

# TERM 1 2021



## North Ringwood Community House Inc.

We are delighted to forward you a copy of our Term 1 brochure as we open up our doors and welcome you back to NRCHI.

Classes/activities will resume, but due to strict guidelines, numbers will be capped in some classes/activities, and booking early will be essential.

Some classes/activities will look a little different – different starting times or different rooms to comply with physical distancing and density restrictions. We are doing all we can to keep you safe.

Policies and procedures around COVID-19 safety measures are in place. If you have any questions or concerns, please call us.

Course fees have increased slightly to incorporate the cost of additional COVID-19 cleaning.

A waiting list will be taken for all groups, so if you miss out you will be notified when a position becomes available.

**NRCHI offers a range of accredited training programs with nationally recognised training and qualifications in;**

- **Leisure & Health,**
- **Disability and**
- **Individual Support.**

**We are a registered training organisation and our programs are led by highly experienced trainers who understand the needs of adults and those returning to study.**

**We also offer courses in pre-accredited literacy, computer and return to work classes.**

**Please contact us or visit our website for more details.**

### **Porcelain Dolls**

Monday 1st Feb x 8 weeks  
10.00am-12.00noon or 1.00pm-3.00pm  
Cost \$136 C \$131

### **Beginners Crochet**

Tuesday 2nd Feb x 9 weeks  
10.00am-12.00noon  
Cost \$50

### **Drawing & Painting**

Wednesday 3rd Feb x 9 weeks  
10.00am-12.00noon  
Cost \$153 C\$148

### **Leadlighting**

Thursday 4th Feb x 9 weeks  
12.30pm-3.30pm  
Cost \$229.50 C\$224.50

### **Watercolour Painting– Botanical Art**

Monday 1st Feb x 8 weeks  
1.30pm-3.30pm  
Cost \$136 C\$131

### **Coffee & Craft (max 12)**

Wednesday 3rd Feb x 9 weeks  
10.00am-12.00noon  
Cost \$2 per session

### **Fab Group (max 20)**

Thursday 4th Feb x 9 weeks  
10.00am-12.00noon  
Cost \$5 per session

### **Italian Beginners New**

Monday 1st Feb x 8 weeks  
5.15pm-6.45pm  
Cost \$120 C\$115

### **Italian Beginners Ongoing**

Tuesday 9th Feb x 8 weeks  
7.00pm-9.00pm  
Cost \$160 C\$155

### **Italian Advanced**

Monday 1st Feb x 8 weeks  
7.00pm-9.00pm  
Cost \$160 C\$155

### **Spanish Beginners**

Monday 1st Feb x 8 weeks  
6.00pm-7.30pm  
Cost \$120 C\$115

### **Spanish Intermediate**

Monday 1st Feb x 8 weeks  
7.45pm-9.15pm  
Cost \$120 C\$115



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To ensure the safety of everyone at NRCHI, the following actions need to be taken:

**If you are not feeling well, you MUST stay at home.**

- Wear your mask;
  - Wash your hands often;
  - Ensure physical distancing of at least 1.5 metres;
  - Refrain from touching your face more than is necessary;
  - Practice coughing and sneezing etiquette as signed around the building;
  - Avoid crowded areas;
  - Adhere to maximum numbers of people in classrooms as determined by room capacity
  - Furniture **MUST NOT** be moved. Tables and chairs will be positioned in accordance with physical distancing and density restrictions.
  - If agreeable, install and activate the COVIDSafe app (This is not compulsory, but advised as it can assist with contact tracing)
  - **Sign in in your classroom and wipe pen with provided antibacterial wipes or sanitiser between uses or use own pen**
  - Use hand sanitiser upon entry to the building
  - Refrain from gathering in groups at reception
  - Where possible, EFTPOS is preferable to cash;
  - If waiting at reception, adhere to the tape markings on the floor
  - Use NRCHI provided cleaning kits to sanitise tables, chairs and equipment before and after use
  - Refrain from standing in hallways (they are a means to get from 'Point A' to 'Point B').
  - **Bring your own thermos, tea, coffee, sugar etc**, as well as any snacks and enough water in a water bottle for the duration of the class or activity.
- Kitchens will be closed.**

### **Bush Nomads**

Monday 1st Feb x 8 weeks

9.15am-3.30pm

Cost \$1.50 per session

Meet in the NRCHI carpark

### **Chair Yoga**

Monday 1st Feb x 8 weeks

10.30am-11.30am

Cost \$108 C \$103

### **Chair Yoga Extend**

Friday 5th Feb x 8 weeks

10.00am-11.00am

Cost \$108 C \$103

### **Yoga**

Tuesday 2nd Feb x 9 weeks

7.00pm-8.00pm or 8.15pm-

9.15pm

Cost \$121.50 C \$116.50

### **Strong People**

Thursday 4th Feb x 9 weeks

8.30am-9.30am (BYO weights

and yoga mat please)

Cost \$121.50 C \$116.50

### **Tai Chi for Health**

Wednesday 3rd Feb x 9 weeks

12.15pm-1.15pm or 1.30pm-2.30pm

Cost \$121.50 C \$116.50

### **Zumba Gold**

Tuesday 2nd Feb x 9 weeks

12.30pm-1.30pm

Cost \$121.50 C \$116.50 or

Friday 5th Feb x 8 weeks

1.00pm-2.00pm

Cost \$108 C \$103

**PHONE 9876 3421**

**OR EMAIL**

**ADMIN@NRCH.ORG.AU**

**FOR BOOKINGS**

**IF YOU HAVE CHANGED  
ADDRESS OR PHONE  
NUMBERS, PLEASE  
ENSURE NRCHI  
ADMINISTRATION HAVE  
YOUR CORRECT CONTACT  
DETAILS.**

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## PRE-ACCREDITED TRAINING

**A New Year means fresh opportunities!**

**Learn Local at North Ringwood Community Centre can help you get the skills you need for study, work and life. We offer a range of training programs that can help you land your first job, get back to work after unemployment, change your career, get into further training or university or develop your social skills and increase your confidence.**

### **Professional Creative**

#### **Writing** 21VOCPROFCW

Develop your interest in creative writing and expressing yourself through the written word. Build on your skills in communication, team work, planning and organisation. Learn research, writing and editing skills to create a folio of work, together with insight on submitting work for publication.

Tuesday 2nd Feb x 8 weeks  
12.30pm-3.30pm (no class 9/3)

Cost: \$89

or

Tuesday 2nd Feb x 9 weeks  
7.00pm-9.30pm

Cost \$87.50

### **MYOB with Payroll**

21VOCMYOB

Learn to navigate this accounting package, MYOB with Payroll. Skills learned will include using the MYOB Command Centre, creating data files, processing payment and receipts, bank reconciliations and payroll functions. Great for anyone looking for work in Office Administration/ Book keeping roles or running a home business.  
Wednesday 10th Feb x 8 weeks 12.30pm-3.00pm  
Cost: \$95

### **Basic Computer Skills**

21DIGBASCOM

A foundation level course, this is an ideal introduction to basic computer skills and terminology. Develop a greater level of confidence and understanding using information technologies and become comfortable using computers as part of daily life.

Tuesday 9th Feb x 8 weeks  
9.30am-12.00pm

Cost: \$60

### **Beyond Basic Computer Skills** 21DIGBEVBAS

A follow on course from Basic Computer Skills for Beginners. Build on your knowledge of Microsoft Word by inserting pictures, manipulating margins, headers and footers. Sharpen your Excel skills by learning simple formulas and charts and touch on internet and email programs.

Tuesday 9th Feb x 8 weeks  
12.30pm-3.00pm

Cost: \$60

### **Word & Excel** 21DIGWORDEX

Great if you are returning to the workforce or you want to build on your existing Microsoft Word and Excel skills. You will gain a comprehensive working knowledge of Microsoft Office Word & Excel.

Monday 1st Feb x 8 weeks (no class 8/3)

12.30pm-3.00pm

Cost: \$60

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### IMPROVE YOUR JOB PROSPECTS AND SKILLS THROUGH FLEXIBLE AND AFFORDABLE LEARN LOCAL ENDORSED TRAINING, PROGRAMS AND PROJECTS TODAY!

#### **Adult Literacy For Employment** 21ALNADULIT

Designed to assist adults looking to enter or return to the workforce, this course will focus on workplace topics, such as health and safety, employer expectations, employability skills and workplace culture. This course will help you fine tune your literacy skills and build on your confidence.  
Tuesday 9th Feb x8 weeks  
12.30pm-3.00pm  
Cost \$60

#### **English Conversation** 21LNGEMGCONV

An intermediate course where you can develop your conversational skills of everyday Australian English for use in everyday situations. Focus on pronunciation, grammar and vocabulary while exploring life issues and Australia.  
Thursday 11th Feb x 8 weeks  
12.30pm-3.00pm  
Cost \$60

#### **Skills For Work** 21EMPSKIWOR

Perfect for people returning to the workforce or looking for a career change. This course will look at all aspects of job seeking, including job options, qualifications, job shortages, dress, presentation and skills for interviews, position descriptions, cover letters, resume writing addressing key selection criteria, work experience options and online job applications.  
Friday 5th Feb x 8 weeks  
10.30am-12.30pm  
Cost \$60

#### **Introduction to Digital Literacy** 21DIGINTDILI

This course provides an introduction to online learning using a variety of devices including smartphone, tablets, laptops and PC's. The class will take a look at online banking, finding and applying for work, interacting with government and non-government services and social networking.  
Friday 5th Feb x 8 weeks  
9.30am-12.00pm  
Cost \$60

#### **Working Online** 21DIGWRKONL

An excellent course for those looking to enter or return to the workforce who are looking to upgrade or refresh their online skills. Explore the variety of online platforms including Zoom, Blackboard, Googledocs, Google Classroom, Google Meet and Webex. Learn to use and manage a digital calendar. Also useful for people working from home.  
Friday 5th Feb x 8 weeks  
1.00pm-3.30pm  
Cost \$60

