

ENGLISH LANGUAGE CLASSES



DANDENONG COMMUNITY & LEARNING CENTRE



Improve your English speaking, reading and writing skills.

Let's Learn English

- Focuses on assisting learners to understand language that is used in everyday activities.
- No prerequisite to join this class.

Tuesdays: 9:30am - 12:30pm | Enjoy Church Building: 610 Heatherton Road, Clayton South
 Thursdays: 11:30am - 1:00pm | Cranbourne Primary School Hub: 42-58 Bakewell St, Cranbourne (For 20 Weeks Only)
 Fridays: 9:30am - 12:30pm | 34 King St, Dandenong

Learn English Parts 1 & 2

- Focuses on communicating in various everyday written contexts such as reading, understanding and responding to simple texts, letters and emails.
- No prerequisite to join this class.

Tuesdays: 11:30am - 1:30pm | Cranbourne Primary School Hub: 42-58 Bakewell St, Cranbourne
 Tuesdays: 1:00pm - 3:00pm | Enjoy Church Building: 610 Heatherton Road, Clayton South

English Language Classes Parts 1 & 2

- Focuses on learning, developing and consolidating language and literacy skills.
- No prerequisite to join this class.

Wednesdays: 9:30am - 12:30pm | 39 Clow St, Dandenong

English Language Conversations (PBL Skills For Work)

- Offers numerous benefits especially for non-native speakers or those looking to improve their fluency.
- No prerequisite to join this class.

Thursdays: 9:30am - 12:30pm | 34 King St, Dandenong



BETTER READING & WRITING LEVEL 1

- Gain the skills and knowledge needed to be better at communicating, reading, writing and accessing digital materials in various contexts in both the learning environment and within their everyday life.

Mondays: 9:30am - 1:30pm | 39 Clow St, Dandenong

LITERACY & NUMERACY

- Enables learners to become competent in reading, writing, problem solving and mathematical thinking.

Fridays: 9:30am - 2:30pm | Enjoy Church Building: 610 Heatherton Road, Clayton South

EARLY CHILDHOOD EDUCATION AND CARE

- Develop literacy and numeracy skills to increase chances of employment or further study within the early childhood education sector in this 20-week program.

Tuesdays: 9:00am - 12:00pm | Dandenong West Primary School: 32 Birdwood Ave, Dandenong



COURSE PRICING

A DCLC Class Pass allows you to pay once per term, and access all Learn Local classes offered at Dandenong Community & Learning Centre for that term!

Full Fee Class Pass
 \$40 per term

Concession Class Pass
 For Health Care Card or Pension Card Holders
 \$20 per term



You can now enrol into one of our DCLC classes online! You must have a Google or Gmail account to access the online enrolment form. Copy/Paste the link shown into your web browser OR Scan the QR Code shown here!

<https://forms.office.com/r/C46bYVwbRC?origin=lprLink>

Enrolment will be complete only after you contact the office, submit your ID, concession and make the payment.

No formal qualifications required for enrolment.



COURSE GUIDE

 03 9792 5298
 34 King St
 Dandenong VIC 3175
 admin@dandenongclc.org.au
 www.dandenongclc.org.au



DIGITAL TRAINING COURSES

Improve your computer skills using one of the computers in class, or bring your own laptop.

Digital Essentials Level 1

Thursdays: 9:30am - 12:30pm

@ 39 Clow St, Dandenong

- An introduction in the use of computers and related software. (Microsoft Word, Excel & PowerPoint).
- Includes creating emails and safely using the internet.

No prior knowledge is required.



Digital Essentials Level 2

Tuesdays: 9:30am - 12:30pm

@ 39 Clow St, Dandenong

- Develops foundational digital skills including email communication, document creation, online safety and basic website design without coding.
- Prepares learners to confidently use digital tools in daily life.

Digital Skills 1, 2 & 3

Job Search, Online Apps & Online Comms Platforms

Fridays: 9:30am - 12:30pm

@ 39 Clow St, Dandenong

- Provides essential skills for online job searching and professional communication.
- Covers internet basics, online security, resume creation, email setup and using job search networks.
- Learn to update profiles, tailor resumes for ATS, manage files and record video resumes preparing them for the modern job market.

Floristry Workshop

Tuesdays: 10am - 11:30am
FREE ENTRY

The main focus is fun and friendship, along with developing practical floristry skills which enable participants to create affordable, sustainable arrangements.



Australian Multicultural Community Services



Sewing Class

Wednesdays: 12:30pm - 2:30pm
FREE ENTRY

Learn a variety of sewing techniques and improve your mental health and wellbeing with others.

Digital Skills 4 & 5: Interview & Office Skills

Fridays: 1:00pm - 4:00pm

@ 39 Clow St, Dandenong

- Provides an in-depth look at how interviews have adapted to digital technology.
- Covers strategies for online, phone and face-to-face interviews.
- Includes tips on pronunciation, note-taking, visual and audio setup and troubleshooting common issues in both phone and video interviews.

Digital Skills 6: MS Outlook & Email

Mondays: 9:30am - 11:30am

Digital Skills 7: Workplace English & Digital Skills

Mondays: 12:30pm - 2:30pm

@ 39 Clow St, Dandenong

Digital Skills 8: MS Word & Excel

Thursdays: 9:30am - 11:30am

@ Cranbourne Primary School Hub: 42-58 Bakewell St, Cranbourne

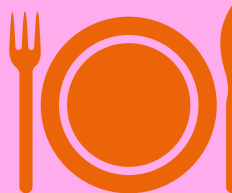
- Focus on online typing and essential Microsoft tools like Word and Excel.
- Provide support in setting up emails.

COMMUNITY LUNCH

Join us each week for a communal lunch cooked by our Cooking and Hospitality Class! Meet your community peers, try some new cuisines, and enjoy!

Every Tuesday: 12:00pm - 1:00pm | 34 King St, Dandenong

Gold Coin donation is requested for lunch to help us continue to provide this service!



WALKING GROUP



Registered with the Heart Foundation, this walking group is open to everyone!

Mondays: 11:00am - 12:00pm

Meet at Dandenong Basketball Stadium.



GARDENING VOLUNTEER GROUP

Learn how to improve your gardening skills with our volunteer team in our Community Garden.

Thursdays: 10:00am - 12:00pm



YOUNG MUMS & BUBS PLAYGROUP

Wednesdays: 10:00am - 12:00pm during the school term
Ages 0 - 4 Years | 34 King Street, Dandenong | Free Entry

Bring a bottle of water and a small snack for your child.
Come Play, Learn and Grow Together!



WOODWORK CLASSES



Mondays
9:00am - 1:00pm
Community Class with The Bridge Inc

Tuesdays & Thursdays
9:30am - 1:30pm
Community Class with Grow2Be

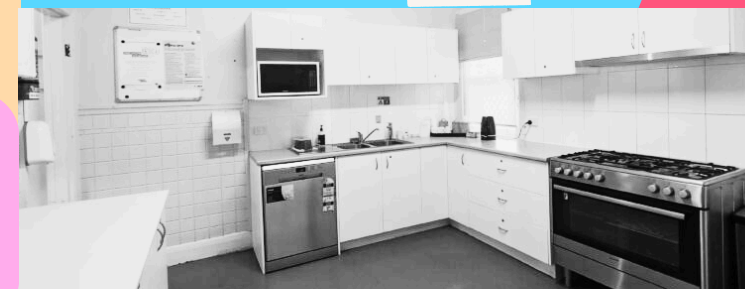
Wednesdays
Women's Woodworking
12:30pm - 4:30pm

@ Community Shed: 34 King St, Dandenong

FOR 20 WEEKS ONLY

- Teaches learners how to use simple woodworking hand tools and some basic power tools (under supervision).
- Provides information on wood and joinery that are commonly used in furniture making.
- Make some simple furniture such as coffee and side tables.
- Make other simple but practical projects.

COOKING & HOSPITALITY



- Exploring the option of a career on hospitality.
- Addresses various aspects such as covering food handling, hygiene, communication skills.
- Covers preparing a main meal and dessert for a weekly community lunch while working in a busy kitchen environment.

Tuesdays: 10:30am - 1:30pm | Kitchen, 34 King St, Dandenong

LIFE SKILLS

(Reserved For The Bridge Inc - Not Enrolling Public)

- Covering a range of learning activities that focus on assisting individuals with an intellectual disability via a range of social skills.
- An underlying theme of health and wellbeing delivered via activities that focus on building literacy and numeracy skills in everyday life such as goal setting, making decisions, teamwork, basic technology skills, money handling, exercise and nutrition, internet safety, shopping online for groceries and using Google Maps for travelling.

Mondays: 1:30pm - 4:00pm | 3 Stawell St, Cranbourne
Wednesdays: 9:30am - 12:00pm | 49 Wallace St, Beaconsfield