



NEWPORT COMMUNITY EDUCATION CENTRE (NCEC)



Outlets Co-operative Neighbourhood House LTD

2024 Courses and Education Program s1v1

*Due to hosting an International Program Feb/March - Courses in Program will commence late March & Term 2024

'learning opportunities all year.'

Outlets is still Celebrating our 50years

Enrol in 1 course join another for FREE

Digital Literacy on Devices

- iPhones, iPads, Samsung

Intro to Computer's

- MS Office—applications
- Build your IT confidence

Digital Literacy on PC's

- 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 - 28th March

Term 2— 15th April - 28th June

Term 3 - 15th July - 20th September

Term 4 - 7th October - 20th December

Centre & Childcare is closed for Victorian School Term Breaks, Public Holidays, Melbourne Cup and Monday before Melb Cup.

43 Mason Street, NEWPORT, 3015

Ph: 9391 8504

Email: outlets@outletscop.com.au

Website: www.outletscop.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

BOOK NOW

Note: Outlets Childcare follows Victorian School Terms

And is closed during school holidays.



1.Monday 	2024—Enrol now <ul style="list-style-type: none"> • <i>Introduction to Computers</i> • <i>Learn English—Everyday read talk listen</i> • <i>Digital Literacy on Computers</i> • <i>Digital Literacy—Devices (iPhones)</i> • <i>Enjoy learning English through Crafts</i> • <i>Master Craft series</i> 2024 School Terms We reopen Tues 30 Jan - 28March Term 1	Intro to Computers (or refresher) Time: 9.30pm-12.30pm F2F & ON-LINE (10 Weeks) , Topics covered: Basic Theory, File Management, MSOffice , 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 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 <i>*Learn use of One Drive processing (NEW)</i> Pathways to other pre-accredited courses, Prep4Emp- Job Skills, Navigating App on PC, <i>Digital Literacy competencies applicable</i>
2.uesday   	Preparation for Work - Job Attack F2F & ON LINE Time: 12:15-2:15 (15wks) 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? Prep4Work includes: Resume writing, Cover letters, interview preparation, skill search and job search <i>Continuation from P4Emp to Computer skilling + Digital Literacy competencies</i>	MasterCraft series. <i>Book for Term 2 2024</i> Every month - a NEW Craft to discover Circle of Craft 11-1:30pm <i>Quality crafts and forever keepsakes.</i> Are you passionate or have a love of beauty and finer classy crafts then these workshops are for you. Keepsake - Adorable forever Critter Turkish Mosaic Tea Light holders  <i>Enjoy crafting with 'like minded' persons</i>
3.Wednesday 	NEWPORT Support Services Wednesday (Emergency relief) 10:30-12:30pm Fresh produce, Pantry items, Frozen goods (as to availability) Personal Hygiene products, Baby items, myki cards 9391 8504	# Hobsons Bay Bicycle User Group Join and Come RIDE ! RECREATIONAL Cyclist riding Group. CONTACT: Noel Dyson 9399 1240 hobsonsbaybug@bigpond.com <i>Auspiced by Outlets</i>
4.Thursday 	Ummah Jameelah Playgroup (NEW) Time: 9:30-11:30am <i>In our child friendly room and secure open outdoor play area</i> email ummah.jameelah05@gmail.com <i>for more information</i>	HAVE AN IDEA FOR ACTIVITIES, PROGRAM or to create a SPECIFIC GROUP CALL US Qualified facilitator/Tutors are you Looking for Space to deliver a Course Yoga, Crafts, Alternative Therapies WE WOULD LOVE TO HEAR YOUR IDEAS
5.Friday <i>NB* Centre closes 2pm on Friday</i> 	Digital Literacy-on Devices Tech Savvy with iPhones, tablets F2F Time: 10am-1pm (10weeks) iPhones , iPads and other IT devices FaceBook set up. Uploading downloading Apps, linking to My Gov, Centrelink, security & privacy settings receiving, sending ,saving - messages, SMS's. Learn the use of communication tools and correctly use to find information, solve problems or complete and save. Discover eBay and online shopping plus secure payment process <i>*iPads available at centre for use - (limited)</i>	Conversational English (TBC) Time: 9:30-12:30 15wks Face2Face 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. <i>*Excursions to Places of interest included</i> <i>*Childcare available</i>
6.Saturday	Bowen Therapy Course Geelong Bowen & Remedial Therapies Www.geelongbowen.com.au 5243 0050	Auspiced groups -by Outlets #FoMSR Friends of Market St Reserve #FoNL —Friends of Newport Lakes <i>Water sustainability Project & Bees & Native Flowers</i> #OI'65'ers Jam Band —meet at the Newport Hub #FOREST THERAPY —Liz Cyrato call for more info



NEWPORT Support Services
Tuesday-Wednesday 10:30-2:30
9391 8504
FREE *confidential *Impartial
***Accessible to all ...assistance**

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

Sew Create Talk
(English Class)

Time: 10am-12pm

(Learn English through Sewing)

The Class that doesn't stop talking, make new friends learning English, while creating. Learn to use a Sewing Machine. Skills to measure, read and follow patterns Create your own clothes. Repair, modify and adjust loved clothes. Having good conversations learning English.

***Childcare available**

This course is a pathway to Prep4Employment and Computers
 Literacy and Numeracy competencies

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

Digital Literacy - Navigating Computer Applications on line
Time: 1:00 – 2:30pm (10wks)

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

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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

Hobsons Bay Art Society
-Brings a Class to Newport-
Wednesday 1-3pm

A Self placed.

Self guided Art Class

For more information call us or email: hbas@y7mail.com



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 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)

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 month @ 7pm
 For up-to-date times please refer to **www.mhfa.org.au**
(03)8825 3500
amanda.cops@mhfa.org.au

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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 Clothing: Bring all necessary items, bottles, nappies, spare clothing & hat
(refer to back page for more information)

Friday



Course Fees

Please contact our office for information on fees and timetables.
 Fees, time, days are subject to change

***Due to hosting an International Program Feb/March-Courses in Program will commence late March & Term2**

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
Melissa Prout Dip Chn's Education

Adult Education Tutors

Jeremy Driver Cert IV-TAE LLN, Dip TESOL,
Cert 3 Bus Admin, BA English/Philosophy
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



Newport Support Services - Emergency Relief - 9391 8504

Power Saving Bonus—Sick Pay Guarantee - Tax Help * Please Make an appointment
Located at Outlets Co-op NH House—Newport Community Education Centre

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Childcare EDUCATION delivered following the VEYDLF 5 key Outcomes

Children

- * Have a strong sense of identity
- * Are connected with and contribute to their world
- * A strong sense of well being
- * Are confident and involved learners
- * Are effective communicators

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 outcomes, 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 and Behavioral needs.

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

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 list 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.

Outlets Co-op Child Care is Centre Based Centre

delivered in a family room setting being children of all ages and sibling care promoted.

Please abide to rules outlined by Outlets & Children Services Act 1996 and Regs 32/2020

Contact us for more information about our services!

NEWPORT COMMUNITY EDUCATION CENTRE

43 Mason Street, NEWPORT, 3015

Ph: 9391 8504

Www.outletscop.com.au

Email: 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)