

**SUSSEX NEIGHBOURHOOD HOUSE**

**Share, Learn, Enjoy & Grow**

English Courses  
Computer Training  
Vocational Training  
Volunteer Opportunities  
Health and Wellbeing Programs  
Community Events  
Arts and Crafts  
Social Groups  
Child Care

**235-237 Sussex Street  
Coburg North**

**PHONE: 9354 2210**

**June to December 2010  
Activity Guide  
Course and**

**SUSSEX NEIGHBOURHOOD HOUSE INC.**

Melbourne's Overall Favourite Cultural or Community Organisation 2009 (Leader Community Newspaper awards)  
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LOCAL FAVOURITE 2009  
LEADER AWARDS  
MELBOURNE'S FAVOURITES

Neighbourhood Houses  
The heart of our community

**ARTS & CRAFTS**

**Sewing**  
Learn to sew or improve your sewing skills in a friendly environment. Bring your own sewing machine or use ours.  
**Morning Sewing:** Wed 10am – 12 noon  
• July 14 – Sept 15 • Oct 6 – Dec 8  
**Evening Sewing:** Thurs 7pm – 9pm  
• Jul 15 – Sept 16 • Oct 7 – Dec 9  
**Fees:** \$80, \$50 conc. for 10 sessions.

**Knitter's Circle**  
For people who can already knit and would like to knit socially and share ideas with other knitters.  
• 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Mondays, 1.00pm – 3.30pm  
• \$2 donation per session

**Quilter's Circle**  
For enthusiastic quilters to quilt, share ideas and enjoy company. Bring your current project.  
See blog on [www.sussexnh.org.au](http://www.sussexnh.org.au).  
• 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Mondays 1.00pm – 3.30pm  
• \$2 donation per session

**Patchwork by Machine**  
Learn the basic skills of patchwork and quilting. Make a cot quilt or lap quilt. See blog on [www.sussexnh.org.au](http://www.sussexnh.org.au).  
• Wed Aug 4 – Sept 8, • 7.00pm – 9.30pm  
**Fees:** \$90, \$70 conc. plus \$5 equipment levy.  
Get list of fabric and equipment to bring.

**Working with Triangles**  
For those who already know the basics of rotary cutting and patchwork by machine. Learn techniques of working with triangles while making a small wall hanging, cushion cover or bag. See quilter's blog on [www.sussexnh.org.au](http://www.sussexnh.org.au).  
• Wed Oct 6 - 27, • 7.00pm – 9.30pm  
**Fees:** \$60, \$40 conc. plus \$5 equipment levy.  
Get list of fabric and equipment to bring.

**Interlocking Friendship Stars**  
Sussex Raffle Quilt Project. This is a community FUNdraising project and you are invited to contribute. Join the "basting day" on Sunday 18th July, 10am. Supporters welcome with or without quilting skills.

**UFOs**  
Opportunity to finish your quilting project with some help and good company.  
• Wed Jul 7 – 28, • 7.00pm – 9.00pm  
• Wed Nov 10 – Dec 1, • 7.00pm – 9.00pm  
**Fees:** \$45, \$35 conc.

**Snap Heidelberg**  
Proudly Supported by

- Telstra
- Scope (Vic) Ltd - Leisure Action
- Glenroy Neighbourhood Learning Centre
- Moreland Libraries
- The Parent Carers Support Network
- Moreland City Council
- The Dept. of Education & Early Childhood Development
- Adult Community and Further Education
- The Dept. of Planning and Community Development

Sussex Neighbourhood House is supported by

**Melways Ref 17 E6**

**235-237 Sussex Street, Coburg North 3058**

**LOCATION?**

**Contact us**  
PHONE: 9354 2210 FAX: 9350 2414  
enquiries@sussexnh.org.au www.sussexnh.org.au

**Victoria**  
The Place To Be

**Melbourne City Council**  
Adult Education in the Community

**Any Colour You Like**  
Hand dyed and tie dyed cottons. A day of fun and creativity with colour and fabric. Learn basic techniques, then dye a T shirt headscarf or fabrics for handcrafts. No previous experience needed. Bring washed cotton item to dye. See samples at the House  
• Sun Sept 26, • 10.00am -3.00pm  
**Fees:** \$70, \$50 conc.  
All equipment, dyes & chemicals supplied.

**Easy Bracelets or Chokers & Earrings**  
Make your own beaded jewellery or special gifts. See samples at the House.  
• Sun Sept 19 • 10.00am -1.00pm  
**Fees:** \$60, \$45 conc.  
Get list of fabric and equipment to bring.

**Beaded Angels**  
Make an Angel for a special gift or for your family Christmas décor  
• Wed Nov 3 • 7.00pm -9.30pm  
**Fees:** \$20, \$10 conc.  
Tools provided. Small fee for materials used.

**Craft Group**  
Try out new ideas and enjoy the friendship of other 'crafties'. Demonstrations and hands on. You will need to supply some materials.  
• Tues 9.30am – 12.00pm.  
• July 13 – Sept 14  
• Oct 5 – Dec 14  
**Fees:** \$45, \$35 conc. per term

**Mixed Media**  
An inclusive art and craft course for adults and teenagers. Some transport available for Moreland residents.  
• Tues 6.30pm - 8.30pm.  
• July 13 – Sept 14 • Oct 5 – Nov 30  
**Fees:** \$50 per term • Bus fee: \$15 per term  
Funded by Moreland Council. Priority to Moreland residents

**Pottery**  
Course covers basic techniques of pottery. Discover the creative person within you.  
• Tues 1.00pm – 3.00pm  
• July 20 – Sept 7 • Oct 5 – Nov 30  
**Fees:** \$80, \$60 conc. per term  
Includes materials and firing.

**Ceramic Cats and Dogs**  
Learn to make the very popular ceramic animals. Ceramic Fish was best seller at last year's exhibition.  
• Cats: Sat 2.00pm – 5.00pm • Aug 7 - 14  
• Dogs: Sat 2.00pm – 5.00pm • Oct 16 - 23  
**Fees:** \$40, \$30 conc. \$10 for materials and firing.

**HEALTH AND WELLBEING**

**First Aid**  
Ideal for local sporting club leaders, parents, volunteer workers and staff wanting to learn first aid or simply to refresh their skills. Practical and interactive enabling all participants to handle minor injuries and emergency situations. Conducted by Acute First Aid. Accredited

**CPR Refresher**  
• Sun Aug 8, 9.00am -12.00pm  
Standard Fee: \$50 or \$20 for Volunteers  
• Sun Aug 8, 9am – 5.00pm  
Standard Fee: \$85 or \$35 for Volunteers

**First Aid Level 1**  
• Sun Aug 8 & 15, 9.00am – 5.00pm  
Standard Fee: \$170 or \$50 for Volunteers

**Safe Food Handling**  
Funded by Moreland City Council and Moreland  
Ideal for parents, volunteer workers and staff whose daily work involves the preparation, packaging and/or sale of food products in hospitality, retail, food processing or health industries. Accredited course conducted by Glenroy Neighbourhood Learning Centre.  
• Tues 6.30pm – 9.30pm • Oct 6 & 13  
Standard Fee: \$60, or \$25 for Volunteers

**Yoga**  
• Take time to look after yourself. Stress relief for body and mind with yoga postures, graceful movements, breathing, meditation and relaxation.  
• For people just starting yoga or who need a modified program.  
• Thurs 6.15pm - 7.30pm  
• July 15 – Sept 16 • Oct 7 – Dec 9  
Advanced - For those already familiar with yoga.  
• Wed 7.30pm - 8.45pm  
• July 14 – Sept 15 • Oct 6 – Dec 8  
Fees: \$100, \$75 conc. for 10 sessions.  
Bring your own mat.

**Creative Movement & Dance**  
Inclusive workshops to develop creative imagination through dance therapy, music and drama in a friendly and supportive social context. Some transport provided for Moreland residents.  
• Mon 6.30pm - 8.00pm  
• July 12 – Sept 13 • Oct 4 – Dec 6, no class Nov 1  
Fees: \$50 per term • Bus fee: \$15 per term  
At the hall at the Pascoe Vale Pool in Prospect St.  
Funded by Moreland Council. Priority to Moreland residents

**FREE**  
Free, fun and friendly. Walk for an hour and meet new people. Easy exercise, beneficial for all ages. Enjoy a free cuppa after the walk. Meet Wed 10am. Allow 2 hours.

**SOCIAL GROUPS**

**Neighbourhood Friends**  
Share a chat, activities and a cuppa with other senior women in your local community. Regular monthly outings using the bus. New members welcome.  
• Wed 1.00pm - 3.30pm from Feb 3  
• \$2 donation per session. Bus \$2

**Scrabble Club**  
Play Scrabble social or competitive. For beginners and experienced players. Lots of fun.  
• Thursdays 1.00pm - 3.00pm  
• \$2 donation per session.

**Sussex Family History Group**  
Informal group, for people to investigate and research their family history. Range of databases and source materials available. New members welcome.  
• Sat July 3, Aug 7, Sept 4, Oct 2, Nov 6  
• 2.00pm - 5.00pm  
• \$2 donation per session.

**Friday Friends**  
Social and recreational night with a variety of activities. Bring and share a meal. Contact 9354 2210 to join.  
• Fri 6.30pm - 8.30pm. \$2 per session  
• July 16, Aug 20, Sept 17, Oct 15, Nov 19, Dec 17  
• Some transport assistance available for Moreland residents.  
Funded through the Parent Carers Support Network.

**Book Club**  
Do you enjoy talking about books you have read? Opportunity for a group to read the same book then meet to discuss it.  
• 3rd Mon of the month 1.00pm – 2.30pm.  
• \$2 donation per session.  
In Partnership with the Moreland Libraries

**Sussex Social Group**  
Social and leisure activities on Mondays monthly.  
• Cost \$4 • Contact Scope on 8311 4027  
In partnership with Scope (Vic) Ltd - Leisure Action.

**ENROL NOW**  
To enrol, complete the enrolment form and pay the fees in full. Concessions for some programs are available to individuals who have Centrelink benefits. If you have difficulties with payments, please talk confidentially with the Manager. A full refund will be available if a course is cancelled by the House.



**ACCREDITED COURSES,  
RECOGNISED  
AUSTRALIA - WIDE**

NATIONALLY RECOGNISED  
TRAINING

Sussex Neighbourhood House is a Registered Training Organisation (TOID 20208) and meets the requirements of the Australian Quality Training Framework. The following qualifications in English and Computers are issued under the authority of the Victorian Registrations and Qualifications Authority and are nationally recognised within the Australian Qualifications Framework. These accredited training programs are subsidised by Adult Community and Further Education.

## ENGLISH AS A SECOND LANGUAGE

Improve your English reading, writing, speaking and listening skills. Learn in a friendly group at your level, and receive a certificate that is recognised all over Australia. Full details of course levels, content, modules, fees, and learning pathways are available from the office.

English courses are accredited under the ESL Frameworks curriculum. Course schedules are for one year but entry is flexible. Make an appointment with Leigh to talk about what you need and what level is best for you. Ph 9350 4624

### Advanced English

A more advanced class for people who have completed the Intermediate level, and want to continue to build their English skills. Suitable for those considering work, or further study.

- Wed & Fri 9.30am – 12.30pm.
- Jul 14 – Nov 19 No classes school or public holidays

**Fees:** \$129, Conc. \$70. Eligibility criteria apply

## COMPUTER COURSES

Full details of course content, modules, fees, and learning pathways are available from the office at any time. Book in today for your personal one on one time with Leigh, our very experienced Further Education Coordinator. Ph 9350 4624

### Introduction to Computers and Word Processing

Word Processing made easy. General introduction to computing, internet and email. Create and modify documents. For beginners or people who want to add to their very basic knowledge. For job seekers, people changing careers and people returning to work.

This is an accredited unit in Certificate II in Business.

- Thurs 9.30am – 12.00pm Jun 24 – Oct 7
- Fri 1.00pm – 3.30pm Jun 18 – Oct 1

**Fees:** \$125, conc. \$110. Eligibility criteria apply  
Funded by Adult Community and Further Education

### Simple Spreadsheets

An introduction to creating and using spreadsheets with MS Excel. Includes entering data, setting up calculations, formatting, and customising settings. Has a wide variety of applications in the work setting.

This is an accredited unit in Certificate II in Business.

- Thurs 7.00pm – 9.30pm Aug 5 – Sept 23

**Fees:** \$125, conc. \$110. Eligibility criteria apply

Funded by Adult Community and Further Education

### MYOB

Comprehensive MYOB course in just 10 sessions.

Everything from Chart of Accounts to Payroll and the BAS.

Great for getting started or upgrading your skills. Accredited unit in Certificate III in Business. Basic Bookkeeping knowledge essential (See Basic Bookkeeping course).

• Tues 7.00pm - 9.30pm Jul 20 – Sept 21

- Wed 7.00pm - 9.30pm Jul 14 – Sept 15

**Fees:** \$140, conc. \$125. Eligibility criteria apply.

Manuals available from the tutor for \$40

Funded by Adult Community and Further Education



## FEES

From July 1, 2009 the State Government required us to make a number of changes to the fees that we charge for courses funded through Adult Community and Further Education. The Government sets the minimum fee which must be charged.

Criteria are applied during the enrolment process to decide whether a person is eligible to access funding. Many learners will be eligible for a discount in their fee if they are a permanent resident and intending to work and a further discount if they have any Centrelink benefits. A small service and amenities charge is also applied to most courses.

Non residents and people not looking for work will be charged the full fee.

If you have difficulties with payments you can discuss a payment plan or a hardship application with the Further Education Coordinator. Please make an appointment with the Leigh to discuss the course you are interested in.

## COMPUTER COURSES

### Getting Started with computers

Take the stress out of learning computers! Beginners course with a relaxed approach. Build your skills and confidence. An introduction to computer basics including Microsoft Word, internet and email, saving and printing. Get lots of tips and understand the jargon. We specialise in assisting "the terrified"!

- Tues 9.30am – 12.00pm Aug 17 – Dec 7. No class Nov 2
- Wed 1.00pm – 3.30pm Jul 14 – Oct 27

**Fees:** \$70, \$55 conc. Eligibility criteria apply

Funded by Adult Community and Further Education

### Computers for Seniors 1

Basic computer skills for seniors. Gentle easy going lessons for absolute beginners. Word processing, saving, printing and what to do when you get stuck.

Open up new possibilities in your retirement years.

- Mon 10.00am – 12.00pm Jul 12 – Aug 2
- Mon 10.00am – 12.00pm Oct 4 – Oct 25

**Fees:** \$60, \$40 conc. 4 week courses

### Internet and Email for Seniors 1

Find your way around the internet and email with confidence.

- Mon 10.00am – 12.00pm Aug 9 – Aug 30
- Mon 10.00am – 12.00pm Nov 8 – Nov 29

**Fees:** \$40, \$30 conc. 4 week courses

Sponsored by Telstra

### Intro to Mobile Phones for Seniors 1

Get the most out of your mobile. Leave those frustrations behind. Text messaging and storing phone numbers.

- Mon 9.00am – 11.00am Jun 7 & Jun 21
- Mon 10.00am – 12.00pm Sept 6 – Sept 13
- Mon 10.00am – 12.00pm Dec 6 – Dec 13

**Fees:** \$20, \$15 conc. 2 week courses

Sponsored by Telstra

**Special Package Fee for Seniors 1: \$105, \$85 conc.**

### Computers for Seniors 2

More computer skills for seniors. Build your skills and build confidence. Lots of interesting ways to use your computer to enhance your life.

- Mon 1.00pm – 3.00pm July 12 – Aug 2
- Mon 1.00pm – 3.00pm Oct 4 – Oct 25

**Fees:** \$60, \$40 conc. 4 week courses

### Internet and Email for Seniors 2

Expand what you can do with the Internet and Email.

Open up lots of new possibilities.

- Mon 1.00pm – 3.00pm Aug 9 – Aug 30
- Mon 1.00pm – 3.00pm Nov 8 – Nov 29

**Fees:** \$40, \$30 conc. 4 week courses

Sponsored by Telstra

### Mobile Phones for Seniors 2

Customize your mobile to make things so much easier.

- Mon 1.00pm – 3.00pm Sept 6 – Sept 13
- Mon 1.00pm – 3.00pm Dec 6 – Dec 13

**Fees:** \$20, \$10 conc. 2 week courses

Sponsored by Telstra

**Special Package Fee for Seniors 2: \$105, \$85 conc.**

### Sharing Photos On Line for Seniors 3

Find about sharing photos on the internet and email, and learn how to manage the security risks.

- Mon 1.00pm – 3.00pm June 7 & June 21

**Fees:** \$20, \$15 conc. 2 week course

Sponsored by Telstra

### Blogging and Sharing on Line for Seniors 3

Use a personal blog to share photos, travel, stories with family or friends.

- Fri 1.00pm – 3.00pm Oct 22 - Nov 5

**Fees:** \$30, \$20 conc. 3 week course

Sponsored by Telstra

**Special Package Fee for Seniors 3: \$40, \$30 conc.**

### ComputAbility

A flexibly designed computer training program. Have fun while learning valuable new skills.

- Thurs 1.00pm – 3.00pm Jul 15 – Nov 18.

No classes schools holidays

**Fees:** \$55. Eligibility criteria apply

Funded by Adult Community and Further Education

### Create Eye-Catching Publications

Create posters, flyers and newsletters. Great for improving the effectiveness of your publicity, for newsletters and invitations to a special event. Learn good tricks with graphics. Find out easy ways to insert and modify photos and clip art.

- Thurs 10.00am – 12.00pm Oct 21 – Nov 25

**Fees:** Volunteers \$20, Others \$95, conc. \$55, 6 weeks

Funded by Moreland City Council

### Digital Cameras

Bring your digital camera (and cable) and learn how to download your photos to your computer, email your photos, fix, edit, crop and burn your photos to CD, create animated slideshows playable on your home DVD player, incorporate your photos into greeting cards and calendars.

- Fri 1.00pm – 3.00pm Nov 12 – Dec 3

**Fees:** \$75, conc. \$55, 4 weeks

## Computer Club

FREE club for people who want support with their computer use and continued learning in an informal way. Must have basic computer skills.

- Every Tues 3.30pm - 5.00pm except school holidays

## Public Access to Computers

13 computers are available for the public to use at the following times:

- Mon to Fri: 3.30pm - 5.00pm

One computer available 9.00am – 5pm

Access the Internet, use various software and self-teaching programs. Teach yourself keyboards, do your homework, on-line courses, check your banking, research some information, print your photos.

Volunteers usually available to offer help. No need to book.

- Printing costs 20c for black, extra for colour
- Computer course learners are encouraged to use free public access time to boost their learning.

## OTHER EDUCATIONAL PROGRAMS

### Basic Bookkeeping

Learn basic bookkeeping skills. Useful for bookkeepers in small or home business. Prerequisite for MYOB and Quickbooks courses.

- Mon 7.00pm – 9.30pm Oct 4 – Nov 29 No class Nov 19

**Fees:** \$70, \$55 conc. Eligibility criteria apply

Funded by Adult Community and Further Education

### WorkAbility

Would you like to have/get a job? Learn what you need to be a good/valued worker, how to manage your time, how to enjoy your work, and get on with other workers.

- Tues 1.00pm – 3.00pm Jul 13 – Nov 23

No classes school or public holidays.

**Fees:** \$55. Eligibility criteria apply

Funded by Adult Community and Further Education

### Arabic 6A for Women

An advanced course in Modern Standard Arabic as a second or foreign language. Structured curriculum using interactive activities to enhance reading, writing, listening and speaking as well as cultural awareness.

- Sat 10.30am – 1.30pm/some 2pm

- Jul 24 – Dec 18, no classes Aug 28 - Oct 2, Nov 20

**Fees:** \$179.

### Risk Management for Committees of Management

Learn how to make a Risk Management Plan for your organisation, including identifying, analysing and appropriately managing the risks.

- Mon 7.30pm – 9.30pm Jul 12, Jul 19

**Fees:** \$60, or \$20 for Volunteers

Funded by Moreland City Council

## COMMUNITY ACTIVITIES

- **Fun Week** June 21 – 26
- **Trivia Night** Sat Jun 26, 7 – 10pm
- **Coffee Morning** Tues Jun 29 10.30am
- **Bring and Share Lunch** Wed Jul 7, 12 noon
- **House's 19th Birthday, Quilt launch** Mon 9, 12 noon
- **Adult Learner's Week** Sept 6 – 10
- **Annual General Meeting** Sept 15, 11am
- **English Students Reunion lunch** Wed Sept 22, 12 noon
- **Coffee Morning** Tues Sept 28, 10.30am
- **Mixed Media Exhibition opening** Tues Nov 23, 6.30pm
- **Presentation Day** Wed Dec 8, 11am
- **Children's End of Year Party** Sat Dec 11, 10am

All Welcome

## SCALLYWAGS CHILDREN'S CENTRE

Our **Occasional Child Care** offers a caring and stimulating environment for children 3 months to 6 years. This quality program will support your child's development and boost self esteem, confidence and social awareness. Sessions Monday to Friday. Choice of 3 hour and 5 hour sessions. Some concessions available. If the child care enables you to attend a course at Sussex NH, 50% discount available. Make an appointment to visit the Centre and enrol your child. Ph 9354 2210.

Two playgroups available.

Ask for a Children's Centre brochure.



Sussex Neighbourhood House is wheelchair accessible and welcomes people with disabilities.