

Mission Statement

Prahran Mission

Prahran Mission is a not-for-profit community service agency of the Uniting Church in Australia, which is Committed to social justice and the well-being of the community.

Prahran Mission serves, assists the empowerment of, and advocates along side of people who have a psychiatric disability and other economically and socially disadvantaged individuals and groups.

Privacy

All information remains confidential. *Prahran Mission* shares information in accordance with the National Privacy Principles which are contained in the *Mental Health Act 2014* (State), *Information Privacy Act 1988* (State), the *Health Records Act, 2001* (State) and the *Privacy Act 1988* (Commonwealth).

Prahran Mission is committed to protecting the privacy, accuracy and security of your personal information and stores information subject to the requirement of these Acts.

If you require more information please contact us at:

**211 Chapel Street
PO Box 68
Prahran Victoria 3181
Telephone (03) 9692 9500
Fax (03) 9510 9627**

or alternatively email us at:
admin@prahranmission.org.au

www.prahranmission.org.au

How do I enrol?

Get Enrolment Form:

1. Go to our website: www.prahranmission.org.au
Click on **Our Services** (top menu bar)
Select **Education & Training** (left hand side menu)
Download the Course Application Form

OR

Collect a Course Application Form from
Prahran Mission Reception

2. **ALL enrolling students must contact Lewis on:**

T: 9692 9526

M: 0459 599 992,

E: lewis@prahranmission.org.au

All students will be expected to discuss what they intend to gain from study or learning activity.

3. All students must be aware of our code of conduct.

Practical classes are:

Cooking, Gym Werx!, Writing, Sewing

Course Fees

Our discounted fees vary depending on the course requirements. Basic fee \$30

Practical Skill classes: Cooking, Gym Werx, Sewing, Beginners Drawing, and Writing classes - \$40.00 plus a materials fee.

To secure your place in a class: Pay your fees and attend the sessions. Comply with code of conduct. Non-attendance may result in your place being lost.

No refunds. No swaps.



Vocational and Skills Timetable

Term 1

27 January - 24 March, 2016

EVERYONE DESERVES A DECENT LIFE

www.prahranmission.org.au

Version 3

Vocational and Skills Timetable

2016, Term 1 – 27 January – 25 March Version 3

| Tuesday | Wednesday | Thursday | Friday |
|--|---|--|--|
| Cooking (Shake Rattle N Roll) (Liz) | Beginners Office Computing Intel® Easy Steps (Claire) | English as a Second language – Beginners (Prahran, Mela & Dandenong, Nigel) | Gym Werx! (Antonietta, PCYC Personal Trainer) |
| When: 10am – 12.00 pm Where: L2, Training Kitchen 211 Chapel St, Prahran | When: 10.00am – 12.00pm Where: L2, Computer Room 211 Chapel St, Prahran | When: 10am – 12.00pm Mela - L2, Art Room 211 Chapel St, Prahran Nigel – Avocare, 63 Robinson St Dandenong | When: 10.00am—11.00am, Where: PCYC, 179 Inkerman St, St Kilda |
| Gym Werx! (Antonietta, PCYC Personal Trainers) | Drawing for Beginners (Alastair) | Social Networking, Internet & MS application (Alastair) | |
| When: 10.00am—11.00 am, Where: PCYC, 179 Inkerman St, St Kilda | When: 10.00am — 12.00pm Where: L2, Art Room, 211 Chapel St, Prahran | When: 10.00am – 12.00pm Where: L2, Computer Room, 211 Chapel St | |
| Social Networking, Internet & MS applications (Alastair) | Job Search (Lewis) | English as a Second Language – Advanced (Mela) | |
| When: 1.00pm— 3.00pm Where: L2, Computer Room 211 Chapel St | When: 1.00pm —3.00 pm Where: L2, Computer Room 211 Chapel St | When: 1.00pm – 3.00pm Where: L2, Art Room 211 Chapel St, Prahran | |
| Writing to Publish (Karen) | | | |
| When: 1.30pm— 4.00 pm Where: L2, Art Room, 211 Chapel St, Prahran | | | |

COURSE INFORMATION

Cooking \$40 course fee plus materials fee

Learn cooking, kitchen and team skills
Cook great healthy lunches and dinners!
Planning a meal, Budgeting your food
New to cooking or interested
At home and hospitality cooking for guests
Experiment with personal culinary skills
Various food preparations: meats, salads & vegetarian
Nutritious, great recipes
Cooking for special occasions
Master class at end

Beginners Office Computing

With some content from Intel® EASY STEPS,
This subject helps you get office based computer skills for work in any admin role.
Improve your understanding of
Word, Excel, PowerPoint
Document creation
Linking documents and mail merge
Keyboard and data entry tips
Keyboard short cuts and tips
Emailing and attachments

English as a Second Language

Speak English well enough to be understood
Small friendly classes
Skilled & experienced teacher
A chance to learn things you missed out on
Technique on grammar, spelling, making a sentence,
Counting & saying numbers for phones, money & calendar
Common sayings & everyday English
Work at your own pace and with others
Develop new friendships

Drawing for Beginners \$40 course fee plus materials fee

Learn to Draw & Excursions to Art exhibitions, street exhibits and discovering the way Art is used to shape our urban world—for students NEW to Art, not experienced.
Explore basic techniques of drawing, in studio and outside
Quick sketches and slower, detailed studies, basic materials, mainly with dry media.
Learn about Art Media, simple techniques
Visual art therapy to help with confidence and knowledge
This is an introductory course to help new comers discover their inner Artist and become familiar with the world of visual arts and the occupations involved. It will help them understand the importance of Art in our built environment.

Gym Werx! \$40 course fee plus materials fee

Set new life goals towards employment
Fun, fitness & improving your energy for work & study – Move Into Employment!
Learners - map health goal for fitness
Set personal goals & commitment
Develop a training plan with Personal Trainer at St Kilda PCYC
Commit to training sessions
Learn to use fitness machines
Fun group activities, socialise and make friends
Confirm goals towards employment/further study

Job Search

Do you want to take a fresh look at finding work?
Internet search techniques & On line applications
Create your own email account
Update & vary resumes
Develop cover letters
Prepare for interviews
Canvassing help
Managing your data on a USB stick
Managing stress and disappointment
Course and training options & applications

Social Networking

Do you want help getting started with computers?
Friendly small classes once p/week in Chapel St
Beginners & more advanced
You know the basics but want to develop your skill
You have got to a better stage & want to advance
Internet connected, up to date MS Office on computers
Introduction to Touch Screen technology using Apple iPads or tablets.

Writing to Publish \$40 course fee plus materials fee

20 week course with Term Break at Easter hols
Students with genuine interest in writing still welcome.
Learn to write short stories, memoirs, begin a novel.
Explore narrative writing, stream of consciousness
Discover perspectives, voice, monologue, dialogue
Experiment with descriptive technique, turning points
Edit and adapt your work, seek positive changes and accept other writing students in a collaborative space.
Prepare work for publishing, blogging using Ipads and Internet connected devices. Discover further pathways.
(Term 2, to further skills for blogging and publishing)