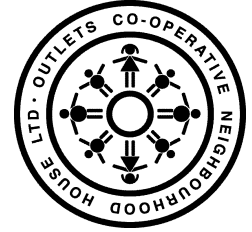


# NEWPORT COMMUNITY EDUCATION CENTRE (NCEC)



Outlets Co-operative Neighbourhood House LTD

## 2023 Courses and Education Program s1v1

### ENROL and LEARN

#### Digital Literacy on Devices

- iPhones, iPads, Samsung

#### Intro to Computer's

- MS Office—applications
- Build your IT confidence

#### Digital Literacy

- Working On-line using PCs
- Back ups, downloads, ebay
- Scams, cyber security

#### Pre4Employment- Job Prep

- Resume Writing
- Job Search—Applications
- Skills Search

#### Conversational English

- everyday language skills
- Reading and writing
- Out and about in English

#### Sewing4Education (English & Sewing)

- Learn the use of Sewing Machine while learning English language.
- Learn to read simple Patterns
- English as a Second language (ESL) while Sewing!

#### More detailed information inside Program

#Courses follow School Terms unless otherwise noted.

\*All course commencements are subject to enrolments\*

### Victorian School Terms

#### Term 1 - 30th January - 6th April

Term 2– 24th April - 23th June

Term 3 - 10th July - 15th September

Term 4 - 2nd October - 20th December

43 Mason Street, NEWPORT, 3015  
**Ph: 9391 8504**

Email: [outlets@outletsco-op.com.au](mailto:outlets@outletsco-op.com.au)

Website: [www.outletsco-op.com.au](http://www.outletsco-op.com.au)

### Childcare department- refer to Page 4

#### Permanent Childcare bookings by Term

Also available is Flexible/Casual weekly bookings

#### An APPROVED CCS (Child Care Subsidy) Centre

Parents must register with Centrelink and MYGov for eligibility for the Child Care Subsidy (CCS)

Find out more visit [www.education.gov.au/childcare](http://www.education.gov.au/childcare)

#### BOOK NOW

Note: Outlets Childcare follow Victorian School Terms  
And is closed during school holidays.



<p><b>Monday</b></p> 	<p><b><u>Intro to Computers</u> (or refresher)</b>  <b>Time: 9.30pm-12.30pm F2F &amp; ON-LINE (8 Weeks)</b>, Topics covered: Basic Theory, File Management, <b>MSOffice</b>, Internet, Email.          This course is for those who require a refresher or to gain more confidence or wish to upskill their knowledge. Learn to use Microsoft Office 2019 applications, what to do when updates occur and apply tasks. Have the confidence to navigate various applications and use of internet, email. Understanding software, operating systems and to keep information safe and secure</p> <p>Pathways to other pre-accredited courses, Prep4Emp-Job Skills, Navigating AppsPC, Digital Literacy competencies applicable.</p>	<p><b><u>Sewing Talk Create Learn (ESL)</u> Time: 10am-1pm (13 Weeks)</b>  <b>Learn English while Sewing</b>          The Class that doesn't stop talking, make new friends learning English, while creating.          Learn how to use a Sewing Machine correctly and all its operations.          Learn the skills to measure, read and follow patterns and create your own clothes. While having good conversations learning English.  <b>*Childcare available</b></p> <p><i>This course is a pathway to Prep4Employment and Computers</i>          Literacy and Numeracy competencies</p>
<p><b>Tuesday</b></p> 		<p><b><u>Circle of Security - Parenting Program</u></b>          Register with HBCC MCH 99321300          email mchinbox@hobsonsbqay.vic.gov.au</p> <p><b>Social Group -</b>          Williamstown + Districts Greek Elderly Group          11-2pm @ Newport Hub (Library)</p>  
<p><b>Wednesday</b></p> 		<p><b><u>Preparation for Work - Job Attack</u></b>  <b>F2F &amp; ON LINE Time: 12:15-2:15 15wks</b>          Develop skills to prepare for employment Industry specific vocabulary. Skill search, Job-search, want to look at a Career change, what is the local job market?</p> <p><b>Prep4Work includes:</b> Resume writing, Cover letters, interview preparation, skill search and job search  <i>Continuation from P4Emp to Computer skilling + Digital Literacy competencies</i></p>
<p><b>Thursday</b></p>	<p><b>#Hobsons Bay Bicycle User Group HBBUGs Come RIDE !</b>          RECREATIONAL Cyclist riding Group.          CONTACT: Noel Dyson 9399 1240 hobsonsbaybug@bigpond.com  <i>Auspiced by Outlets</i></p>	
<p><b>Friday</b>          NB* Centre closes 2pm on Friday</p> 	<p><b><u>Digital Literacy -Tech Savvy with iPhones and tablets F2F &amp; ON-LINE</u></b>  <b>Time: 10am-1pm 10weeks</b>  <b>iPhones , iPads , and other IT devices</b>  <b>FaceBook</b> set up. Uploading downloading Apps, linking to My Gov, Centrelink, <b>security &amp; privacy</b> settings receiving, sending ,saving - messages, sms. Learn the use of communication tools and correctly use to find information, solve problems or complete and save.          Plus online shopping, <b>eBay</b>          Discover eBay and online shopping plus secure payment process  <i>*iPads available at centre for use - (limited)</i></p>	<p><b><u>Conversational English</u></b>  <b>Time: 9:30-12:30 15wks</b>          Learn everyday Australian English to develop confidence and skills in everyday situations; to learn to use the language for meaningful situations and to build on the learners knowledge of Australia and their surroundings. To gain the confidence with English speaking skills. In shopping, schools, medical, bill payments and public transport.</p> <p><b>*Excursions to Places of interest included</b>  <b>*Childcare available</b></p>
<p><b>Saturday</b></p>	<p><b>Bowen Therapy Course</b>          Geelong Bowen &amp; Remedial Therapies          Www.geelongbowen.com.au          5243 0050</p>	

**Art with MegZ @ 1pm-3pm**  
 Suitable for all Artistic levels, come along and brush up.  
 Join this class and learn the simplicity of creating.  
 Always wanted to try painting in Oils?  
 Just one of the mediums you can try.

**\*SCOPE Art and Craft Classes**  
*(for Disability Group) Time: 10-12noon*

**Digital Literacy - Navigating Computer Applications on line**  
**Time: 1:00 – 2:30pm**  
**Be Computer Savvy on your PC**  
 To further develop basic IT knowledge Upskill and learn the various forms of IT applications, software, utilities. Social media, Online forms, applications, MyGov, Centrelink, eBay, **Facebook, SKYPE**  
 How to backup your phone, photos and clean up our iCloud, release more space. Plus Scams, Cybersafe—Learn to keep your information SAFE in the online world. Online shopping, **eBay** Discover eBay, sell on ebay plus secure payment process

**Child Care** 9am until 2pm  
 3 hour sessions 9am -12 or 11am-2pm  
 5 hour sessions 9am -2pm

Meals: Bring 2 snacks, lunch 5 hour session) and a drink.  
 Clothing: Bring all necessary items, bottles, nappies, spare clothing & hat  
*(refer to back page for more information)*


**Monday**

**NEWPORT Support Services**  
**Tuesday-Wednesday 10:30-2:30**  
**9391 8504**

**FREE \*confidential \*Impartial**  
**\*Accessible to all ...assistance**

**Williamstown Writers Group 7-9pm**  
**Meeting 1st Tuesday of the month**

**EMPOWERING WOMEN THROUGH IMAGES**  
**Tuesday 12-2pm 8weeks - Cameras supplied**  
 Have you experiences social isolation struggle to find activities to enjoy. This program is developed for women between 13-30yrs, a safe space where you can learn about photography whilst learning new techniques for dealing with life stresses when they become overwhelming. Nathan Hull Motivational & Behavioral Coach.

  
 Sub-fund Dennoch

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**Tuesday**

**Sharing a cuppa and Yarning Women Connect—Lets Talk**  
 Reconnect, laugh— yarning with Others “Spruik ideas, develop create NEW actions”  
**Enterprise—Entrepreneur—ReBuild**  
 Look at skills, mind sets to develop, expand skills and ideas. Become an innovator.  
 Lets YARN - what do you want to see, what can we make happen in our community **Time 1:15 - 2pm**  
**Please book - Afternoon Tea Yarn**

**NEWPORT Support Services**  
**Wednesday (Emergency relief)**  
**10:30-12:30pm**  
**Fresh produce, Frozen meals, Pantry items, Personal Hygiene products**  
*(as to availability)*

**9391 8504**



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**Wednesday**

**Calligraphy**  
**Thursday @ 1-3pm**  
 Explore a range of different styles, layouts, decorated letters, illumination & how to use calligraphy both artistically & practically

**Newport BiPolar meetings**  
 1st Thursday of the month @ 7pm  
 For up-to-date times please refer to **www.mbnpn.org.au**  
**9504 0033**

**NEWPORT Support Services**  
**9391 8504**

Phone for Appointment  
**\*Tax Help**  
 July-October



**Services Available at Centre**  
**(at a small cost)**

**Photocopying is available in black & white or colour in A4 and A3**

**Computers and Internet**  
**We have Computer and Internet access for Local residents.**

**Volunteering** an opportunity to learn new skills or share your skills . Where and how to volunteer -Lets explore what matches you - clubs, organisations, groups, friend societies or become a tutor. Be part of your community - keep growing, keep learning, don't stop. This can be a start of a new career. Contact us to find out more. 9391 8504

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**Friday**

**Sunday**

**#FoMSR - Friends of Market Street Reserve - Auspiced by Outlets**

**#FoNL —Friends of Newport Lakes Water sustainability Project & Bees & Native Flowers**

**Course Fees**  
**Please contact our office for information on fees and timetables. Fees,time, days are subject to change (\*) represents closed groups**

- TBC = to be confirmed
- TBA= to be advised
- (NEW) a new course/program
- # Groups Auspiced by Outlets

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## STAFF

Outlets employs a team of highly qualified staff to ensure principals, policies, regulations, Adult education and Children programs are adhered to and continuous improvements implemented.

**Therese McKenney** CEO/ Director (Licencee)  
Dip in Business Management  
Community & Economic Development  
Cert IV-TAE LLN  
Cert CAIL - Careers Advisor

**Keiken Munzner** Office Support/Admin  
Adult Education— Program Officer  
Facilitator — TESOL

**Sharmeen Naeem** Dip Chn Education  
**Duyen Thi Nhu NGU** Dip Chn's Education

### Adult Education Tutors

**Jeremy Driver** Cert IV-TAE LLN, Dip TESOL,  
Cert 3 Bus Admin, BA English/Philosophy  
**Meg Wolk** Art Tutor  
**Stephen Wright** Calligrapher Tutor



Outlets Co-op Neighbourhood House LTD acknowledges and respects the Traditional Owners and Custodians of the land.  
Outlets Co-op Neighbourhood House LTD values diversity and welcomes people of all culture, ethnic background, religion, age, gender, and sexual orientation.

A recharge point is a place where people who use wheelchairs and scooters can recharge their batteries.  
Only during Centres operational times



**OUTLETS** 43 Mason St, Newport  
**Getting Here:**

Only 5 mins walk from **Newport Train Station, Taxi rank & Bus interchange**. Approx. 0.5 kilometers.

**Bus routes:** 471 Williamstown/Sunshine

● 432 Yarraville/Footscray  
415 Williamstown/Altona

**Parking - Street Parking only** Council limited parking enforced.

\*2hrs Mason and Side Streets \*full day parking available Market St car park \*Disable parking



Community Information Centre Hobsons Bay Inc 93274233

### Newport Support Services

Located at Outlets Co-op NH House—Newport Community Education Centre



Sub-fund Dennoch Fund



## Childcare EDUCATION delivered following the VEYDLF 5 key principals

- \* Sense of identity
- \* Connections with their world
- \* A strong sense of well being
- \* Confidence involvement in their learning
- \* Effective communication skills

**Our Child Education Program** is designed to encourage growth and cultural development in children aged 3mths-6yrs.

We ensure your child's developmental needs are met, paying particular attention to the interests and experiences of each child and the sensitive needs of the individual., follow the 5 key principles, above.

We understand the importance of care and education for children and have ensured our centre provides a pleasant and stimulating environment.

### Our Child Safe Commitment:

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

We support the cultural safety of children from a culturally and/or linguistically diverse background. We support and providing a safe environment for children with disability, emotional trauma, behavioural.

## An APPROVED CCS Centre (Child Care Subsidy Centre)

Parents **must register** with MY Gov and Centrelink for eligibility for the

Child Care Subsidy (CCS)

[www.education.gov.au/childcare](http://www.education.gov.au/childcare)

## Childcare

Permanent Childcare bookings available

Flexible/Casual weekly bookings

**Note:** Outlets Childcare follows

Victorian School Terms (refer to front page)

### TIMES:

Monday, Tuesday, Wednesday, Friday 9-2pm

☺ **Full Day** - 5Hour Care sessions

Monday, Tuesday, Wednesday, Friday 9-12 or 11-2

☺ **Half Day** - 3Hour Care sessions

Visit our website for Costs and Enrolments form.

### Your childs educational journey starts here

☺ **Permanent childcare** available 'only' for the 5hr sessions and by Term

☺ **Transitional Care:** on a waiting for Long Day Care? Outlets childcare will help the journey with introducing yourself and child to daycare experiences, plus the CCS, while you wait availability to your chosen LDC Centre.

☺ **Childcare for Adult Education Classes.(\$5)** Adult students requiring Care during their study/course session. Care available for ALL day courses.

### Child Care is Centre Based

delivered in a family room setting children of all ages and sibling care promoted  
Please abide to rules outlined by Outlets & the CSAAct 1996 and Regs 2009 and Govt amendments 2011

Contact us for more information about our services!  
**NEWPORT COMMUNITY EDUCATION CENTRE**

43 Mason Street, NEWPORT, 3015

Ph: 9391 8504

[www.outletscop.com.au](http://www.outletscop.com.au)  
Email: [outlets@outletscop.com.au](mailto:outlets@outletscop.com.au)

### Acknowledgements:

Outlets acknowledges the support of  
Hobsons Bay City Council (HBCC), Dept. Education and Training (DET)—Community Child Care Fund & CCS  
Dept. of Humans & Health Services (DHHS) Victoria: Neighbourhood House Co-ord Program  
Dept. Education and Training (DET) - Learn Local - Adult Community Further Education—SW (LL-ACFE),  
Rotary Club of Altona, NAIKO—Computer specialists  
Outlets is a member of the Newport Traders Association. (NTA)