

Term 3 Program 2010



"Linking the Community together."

LINK Neighbourhood House

Learning and Information Network Kaniva Inc.

50-52 Commercial Street
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Phone/Fax: 5392 2865
Email: kanivalc@bigpond.net.au
Website: www.kaniva.info/adulteducation.html

Chairperson:	Donna Meyer	5392 2632
Co-ordinator:	Kerryn Dyer	5392 2865
Assistant Co-ordinator:	Anita Condon	5392 2865

Monday	Closed
Tuesday	10am - 4.30pm
Wednesday	10am - 4.30pm
Thursday	10am - 4.30pm
Friday	10am - 1.00pm

Closed for lunch: 12.30 - 1.00pm (Tues -Thursday)

COMPUTER COURSES



Computers - Develop Skills: Commencing Monday mornings 10am-1pm
when minimum numbers achieved.

Cost : \$55 Tutor: Annette Creek

Introduction to Microsoft Word (3 weeks)

This course covers all the basic functions of Microsoft Word. Topics include opening, saving, and printing documents, spell check, cut, copy and paste, formatting and more. Understanding Word opens the door to all the other software packages in the Microsoft Suite.

Introduction to Microsoft Excel (3 weeks)

This course covers all the basic functions of Excel. Topics include creating, saving, opening and closing workbooks correctly, selecting ranges, understanding basic principles of formulas and how they work, copying and filing, applying simple functions, previewing and printing worksheets, applying headers and footers and creating charts.

Desktop Publishing with Microsoft Publisher (3 weeks)

Publisher is an easy to use desktop publishing program.

Design Flyers, newsletters, greeting cards, notices, posters, banners, price lists, web pages like a professional.

In this introduction we will create simple documents, gain an understanding of text and layout techniques, drawing objects,

WordArt, use templates and create documents from a blank sheet to suit your own design. Basic Computer skills are desirable.

Computers - Refine Skills: Commencing Mondays
when minimum numbers achieved.

Cost: \$55 Tutor: Annette Creek

This course is made up of the following components:

Working with Digital Photos (4 weeks)

Make the most of your digital photos by learning how to download, save and enhance your photos using red-eye reduction and cropping techniques etc.

You will also learn how to compress and email photos and prepare a photo presentation for your next family gathering. Basic computer skills are necessary.

Introduction to Microsoft PowerPoint (3 weeks)

PowerPoint is a program designed to help you create effective presentations for your next important meeting, or family celebration.

In this unit you will gain an understanding of the PowerPoint program, tools and menus. Create a slide presentation with text, graphics and animation. Basic skills are desirable.

Beginners Quilting Workshop

EXPRESSIONS OF INTEREST.

Introductory to quilting. 2 days over a weekend.

Date to be determined, limited places.

Enquiries to LINK

**New
Course**

WWW in Ag

West Wimmera Women in Ag.
FOUNDATION JOB SKILLS



This course is suitable for women of any age or stage, who are involved in Agriculture. This course is on going through the year. An opportunity to network, gain skills and be encouraged in your role as a farmer or farm partner or whatever role you have in Agriculture. You may attend all monthly workshops or sessions, or just the ones that interest you.

Enquire @ LINK : 5392 2865 or Karen Rabone: 5392 2210

July: Crop Nutrition/Weed Identification

August: Health & Wellbeing

September: Garden Visit to Sharon Merrett's.
Guest Speaker: Ted Brown.



For The Farmers

“Don't be a Drifter” - August 23rd.

This workshop is a “must” for all farmers who may need to upgrade their Chemical Users Certificate. Information on new spray & buffer zone rules.

This course is “FARM READY” approved, and is run in partnership with PING (Partners in Grain)

Cost: \$660 (Fully reimbursed for approved farmers).

Times:

Day 1; Times - 11.00am to 9 pm @ LINK and then on farm. (Meals included)

Day 2; 2 or 3 small groups on farm workshops 8.00am – 12 noon or 1 pm to 5 pm

SENIORS INTERNET KIOSK

Two computers are available for seniors aged 55 and over to access and use the internet, or send emails free of charge.

A 2 hour introductory lesson will be available free of charge.

Contact LINK to book your lesson,

or feel free to come in and use these computers during opening hours.

New Tutor available for extra lessons if required.

Level II First Aid

August 15th 9.30 – 3.30

Cost: \$150 Full course \$50 CPR

Venue: LINK

Tutor: Roger Murray

Payment required one week before course



Employment Skills



These classes can be completed online or by using a manual and will take approximately 4 hours per course. You can complete the course at home in your own time or use the facilities at the Neighbourhood House at no extra charge.

Food Handling Level 1 (Code: SITXOHS002A)

Hospitality; (Cafes, restaurants, school canteens, sporting clubs, supermarkets, retail outlets)

Community & Health Services: aged care, hospitals, childcare centres and meals on wheels services.

Food Processing: manufacturing or packaging food industries such as flour mills, canneries, dried food packers, bakers, breweries. **Cost: \$75**

Food Handling Level 2 — (level 1 is a pre-requisite)

Code: SITXFSA001A; FDFCORFSY2A

Suitable for supervisory level in food businesses, hospitality or community health services. **Cost: \$95**

Food Handling Level 2 (combined Course) HLTF309B; HLTF310B

Apply & Monitor Food Safety & Oversee the Day-to-day Implementation of Food Safety in the work place.

(Community health sector need to have 3 codes to be the Food Safety Supervisor.

Cost: \$160 (for two units)

Responsible Service of Alcohol —Code: SITHFAB009A

Suitable for bar and hospitality staff. **Cost: \$65**

Link For Kids

Internet Café for Young People

Come into LINK Tuesdays—Thursdays after school

Play computer games or access the Internet

Suitable for primary school students.

Young Primary School students require adult supervision.

Students will be required to share if there are more

students than available computers.

Time:3.30pm till 4.30pm.

Cost: \$3 per session

Health and Wellbeing

Gentle exercise - Commencing Tues 13th July

Exercise to music for fitness, friendship and fun.

Dates: Tuesday and Thursday mornings

Time: 10.00am – 11.00am

Venue: Senior Citizens Centre

Tutor: Barbara Champness

Cost: \$40 per term or \$5 per session

Tai Chi for Beginners

This class will run for a trial period of 4 weeks,

Date: commencing 24th August.

Venue: to be confirmed

Tutor: Barbara Champness Cost: \$5 per session

Moovers & Shakers-Walking Group

Come along and enjoy physical fitness and socialisation.

All ages and fitness levels welcome.

Date: Wednesdays

Time: 9am Meet at LINK.

Art Therapy Workshop

An innovative 2 session program which offers:

An opportunity to experience Art therapy processes and techniques to integrate into your work and home life. A great program for community and health workers or for artists and those wishing to learn techniques for their own wellbeing.

To be held over 2 Saturdays.

Venue: LINK. Cost: \$40 includes materials

Ring LINK to express your interest.

Dates: 21st & 28th of August,



Mental Health First Aid Course



**Mental Health First Aid is a
12 hour course which teaches
first aid skills for mental health crisis situations
and the early stages of mental health problems.**

Venue: Kaniva LINK Neighbourhood House

Date: Monday & Tuesday 27th & 28th September, 2010

Cost: \$50 (includes manual, certificate. Lunch is not provided).

Contact: Deb Armstrong Ph: 0417 393559

Email: rascals_mum@hotmail.com

RSVP: Friday 11th September, 2010

General Interest

Guitar Lessons—Beginners or Advanced

In a fun and friendly environment learn to play the guitar. Suitable for absolute beginners and those that wish to continue their studies.

Date: Tuesdays weekly

Time: 5.00pm – 6.00pm

Venue: LINK

Tutor: Phill Shiells

BYO: Guitar

Cost: Payment direct to Phill (LINK fee of \$2 per session)

Traditional African Drumming

One day workshop. No experience necessary.



LOTS OF FUN! Come and create some rhythms and beats.

Drums supplied. **SUITABLE ALL AGES.**

To be held on a Saturday. Venue: LINK . Cost: (to be determined)

Express your interest quickly, this one is filling fast!

Permaculture Workshop -

Sustainable Agriculture

A one day introduction to Permaculture workshop to learn about basic principles and design.

This workshop will include practical techniques, booklets and resources.

To be held on Saturday 14th of August. Cost: \$20 includes booklet

Venue: LINK

Express your interest at LINK



Purple Starfish Workshops

If you are aged 10 - 15 and enjoy art, craft, cooking & sewing, then come along to the Purple Starfish Saturday Morning Workshops where you create the programme! Every Saturday in school term, except 14th August.

Check us out on facebook!,

Starts Back with workshop & programme planning 17th July

Time: 10 - 12pm

Cost \$2.00

For more Information Contact Link

Art and Craft

Felting Workshop

This will be a one off full day workshop. Time: 10am-4pm.

You will need to provide your own materials. Contact Kerryn for a list.

Date Tuesday 3rd August

Cost: \$36 \$5 LINK amenities fee.

Lunch is not included, so you will need to bring or buy something.

Tutor: Jeanette McLeod.

Register @ LINK



Scrapbooking

See what you can achieve using photographs and other various forms of decorative media. Beginners welcome.

Date: 15th Sept.

Time: 10.00am – 3.00pm

Tutor: Lorraine Clark

Venue: LINK

Cost: \$15 plus materials

Papertole

Ongoing classes for Papertole enthusiasts.

Beginners always welcome.

Dates: Every 2nd and 4th Tuesday of the month

Time: 10.00am – 3.00pm Venue: LINK

Tutor: Jennifer Goldsworthy Cost \$15 plus materials and \$5 amenities fee per class.

Interest Groups

Windmill Stitchers

Meet at 7.00pm on the 4th Monday of the month at LINK
26th July, 23rd August, 27th Sept.

Daytime Stitchers

Meet at 10.00am 2nd Saturday each month.
10th July, 14th August, 11th Sept.

Gardening Group

New members welcome. Register your email to receive further details

Book Club

Meetings held for registered members on the 1st Monday of the month at the library at 7.30pm.

Purple Starfish



Shop Opening Hours:

Wednesdays & Thursdays 10am -4.30pm

Fridays 10am - 1pm.

If you would like to sell any art, craft, baked goods, home grown produce or plants please call into the Purple Starfish during opening hours or call Helen Hobbs on 5392 2657. - A small commission of 20% is charged.

All profits are funnelled back in to supporting materials for children's workshops and other community needs.

Volunteers to work in the shop are greatly appreciated .

If you have 3 hours to spare per month, let us know when you're available.

Meetings are held bi-monthly at LINK on the third Wednesday of the month.

All are welcome to attend

Check us out on Facebook for product updates plus more!



Facilities & Services

Australian Taxation Office (ATO) Services -

LINK is an access point for the ATO in Kaniva.

Access tax forms and information brochures to help employers and small business.

Why don't you do your tax online this year?.

Facilities Available

Meeting Rooms available for hire.

(one large room seats approx 16-20. One small room seating 8-10)

Services

Passport Photos = \$8

Internet Use \$2 for 30 minutes

Photographic Quality printer—\$8 for A4 size print

Black & White Laser printing—20c per page

Laser Printing with colour—25c per page

Laminating—A4 size—\$1 per page

Book Binding: \$1 per book up to 10 books. (Larger orders on application)

Enrolment Information

Bookings are essential for all classes and activities.

ALL CLASSES MUST BE PAID FOR BEFORE THE COMMENCEMENT OF CLASS UNLESS OTHERWISE ARRANGED WITH THE CO-ORDINATOR.



ACFE Courses require a student fee consistent with the "Ministerial Directions on Fees & Charges"

From 1st July 2009 that fee is a minimum of \$50 for courses up to 40 hrs in duration.

Other certain ACFE courses may be taken within the calendar year for \$20.

Direct Deposit is now available:

Please insure you include your name and course name & notify LINK of your payment.

BSB: 063696 Account No: 1004 0982

Learning Information Network Kaniva.

Contact Ph No: 5392 2865

Payment arrangements can be arranged if needed.

Contact Co-ordinator. Confidentiality is assured.

New Courses & Activities

Please ask us about any new course or activity you would like to learn, and we will do our best to arrange it.

OR

Talk to us about a skill you would like to share with others.

