

Outlook Community Centre is a community based organisation that aims through its services to provide members of the community with lifelong learning and skills development. We provide support for families and individuals, encourage community development, personal empowerment and growth. All members of the community are able to access the Centre. A range of programs and activities are delivered by skilled/qualified tutors in response to community needs.

**Enrolments:** Please enrol early as class sizes are limited. Enrolments in our courses or activities can be made in person or by phone.

**Cancelling a Booking and Refunds:** Refunds will be considered if they are received 5 working days prior to the commencement date of the course/activity. No course fee will be refunded once a course or activity has commenced. Commencement of courses/activities is subject to sufficient participant numbers to cover course costs.

**Payments:** Can be made in person or forwarded to our postal address along with your name and the course details. Full payment of course/activity is preferred at time of enrolment. Arrangements can be made for fees to be paid in instalments in cases of hardships. Applications must be made to the Centre. Students with a Health Care Card or Concession card are required to provide this card themselves at time of payment to qualify for the concession rate.

#### **Funding Acknowledgement**

We would like to acknowledge financial support from:  
**Adult, Community and Further Education  
Cardina Foundation**

**Fees and Charges:** Being a not for profit organisation, the aim is to keep the fees and charges affordable and provide access to courses in the fairest and most equitable way. Government funded course fees have been set in accordance with Ministerial Directions on Fees and Charges.

**Your Privacy:** Your privacy is important to us. Any personal information, collected from you is kept secure and confidential.

**Customer Feedback:** We care about your opinion of our Community Centre and whether we are meeting your needs. You have a right to have your complaint heard and dealt with in a systematic way. In the first instance please discuss the matter with your tutor or Centre staff.

ACFE courses are subsidised by the Adult, Community and Further Education (ACFE).

**Facilities for Hire:** Outlook has a range of rooms, services, equipment and resources available to the community.

**Outlook Volunteer Program:** Would you like to help others at work? Become an Outlook Volunteer. Opportunities currently exist to support Adults with a Disability in a work experience/volunteering role on a one to one basis in the local community. Placements may include pet shops, opportunity shops, childcare centres, or you can provide assistance by simply driving a client to their work place. Anyone interested can contact Lisa Bould, Volunteer Co-ordinator on 5941 1535.

**Outlook  
Greenery**

*"Grow with us"*

- Quality plants
- Extensive Selection
- Reasonable prices

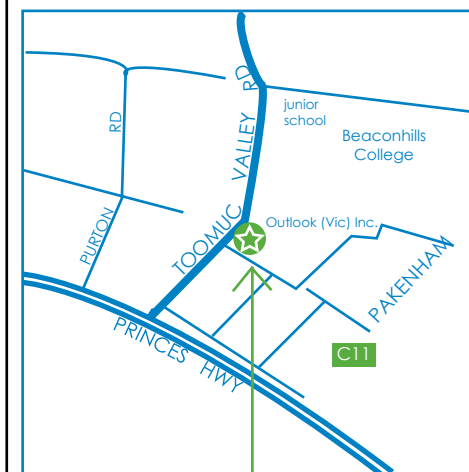
Open 7 days a week: 9.00am - 4.30pm  
24 Toomuc Valley Road, Pakenham  
Enquiries: 0438 403 608

*Plant sales help support training and employment  
for adults with a disability*

Outlook Inspires Fully Inclusive Communities

**Outlook**  
COMMUNITY CENTRE

Ph: 59 411535



**Outlook**  
COMMUNITY CENTRE

Office Hours:  
Mon-Fri 9.00am - 4.00pm  
Ph: 59 411535  
PO Box 90

24 Toomuc Valley Road,  
Pakenham 3810

Melways Ref: 316 A4  
Fax: 5940 1063

Website: [www.outlookvic.org.au](http://www.outlookvic.org.au)  
Email: [communitycentre@outlookvic.org.au](mailto:communitycentre@outlookvic.org.au)

**COURSES ARE AVAILABLE FOR ALL  
MEMBERS OF THE COMMUNITY**

Course Guide: Term 1, 2010

Health and  
Wellbeing

Children's  
Classes

Craft and  
Hobby

Computer  
Training

Professional  
Training

Support  
Groups

General  
Interests



## Craft, Cooking and Hobby Cont'd

### *Art/Craft for Beginners*

These sessions are designed for people with special needs and will incorporate various art & craft techniques including jewellery making, porcelain painting, hand decorated soaps, basic floristry and painting techniques.

Tuesday 2 February 9 weeks 9.30am - 12.00pm Cost: \$55.00

### *Shop and Cook/Lifeskills for Beginners*

These sessions are designed for people with special needs to build a basic understanding of ingredients and techniques needed to produce quality, delicious lunches.

Wednesday 27 January 10 weeks 9.30am - 12.00pm Cost: \$60.00

Thursday 28 January 10 weeks 9.30am - 12.00pm Cost: \$60.00

### *Cardinia Crafters*

Cardinia Crafters are a community group who share craft ideas. They meet at Outlook Community Centre on the 2nd Saturday of each month from 10am - 3pm. Anyone is welcome to drop in for a look. For more information contact Margaret on 5629 5403.

## Self Development

### *Beauty Workshops*

Have you always wanted to know how to choose the most flattering colours for your skin tone? Do you want to know how to apply your make-up to achieve a professional look that enhances your natural features? Build confidence and have fun while learning all the tips and tricks of the trade, plus more. **Ring Centre for expressions of interest for Term 2, 2010.**

*Heavy M.E.T.A.L Group (Men's Education Towards Anger & Life)* Phone David on 0401 766 877 for more details

## General Interest/Support Groups

### *\*Expressions of Interest\**

Do you require assistance to obtain your Drivers Learner's Permit? If so please phone the centre for more details.

### *Consumer Affairs Presentation*

Understanding your rights and responsibilities - refund rights, door to door sales, dodgy traders. Booking Essential.

Wednesday 17 March 10.30am - 11.30am Gold Coin Donation

### *Free Legal Advice*

Do you need advice about a Court matter, personal problem or legal matter? If so, and you would like free legal advice, please call the centre to book your 15 minute appointment. **Bookings are essential**

Sessions: Wednesday 10 & 24 February 6.00pm - 8.00pm Wednesday 10 & 24 March 6.00pm - 8.00pm

### *\*NEW\* Wellness for Women - Angels Networking - In Partnership with Cardinia Casey Community Health Service.*

Offering fun, support and a sense of belonging for local women. Are you going through hardship and need some assistance? We can offer support. Activities include - positive walk and talk sessions, simple movement, stretching and relaxation, pampering, DIY hardware and car maintenance, cooking and craft and much more. Please phone centre for more details

Every Tuesday 10.00am - 12.00pm Gold Coin Donation

### *Men's Shed*

What is a Men's Shed? - A place to meet and share opportunities, practical experiences/ideas, meet other people and to contribute to the community. The Shed is open to men of all ages, nationalities, abilities and walks of life. Just come and have a look, there is no obligation to stay! Please phone Dennis 0409 861 088 or staff for further details.

Every Wednesday beginning 27 January 10.00am - 2.00pm \$2 per session

### *Carer's Support Group*

The Outlook Respite & Leisure service is currently running a carer's support group morning tea. A chance to get together and share stories over a cup of coffee.

Meeting Friday 26 February 10.00am - 12.00pm

In 2010 Outlook Community Centre will be introducing many support groups. Please call centre if there is a specific support group that you would like to be a part of or email [DianneW@outlookvic.org.au](mailto:DianneW@outlookvic.org.au)

### *Music Lessons for Beginners*

Learn to play the guitar, keyboard or sing. All ages welcome from 7 onwards. Contact the Community Centre for more details.



If you have an injury, disability or illness and want to work then Outlook Employment is the place for you.

With an office in Pakenham, we can provide you with a local, quality 5 star employment service.

Our aim is to assist you to find and maintain a job.

**MORE INFORMATION, CONTACT US ON**

**9705 6445**

**WHEN THE CFA DECLARE THAT IT IS A CODE RED DAY, BUSHFIRE WARNING - THE CENTRE WILL BE CLOSED**

## TUTORS/TRAINERS REQUIRED:

The Outlook Community Centre provides a range of accredited and non accredited training.

Our aim is to inspire communities to grow together and work towards a common goal of inclusiveness and life long learning. We are located in Pakenham and currently seeking expressions of interest from tutors/trainers for training delivery in the following areas:

Cooking, Computers, Scrapbooking and other Art & Craft areas.

Tutors/trainers will be required to supply a current and successful police check.

For further information please contact the Outlook Community Centre co-ordinator on 5941 1535

or email - MargitC@outlookvic.org.au

## Pakenham and District U3A Classes for Term 1, 2010 Outlook & U3A Proud Partners

For Adult Learners - Annual Membership Fee (January to December) \$35

45 James Street, Pakenham

P.O. Box 542, Pakenham 3810

Phone 5941 4164 for bookings or enquiries

Email: [paku3a@aanet.com.au](mailto:paku3a@aanet.com.au) Website: [paku3a.websyte.com.au](http://paku3a.websyte.com.au)

Term 1 Course Program February 1 to March 26, 2010

Enrolment Day Thursday 28th January, 2010

### COMPUTER CLASSES - BOOKING ESSENTIAL - Notes Provided for all computer classes

Introduction to Computers for Beginners	Friday 26 February	\$20	10.00am - 12.00noon	4 weeks
Introduction to Computers for Beginners	Saturday 13 March	\$20	10.00am - 12.30pm	3 weeks
Intro to Windows Vista Operating System	Tuesday 12 February	\$20	1.00pm - 3.00pm	2 weeks
Introduction to Excel	Tuesday 9 February	\$20	10.00am - 12.00noon	4 weeks
Introduction to the Internet	Wednesday 17 March	\$10	10.00am - 12.00noon	2 weeks
Picasa	Thursday 23 February	\$5	10.00pm - 12.00noon	1 session
Introduction to Publisher	Thursday 11 February	\$20	10.00am - 12.00noon	4 weeks
Advanced Publisher	Wednesday 10 March, Thursday 11, 18 & 25th March	\$20	10.00am - 12.00noon	4 weeks
USB Memory Stick	Tuesday 9 February	\$5	10.00am - 12.00noon	1 session
Camera Card	Friday 26 March	\$5	10.00am - 12.00noon	1 session
Adobe Photoshop 2	Wednesday 10 February	\$20	10.00am - 12noon	4 weeks
Adobe Photoshop 5	Thursday 11 February	\$20	1.00pm - 3.00pm	4 weeks
Face Book	Monday 8 February	\$20	10.00am - 12.00noon	4 weeks

### GENERAL CLASSES - All classes listed below are covered by your annual membership fee of \$30 (unless otherwise indicated)

#### HISTORY

Modern Philosophies	2nd & 4th Friday of month	10.00am - 12.00noon
Historical Portraits	Wednesday	10.00am - 12.00noon

#### ARTS, CRAFTS, MUSIC AND LITERATURE

Painting, a class in all mediums	Thursdays	9.30am - 11.30am
Paper Craft, Cards and Boxes - Materials provided	1st & 3rd Tuesday of month	\$3 per session 10.00am - 12.00noon
Bonsai Culture Pots and plants available for purchase at class plus use of basic culture tools	1st & 3rd Mondays	1.00pm - 3.00pm
China Painting	Fridays	1.00pm - 3.00pm
Scrapbooking - All basic materials provided	2nd & 4th Monday of month	\$5 per session 1.00pm - 3.00pm
Writers Group	1st & 3rd Wed of month	1.00 - 3.00pm
Stitches - Own equipment required	2nd & 4th Wed of month	1.00pm - 3.00pm

#### Music Keyboard Learn to Read, Play and Enjoy Music

Beginners - Manual required	Mondays	11.30am
Advanced	Mondays	1.00pm
Intermediate	Mondays	2.00pm

#### General

Scrabble	1st & 3rd Tuesday of month	1.00pm - 3.00pm
Current Affairs	1st & 3rd Thursday of month	10.00am - 12.00pm