

# Program Guide

## Term 2, 2025



English language students learning water safety skills. Bonbeach, Feb. 2025.



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## Contact Details

Location - 6B Henry Street Pakenham  
Phone - 5941 2389  
Email - [admin@livinglearning.org.au](mailto:admin@livinglearning.org.au)  
Incorporation: A0019009A  
T0ld : 3913

## Office Hours

Monday to Thursday 9.00am-4.00pm  
Friday 9.00am-1.00pm

## How to Enrol

- In person
- By calling the centre – 03 5941 2389
- Via the website at [www.livinglearning.org.au](http://www.livinglearning.org.au)

Payment can be made by cash, cheque, credit card, EFTPOS.

## Concessions & Genuine Hardship

For some courses concessions are available to recipients of current Commonwealth Health Care Card, Pensioner Concession Card or Veterans Gold Card. Payment plans can also be arranged with the enrolment officer for people experiencing financial difficulty. Students must meet eligibility requirements for subsidised training.

## Cancellations & Refunds

If Living & Learning Pakenham cancels a class due to low enrolments a full refund will be given.

If you withdraw from a course later than one week prior to the course commencement date a refund will not be issued.

## Grievance Procedure

If you are unhappy with your experience at Living & Learning Pakenham you are encouraged to voice your concern. Check with reception staff for our grievance procedure or visit our feedback page at <https://livinglearning.org.au/feedback-page/>

# Community Support Services

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## Support Programs

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### Drink Drive Education Program

Drive Safe Drive Right are approved Behaviour Change Program providers for VicRoads. We can offer you the following Behaviour Change Programs: drink driving courses, drug driving courses, intensive drink and drug driving courses and the Pre-Interlock Removal Program.

If you have been charged with a drink driving or drug driving offence, you'll have to complete a Behaviour Change Program before you can get your driver's license back.

**To make a booking, please call 0491 731 543.**

### Alcoholics Anonymous (AA)

If you are experiencing a drinking problem perhaps AA can help. AA meets at Living & Learning Pakenham on Sundays from 7.30pm. **All enquiries to 9429 1833.**

### Narcotics Anonymous (NA)

If you want to stop using, NA can help. NA meets at Living & Learning Pakenham on Mondays from 7.30pm.

**NA hotline: 9525 2833.**

## On-site Support Services

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### Free Legal Advice

Peninsula Community Legal Centre (PCLC) offers legal advice on a broad range of matters including family law, criminal law and civil law. Please contact **PCLC** on **9783 3600 or 1800 064 784** to make an appointment to meet with one of their lawyers at Living & Learning.

### Tenancy Assistance & Advocacy Program (TAAP)

Free advice, offered by PCLC, on a wide range of residential tenancy matters such as urgent repairs, rent arrears, possession/notices to vacate, rent increases, lease breaking, breach of duty, site agreement, tenancy agreement matters, bond and compensation claims. A priority service response with negotiation or VCAT assistance within 48 hours is also available. **For more information or an appointment call 03 9783 3600.**

### Free Public WiFi and Internet Access



**Need to access your email, search the internet or type up a resume?**

**Public computers with wifi and internet access are available during opening hours. No appointment necessary. Terms of use apply.**

## Volunteer Programs

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### Community Garden

Our community garden space is collectively managed and maintained by dedicated volunteers.

We welcome new ideas, suggestions for workshops and new volunteers!

Come and grow food to nourish our community. The community garden club meets every Monday and Friday from 9.30am till 12pm.

### Classroom Learning Assistant

This rewarding, voluntary role assists our migrant students who are learning English in the classroom. Learning Assistants support the classroom teacher by offering one-to-one support to individual students within the group and assisting them with their learning needs.

**To enquire about our volunteer programs contact reception on 5941 2389 or visit <https://livinglearning.org.au/volunteers/>**

### Work and Development Permit Scheme (Fine Debt Reduction Program)

The Work and Development Permit (WDP) scheme is a new initiative to provide vulnerable and disadvantaged people with a non-financial option to address their fine debt.

A WDP allows an eligible person to work off their fine debt by participating in certain activities, including attending educational classes, volunteering or attending counselling.

**To find out more about your WDP options contact LLP Administration on 5941 2389.**

### Chisholm Skills and Jobs Centre

Chisholm Skills and Jobs Centre staff now visit Living & Learning Pakenham every week to provide free jobs, skills and training advice to the Pakenham community. The service is available on different days each week, so please phone or email the Skills and Jobs Centre directly to find out when they will be in Pakenham. **Phone 9212 4909 or email [skillsandjobs@chisholm.edu.au](mailto:skillsandjobs@chisholm.edu.au)**



# Computer and Technology Courses

## Essential Computer Skills for Beginners

*Windows 11 & Microsoft Office 2021*

### 25DLECOMPB

Aimed at users with minimal computer experience, this course is designed to teach you how to use a computer effectively. The skills covered include the basics, like software and hardware, applications (apps) and programs, creating folders, copying and moving files and personalising your operating system.

You will practice exploring the internet, as well as sending and receiving email.

The course is delivered using Microsoft Windows computers. Feel free to bring your own laptop, or use one of ours.

Day	Mondays
Dates	Taking expressions of interest for Term 3 2025. Call 5941 2389 to register.
Times	12.30pm - 2.30pm
Fees	Government funded: \$20; Concession: \$10; Fee for service: \$210



## Microsoft Office Suite of Programs

*Self-paced using program manuals and online support*

### 25SELFCOMP

These self-paced courses are for users who have some computer experience and who need to learn Microsoft Office programs for either business, study or personal use. Courses are available at beginner and intermediate level for the following topics:

- Microsoft Word (Level 1 & Level 2)
- Microsoft Excel (Level 1 & Level 2)
- Microsoft Outlook (Level 1 & Level 2)
- Microsoft PowerPoint (Level 1 & Level 2)
- Microsoft Publisher (Level 1 & Level 2)
- Microsoft SharePoint (Level 1 & Level 2)

The courses are self-paced, completed at home using a provided work manual, and include four dial-in Zoom support sessions where you can ask questions, discuss problems and receive additional support.

Learners can enrol and commence at any time throughout the term. Your Zoom schedule and links will be provided to you on enrolment.

Day	Self-paced. Complete work manual at your own schedule.
Dates	Registration is ongoing. Enrol at any time.
Times	1 hour Zoom support sessions to be negotiated.
Fees	Fee for services: \$60 (includes manual)

## Essential Microsoft Office Skills for Beginners

*Microsoft Office 2021*

### 25EDCCOMPMS

This program introduces new users to the Microsoft Office suite of programs, which are common tools for business, study and personal applications.

You will get a hands-on introduction to the main tools: Word, Excel, PowerPoint and Outlook.

Learn the fundamental skills needed to begin creating documents, working with spreadsheets, building presentations and managing emails, contacts and events.

Day	Mondays
Dates	Expected start date 28 April 2025 (TBC)
Times	12.30pm - 2.30pm
Fees	Government funded: \$20; Concession: \$10; Fee for service: \$210



## New Podcasting Course for 2025

### 25SBDENPITP



Considering becoming a podcaster? In this new 10-week pre-accredited course we will discuss podcasting, podcasting equipment, recording and production.

You will find out about different roles in the podcasting industry, as well as marketing, copyright issues, and starting your own small business.

The course will be held in our new podcast studio and you will get hands-on experience using recording and production equipment.

**We are currently taking expressions of interest for courses starting in Term 2 2025. If you want to go on the waiting list to be contacted when courses begin, give us a call on 5941 2389.**

# Multicultural Programs



## English for Living & Working in Australia 25LANENGLP 1/2/3

This program provides an opportunity for learners to develop and practice their skills in terms of reading, writing and speaking English as well as an opportunity to learn about Australian workplace culture and employability skills. Learners will complete an online test of their current English skills to ascertain their individual needs and be placed in an appropriate class level.

Students of all abilities are encouraged to attend.

Day	Mondays, Tuesdays, Wednesdays
Dates	Enrolment is ongoing, enrol at any time
Times	9.30am – 3.00pm
Fees	FREE (Eligibility criteria apply. Phone 5941 2389 for details)



## Parents Learning Together

Parents Learning Together supports parents from multicultural backgrounds and their preschool children to learn together in a group setting.

The program enhances parents' English language skills through fun family activities including singing, story time and presentations.

All parents with pre school-aged children are welcome and encouraged to attend.

Day	Tuesdays
Dates	Term 2, starting 22 April 2025.
Times	9.30am - 1.30pm
Fees	FREE (Eligibility criteria apply. Phone 5941 2389 for details)



## Coming up in 2025

There are some exciting initiatives in the pipeline that we know will be of great benefit to the community. Below is a summary of a couple of projects that we are working hard to deliver in the very near future.

### Cultural Family Food Security & Support Project

This project aims to help meet the increased demand for food relief within our multicultural communities.

It will provide information about culturally appropriate food relief sources and/or low cost options in Cardinia. Culturally appropriate food and care packs will be offered as a short-term solution, and workshops will be delivered that aim to encourage food independence, including:

- How to establish removable garden beds to grow vegetables, which is ideal for renters
- Budgeting skills and an introduction to the power of bulk purchasing.

### Workshops for Newly Arrived Migrant Women

LLP will address barriers experienced by newly arrived migrant women by providing information workshops that aid with settling into a new country and community.

The workshop setting for women and their preschool children will be culturally safe and led by a highly respected and experienced facilitator.

Topics will include:

- Citizenship and Community Engagement
- Women's Personal Health
- Financial Literacy
- Children's Online Safety

**Get connected, stay tuned to find out more:**



Connect with us on Facebook  
[facebook.com/livinglearningpakenham](https://facebook.com/livinglearningpakenham)



Follow us on Instagram  
[instagram.com/livinglearningpakenham](https://instagram.com/livinglearningpakenham)

Visit our website: [livinglearning.org.au](https://livinglearning.org.au)



# Arts, Culture, Health & Wellbeing

## Developing Employability Skills Through Art Therapy 25LITVISART

Art therapy for mental health recovery aims to provide a friendly and supportive environment where participants will learn to use their creative skills to:

- give voice to experiences and feelings not easily expressed in words
- relax and de-stress
- develop self-awareness and self-esteem
- work on social skills
- manage behaviours and/or symptoms
- solve problems by looking with a different perspective



Day	Mondays
Dates	Starting 28 April 2025.
Times	12.00pm - 2.30pm
Fees	No cost (Eligibility criteria apply. Phone 5941 2389 for details)

## Fitness 55 Plus *with Sandra*

This fun and friendly class includes gentle cardio, core work and balance elements of fitness as well as strength training. Regular exercise can improve the symptoms of arthritis, heart disease, diabetes, osteoporosis and pre-existing injuries. Your qualified instructor will tailor the class to each person's individual fitness level. If you are new to exercise you will learn the basics in a safe and supportive environment. If you regularly exercise but would like to work with a class of like-minded people we can teach you how to get more out of your workout.

Day	Thursdays during school term
Dates	Starting 24 April 2025.
Times	10.30am - 11.30am
Fees	Contact Sandra directly on 0407 104 400

## Mat Pilates *with Sandra*

Your qualified instructor will guide you through a series of exercises that will help improve core control (the abdominal muscles), posture, muscle tone, balance, strength, flexibility, body awareness and co-ordination. Pilates addresses the body as a whole working to correct any imbalance caused by injury or poor posture. All exercises are controlled and movement is co-ordinated with a specific breath pattern to stretch and strengthen the muscles. The exercises are all performed on the floor so it is essential you bring a mat to class for your comfort.

Day	Thursdays during school term
Dates	Starting 24 April 2025.
Times	9.00am - 10.00am
Fees	Contact Sandra directly on 0407 104 400

## Sewing 101 and Patchwork Quilting *with Jenny*

This class is for intermediate skilled to experienced patch workers. Bring along your machine, your patterns, your fabric and your ideas! Jenny Robison, formerly of Sewing Connections in Pakenham, will provide guidance and instruction on specific techniques to assist you in creating your perfect piece.

Day	Wednesdays
Dates	Starting 23 April 2025.
Times	9.30am - 12.00pm
Fees	Up front payment of \$200 for the term (8 sessions).

## Tai Chi *with David*

Participate in this ancient Chinese exercise, a tradition that has evolved over centuries to become a means of alleviating stress and anxiety – a form of "meditation in motion." Tai Chi helps promote fitness, serenity and inner peace.

Day	Tuesdays
Dates	Ongoing enrolment. Join at any time.
Times	Advanced: 8.30am - 9.30am Beginner: 9.30am - 10.30am
Fees	\$5.00 per session.





# Social Groups & Networking

## Women's Friendship Café Pakenham

Thursdays - 9.30am - 12pm

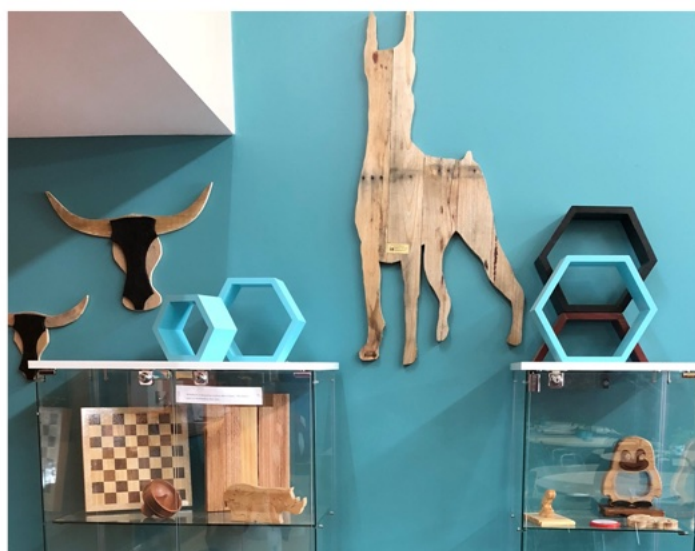
WFC aims to provide a safe welcoming environment where all women can relax, make friends and contacts, share experiences, learn new ideas and skills, and find pathways to connect to services and opportunities.

WFC aims to foster connectedness and inclusion in the Pakenham neighbourhood.

WFC aims to build confidence in women so they can strengthen their families and take up new challenges.



Women's Friendship Café celebrating its 7th Anniversary, April 2024



## Cardinia Men's Shed

*Providing special interest, social and wellbeing opportunities for men throughout Cardinia Shire...*

Make new friends, find new opportunities and learn new skills. Cardinia Men's Shed was established to provide an opportunity for men throughout Cardinia Shire to come together to meet new friends, share information and undertake projects together every Wednesday at 10.00am, at Living & Learning Pakenham.

Activities available include:

- Beginners Art Class
- Basic Woodworking & Carpentry
- Gardening in the Community
- Social Group





# Community Garden and Nursery

## *Cultivating community and growing food*

For over 10 years the Pakenham Community Garden has provided local families and curious gardeners alike a beautiful, ever-evolving and growing community garden space. Full of incredible colours, smells, as well as tasty fruits and vegetables, this garden spans over 600 square

metres and is maintained by a crew of passionate volunteers who enjoy getting together on a weekly basis to learn and share knowledge and ideas about plants, ecology and permaculture.



### The World Food Gardens

The World Food Gardens represents and celebrates many of the different and unique food plants that are culturally significant to community groups who call Pakenham home. You can expect to discover crops like okra, chickpea, amaranth, bitter melon and Romanian parsley. Sign up to this group and learn about all the plants that can be grown in this local climate.

### Community Compost Hub

The Pakenham Compost Hub is a community-run place where local residents can sign up to become members of this hub and drop off their weekly food waste and see it turned into lovely compost.

There are monthly induction sessions to help people understand the composting process and how they can get involved.

This compost hub inspired the establishment of the Community Alliance For Waste Reduction and Sustainability. **To register visit us or phone us on 5941 2389.**

### Sensory Play Gardens

This space is the newest addition to the Community Garden, seeking to provide a rich sensory and ergonomic experience to the youngest of the next generation.

After engaging with community and scout groups, the design of this garden will feature strawberry towers, a mud kitchen, vegetable and herb planters and edible indigenous plants.

### Nursery

Using organic practices, volunteers help cultivate a range of seasonal herb, vegetable and flower seedlings for local schools, farms and the greater community.

Community members may purchase seedlings on Monday and Friday mornings, as well as at Plant and Seedling markets which are held throughout the year.





## Featured ...

### Community Pantry

The Community Pantry supports local individuals and families with non-perishable food and personal items. Available goods often include items like pasta, rice, tinned food and toiletries.

It is located on the entry deck and is accessible 24/7.

The pantry is unfunded and relies on donated goods by local individuals and businesses.

If you require food, please help yourself to what you need.

If you can donate goods to the pantry please place non-perishable items in the pantry at any time.

If you would like to make a cash donation to go toward restocking the pantry please give us a call on 5941 2389, or visit our home page at [www.livinglearning.org.au](http://www.livinglearning.org.au) and click on the **Donate Now** button.

***“Take what you need, leave  
what you can”***



### Professional Recording Studio.... it's here!

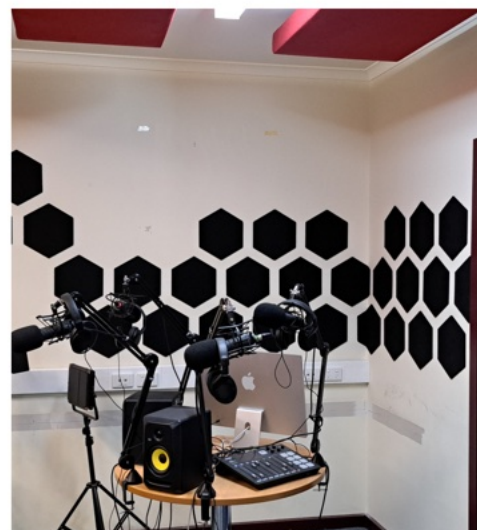
Like blogs and social media, podcasts are democratising the way people share their thoughts with the world, with the episodic audio series continuing to gain traction with listeners seeking both entertainment value and educational dialogue.

Our podcast studio is ideal for recording your first podcast – or your fortieth. The hardest part of starting a podcast is coming up with a great idea.

While your creative juices flow, we have put the final touches to our recording studio. It is live now!

When you're ready to start recording, give us a call on 5941 2389 to discuss our great introductory rates and to make your booking.

You'll find everything you need in a recording studio, including up to the minute equipment, a quiet, insulated recording environment and a friendly place to create your content.



### Nationally Recognised Training

Australian  
Qualifications  
Framework

NATIONALLY RECOGNISED  
TRAINING

#### First Aid Courses - delivered by Victorian First Aid Services (RTO 41360)

Victorian First Aid Services delivers a wide variety of first aid courses at LLP premises each month, including:

- HLTAID009 Provide Cardiopulmonary Resuscitation
- HLTAID011 Provide First Aid (includes CPR)
- HLTAID0012 First Aid in Education and Care Setting
- Standard Mental Health First Aid (non accredited)

For all enquiries and enrolments visit the Victorian First Aid Services website at [www.victorianfirstaid.com.au/pakenham](http://www.victorianfirstaid.com.au/pakenham)







### the COMMUNITY GROCER HEALTHY *connected* COMMUNITIES

On the deck at  
Living & Learning  
Pakenham  
Each Thursday  
9:00am - 1:00pm

## Pakenham Bike Repair Hub

The Pakenham Bike Repair Hub is a volunteer run community initiative that brings bike riders and bike enthusiasts together.

Its aim is not only to keep bikes well maintained, but also to teach owners how to repair their bikes themselves.

It is a free service, provided as a community benefit and is open two sessions per week, on Tuesday afternoons and Saturday mornings.

For further information contact reception at Living & Learning Pakenham on 5941 2389, or email [max@livinglearning.org.au](mailto:max@livinglearning.org.au).

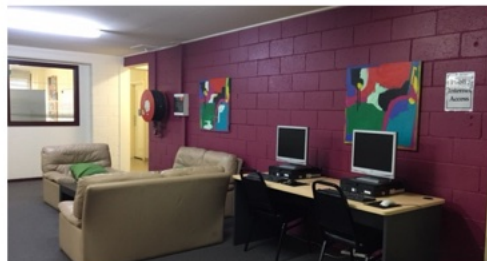




# Facilities, rooms & spaces for hire

## Shared Facilities

- Community Kitchen and Dining Space
- Disability Access/Lift
- Free Wi-Fi, Public Access Computers
- Community Garden



## Community Room

Seats up to 22 with tables. Up to 60 theatre style. Data projector and screen is available. Whiteboard and TV included.

**Room Size: 720cm x 610cm & can be extended to 1340cm x 610cm**



## The Lounge

Suitable for support groups. Includes self-contained kitchenette. Whiteboard, TV and/or data projector with screen.

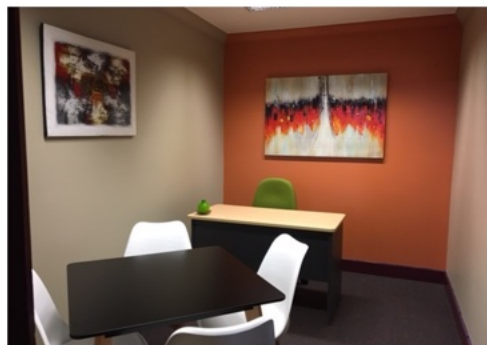
**Room Size: 930cm x 700cm**



## Small Consulting Suite

Private room. Contains desk and office chair plus a small 4-person meeting table.

**Room Size: 370cm x 230cm**



## Art Studio

Art and crafts room. Suitable for wet & dry activities. Room can be split into 2 areas. Easels available for use.

**Room Sizes: 700cm x 720cm & can be extended to 1300cm x 720cm**



## Large Activity Room

Perfect for physical activities. Mirrored wall. Previously used as a dance studio.

**Room Size: 1280cm x 960cm**



## Computer Room

Ten laptop PCs running Windows 11 and Office 2021, each with external monitor, keyboard and mouse. Room includes data projector and screen, Whiteboard and pin board. WiFi connected.

**Room size: 720cm x 450cm**



Please contact our friendly administration staff for all enquiries about rates and availability. Phone 5941 2389 or email [admin@livinglearning.org.au](mailto:admin@livinglearning.org.au). Room hire enquiry form can be found on our home page at [www.livinglearning.org.au](http://www.livinglearning.org.au)





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