

## MELTON SOUTH COMMUNITY CENTRE INC. Term 4 2023 - PROGRAM OF CLASSES

OFFICE HOURS: MONDAY to FRIDAY 9:30AM - 4:30PM



41 Exford Road (PO Box 2010) MELTON SOUTH 3338

Phone: 9747 8576 | Fax: 9747 0677 Email: msccentr@bigpond.net.au Website: meltonsouth.org.au

ABN: 97 587 962 424 | INC NO: A0010526NNJ

Low cost and local courses - all our courses are held at the Centre. We aim to create a welcoming and positive experience for all.

COMPUTERS – BYO USB		
ABSOLUTE BEGINNERS  An opportunity for adults of all ages with little or no computer skills. Start from the beginning and get confidence whilst learning the essential operations of a computer. Increase your independence and make your life easier by being connected. You will be working on a laptop using Windows 11 as well as Microsoft Office 2022. Manual is included.	Wednesday 25 October – 13 December 9:30am – 12noon OR 6:00 – 8:30pm	**\$30.00 or \$20.00 Con 8 Sessions
MULTIMEDIA MADE EASY Do you have questions about any of your devices? Learn all about multimedia devices such as laptops, tablets and smartphones. Find out how to make your devices more secure and how to get the most out of them. Manual included.  BUILD YOUR OWN WEBSITE – BEGINNERS	Tuesday 17 October – 12 Dec 9:30am – 12noon (no class 7 November) Tuesday 17 October – 12 Dec	**30.00 or \$20.00 Con 8 Sessions **\$30.00 or
Build your very own website in WordPress which can be tailored to your requirements. Learn about the structure of a website, pages, fonts, colours, search engines and social media. Ideal for a community project or small business.	6:30 – 9:00pm (no class 7 November)	\$20.00 Con 8 Sessions
START A BUSINESS ONLINE  Do you have an idea for a business and do not know where to start, or have an existing business and want to upgrade it to include online integration? Covers ABNs and business names, how to set up a free website (including payment plugins), social media, email lists, advertising online, laws, regulations & basic account-keeping. Manual is included.	Friday 27 October – 15 December 12:30 – 3:00pm	**30.00 or \$20.00 Con 8 Sessions
<b>EDITING IMAGES</b> Using free software, learn how to photoshop images. Discover how to remove or add people and objects from a photo, re-colour an object, remove blemishes and so much more. Use examples provided or you can bring your own images. Includes manual.		**\$30.00 or \$20.00 Con 8 Sessions
HOW TO BE A YOUTUBER  Have you ever thought about starting your own YouTube channel? With this introductory course, you will learn everything you need to know to get started. Discover free software options that are available. Covers audio-capturing and editing software, as well as image editing (for video thumbnails) and how to add text, transitions and other effects to make the videos look professional. Learn how to produce, edit and upload your first video. Includes handouts.	Tuesday 17 October – 12 December 6:30 – 9:00pm (no class 7 November)	**\$30.00 or \$20.00 Con 8 Sessions
MICROSOFT OFFICE (2022) – MUST HAVE BASIC COMPUTER SKILLS – BYO USB		
WORKPLACE SKILLS USING MICROSOFT OFFICE – NEW COURSE A chance for those seeking employment to gain essential computer skills with Microsoft. Covers touch-typing, saving to a USB, performing mail merges in Word, creating chart reports in Excel, data entry practice, creating a booklet in Publisher, a presentation slideshow in PowerPoint and using Outlook to draft emails, add and edit contacts and use the calendar. Manual is included.	Thursday 26 October – 14 December 12:30 – 3:00pm	**\$30.00 or \$20.00 Con 8 Sessions
MICROSOFT OFFICE SUITE – BEGINNERS For those with a little computer knowledge wanting to learn the basics of Microsoft Office programs. Covers the basics of Word, Excel, PowerPoint and Publisher. Manual is included.	Thursday 26 October – 14 December 9:30am – 12noon	**\$30.00 or \$20.00 Con 8 Sessions
WORD – INTERMEDIATE  Designed for those who are competent in the basics of Word. Learn more features and functions of Word including advanced tables, graphics, mail merge, headers & footers, styles & themes, as well as printing. Manual is included.	Wednesday 25 October – 13 December 10:00am – 12:30pm	**\$30.00 or \$20.00 Con 8 Sessions
<b>EXCEL – BEGINNERS</b> This comprehensive course is designed to take you from an absolute beginner level to being a confident user of Excel. Learn to create tailored spreadsheets for the home or office. Manual is included.	12:30 – 3:00pm	**\$30.00 or \$20.00 Con 8 Sessions
EXCEL – INTERMEDIATE  A follow-on course from Excel Beginners, or for those already competent in the basics of Excel. Learn to do more complex formulas to manage and analyse complex data. Learn to generate tax invoices, timesheets and budgets. Manual is included.	Monday 23 October – 11 December 10:00am – 12:30pm	**\$30.00 or \$20.00 Con 8 Sessions
EXCEL – ADVANCED  For intermediate users of Excel, learn more complex functions to further progress your skills. Includes outlining data, Count, CountA, filtering data, freezing panes, sparklines, Countif, sharing a workbook and more. Manual is included.	Wednesday 25 October – 13 December 12:30 – 3:00pm	**\$30.00 or \$20.00 Con 8 Sessions
ACCOUNTS		
MANUAL BOOKKEEPING – BEGINNERS  Learn how to keep a basic set of books. This comprehensive course covers payroll, GST, ledgers, invoices, journals, bank reconciliations, petty cash, trial balance & balance sheet. Ideal pathway to MYOB course. Manual is included.	Thursday 26 October -14 Dec 10:00am - 12:30pm OR 6:00 - 8:30pm	**\$30.00 or \$20.00 Con 8 Sessions
MYOB BUSINESS – CLOUD-BASED VERSION – BEGINNERS – BYO USB  Discover the skills and knowledge you need to set up and successfully operate a cloud-based accounting system.  Process day-to-day transactions accurately and use that data to produce reports. Includes working with a chart of accounts, entering sales and receiving payments, bank reconciliations, petty cash, journals and end of financial year processing. Manual is included. Must have basic bookkeeping and computer experience.	Tuesday 24 October – 12 December 10:00am – 1:00pm OR 6:00 – 9:00pm (no class on 7 November)	**\$35.00 or \$25.00 Con 7 Sessions

Do you or someone you know have unpaid fines or infringement notices and are unable to pay them? You may be eligible for a Work Development Permit (WDP), where you can use your attendance in one of our courses to pay off your fines – currently this is \$57.69 per each hour of attendance. Fines include Myki, red-light camera, speeding and parking. Eligibility criteria applies. Please call the Centre for more details.



INDUSTRY PATHWAYS – Pre–accredited (tailored for those seeking employment or a pathwa	y to accredited training)	
INTRO TO BEAUTY (RRP \$480.00 IF THE WORKSHOPS ARE DONE SEPARATELY)	Saturday 11 November – 2 Dec	**\$120.00 or
Covers Indian Head Massage, Professional Makeup Made Easy, Body Waxing, French Manicure & Pedicure, Lash Lift & Tint and Shellac Nails. Some kits included. This is an ideal pathway to Certificate III Beauty Services or employment.	Contact Centre for times as vary each week.	\$90.00 Con 4 Sessions
INTRO TO FLORISTRY	Tuesday	**\$125.00 or
Learn how to work with a variety of flowers, foliages, accessories and wiring techniques. You will create boxed	17 October –12 December	\$95.00 Con
arrangements, table centres, corsages and posies. Take your beautiful designs home weekly.  This is an ideal pathway to Certificate II Floristry or employment opportunities in the florist industry.	6:30 – 9:00pm (no class 7 November)	8 Sessions
INTRO TO PATISSERIE & BAKING SKILLS	Thursday 2 Nov – 7 Dec OR	**\$90.00 or
Learn and practice the skills required to work in the patisserie/baking industry. Discover breadmaking and also learn to	Saturday 4 Nov – 9 Dec OR	\$70.00 Con
make choux pastry, eclairs, tarts, puddings or cupcakes, as well as modern and traditional cakes. Your tutor was trained in France. This is an ideal pathway to Certificate III Hospitality, employment opportunities or to create your own	9:30am – 12:30pm	6 Sessions
enterprise. Bring a container to take home your baked goods each week.		
INTRO TO SEWING	Tuesday	**\$30.00 or
Designed for beginners, learn about your machine, including threading the needle and bobbin. Discover stitches including plain and zigzag and also how to hand sew. Make small projects such as a pot stand, pot holder, cushion cover with	12:30 – 3:00pm	\$20.00 Con 8 Sessions
piping & zip and an apron. Also learn how to understand and use a commercial pattern. BYO working sewing machine,	(no class 7 November)	
fabrics and threads. See requirements list. Ideal pathway to Sewing – Intermediate or employment opportunities.		
SEWING – INTERMEDIATE	Thursday	**\$30.00 or
For those who have done the Intro to Sewing course or have sewing experience, build on your skills including putting in zips, pleating, gathering, garment construction, terminology, hemming and lace techniques. Complete at least three	26 October – 14 December 9:30am – 12noon	\$20.00 Con 8 Sessions
projects. BYO working sewing machine, fabrics, patterns & threads. See requirements. Pathway to Sewing – Advanced.	9.30am - 121100n	0 063310113
SEWING – ADVANCED	Tuesday	**\$30.00 or
For those who have completed Intermediate Sewing or have a good understanding of garment construction. Continue	17 October –12 December	\$20.00 Con
practicing your skills by using a pattern to create a project of your choice. Learn to alter patterns. BYO working sewing	9:30am – 12noon	8 Sessions
machine, fabrics, patterns and threads. See requirements list. This is an Ideal pathway to employment.	(no class 7 November)	
FIRST AID ACCREDITED TRAINING – MUST HAVE A USI (UNIQUE STUDENT IDENTIFIER) TO	ATTEND. NO PRE-WORK I	REQUIRED.
PERFORM CPR (HLTAID009)	Saturday 14 October OR	\$70.00 or
Using a mannequin, demonstrate correct procedures for performing CPR as well as first aid management of altered and loss of consciousness, hygiene and infection control and the use of an AED.	Saturday 25 November 9:00am – 12noon	\$65.00 Con 1 Session
On the day learn the theory and the practical and be assessed on both. Certificate is valid for 1 year.	9.00am = 121100m	1 36331011
PROVIDE FIRST AID (HLTAID011)	Saturday 14 October OR	\$130.00 or
Includes CPR (HLTAID009). Learn the skills and knowledge to be able to provide a first aid response and support until	Saturday 25 November	\$125.00 Con
qualified emergency help arrives. On the day learn the theory and the practical and assessed on both. Valid for 3 years.  PROVIDE FIRST AID IN AN EDUCATION & CARE SETTING (HLTAID012)	9:00am – 12noon Saturday 14 October OR	1 Session \$150.00 or
Includes CPR (HLTAID009). Comprehensive first aid training for childcare and education workers.	Saturday 25 November	\$145.00 Con
On the day learn the theory and the practical and be assessed on both. Certificate is valid for 3 years.	9:00am – 4:30pm	1 Session
IN THE KITCHEN - ENCLOSED SHOES MUST BE WORN - BRING AN APRON AND CONTAIN	ER – ADVISE OF DIETARY I	ISSUES
INTRO TO PASTRY & BAKING COURSE – SEE INDUSTRY PATHWAYS SECTION		
PAVLOVA – NEW COURSE	Sunday	\$55.00 or
The pavlova is a summer icon. Impress your family and friends by learning to bake a delicious pavlova from scratch. Make the meringue and then mould it into a beautiful shape and then decorate.	19 November 10:00am – 2:00pm	\$50.00 Con 1 Session
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SUMMER FESTIVE TART – NEW COURSE	·	
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CHRISTMAS CARD MAKING	Thursday	\$12.00 or
Impress loved ones by making your own Christmas cards. Make a variety of simple Christmas cards using various olds, including the tea bagging folding method. Use your creative ideas or just copy the samples. Everything supplied.	30 November 10:00 – 11:30am	\$10.00 Cor 1 Session
CHRISTMAS BISCUIT DECORATING  Take your biscuit decorating to the next level using royal icing and/or fondant. Learn all the tips and tricks. You will take home up to 6-7 biscuits. Please bring an apron and a container. Everything you need is supplied.	Tuesday 5 December 10:00am – 1:00pm	\$50.00 or \$45.00 Cor 1 Session
CHRISTMAS MACARONS	Sunday 3 December	\$50.00 or \$45.00 Cor
Impress your family and friends with these iconic French biscuits, featuring Christmas colours and various fillings.  These are ideal as sweet treats or gifts. Please bring an apron and a container. Everything you need is supplied.  CHRISTMAS YULE LOG	10:00am – 1:00pm	1 Session \$55.00 or
Make sure you are well and truly ready for the end-of-year festivities by learning the art of making a Yule log. Make the sponge, fill with decadent creams and decorate. Everything is supplied. Please bring an apron and a container.	Tuesday 12 December 10:00am – 2:00pm	\$50.00 Cor 1 Session
CHRISTMAS WREATH Create a festive welcome at your front door, which also could be used as a centrepiece for your Christmas table. Everything is included.	Saturday 16 December 10:00am – 12noon	\$50.00 or \$45.00 Cor 1 Session
FLORAL CHRISTMAS CENTREPIECE  Learn how to create an extravagant table feature using beautiful fresh flowers for your Christmas table.	Saturday 16 December 1:00 – 3:00pm	\$50.00 or \$45.00 Cor 1 Session
Everything is included.  CHRISTMAS-THEMED SOY CANDLE & ROOM SPRAY  Save money and learn how to make your very own soy candles and room sprays. Make two Christmas candles and a room spray in the fragrances of your choice. Perfect for presents or even using the candles for the Christmas table. Everything supplied. Bring a box/container. Candles will need to be left overnight to set & collected the following day.	Sunday 10 December OR Monday 11 December 10:00am – 12:30pm	\$110.00 or \$105.00 Co 1 Session
HEALTH & WELLBEING		
<b>BELLY DANCING</b> Belly dancing is fun and fantastic exercise. It promotes balance, strength, digestion, co-ordination and confidence. Your lower back, hips & ligaments are put through a full range of gentle, repetitive motions including circles, hip drops, figure eights and shimmies. Wear socks, a long skirt and a shimmering belt/scarf to tie around your hips. BYO drink.	Monday 23 October – 11 December 6:00 – 7:00pm (Beginners) 7:00 – 8:00pm (Experienced)	\$120.00 or \$115.00 Co 8 Sessions
GUIDED MEDITATION A gentle and accessible practice that transforms the mind and encourages concentration, clarity and emotional balance. BYO yoga mat and a drink.	Wednesday 11 October – 13 December 9:50 – 10:20am	\$62.50 or \$60.00 Co 10 Session
YOGA Designed for adults of all levels to improve health whilst catering for individual needs. Increase flexibility and strength, as well as reduce stress. Everyone is welcome regardless of fitness level or experience. BYO yoga mat, blanket and a drink.	Wednesday 11 Oct – 13 Dec 10:30 – 11:30am OR 11:30am – 12:30pm OR 6:00 – 7:00pm	\$125.00 or \$120.00 C 10 Session
REFLEXOLOGY FOR BEGINNERS  Facilitated by a qualified practitioner, discover the art of reflexology which relaxes the body and alleviates stress. Learn the areas in the foot that correspond to organs and systems of the body to heal and relax. Start off doing a 30-minute foot soak, followed by a 20-minute pain release meditation. Work with another participant to do a 1-hour treatment on each other. Includes manual, tub, herbal soak mixture, foot care pack and Certificate of Participation. BYO towel.	Saturday 28 October 9:30am – 12:30pm	\$60.00 or \$55.00 Co 1 Session
HERBAL FOOT BATH – NEW COURSE Save money by learning how to make your own herbal foot baths. Discover the history, herbs used and then you will make 5 jars to take home. Includes a tub as well as all supplies. BYO towel.	Saturday 18 November 9:30 – 11:30am	\$60.00 or \$55.00 Co 1 Session
HOBBIES		
HENNA FOR BEGINNERS – NEW COURSE  Discover this amazing ancient art form. Using home-made organic henna, you will learn to do swirls, vines, leaves, paisleys and much more. You will first practice on paper and then will do a design on your skin. Everything is provided.	Sunday 12 November 10:00 – 11:00am	\$20.00 or \$15.00 Co 1 Session
WATERCOLOUR PAINTING – BEGINNERS  In this comprehensive course taught by local artist Cheryl, beginners can learn a new hobby, meet new people and discover why watercolours are such a popular and fun medium to work with. See requirements list.	Wednesday 25 October – 13 December 9:30 – 11:30am	\$25.00 or \$20.00 Co 8 Sessions
WATERCOLOUR PAINTING – INTERMEDIATE  For those that are more experienced painters who wish to paint and socialise. Bring along your own materials.	Wednesday 25 October – 13 December	\$25.00 or \$20.00 Co 8 Sessions
FASCINATOR WORKSHOP – NEW COURSE Prepare for the upcoming Spring Racing Carnival by learning the art of how your own fascinator head piece designed on a head band. Choose from a selection of colours and textures. Everything is supplied.	12:30 – 2:30pm Thursday 19 October 10:00am – 12noon OR 6:30 – 8:30pm	\$12.00 or \$9.00 Con 1 Session
BEAUTY WORKSHOPS	0.30 — 0.30pm	1 00331011
NTRO TO BEAUTY COURSE – SEE INDUSTRY PATHWAYS SECTION		
PROFESSIONAL MAKEUP MADE EASY Covers the three steps to makeup. 1. Preparing and base work. 2. Face-framing, contouring/highlighting. 3. Colouring in eyes and lips. Make your eyes pop with natural, classic and/or smokey eyes. Includes full makeup usage, instructions	Saturday 21 October 10:00am – 12:30pm	\$40.00 or \$35.00 Co 1 Session
and Certificate of Participation. Offered in Intro to Beauty Course.  NDIAN HEAD MASSAGE  Learn this age-old art of massaging to achieve a total state of relaxation and calmness. Discover these simple and effective techniques. Covers scalp, shoulders and neck. Offered in Intro to Beauty course.	Saturday 11 November 10:00am – 12noon	\$20.00 or \$15.00 Co 1 Session
BODY WAXING  Using traditional roll-on strip and hot wax. Covers underarms, legs, bikini, lips, chin, arms & brows. Also learn before & after care and hygiene. Included is a wax kit, instructions and a Certificate of Participation. Offered in Intro to Beauty.	Saturday 18 November 10:00am – 2:30pm	\$110.00 or \$105.00 C
LASH LIFT & TINT  Learn to lift and tint lashes as well as tint brows. Includes instructions and a kit, as well as a Certificate of Participation. Offered in Intro to Beauty course.	Saturday 25 November 9:30am – 12:30pm	\$110.00 or \$105.00 C 1 Session
FRENCH MANICURE & PEDICURE Save money by learning how to do your own French mani & pedi the easy and effective way. Includes a kit containing products, as well as a Certificate of Participation. Offered in Intro to Beauty course.	Saturday 25 November 1:00 – 4:00pm	\$60.00 or \$55.00 Co 1 Session
SHELLAC NAILS Learn how to prepare the nails with a dry manicure and then coat with shellac application. Covers shaping, removal, nail	Saturday 2 December 10:00am – 2:30pm	\$140.00 or \$135.00 Co 1 Session
repairs and homecare advice. Includes a gel lamp, kit, instructions as well as a Certificate of Participation.  DIP POWDER NAILS	Saturday	\$150.00 or
Similar to SNS, this workshop covers natural nail and tip application, nail repair, refills, removals and jewel nail art.	9 December 10:00am – 4:00pm	\$145.00 Co

MUSIC LESSONS – ADULTS & CHILDREN (AGES 8+)		
ACOUSTIC GUITAR – BEGINNERS  Bring your own acoustic guitar and see how enjoyable it can be to learn to play.  Your tutor has 20+ years live and recording experience, and is an ARIA-nominated signed recording artist.	Tuesday 17 Oct – 12 December (no class 7 November) OR Friday 20 October – 8 December 30–minute lessons from 4:00pm Call Centre for available times	\$95.00 or \$90.00 Con 8 Sessions
KEYBOARD – BEGINNERS  Bring your own keyboard and discover how enjoyable it is to learn to play.  Your tutor has 20+ years live and recording experience, and is an ARIA-nominated signed recording artist.	Tuesday 17 Oct – 12 December (no class 7 November) OR Friday 20 October – 8 December 30-minute lessons from 4:00pm Call Centre for available times	\$95.00 or \$90.00 Con 8 Sessions
KID'S AFTER SCHOOL ACTIVITIES (AGES 8 – 12)		
LITTLE MASTERCHEFS  A hands-on cooking program designed to teach children how to identify and select healthy ingredients to make delicious meals for themselves and their family. Everything is provided, including chef's hats and aprons. These classes proudly funded by Western Health. Dietary restrictions must be advised. Places are strictly limited.	Monday 23 October – 11 Dec OR Thursday 26 October – 14 Dec 4:15 – 6:15pm	\$10.00 8 Sessions
KID'S CHRISTMAS CRAFT – NEW COURSE  A fun Christmas workshop for the kids in which they will complete Christmas craft, including bauble decorating and making Christmas cards. Everything is included.	Thursday 7 December 4:30 – 6:00pm	\$20.00 or \$15.00 Conc 1 Session
ART FOR KIDS  Children will have fun whilst developing their skills in drawing and painting in an engaging and creative environment. Everything is included. These classes proudly funded by Western Health. Places are strictly limited.	Wednesday 25 October –13 December 4:30 – 6:00pm	\$10.00 8 Sessions
SELF HELP & SOCIAL GROUPS - HELD HERE AT THE MELTON SOUTH COMMUNITY CENT	RE	
FREE – TAX HELP Assistance with preparing and lodging personal basic tax returns. Eligibility criteria apply. Bookings are required.	Thursdays finishing end of October – 45 min app Contact: Centre 9747 8576 for details	
ADRA/MELTON SOUTH COMMUNITY CENTRE FOOD PARCEL SERVICE – \$3 donation appreciated Come from 10:30am and volunteers will issue a time to return for the collection of your parcels.  Must have a Centrelink concession card and be a resident of Melton. Please bring your own bags.	Fridays 10:30am – 2:30pm	
FREE – MEN'S FELLA-SHIP GROUP  Come along and have a chat, a cuppa and participate in activities and outings. Great if you would like to get out of the house.	Wednesdays 1:00 – 3:00pm Contact: Centre 9747 8576 for details	
FREE – MELMARSH PROSTATE CANCER SUPPORT GROUP  If you or a loved one is dealing with a prostate cancer diagnosis, you are welcome to come along to this monthly support group. Attendees are welcome to share their experiences, or just sit and listen as the group discusses relevant news, developments, help and resources. Meetings are informal and confidential, and run by dedicated volunteers.	First Thursday of the month 12:30 – 2:30pm Contact: Grenville on 0412 741 865 for details	
FREE – MELTON SOUTH KNIT & NATTER (INCLUDES CROCHETING AS WELL)  If you would like to learn to knit or crochet, or enjoy doing it, then come along and join in on the fun. BYO materials.	Mondays 10:00am – 12noon Contact: Centre 9747 8576 for details	
FREE – MELTON SOUTH COMMUNITY SINGERS If you enjoy singing, then come along and join the fun. Includes some performances at different venues.	Tuesdays 10:30am – 12noon (2 <sup>nd</sup> & 4 <sup>th</sup> of month) Contact: Sue 0400 082 413 for details	
FREE – MELTON SOUTH COMMUNITY CENTRE COMMUNITY GARDEN If you like gardening, we need volunteers to plant and maintain the community garden area at the Centre. Includes planning, planting, harvesting and upkeep. If you are interested, please call the Centre.	Last Thursday of the month 1:30 – 3:00pm Contact: Centre 9747 8576 for details	
NEIGHBOURHOOD GROUP  A fun group of ladies offering friendship, crafts, games, cards, outings and guest speakers. The cost is \$2 weekly to the group leader, which covers afternoon tea and special lunches including Christmas.	Wednesdays 1:00 – 3:00pm Contact: Centre 9747 8576 for details	
AL–ANON FAMILY GROUPS  Confidential and anonymous meetings for families and friends of alcoholics and problem drinkers, where support and a welcoming environment is offered.	Fridays 7:00 – 8:30pm Helpline: 1300 252 666 Website: al-anon.org.au	
FREE – LITTLE LIBRARY  Available from our waiting room is a range of books for children, teens and adults. Donations welcome.		
FREE – COMPUTER USE FOR JOB SEARCH  One-hour sessions available to search the internet for job-related sites or to create or update resumes.	Contact Centre 9747 8576 for more Bookings are required.	details

## ROOMS AVAILABLE FOR HIRE

We have excellent training and meeting rooms at the Centre that can be hired at reasonable rates.

Call the Centre on 9747 8576 for more details.

Please note that we do not hire for private parties or functions.



## **HOW TO ENROL – BOOKINGS ESSENTIAL**

FEES: Call the office for payment options and details.

Payment is required no later than one week before the class commences.

\*\*ACFE funded courses – course cost includes fees, manuals, class materials and amenities.

REFUNDS: Will be given if the class is cancelled or one week's notice is given to the Centre.

Refunds or make-up sessions will not be provided for missed classes.









MSCC respectfully acknowledges the Wurundjeri people of the Kulin nation and pay our respects to their elders, past, present and emerging. MSCC actively supports and facilitates participation and inclusion of Aboriginal children and their families as well as celebrating Aboriginal peoples, their achievements, communities and cultures.

MSCC prioritises the safety of children and will not tolerate child abuse, racism or any other harmful behaviour towards children.