**

# Important Dates to Remember

Office opens: 28th January

Classes start: 3rd February

Children's Service's Enrolment Day: 22nd January

## Where to find us



 Find us on  
**Facebook**  
@HallamCLC

 Follow us on  
**Instagram**



HALLAMCOMMUNITYLEARNINGCENTRE