

Term 3 courses

**Bridge Darebin**

TERM 3 – 2020



Course enrolment & payment

COVID-19 POLICIES & PROCEDURES

In line with government recommendations, we have made some changes for Term 3, including social distancing, reduced class numbers and some courses being conducted online. Prior to course commencement, enrolled students will be informed of any relevant requirements or procedural updates by email.

HOW TO ENROL

Students can download an enrolment form online at www.bridgedarebin.org.au or complete an enrolment form at our offices. We require payment and completed enrolment details to secure your place in a course.

PAYMENT DETAILS

Credit card and EFTPOS are our preferred payment methods at this time, and we accept payments by bank transfer and cash. We also accept weekly direct debits (external transaction fees apply).

Direct deposit details:

Bank

Bendigo Bank

Account name

Preston Neighbourhood House

BSB

633-000

Account number

1285 76022

Reference area

Your surname, course name and time

COURSE MATERIALS

We will advise students prior to course commencement if there are course material fees to be paid. This is a separate payment, in addition to the course fee, unless otherwise stated (materials are included in all Arts Hub courses).

REFUNDS

There are no refunds for Term 3 courses or missed sessions. In situations of financial hardship or exceptional circumstances, students can apply to Operations Manager Catriona Herz at opsmanager@bridgedarebin.org.au

CANCELLATIONS

Course commencement is subject to sufficient enrolments – minimum and maximum class sizes apply to all courses. In the event of a course cancellation all fees will be refunded in full by direct payment to your nominated bank account. Our fees policy can be provided on request.

CHILD CARE

Bridge Darebin provides occasional childcare services in Preston and Thornbury (visit www.bridgedarebin.org.au/childcare for details). On-site child care is available to support parents/grandparents studying at Bridge Darebin.

We are registered for the Child Care Subsidy; up to 85% of childcare fees may be claimed by eligible families. Visit www.education.gov.au/ChildCarePackage to confirm your eligibility.

COURSE LOCATIONS

Bridge Darebin runs programs at a number of different sites in Preston and Thornbury and online; see the map at the end of this guide for details.

PUBLIC & SCHOOL HOLIDAYS

We are closed on public holidays. Some courses may operate during school holidays; your tutor will advise if this is the case.

Job-ready programs

STEP UP TO WORK

Develop your job searching, application and interview skills with the support of a career coach. Prepare for work or volunteer opportunities and build your confidence and self-esteem.

TIERED TRAINING & TRANSITION (TTT)

This award-winning program helps learners with additional needs build work-readiness skills (such as customer service and teamwork) that are transferable to any industry, through classroom activities and hands-on training at Moon Rabbit.

JOB CLUB

Job Club is a free service offered weekly. Get support from a career coach while learning how to write effective cover letters and CVs; develop interviewing skills and build your confidence to land the right job. Phone 03 9484 5806 or email training@bridgedarebin.org.au for details.

Course	Day	Starts	Times	Sessions	Fees	Location
Step Up to Work ♦	Mon & Thu	20/07/20	10am-1pm	8	To be advised; contact our office for details	online
Tiered Training & Transition ♦ Terms 3-4 2020	Mon, Tue, Thu, Fri	To be advised	9:30am-2:30pm	60	To be advised; contact our office for details	Preston
Job Club	Wed	22/07/20	12-2pm	9	Free	online

♦ = JOBACTIVE APPROVED ACTIVITY

NEW: LEAP short courses

LEAP online short courses provide flexible pathways to further education, training & employment, for learners who may find longer programs a barrier to participation.

INTRO TO OFFICE ADMIN

For those considering working or volunteering in office administration, this short course builds skills in communication, customer service, time management, problem solving, multitasking, office procedures, office etiquette and teamwork.

LEARNING NEW TECHNOLOGY IN THE WORKPLACE

Improve your knowledge and digital-literacy skills across various technologies used in the workplace, including computers, tablets and smartphones.

Course	Day	Starts	Times	Sessions	Fees	Location
Intro to Office Admin ♦	Sat	25/07/20	10am-12pm	4	Free	online
Learning New Technology in the Workplace ♦	Sat	22/08/20	10am-12pm	4	Free	online

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Art & wellbeing

MIXED MEDIA ARTS

Explore a range of different art techniques, including mark making, monotypes, colagraphs, collage and colour exercises.

STUDIO ARTS

Improve your skills and work on your own art projects with the guidance of artist tutor Carly Housiaux.



CREATIVE WRITING

Develop your writing skills with the guidance of award-winning author Ingrid Laguna. Examine the essential aspects of the writing craft, from creating characters that are alive on the page to narrative tension, plotting structure, dialogue, setting, the editing process and what makes a good writer.

POTTERY

Learn pottery techniques at our Thornbury Arts Hub, with a 280-litre-capacity kiln. Learn the fundamentals of hand building with clay, or continue to develop your skills and work on your own projects at your own pace.

TAI CHI

Learn Tai Chi, combining exercise and relaxation, from a Tai Chi master. Try Beginners 1 to start, Beginners 2 if you've been practising for awhile, or Intermediate to increase your skills and stamina.

Course	Day	Times	Starts	Sessions	Fees	Location
Studio Arts	Thu	10am-1pm	27/08/20	8	\$200	Arts Hub
Mixed Media Arts	Wed	10am-1pm	26/08/20	8	\$200	Arts Hub
	Mon	7-9pm	24/08/20	8	\$200	Arts Hub
	Tue	1-3pm	25/08/20	8	\$200	Arts Hub
	Tue	7-9pm	25/08/20	8	\$200	Arts Hub
	Wed	7-9pm	26/08/20	8	\$200	Arts Hub
Pottery	Thu	1.30-3.30pm	27/08/20	8	\$200	Arts Hub
	Thu	7-9pm	27/08/20	8	\$200	Arts Hub
	Fri	10am-12pm	28/08/20	8	\$200	Arts Hub
	Sat	10am-12pm	29/08/20	8	\$200	Arts Hub
	Sat	2-4pm	29/08/20	8	\$200	Arts Hub
Creative writing	Wed	4-6pm	26/08/20	6	\$200	Thornbury
Tai Chi - Beginners	Mon	11am-12pm	To be advised	10	\$160 / \$130 concession	To be advised
Tai Chi - Beginner Level 2	Mon	1.15-2.15pm	To be advised	10	\$160 / \$130 concession	To be advised
Tai Chi - Intermediate	Mon	12-1pm	To be advised	10	\$160 / \$130 concession	To be advised

CONTACT TARA DIRECTLY TO ENROL IN TAI CHI – info@jinli.com.au or 0407 941 101

Computer courses

COMPUTERS – BEGINNERS

Develop computer skills and build your confidence using the internet, email and Microsoft Office.

COMPUTERS – INTERMEDIATE

Gain skills in Microsoft Office programs such as Word, Excel and PowerPoint, and learn how to use cloud technology. Learn how to insert and edit photographs, use mail merge and spell-check in Word, create forms and charts, create and deliver a PowerPoint presentation, and use formulas and develop a budget in Excel.

COMPUTERS – ADVANCED

Develop work-ready Microsoft Office skills with Word, Excel and cloud technology. Learn how to use styles and macros, create a table of contents and merge data. Students must have completed the Computers - Intermediate course.

BE CONNECTED

In this free course for Australians age 50+, you'll gain confidence via self-paced training modules and class guidance. Learn to access the Internet safely, use your device, keep in touch with others online and navigate MyGov and other internet sites.



Course	Day	Starts	Times	Sessions	Fees	Location
Computers – Beginners ◊	Tue & Wed	To be advised	9.30am-12pm	18	\$28	To be advised
Computers – Intermediate ◊	Tue & Fri	21/07/20	Tue 9.30am-12pm; Fri 1-3.30pm	18	\$28	Online
Computers – Advanced ◊	Thu & Fri	23/07/20	9.30am-12pm	18	\$28	Online
Be Connected	Tue	21/07/20	12.30-2.15pm	5	Free	Online
	Wed	22/07/20	1-2.45pm	5	Free	Online

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English courses



ENGLISH FOR THE WORKPLACE + EVERYDAY ENGLISH

Develop your English skills in four key areas: reading, writing, conversation and pronunciation. Suitable for those who have completed the Adult Migrant English Program (AMEP), English for the Workplace is recommended for beginners and Everyday English for more confident learners.

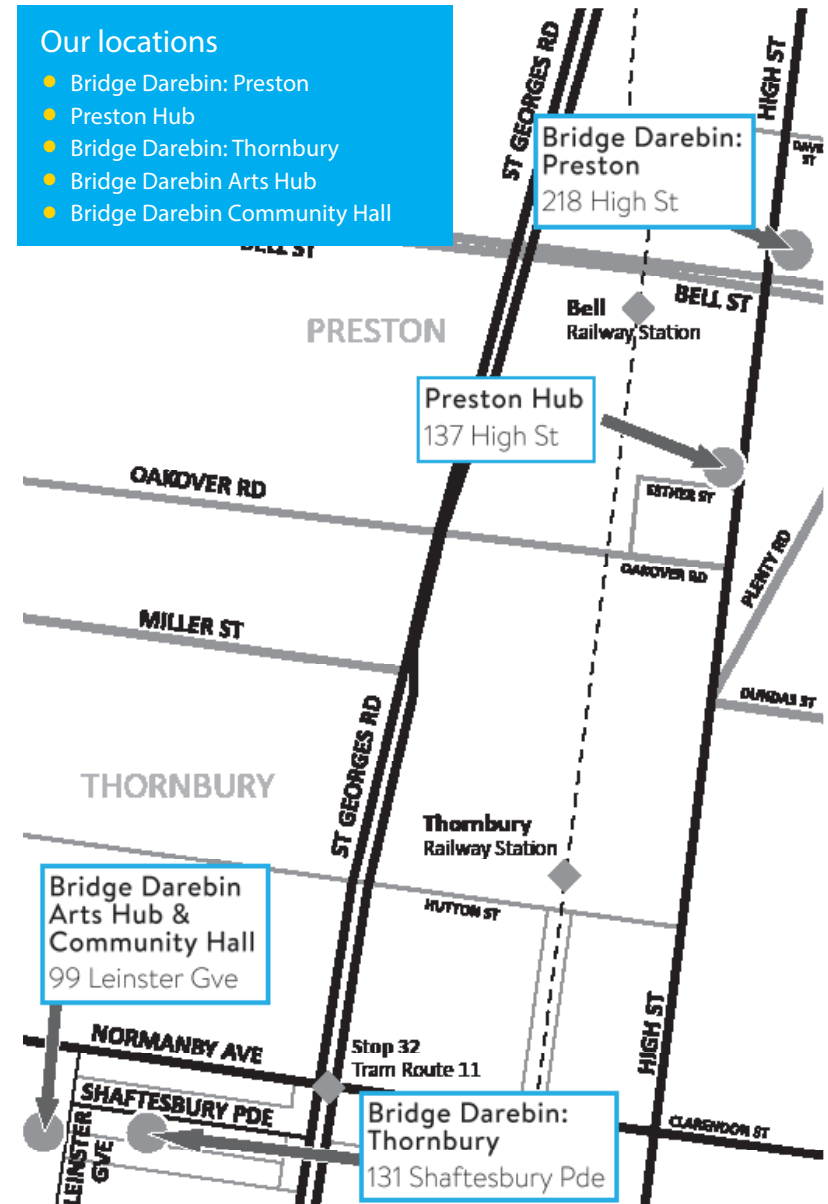
Course	Day	Starts	Times	Sessions	Fees	Location
English for the Workplace ◊	Wed & Fri	22/07/20	9.30am-12pm	18	\$28	Online
Everyday English ◊	Tue & Thu	21/07/20	9.30am-12pm	18	\$28	Online

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Where to find us

Our locations

- Bridge Darebin: Preston
- Preston Hub
- Bridge Darebin: Thornbury
- Bridge Darebin Arts Hub
- Bridge Darebin Community Hall



Child care

LEARNING BASED ON PLAY

Whether your child joins us at Preston or Thornbury, our focus is on activities and experiences that encourage children to explore, experiment, participate and play in a gentle and encouraging learning environment.

We have unique and secure outdoor spaces, books, dress-ups, arts and crafts and educational toys.

Our educators are fully qualified and registered, programming all sessions according to the Early Years Learning Framework.

We are a Child Care Subsidy-approved centre; up to 85% of your fees can be claimed.

Visit www.bridgedarebin.org.au for fees & program details.



Program	Day	Dates	Times	Location
Occasional care – Preston	Mon	13 July to 14 September	9am-2pm	Preston
	Tue	14 July to 15 September	9am-2pm	Preston
	Wed	15 July to 16 September	9am-2pm	Preston
	Fri	17 July to 18 September	9am-2pm	Preston
Occasional care – Thornbury	Tue	14 July to 15 September	9am-2pm	Thornbury
	Wed	15 July to 16 September	9am-2pm	Thornbury
	Thu	16 July to 17 September	9am-2pm	Thornbury
School holiday program	Thu	2 & 9 July	9am-2pm	Thornbury
	Fri	3 & 10 July	9am-2pm	Preston
	Thu	24 September & 1 October	9am-2pm	Thornbury
	Fri	25 September & 2 October	9am-2pm	Preston

VISIT WWW.BRIDGEDAREBIN.ORG.AU FOR FEES & PROGRAM DETAILS



Find out more at www.bridgedarebin.org.au