

# FOSTER & DISTRICT COMMUNITY HOUSE & LEARNING CENTRES INC.

(ABN No: 46 633 550 717) (Inc. No: A0007556K)

Corner Station Road & Court Street Foster  
(PO Box 176) Foster Victoria 3960

Telephone: 5682 1101 Fax: 5682 1406 Email: [fosterdchlc@dcsi.net.au](mailto:fosterdchlc@dcsi.net.au)

Web Page: [www.sgcommunityhouses.org.au](http://www.sgcommunityhouses.org.au)



## TERM 3 PROGRAM 2010

12 JULY - 17 SEPTEMBER (BOOKINGS ESSENTIAL)

**Foster & District Community House is open  
Monday - Friday 10 am - 3 pm during school terms &  
Tuesdays & Thursdays during school holidays  
(excluding public holidays) PH: 5682 1101**

*FDCHLC reserves the right to cancel all activities in the event of a declared catastrophic fire day. Participants will be notified where possible.*

**Foster Centrelink Agency is open Tuesdays & Thursdays 10 am - 3 pm  
(excluding public holidays) PH: 5682 1324**

Centrelink Agency Staff will assist with general enquiries, free internet job search, job bulletin board, photocopying, help with paper work, faxing and lodgement of forms, certifying documents and information support.

### ***COURSE ENROLMENTS***

Please remember to book early, complete an enrolment form and make your payment to secure your place and avoid disappointment. Your enrolment will be confirmed on full payment of the course fee. We look forward to hearing from you.

### ***ADULT EDUCATION***

The Community House offers a wide range of adult education classes from pre-accredited, accredited and non-accredited, some are subsidised by Adult Community and Further Education (ACFE). Please see details on next page or contact us to find out if you qualify for the subsidy.

### ***VOLUNTEERS NEEDED PLEASE SUPPORT YOUR COMMUNITY HOUSE***

Volunteers are encouraged to actively participate in the management and activities of the house. The C.O.M. and Staff will provide support and training to match skills with responsibilities.

Volunteer opportunities exist in tutoring Adult Literacy one on one, applying for funding and the Manna Community Garden.

### ***MEMBERSHIP - \$5 P/YEAR***

Become a friend of your Community House and your support will ensure that we continue to provide services and respond to our local communities needs.

**TUTORS NEEDED FOR:** Arts & Crafts or do you have other skills you would like to share? PH: 5682 1101



## ADULT EDUCATION



The FDCHLC offers a wide range of adult education classes, some of which are subsidized by ACFE. To qualify for an ACFE subsidy you must be looking to increase your skills to return to study, get into another course of study, gain employment or to get a better job or promotion. ACFE will also provide subsidies to people who have not completed Year 12 and who would like to gain basic skills including literacy and numeracy skills and English as a second language. Due to changes in ACFE Funding courses are now a minimum of 20 hours and are more comprehensive and in-depth. For more information please contact Terri and Sandie during office hours on 5682 1101.

ACFE course costing consists of two components: A minimum tuition fee of \$50 for 40 hours tuition over a 12 month period plus a student amenities fee for each course which covers advertising, materials and amenities. Majority of classes are held at Foster in heated/air-conditioned rooms unless otherwise advertised. Funded/Accredited courses are **GST FREE** and a **DOUBLE ASTERISK \*\*** next to the cost of a class indicates that it is unfunded and **GST INCLUSIVE**. Where a concession is listed this is for Centrelink Healthcare Card Holders.

### Conditions of Enrolment:

- Classes are to be paid for **10 days** in advance and enrolment will be confirmed on full payment. A full refund will be made if the class is cancelled.
- Concessions only available on **advance payment** of courses.
- Notice of withdrawal from a course is required **5 working days** in advance to receive a refund which will incur a \$5 administration fee.

### **MANNA COMMUNITY GARDEN PROJECT**

Come join this vibrant enthusiastic group of gardeners and be part of a productive and beautiful Community Garden.

**Venue:** Manna Community Garden

**Date:** Mondays weekly ongoing

**Time:** 10 am - 12 pm

**Membership Fee:** \$10 p/term\*\*

### **EXPRESSIONS OF INTEREST BEING TAKEN FOR SOCIAL GROUPS TO COMMENCE IN TERM 4:**

Card games, Chess, Backgammon etc.

## COMPUTERS

### **INCREASE YOUR EMPLOYMENT OPPORTUNITIES & SKILL UP**

Computers are an essential part of our lives and practise makes perfect.

**ACFE Funded Computer courses  
now a minimum of 20 hours  
(only \$4 per hour).**

Increase your skills, knowledge and understanding and hands on experience gained in a variety of computer applications.

### **COMPUTERS FOR BEGINNERS**

Basic Word Processing, this course is designed for beginners who are not confident using a computer or are self-taught. Using MS Windows XP covering skills such as MS Word, keyboard/mouse usage and shortcuts, personal file/folder creation and management, accessing and using MS Word creating documents and printing, tips on customising your desktop.

**Tutor:** Paul Hendry

**Date:** 5 Mondays 2 Aug - 30 Aug

**Time:** 9.30 am - 1.30 pm **Cost:** \$130  
\*\* (\$75 ACFE subsidy conditions apply)

### **WORD FOR BEGINNERS**

Learn word processing skills for the workplace or home such as typing, formatting of text, managing documents, new, open, save and print, tabs, rulers, selecting objects, margins, page set-ups, clipart, inserting images, making tables, professional looking documents including your CV, invitations and fliers etc.

**Tutor:** Paul Hendry

**Date:** 5 Tuesdays 3 Aug - 31 Aug

**Time:** 9.30 am - 1.30 pm **Cost:** \$130  
\*\* (\$75 ACFE subsidy conditions apply)

### **FIND THE ANSWER TO YOUR QUESTION FOR SENIORS**

Unsure about learning how to use the internet or even a computer! But have a question or quest that is hard to find the answer to... If you're a "Senior Health-Care Card Holder" come along to this drop-in session and Sandy will try to find an answer for eg: Favorite old movies, out of print books, patterns, recipies, spare parts distributors, instruction manuals etc.

**Tutor:** Sandy van Veen

**Date:** 7 Weds 4 Aug - 15 Sept

**Time:** 10 am - 12 noon

**Cost:** Gold Coin Donation

### **EXCEL FOR BEGINNERS**

Learn how to create spreadsheets to assist with the processing, calculating and storage of data. You will be amazed at what can be achieved and how useful this program can be for both home or business and anyone interested in spreadsheets.

**Tutor:** Richard Jones

**Date:** 6 Tuesday evenings 10 Aug - 14 Sept

**Time:** 6 pm - 9.20 pm

**Cost:** \$130 \*\* (\$75 ACFE subsidy conditions apply)

### **SENIORS INTERNET/EMAIL FOR BEGINNERS**

This basic computer course is for those "Senior Healthcare Card Holders" interested in increasing their skills, knowledge and understanding of Internet/Email. Come along and find out how much fun it can be learning how to bridge the gap between family members and friends or become more involved in community organisations you belong to.

**Tutor:** Sandy van Veen

**Date:** 3 Wed 11, 18 & 25 August

**Time:** 1 pm - 4 pm

**Cost:** \$40

### **INTERNET/EMAIL FOR BEGINNERS**

Learn how to create a webmail based account (e.g. hotmail), send and receive emails and keep track of your contacts, load and download email attachments, virus checks, address book, customise settings and become confident searching on the Internet using various search engines for e.g. Yahoo, Google, Alta Vista, Bing and accessing web sites.

**Tutor:** Richard Jones

**Date:** 5 Fridays 20 Aug - 17 Sept

**Time:** 9.30 am - 1.30 pm

**Cost:** \$130 \*\* (\$75 ACFE subsidy conditions apply)

## GENERAL EDUCATION & EMPLOYMENT SKILLS

### **READING, WRITING, MATHS & ENGLISH AS A SECOND LANGUAGE**

This course is designed for people who may have left school early, had a disrupted education or wish to improve their general knowledge and need some assistance preparing for further study or employment. The classes are small, informal and you can enrol at any time and work at your own pace.

**Tutor:** Marilynne Zanella

**Date:** 8 Thursdays 22 July - 9 Sept

**Time:** 9.30 am - 12 noon

**Cost:** \$70 \*\* (\$55 ACFE subsidy conditions apply)



### **CREATIVE WRITING & HOW TO PUBLISH YOUR WRITTEN WORK**

Paul is accomplished in writing novels, short stories, plays, musical comedy, songs and poetry. He has written and directed Pantomimes performed in Frankston, Christmas Pantomime Twisted Tales in Foster and (MADS) first cabaret called This Is It in Meeniyon. Publishing your written work secrets, rules and requirements: How to get started, the contacts, publishers, agents, proof readers, ghost-writers, who to send your draft to and a format for the all important enclosing letter.

**Tutor:** Paul Hendry

**Date:** 7 Wednesdays 4 Aug - 15 Sept

**Time:** 9.30 am - 12.30 pm

**Cost:** \$120 \*\* (\$85 ACFE subsidy conditions apply)



### **FIRST AID COURSES**

Do you need a first aid certificate for employment or general knowledge? This comprehensive course covers everything in CPR, Emergency First Aid and more. Workplace Nationally Accredited Course - Swinburne.

**Tutor:** Stan Hewerdine

**Dates/Times/Costs:**

**CPR Update:** Friday 6 August 7 pm - 10 pm \$70

**Level 1** (HLTFA201A valid for 3 years): Friday 6 August 7 pm - 10 pm & Sat 7 August 9 am - 11.30 am \$100

**Level 2** (HLTFA301B valid for 3 years): Friday 6 August 7 pm - 10 pm & Sat 7 August 9 am - 4 pm \$165 (Anaphylaxis Epi Pen certificate & Asthma certificate additional \$45 each)

### **CHAINSAW OPERATION (RTC 2304A)**

This accredited course covers the essential aspects of chainsaw operation. Including general maintenance, sharpening and using basic cutting techniques on fallen timber, relevant legislation and OH&S. Must BYO ear muffs, safety glasses and chainsaw if you have one otherwise let staff know when booking. Please wear leather boots and suitable clothing.

**Tutor:** Tom McCormack Aust. SafeT

**Date:** Saturday 14 August

**Time:** 9.30 am - 4 pm **Cost:** \$115

### **PUBLIC INTERNET, COMPUTER ACCESS, FACILITIES & EQUIPMENT AVAILABLE FOR A SMALL FEE**

We are connected to ADSL Broadband so just call in, the cost is \$2 for half an hour and computer access is free.

FDCHLC offers Room Hire, printing, Photocopying, Laminating and Faxing.

### **FOOD SAFETY LEVEL 1**

This accredited course covers new food laws, safe food preparation, handling and storage whether in the community or hospitality industry.

**Tutor:** T.B.A.

**Date:** Wednesday 25 August

**Time:** 9 am - 1 pm

**Cost:** \$110 (\$105 con)



### **FOOD SAFETY LEVEL 2 (SUPERVISOR)**

This nationally recognised certificate is designed for the Food Safety Supervisor in the Hospitality, Community Health Services and Food Processing Industries. (Level 1 is a pre-requisite). Assessment both in class knowledge and a practical skills to be observed by a 3<sup>rd</sup> party observer with a Level 2 Supervisor Certificate in a workplace or simulated environment at your earliest convenience and posted to receive your certificate.

**Tutor:** T.B.A.

**Date:** Wednesday 25 August

**Time:** 1.30 pm - 5 pm

**Cost:** \$130 (\$120 con)

### **RSA (SITHFAB009A)**

This course meets the requirements of bar and hospitality staff. People handling packaged liquor or planning on being the Licensee will need an LLV RSA certificate and must attend a class.

**Tutor:** T.B.A.

**Date:** Wednesday 25 August

**Time:** 6 pm - 9.30 pm

**Cost:** \$90



### **FREE COMMUNITY CAFÉ'**

Come along and bring a friend and meet, greet, eat and enjoy a healthy and delicious lunch made from some of the produce out of our Manna Community Garden and surrounds. This is a partnership project between South Gippsland Hospital, Yooralla and FDCHLC.

**Tutor:** T.B.A.

**Date:** 3<sup>rd</sup> Thursday of the month

**Time:** 11am to help cook, 12.30 pm to eat and enjoy

**Bookings are essential**

**PH:** 5683 9780

### **TRAFFIC CONTROLLER TICKET & UPDATE**

If you are thinking of working in the civil construction industry for councils or Vic Roads then on successful completion of this course you will gain your ticket and certificate. (It is also mandatory to update your ticket every 3 years). Please bring photo ID.

**Tutor:** Tom McCormack Aust. SafeT

**Date:** Tuesday 31 August

**Time:** 9.30 am - 4 pm

**Cost:** \$180 (\$170 con)



### **CONSTRUCTION INDUCTION (FORMERLY RED CARD)**

*(O H & S Induction 21883VIC)*

This course is compulsory for those working in the construction industry or going onto a construction site. It is endorsed by and meets requirements of WorkSafe Victoria. Please bring photo ID.

**Tutor:** Tom McCormack Aust. SafeT

**Date:** Wednesday 1 September

**Time:** 4 pm - 9.30 pm

**Cost:** \$135 (\$125 con)

**CHEMICAL HANDLING (RTC2706A)**

This accredited course and refresher covers a variety of topics such as state legislation, pest control, label reading and calibration of a boom spray and is a must for anyone preparing or applying chemicals. On successful completion participants will be registered by Chemcert for a period of 5 years and are eligible to apply for ACUP from the Department of Primary Industry. (RTC3704A) Prepare and apply chemicals and (RTC3705A) Transport, handle and store chemicals.

**Tutor:** Tom McCormack Aust. SafeT

**Date:** 2 Wednesdays 1 & 8 Sept  
Refresher every 5 years Wed 1 Sept

**Time:** 9.30 am - 4 pm

**Cost:** \$225 Refresher \$160

**HOUSE GROUPS & SERVICES****Promontory Coast Community Church Inc.**

Every Sunday 10 am - 1 pm

**South Gippsland Bird Observers**

Last Friday of the month 8 pm - 10 pm

**Walking For Leisure**

Every Friday morning 9.30 am - 11 am

**Foster North Landcare Group**

2nd Wednesday, every 2nd month  
8 pm - 9.30 pm

**Consumer Affairs** - 5135 6845  
**FREE** advice on a variety of topics

**ACFE Cluster Network**

Meets around 6 times a year

**GRNHG Network**

Meets around 5 times a year

**Salvation Army**

Food and fuel vouchers through  
FDCHLC Tuesday's 10 am - 2 pm

**Kilmany Uniting Care** - 5662 5150  
Counselling, support and referral

**PUBLISHING YOUR WRITTEN WORK**

Secrets, rules and requirements: how to get started, the contacts, publishers, agents, proof readers, ghost-writers, who to send your draft to and a format for the all important enclosing letter.

**Tutor:** Paul Hendry

**Date:** Wednesday 15 Sept

**Time:** 9.30 am - 12.30 pm **Cost:** \$30

**FORKLIFT LICENCE**

This course provides the basic training in being able to operate a forklift in a safe competent manner. People working in Agriculture and Primary Producers are not exempt and will need a Work Safe Licence to operate a forklift. On successful completion you qualify for your Work Safe National Licence.

(Students must be 18 and over and bring photo ID). Forklift licence approx \$60 and not included.

**Tutor:** Tom McCormack Aust. SafeT

**Date:** Thursday 16 & Friday 17 Sept

**Time:** 9.30 am - 3.30 pm **Cost:** \$320

**MIND BODY & SOUL & ART, CRAFT & SEWING****INTRODUCTION TO BOTH JAPANESE REIKI PRACTICE/STUDY GROUP & HEALING FROM GENDAI REIKI-HO**

An opportunity for students to gain some valuable insight as to what both the courses will entail. Reiki practitioners to enhance their Reiki channel and learn techniques from the roots of Reiki; and self healing/self cleansing techniques from Gendai Reiki-ho, working with the breath, visualization and healing energy.

**Tutor:** Sheila Neville

**Date:** Monday 12 July

**Time:** 10 am - 11 am

**Cost:** Gold coin donation

### ***JAPANESE REIKI PRACTICE/STUDY GROUP***

Discover how to discern the place and level of disease with intuitive methods of healing from the original Reiki system. Enjoy practicing techniques from the early teachings for self-healing and spiritual growth. Experience Reiju empowerments, the Japanese way of enhancing your Reiki channel. (Pre-requisite Reiki I certificate or above).

**Tutor:** Sheila Neville Reiki Master/  
Gendai Reiki-ho Shihan member ARC  
**Date:** 6 Tuesdays 13 July - 24 August  
(excluding 3 August)  
**Time:** 10 am - 12 pm **Cost:** \$95 \*\*

### ***HEALING FROM GENDAI REIKI-HO***

This class includes Reiju empowerments for self-healing purposes.

**Tutor:** Sheila Neville Inc  
**Date:** 6 Tuesdays 13 July - 24 August  
(excluding 3 August)  
**Time:** 1 pm - 2 pm **Cost:** \$50 \*\*

### ***3 DIMENSIONAL MEMORY PICTURE***

This exciting and enjoyable craft course involves the design and creation of a 3D memory picture, comprising items from your life set on a picture background in pleasing juxtaposition then sprayed over to create a anonymity of form creating a sense of the surreal in 3D visual art.

The finished creation will become a family memoir and a talking point for all. List of materials provided when booking.

**Tutor:** Paul Hendry  
**Date:** 4 Wednesdays 28 July - 18 Aug  
**Time:** 1 pm - 3 pm  
**Cost:** \$60 \*\* (sample on display)

### ***CREATIIVE DRAWING WORKSHOP***

Discover the creative mind and increase your skills knowledge and understanding incorporating different ways and tools to draw with, colours, light and shadows figure, face, animals, cartoons, etc. List of materials provided when booking.

**Tutor:** Willem Van Cleef  
**Date:** 6 Mondays 26 July, 9 - 30 August & 6 September  
**Time:** 1 pm - 3 pm  
**Cost:** \$80 (\$75 con) \*\*

### ***AFTER SCHOOL ART, FUN FOR 8 - 12 YEAR OLDS***

This fun interactive program will introduce your child to a variety of media through drawing exercises while broadening their skills and knowledge.

**Tutor:** Willem Van Cleef  
**Date:** 6 Mondays 26 July, 9 - 30 August & 6 September **Time:** 4 - 5 pm  
**Cost:** \$45 \*\* List of materials provided

### ***3D ROOSTER WALL HANGING***

In this class you will discover a variety of techniques while constructing this innovative "Rooster" wall hanging enabling you to experience background painting, appliqué, various methods of 3D construction and mitred corners. Sample on display, please book and pay ASAP as you will need to purchase additional materials.

**Tutor:** Evelyn Vesper  
**Date:** 3 Mondays 9, 16 & 23 August  
**Time:** 1st session 9.30 am - 1.30 pm,  
2nd & 3rd session 9.30 am - 12.30 pm  
**Cost:** \$80 \*\* + \$18 kit

### ***INTERIOR DESIGN***

Learn skills to take an interior design project from the initial conceptual stage through to the final design by working and presenting the final concept on a design board of a room in your own home (renovation or new build). BYO scissors, glue, pens and pencils, A4 visual diary (blank pages) or an A3 drawing pad.

**Tutor:** Hilary Skelton  
**Date/Time:** 6 Tuesday evenings 10 Aug - 14 Sept 7 pm - 9 pm **OR**  
6 Friday's 13 Aug - 17 Sept 10 am - 12  
**Cost:** \$70 \*\* + \$10 materials

### ***FAIRY GARDEN STAKE SCULPTURE***

You will be amazed at how these sculptures come together while learning a new craft with a choice of fabrics and colours, (sample on display). Please wear old clothing and no rings on fingers. Please BYO box to transport sculpture in.

**Tutor:** Rhonda Hunt **Date/Time:** Wednesday 11 August 10 am - 2 pm **OR** Wednesday 8 September 5 pm - 9 pm **Cost:** \$65 \*\* all materials included

### ***3D DAISY'S COUNTRY GARDEN WALL HANGING***

Brighten up your day by creating and displaying this wonderful, cheerful wall hanging "**Daisy the cow in a field of Sunflowers**". In this class you will discover new techniques to be applied creating Daisy. Sample on display a must to see to appreciate. Please book and pay ASAP as you will need to purchase additional materials. (BYO sewing machine last 2 lessons). **Tutor:** Evelyn Vesper **Date:** 3 Mondays 30 Aug, 6 & 13 Sept **Time:** 1st session 9.30 am - 1.30 pm, 2nd & 3rd session 9.30 am - 12.30 pm **Cost:** \$80 \*\* + \$18 kit includes colour picture of project, full instructions and some materials supplied

### ***MAKE YOUR OWN GEISHA OR CHINAMAN STANDING SCULPTURE***

You can choose from a Geisha or Chinaman both standing approx 80 cm with a choice of themes, fabrics and colours, (sample on display). The construction is the same but a different technique is used. Please let staff know on booking which one you would like to make and wear old clothing and no rings on fingers. Please BYO box to transport sculpture in. **Tutor:** Rhonda Hunt **Date:** Wednesday 15 Sept **Time:** 9.30 am - 4.30 pm **Cost:** \$155 \*\* all materials included

### **CORNER INLET WOODWORKERS**

This is a great opportunity for those who have a love of wood and woodworking. Come and be a part of this group continuing into its second year, meeting, sharing and developing skills in a variety of woodworking applications.

Membership is: \$40 p/year from July - June and includes the use of tools, equipment, hands on experience, experienced woodworkers sharing skills and knowledge in an informal and friendly environment.

Fridays 9.30 am - 12.30 pm at the Green Shed Toora Rd Foster (next door to Foster Tyres and Service Centre) **and/or** 1st & 3rd Saturday of the month 9.30 am - 12.30 pm at Ernie Cayzer's place, 25 Linton Rd Foster, for more info please contact Ernie 5682 2347

### **CORNER INLET MEN'S SHED GROUP**

We meet weekly at the Green Shed Toora Rd Foster (next door to Foster Tyres and Service Centre).

All men are welcome, so if you're at a loose end, retired or semi-retired, come along and bring a mate.

We have approximately 12 - 15 members and the afternoon includes a range of diverse activities/programs.

Mondays from 1.15 pm - 4.15 pm for more information please ring FDCHLC 5682 1101