



Melton South Community Centre

Term 4 2024 (October-December) Program

Low-cost and local, we aim to create a welcoming and positive experience for all

Address: 41 Exford Road, Melton South

Office Hours: 9:30am to 4:30pm, Monday to Friday

Phone: 9747 8576 Email: msccentr@bigpond.net.au Mail: P.O. Box 2010, Melton South 3338

Website: meltonsouth.org.au

ABN: 97 587 962 424 INC. NUMBER: A0010526NNJ

COMPUTER COURSES - BYO USB

Absolute Beginners This course is a great opportunity for anyone new to computers to gain confidence and learn a variety of essential skills using Windows 11 laptops and Microsoft Office 2022. Discover how to make the most of the keyboard and how to perform essential functions, such as saving files. Laptops are provided for student use and each student receives a course manual.	Tuesday 22 October-10 December 9:30am-12:00pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*
Intermediate Computers Elevate your computer skills in a friendly and accessible environment using Windows 11 laptops and Microsoft Office 2022. Discover essential components such as settings and the control panel, file management, data backup and cloud storage, cyber safety and basic maintenance. Laptops are provided for student use and each student receives a course manual.	Thursday 24 October-12 December 9:30am-12:00pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*
How to be a YouTuber If you've been thinking about starting your own YouTube channel, this introductory course will give you all the skills to get started without paying for software. Learn about audio-capturing and editing software, image editing and how to add text and other effects to make your content shine. Laptops are provided for student use and each student receives a course manual.	Monday 21 October-9 December 12:30-3:00pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*
Multimedia - Level 2 Build on your skills and discover more features of your smartphone or tablet. This course covers using the calendar, advanced messaging, storage, protection and blocking people, apps including Google Maps, camera and video techniques as well as online shopping and the digital wallet. Each student receives a course manual. Bring your own device/s.	Thursday 24 October-12 December 12:30-3:00pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*
Build Your Own Website Learn how to create your own website in WordPress and discover how you can tailor it for any purpose, from a personal blog to a professional home page. Learn about the structure of a website including pages, fonts and colours, as well as search engines and social media. Laptops are provided for student use, or you're welcome to bring your own.	Thursday 24 October-12 December 6:00-8:30pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*

MICROSOFT OFFICE - BYO USB, BASIC COMPUTER SKILLS REQUIRED

Workplace Skills Using Microsoft Office Gain essential digital skills in this popular course, perfect for those returning to work or looking for a new career. Learn about touch-typing, saving to a USB, mail merges, creating chart reports, data entry, creating booklets and slideshows and using Outlook for emails and the calendar. Laptops are provided for student use and each student receives a course manual.	Tuesday 22 October-10 December 12:30-3:00pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*
Excel - Intermediate Students with some basic knowledge of Excel are invited to join this course and learn about working with more complex formulas and data, then have the opportunity to practice generating invoices, timesheets and budgets - essential knowledge for business-owners and anyone working with finances and accounting. Laptops using Microsoft Office 2022 are provided for student use, and each student receives a course manual.	Monday 21 October-9 December (no class 18 November) 12:15-3:00pm 7x weekly sessions	\$30 or \$20 conc. *FUNDED*
Excel - Advanced Intermediate users of Excel will have the chance to further progress their skills as they learn about elements such as outlining data, Count and CountA, filtering data, freezing panes, sparklines, Countif and sharing a workbook. Laptops using Microsoft Office 2022 are provided for student use, and each student receives a course manual.	Tuesday 22 October-10 December 6:30-9:00pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*

ACCOUNTING

Manual Bookkeeping Learn how to keep a basic set of books in this comprehensive course, which covers payroll, GST, ledgers, invoices, journals, bank reconciliations, petty cash, trial balance and balance sheet. Each student receives a course manual. Useful knowledge on its own, or a great stepping stone to our MYOB course. Students need to bring a grey lead pencil, eraser and calculator to each class. (Phone calculators can be used.)	Wednesday 23 October-11 December (no class 20 November) 9:15am-12:00pm 7x weekly sessions	\$30 or \$20 conc. *FUNDED*
MYOB Business (cloud-based) - Beginners Discover how to set up and successfully operate a cloud-based accounting system in this beginners course which includes working with a chart of accounts, entering sales and receiving payments, bank reconciliations, petty cash, journals and end of financial year processing. Laptops are provided for student use and each student receives a course manual. NOTE: Students MUST have basic bookkeeping and computer experience to enrol. If you don't have this prior knowledge, you won't be permitted to enrol.	Monday 21 Oct-9 Dec (no class 18 Nov) 9:15am-12:00pm <u>OR</u> Thursday 24 Oct-12 Dec (no class 21 Nov) 6:00-8:45pm 7x weekly sessions	\$40 or \$30 conc. *FUNDED*
MYOB Payroll (cloud-based) Upgrade your MYOB skills and learn to manage a payroll in this vital course which includes payroll legislation and requirements, setting up payroll items and employee details, processing payroll, payment of deductions withheld, managing payroll and end-of-year procedures. Laptops are provided for student use and each student receives a course manual. NOTE: Students MUST have MYOB and computer experience to enrol.	Tuesday 22 October-10 December (no class 19 November) 6:00-8:45pm 7x weekly sessions	\$40 or \$30 conc. *FUNDED*

If you have outstanding traffic or public transport fines that you're struggling to pay, we may be able to sponsor you through the Work Development Permit (WDP) program. If approved, each hour you attend a course at our centre will pay off \$57.69. **PLEASE NOTE:** Limits and eligibility criteria apply. Applications subject to approval. Please contact the centre for more details.

PRE-ACCREDITED INDUSTRY PATHWAYS

Intro to Beauty (RRP \$430 if workshops are done separately) Save some money and get your foot in the door of the beauty industry as you progress through our beauty workshops, including Professional Makeup, Indian Head Massage, Body Waxing, Lash Lift & Tint, French Manicure & Pedicure and Shellac Nails. Some kits are included as well as a completion certificate.	Saturdays & Sundays 7, 8, 14 & 15 December Varying times 4x sessions	\$135 or \$95 conc. *FUNDED*
Intro to Floristry Unleash your creative side and relish the opportunity to create a stunning array of floral bouquets, centrepieces and boxed arrangements. Take your designs home with you each week and put a smile on your face or those of loved ones. Students receive a completion certificate that can be used to progress to further study or employment in the industry.	Tuesday 22 October-10 December 6:30-9:00pm 8x weekly sessions	\$135 or \$95 conc. *FUNDED*
Sewing - Beginners - BYO sewing machine and materials Learn the basics of sewing to create and repair in this introductory course, perfect for hobbyists or those considering a career change. Learn about your machine and essential techniques and have the chance to work on a variety of projects. Students receive a completion certificate that can be used to progress to further study or employment in the industry.	Thursday 24 October-12 December 12:15-2:45pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*
Sewing - Intermediate - BYO sewing machine and materials Elevate your sewing skills by learning about additional techniques as you complete at least 3 projects. Discover how you can do your own zips, pleats, gathering, and hemming and also learn about garment construction and terminology. Students receive a completion certificate that can be used to progress to further study or employment in the industry.	Thursday 24 October-12 December 9:30am-12:00pm 8x weekly sessions	\$30 or \$20 conc. *FUNDED*

ACCREDITED FIRST AID TRAINING - USI NUMBER REQUIRED

Perform CPR - HLTAID009 Learn how to manage an unconscious person through the use of CPR and AEDs. Practice your skills and uncover essential knowledge on areas such as hygiene and infection control. Receive a nationally-recognised certificate valid for one year.	Saturday 19 October OR 30 November 9:00am-12:00pm	\$75 or \$70 conc.
Provide First Aid - HLTAID011 Learn the essential tips and skills you need in order to administer emergency first aid and support while awaiting emergency services. This course also includes CPR - HLTAID009. Receive a nationally-recognised certificate that is valid for three years.	Saturday 19 October OR 30 November 9:00am-4:30pm	\$135 or \$130 conc.
Provide First Aid in an Education & Care Setting - HLTAID012 Perfect for childcare, education and disability workers, this course includes CPR - HLTAID009 as well as comprehensive first aid training and instruction on asthma and anaphylaxis. Receive a nationally-recognised certificate that's valid for 3 years.	Saturday 19 October OR 30 November 9:00am-4:30pm	\$155 or \$150 conc.

FUN AND WELLBEING

Belly Dancing Belly dancing is great exercise for all ages, promoting balance, strength, digestion, co-ordination and confidence. Learn a range of movements and actions in these fun and engaging classes, available for varying levels of skill and fitness. Beginner and intermediate courses are available, so dancers of various abilities will be able to learn moves tailored to their skill level.	Monday 28 October-16 December 6:00-7:00pm (Beginners) 7:00-8:00pm (Intermediate) 8x weekly sessions	\$120 or \$115 conc.
Meditation Bring some zen to your life and let your stresses melt away as you join Leticia for online meditation classes, with the option to either come to the centre or participate at home. This meditation is done in chairs, so all levels of fitness are welcome. Be sure to wear comfortable clothing.	Wednesday 16 October-11 December 9:50-10:20am 9x weekly sessions	\$60 or \$57.50 conc.
Yoga Join Leticia online for weekly yoga classes, with the option to either come to the centre or participate at home. Adults of all ages and fitness levels are invited to enrol and enjoy the improvement in movement and flexibility. Bring along your yoga mat and be sure to wear comfortable clothing.	Wednesday 16 October-11 December 10:30-11:30am 9x weekly sessions	\$120 or \$115 conc.
Intro to Crystal Healing Learn about various crystals and discover their healing properties, as well as the history and how to choose the right crystals for you. Each student receives their own crystal to take home.	Saturday 16 November 10:00am-12:00pm	\$60 or \$55 conc.
Smudging & Protection Discover how you can use this popular technique to protect and cleanse yourself, your loved ones and your home of negative energy. Each student receives an information booklet and handmade smudge stick.	Saturday 16 November 1:00-3:00pm	\$60 or \$55 conc.
Flower Growing & Pressing Get creative with flowers and leaves in this hands-on workshop, where you'll learn how to cultivate flowers and foliage and preserve your blooms to enjoy for years to come. Each student will receive a flower-pressing kit.	Saturday 23 November 10:00-11:30am	\$30 or \$25 conc.
Christmas Wreath Create your own stunning wreath which can be used as a festive welcome on your front door or a feature inside your home. Everything is provided.	Saturday 14 December 10:00am-12:00pm	\$50 or \$45 conc.
Floral Christmas Centrepiece Learn how to create a stunning centrepiece, perfect for your Christmas table or as a festive welcome for your home. Everything is provided.	Saturday 14 December 1:00-3:00pm	\$50 or \$45 conc.
Christmas Card Making Impress your loved ones with handmade cards this Christmas! Make your own cards using various folds and styles, using your own ideas or copying provided samples. Everything is supplied.	Thursday 5 December 1:00-2:30pm	\$12 or \$10 conc.
Self-Defence for Women - ages 14+ Build your awareness and confidence as you learn simple and effective self-defence techniques under the guidance of a 4th degree international taekwon-do instructor. Women of all fitness levels are welcome.	Saturday 30 November 12:30-1:30pm	\$20 or \$15 conc.
Christmas Candles, Melts & Diffusers Discover how to add a touch of festive ambience to your home this Christmas with your own candle, wax melts and scent diffuser. Learn the fundamentals, customise them with festive scents and take home what you've made. Bring a box.	Saturday 7 December 12:30-3:00pm	\$95 or \$90 conc.

Fees for government-funded courses are inclusive of tuition, administration, amenities and class materials.

ALL INFORMATION IS CORRECT AT TIME OF PRINTING - PROGRAM MAY BE SUBJECT TO CHANGE

Training and meeting rooms are available for hire at reasonable rates.

For more information and bookings, contact the centre directly.

PLEASE NOTE: the centre does not hire for private parties or functions.

We're always on the lookout for new tutors and courses! If there's anything you can offer or would like to see, get in touch.

IN THE KITCHEN - WEAR ENCLOSED SHOES, BRING AN APRON & CONTAINER

Christmas Treats Dazzle your loved ones this Christmas with a delicious array of handmade treats. Learn how to make truffles, tarts, rocky road, fudge, chocolate crackle reindeer and a gingerbread tree, perfect as gifts or as an extra festive addition to your Christmas table. Everything is supplied.	Thursday 14-28 November 1:00-3:00pm 3x weekly sessions	\$55 or \$50 conc.
Spring-time Desserts Create your own delectable desserts, perfect for sunny days. Discover how to make mini Aperol spritz trifles, lemon meringue pie and chocolate or mango mousse. Everything is supplied.	Saturday 16 November 10:00am-2:00pm	\$65 or \$60 conc.
Christmas Biscuit Decorating Use royal icing/fondant to take your festive biscuits to the next level, learning all the tips and tricks from your French-trained tutor. Everything is supplied.	Saturday 7 December 10:00am-1:00pm	\$55 or \$50 conc.
Christmas Canapes Make festive entertaining a breeze by mastering these tasty canapes. Use everyday ingredients and accessible techniques to create a range of sweet and savoury morsels, such as tarts, cakes and truffles. Everything is included.	Saturday 23 November 10:00am-2:00pm	\$65 or \$60 conc.
Christmas Macarons Macarons can be intimidating, so why not learn from a master? Create these legendary treats under the guidance of a French-trained chef and discover how you can customise them for the festive season. Everything is supplied.	Sunday 8 December 10:00am-1:30pm	\$55 or \$50 conc.
Yule Log Learn to create a stunning and delicious Yule Log dessert, perfect for festive entertaining, or even as a gift. Discover how to make a gorgeous sponge and add that extra something with beautifully-flavoured cream. Everything is supplied.	Saturday 30 November 10:00am-2:00pm	\$60 or \$55 conc.
Cake Decorating - Beginners Newcomers to baking and decorating can learn how to make a classic sponge cake and decorate it using a range of techniques that you've practised in class. Practise on cupcakes to get your techniques just right before putting the final touches on your cake and taking it home. A list of requirements will be provided on enrolment.	Thursday 24 October-14 November 6:00-8:30pm 4x weekly sessions	\$145 or \$140 conc.
Cake Decorating - Intermediate If you've completed our Beginners Cake Decorating course or already have some experience in baking and decorating, take this opportunity to further develop your skills and confidence. Practise a range of new techniques and have the chance to work with sugar and other embellishments. A list of requirements will be provided on enrolment.	Thursday 21 November-5 December 6:00-8:30pm 3x weekly sessions	\$115 or \$110 conc.

BEAUTY WORKSHOPS

Professional Makeup Made Easy Learn the three essential stages of makeup, including preparation and base, face framing, contouring and highlighting and eye and lip makeup. Full makeup usage is included and students receive instruction sheets and a certificate of participation.	Thursday 5 December 10:00am-1:00pm	\$45 or \$30 conc.
Indian Head Massage Achieve a new level of relaxation and calmness through this age-old massage practice. Learn the basics to massage the scalp, shoulders and neck.	Saturday 7 December 10:00am-12:00pm	\$20 or \$15 conc.
Body Waxing Using traditional roll-on strip and hot wax, learn how to properly wax underarms, legs, the bikini area, lips, chin, arms and brows. Students each receive a hot wax kit, instructions and a certificate of participation.	Sunday 8 December 10:00am-2:30pm	\$110 or \$105 conc.
French Manicure & Pedicure Save money and learn how to do a timeless French manicure and pedicure technique at home. Students receive a product kit and participation certificate.	Saturday 14 December 1:00-4:00pm	\$60 or \$55 conc.
Shellac Nails Discover the steps of shellac application and care in this fun and comprehensive course. Learn how to prepare nails and apply shellac, as well as shaping, removal, repairs and home care. Students receive a gel lamp, kit, instructions and a participation certificate.	Sunday 15 December 10:00am-2:30pm	\$140 or \$135 conc.

ENROLMENTS

To enrol, please **contact the Melton South Community Centre directly**, so staff can take your details and tentatively reserve a place in your requested course/s.
(NOTE: Your booking is not confirmed until forms are completed and payment is made.)

To finalise your booking/s, please complete an enrolment form (available at meltonsouth.org.au or at the centre) and make payment one of the following ways:

- Cash or card at the centre
- Credit card over the phone
- Bank transfer/deposit (account details are given on request)

All necessary paperwork must be returned to the centre and payment must be made in full no later than ONE WEEK before your course starts.

If your enrolment is not fully completed, you will not be permitted to attend classes and your place will be forfeited.

Refunds will be offered to students **if their course is cancelled by the centre**, or to students who are enrolled in a course and withdraw their registration **no later than ONE WEEK before their course begins.**

Students who miss classes will **NOT** be offered make-up sessions.

MUSIC - FOR ADULTS & CHILDREN, AGES 8+

Acoustic Guitar

Start from the beginning or develop existing guitar skills under the expert guidance of an ARIA-nominated recording artist. 30-minute classes are available in afternoon/evening timeslots. Bring your own guitar.

Tuesday
8 Oct-10 Dec **OR**
Friday

\$120 or
\$115 conc.

Keyboard

Start from the beginning or develop existing keyboard skills under the expert guidance of an ARIA-nominated recording artist. 30-minute classes are available in afternoon-evening timeslots. Bring your own keyboard; 61 keys preferred.

11 Oct-13 Dec
Call the centre for times
10x weekly sessions

KIDS CLASSES

Little Masterchefs - proudly funded by Lendlease & Bendigo Bank

Children aged 8-12 will have a ball learning how to make a range of simple and tasty dishes in this hands-on course that will empower them with valuable life skills for years to come. Dietary requirements must be disclosed on enrolment so any modifications can be made if necessary. Everything is provided, including chef hats and aprons. Students receive a certificate on completion of the course.

Spots are extremely limited (6 students per class), so payment is required at time of booking.

Monday \$10

21 Oct-9 Dec **OR**

Friday
18 Oct-6 Dec
4:15-6:15pm
8x weekly sessions

Candle Making for Kids

Kids aged 5 and above can make their own unique candles in a safe and fun environment, using wax beads and not having to worry about heat or fragrance. Everything is supplied, and parents are welcome to stay.

Saturday \$17

7 December
10:30-11:30am

RESOURCES, SELF-HELP & SOCIAL GROUPS

Sewing Social Club

Bring your own machine and materials and enjoy the chance to make friends and work on your own projects.

Tuesdays from \$5 per session
24 Sept-10 Oct

ADRA/MSSC Food Bank

Come between 10:30 and 11:00am and a volunteer will issue you a time to collect your parcel. For no cost, get a bag of fresh produce and bread, or access the wider range for a \$3 contribution. Patrons must hold a current Centrelink concession card and be a resident of the City of Melton. Please bring your own shopping bags - fabric preferred.

Fridays - new patrons Free or
come between 10:30 \$3 donation
and 11:00am to register

Men's Fella-ship Group

Come along for a chat and a cuppa as you forge new friendships with men from all walks of life.

Wednesdays Free

1:30-3:00pm

Melmarsh Prostate Cancer Support Group

If you or a loved one is dealing with a prostate cancer diagnosis, come along to this monthly support group and share your experiences if you feel comfortable, or simply sit and listen as the group shares stories and information. Meetings are informal and confidential, and run by dedicated volunteers.

Free

12:30-2:30pm on
the 1st Thursday
of the month

Melton South Knit & Natter (crochet also included)

Knitters of all levels of experience are welcome at this weekly social group,, where members are happy to share tips and tricks while working on their own knitting and crochet projects.

Free

Mondays
10:00am-12:00pm

Melton South Community Singers

If you enjoy singing, come along and join the fun! You'll have the opportunity to perform at various venues.

Free

10:30am-12:00pm, 2nd and
4th Tuesday of the month

Community Garden

If you have a green thumb and would like to be more involved in your community, help contribute to the planning, planting, harvesting and upkeep of the centre's Community Garden.

Free

1:30-3:00pm on the last
Thursday of the month

Neighbourhood Group

Women of all ages and backgrounds are welcome at this lively social group offering friendship, activities, games, guest speakers and special lunches.

\$2 per week

Wednesdays
1:00-3:00pm

AL-ANON Family Groups

These weekly meetings are confidential, anonymous safe spaces for families and friends of alcoholics and problem drinkers.

Free

Fridays
7:00-8:30pm

Little Library

Books are available for avid readers of all ages - visit the centre and take books for as long as you like. Donations appreciated.

Free

Available during
centre hours

Computer Use for Jobsearching

1-hour sessions are available for jobseekers to create or update resumes and search online job listings.

Free

Contact centre
for availability

FREE COMMUNITY INFORMATION SESSIONS - BOOKINGS ESSENTIAL

YouTube for Seniors - part of Get Online Week, proudly supported by the Good Things Foundation

Learn how to navigate the world of YouTube and keep safe online. Discover videos on a range of topics and have the chance to win prizes throughout the event! Afternoon tea is provided.

Wednesday

16 October

1:30-3:00pm

Hearing Australia

Get the most up-to-date information from qualified professionals and learn about common hearing issues, how to maintain good hearing health and the latest technology. An audiologist will be present to administer free hearing tests for attendees and afternoon tea is provided.

Wednesday

20 November

1:30-3:00pm

Melton South Community Centre respectfully acknowledges the Wurundjeri people of the Kulin nation and pays respects to elders past, present and emerging.

Melton South Community Centre actively supports and facilitates the participation and inclusion of Aboriginal children and their families, and celebrates Aboriginal peoples, their achievements, communities and cultures.

Melton South Community Centre prioritises the safety of children and will not tolerate child abuse, racism or any other harmful behaviours towards children.