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MANSFIELD SIGHT & SOUND

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MANSFIELD

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Enrolment Information

HOW TO ENROL

Telephone: (03) 5775 2077 Fax: (03) 5775 2836 Email: info@mace.org.au

Drop in

Erril Street, Mansfield, Victoria 3722.

Post

PO Box 295 Mansfield 3724

Payment of fees

Fees **must** accompany enrolments (Eftpos is available) Payment plans are welcome. Concessions apply to some courses. Please enquire about your eligibility.

Refunds

An administration fee of \$25 per person per class is charged for refunds on **non-accredited** courses if the applicant cancels prior to commencement. No refunds will be given after the course has commenced. MACE **accredited** course refund policy is available for viewing at Reception.

Venues

Please check the course listing for venues.

Cancelled classes

If there is an insufficient number of enrolments classes will be cancelled one week prior to the commencement date. All fees will be refunded if this occurs.

Concession

This refers to the holder of a current Commonwealth Health Care Card, or a Pensioner Concession Card, or a Veteran's Gold Card (or if the applicant is the dependant spouse of a holder). Proof will be required.

Subsidised Courses

MACE sources funds to subsidise fees for some courses from the Adult Community and Further Education Board (ACFE) via the Hume Regional Council.

Policies

Please visit our website at www.mansfield.vic.au for information regarding the MACE Code of Practice, Information Privacy, Complaints and Appeals, Access and Equity, Recognition of Prior Learning (RPL), or ask at Reception.

Accredited Training

Accredited Chainsaw Training



This 3 day course provides detailed instruction on how to trim and crosscut felled trees and deal with typical hazards encountered in a forest or bushland setting. The course also covers basic chainsaw maintenance and sharpening. The second and third day of training are carried out in the forest, and participants are given extensive practical experience in cutting and boring techniques. Chainsaws and associated personal protective equipment will be supplied. All participants must wear steel toe-capped safety boots and hard wearing clothing.

The course covers:

- Outline of the Occupational Health and Safety Act
- Personal equipment and chainsaw kit
- Professional attitude and confidence
- Chainsaw safety features and general safety
- The cutting attachment
- Sharpening, tensioning and depth gauge setting
- The problem of kickback
- Crosscutting theory and practice
- Dealing with compression and tension in timber
- Safe techniques for limbing, swinging and step cuts
- Safe techniques for boring and ripping cuts
- Safe techniques for cutting oversized logs
- Environmental care procedures

Competency accreditation:

Trainer	Karl Liffman
When	Tuesday June 8th, Wednesday June 9th & Thursday June 10th
Time	9am - 5pm
Cost	\$295 or \$205 concession

Photocopying

(Enquire about our special rates for local Community Groups)

	Black & White	Colour
A4 Single Sided	25c	\$1.80
Bulk 50+	18c	\$1.00
A3 Single Sided	50c	\$3.60
Bulk 50+	35c	\$2.25

Laminating

A4	\$2.50
A3	\$3.50

Centrelink Agency

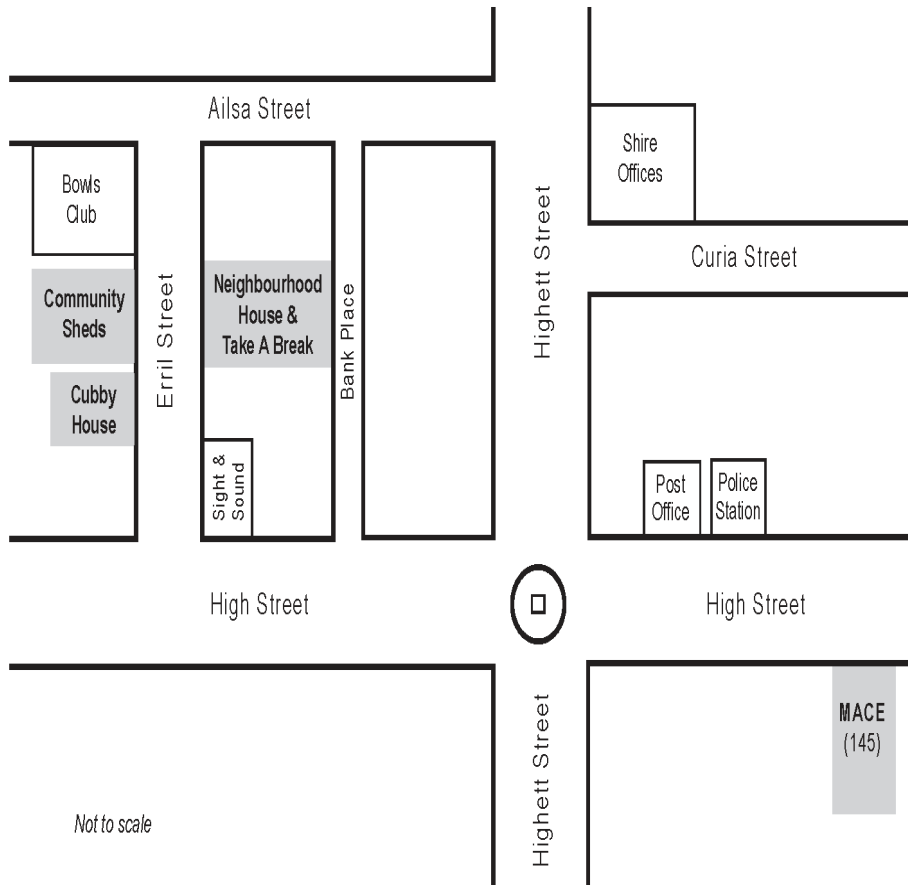
Your local Centrelink Agency is located at
Mansfield Neighbourhood House, Erril Street, Mansfield
during reconstruction of 145 High Street, Mansfield.

This is a self-help facility to help you access Centrelink services.

Here you can:

- Use the telephone to speak to a Centrelink operator or to access Centrelink self-service options.
- Fax and photocopy Centrelink documents
- Collect Centrelink forms and brochures

MACE Locations



Accredited Training

Certificate III in Children's Services

CHC30708



This qualification is for workers who use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental potential.

Depending on the setting, workers may work under direct supervision or autonomously.

This qualification requires a total of 15 units; 11 compulsory core units and 4 elective units.

Career opportunities:

- Child care assistant
- Playgroup supervisor
- Family day care worker
- Nanny

When Commencing Friday April 30th

Time 9am - 3.30pm

Cost \$950 or \$496 concession

First Aid

Perform CPR - HLT CPR201A

This course teaches you the knowledge and skills required to perform cardiopulmonary resuscitation (CPR) in line with Australian Resuscitation Council (ARC) guidelines. You will learn to respond to signs of an unconscious casualty, perform CPR and communicate details of the incident.



Code 10202
Trainer Bianca Sheeran
When Saturday May 15th **OR** Friday May 21st
Time 9am - 1pm **Cost** \$60
Venue Mansfield Neighbourhood House

Provide Basic Emergency Life Support

HLTFA201A

This unit of competency describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only.



Code 10203
Trainer Bianca Sheeran
When Saturday May 15th **OR** Friday May 21st
Time 9am - 5.30pm **Cost** \$105
Venue Mansfield Neighbourhood House

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0417 258 270

Mansfield Support Group for Children

with Special Needs

The Mansfield Support Group for Children with Special Needs is a group of parents and carers of children with special needs who are concerned with the care and interests of these children and their families.

The group aims to provide support to parents of children 0-18 who have a special need by way of advocacy, information, and referral to services, and also to provide links with other parents and support groups including the Association for Children with a Disability.

A Support worker is available on Wednesdays 10.30am - 12.30pm during school term at Craft Room (Community Men's Shed) to provide information and referral and co-ordinate the activities of the group.

Parent to parent support is available by information sharing about service and support networks, advocacy support, and community awareness about disability issues through social meetings - morning coffee, dinner meetings, occasional group outings, etc.

Contact the Duty Worker on 0428 410 883 Support Worker: 0400 256 035

Email: snmansfield@bigpond.com PO Box 675 Mansfield 3724

Mansfield Bridge Club

Bridge Club meets every Thursday night in the

Buckland Room at the

Neighbourhood House at 7.30pm

for just \$2.00 per night.

Meet new friends and maintain your brain!

First Aid

Apply First Aid - HLTA301B



This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. This course was previously known as Senior First Aid, Workplace Level 2 or Level 2 qualification. This is the advised minimum required by Workplace Health and Safety Legislation for the workplace first aider.

Code	10204
Trainer	Bianca Sheeran
When	Saturday 15th & Sunday 16th May OR Friday 21st & 28th May
Time	9am - 5.30pm
Cost	\$155
Venue	Mansfield Neighbourhood House

Course in Anaphylaxis Awareness - 21827VIC

This is an accredited training course of 3 hours contact time plus time required for the participant to develop a Risk Assessment Plan for their workplace. The Certificate is valid for 3 years and there are no prerequisites for attendance i.e. current CPR is not required.

To gain statement of attainment participants will have to achieve competency or/complete:

- Recognition of allergy and anaphylaxis—scenario tested competency
- Administer an EpiPen—scenario tested competency
- Demonstrate knowledge of policy/allergy—true/false knowledge test
- Complete a Risk Assessment in Workplace—this will be a random follow up within 6 weeks of participant completing the course

The outcome of the course is to provide staff and carers with knowledge of anaphylaxis to enable them to maintain a safe and healthy environment in which a person at risk of anaphylaxis can participate equally in all aspects of the workplace and recreational activities, including children's services programs and schools.

Code	10207
Trainer	Bianca Sheeran
When	Wednesday June 2nd
Time	6pm - 9pm
Cost	\$50

First Aid

Course in Emergency Asthma Management (EAM) 21886VIC

The EAM workshop provides participants with the skills, knowledge and confidence to deal with an asthma emergency and aims to:

- Promote awareness of asthma
- Provide the skills and knowledge necessary to recognise worsening asthma and to deliver blue reliever medication in an emergency situation
- Provide the necessary training to apply for a Bronchodilator Accreditation Number (BAN)

The EAM workshop consists of a core module on Asthma Awareness and a Target module focusing on Asthma and the Child in Care.

Code	10208		
Trainer	Bianca Sheeran		
When	Wednesday May 26th		
Time	6pm - 9pm	Cost	\$50

Level 2 Update

(Apply First Aid - HLT CPR301B)

One day update course for those whose certificate is due for renewal. Participants will need to show that they hold a current first aid certificate, or within 3 months of expiry.

Code	10209		
Trainer	Bianca Sheeran		
When	Saturday May 8th		
Time	9am - 5pm		
Cost	\$95		
Venue	Mansfield Neighbourhood House		



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MACE Students
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& Newspapers)**

57 HIGH STREET MANSFIELD

PH: 5775 2649 FAX: 5775 1604

HOURS: MON-FRID 5.30AM - 6.00PM

MANSFIELD NEIGHBOURHOOD HOUSE PLAYGROUP

The Neighbourhood House Playgroup is an informal group which is operated by parents of young children. It provides the opportunity for young children to play with new friends as well as take part in cooking and craft activities. It also provides the opportunity for mum and dad to meet new friends and share the joys of being a parent. Parents need to bring a piece of fruit per child. Attendance is casual, so families may drop in. Everyone is welcome.

Tuesdays 10am–12noon \$2 per child Phone: 5775 2077



LEARNING IN RETIREMENT

Come and join Mansfield U3A (University of the Third Age) and experience the pleasure of meeting new people in an informative, fun and relaxed environment. Study Group meets 1st and 3rd Monday of each month 10.45am for an 11.00am start at the Buckland Room, Mansfield Neighbourhood House.

Spain, Portugal, Andorra & Gibraltar is the chosen subject for 2010.

Cost: \$15.00 annual fee. \$1.00 each time you attend. Tea/Coffee provided.

Contact Brooke on 5775 2077.

"Tapping" your way to wellbeing

You've seen "tapping" on television.

Now you can learn how to do it and enjoy the benefits at the same time.

A simple, gentle, quick way to resolve emotional issues and remove potential blocks to vibrant health and happiness.

You can:

- gain relief from fears, phobias, stress, trauma and other problems.
- improve your peak performance.
- remove self sabotage and stumbling blocks.
- increase self confidence.
- overcome learning difficulties.

Call me for a private appointment and receive one-to-one coaching.

Tel: 0418 301 677

'was thrilled and amazed. My lifelong fear of spiders was gone after one EFT/TFT

treatment session with Anne.' L.D. Melb.

ANNE ARBUTHNOT
 WELLBEING SPECIALIST
 EFT & TFT THERAPIST

Community Men's Shed

Introduction to Welding

Learn how to weld using manual Arc welding, Mig welding and Oxyacetylene welding processes. This course has been designed for the beginner and incorporates the safe operation in both theory and practical sessions covering the three most widely used welding processes in industry. **Limited to six participants only.**

Code 15410 / 10205

Trainer Greg Gleich

When Thursdays April 15th - May 6th **OR** May 20th - June 10th

Time 6 - 9 pm **Cost** \$90 or \$70 concession

Introduction to Fine Woodworking for Fine Women

A new course for women wanting a progressive introduction to woodwork techniques, including carving, woodturning and routing, over the course of three terms. The first term will begin with the construction of a box or stool project to familiarise students with the use of hand tools. Timber and tools will be provided.

Code 10111

Trainer Rob Allan and guest Tutors

When Wednesdays April 21st - June 16th

Time 6.30 - 9.30pm **Cost** \$250

Introduction to Fine Woodworking

A new course for people wanting a progressive introduction to woodwork techniques, including carving, woodturning and routing, over the course of three terms. The first term will begin with the construction of a box or stool project to familiarise students with the use of hand tools. Timber and tools will be provided.

Code 10112

Trainer Rob Allan and guest Tutors

When Fridays May 7th - 28th

Time 8.30am - 4pm **Cost** \$250

Cooking

Middle Eastern Cookery

A new course this year, come and cook and sample some middle eastern delights from Lebanon, Turkey, Syria, Morocco and surrounding countries. Make spice mixes, dips, kebabs, tagines, delicious middle eastern sweets and much more.

Bring an apron, your favourite knife and a container to take home any leftovers.

Code 10214
Trainer Andy Kappes
When Tuesdays May 11th - 25th **Time** 6 - 9pm
Cost \$45 per session or \$160 for all four
Venue Mansfield Neighbourhood House

Cooking for Men — Try out night

Come to this evening and check out how the course runs. Have a go at making a few simple snacks and dishes and enjoy a beer and some good company. If you like this night, you might think about enrolling in the Cooking for Men course which goes for 3 weeks, later on this term.

Trainer Andy Kappes
When Tuesday May 4th
Time 6pm - 9pm **Cost** Free
Venue Mansfield Neighbourhood House

Cooking for Men

Want to cook like a star with little fuss? Come along to a series of 3 cooking classes where we will explore and cook easy recipes with stunning results. Perhaps you want to improve your status as “king of the barbeque” or pick up some easy ideas for family meals or meals for mates. Or just come along and enjoy time cooking and eating with like minded people. Bring along a good knife and a container to take home any leftovers.

Code 10210
Trainer Andy Kappes
When Tuesdays June 8th - 22nd **Time** 6pm - 9pm
Cost \$45 per session or \$160 for all four
Venue Mansfield Neighbourhood House

Mansfield Seniors

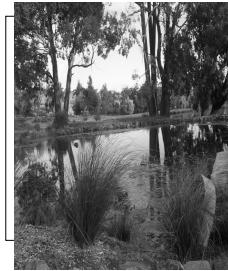
Mansfield Seniors meet at the Buckland Room, Mansfield Neighbourhood House on the first Tuesday of each month and new members are welcome.

Indoor Bowls is played by members each Tuesday at the centre from 10am - 12noon and on Thursdays from 2pm - 4pm the members play Bingo/Hoy.

When there is a fifth Thursday in the month, the members are invited to a luncheon. These lunches are subsidised by the group.

The group is grateful to the Bush Market Committee and the Mansfield Shire for grant support each year. These grants enable the club to subsidise trips to various locations and to arrange the “free lunches” during the year. Members must attend at least 6 meetings, afternoon cards or morning bowls to be eligible to attend these functions.

Ph: 5775 2077



MANSFIELD GARDEN CLUB

Last Thursday of month

AUTISTIC CENTRE Highett St Mansfield

Further information contact Debbie on 5775 1645

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Garden visits

Guest speakers

Meeting other keen gardeners

Learning/sharing gardening skills

Proudly sponsored by

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Mansfield Community Cubby House



The Community Cubby House is Mansfield's only long day childcare centre registered with the Victorian Department of Human Services. Our caregivers are professional, competent & understanding people who will care for your child in a safe, happy & consistent environment.

We are licensed to cater for up to 33 children with the program divided into 3 rooms – Babies, Toddlers & Over 3 years old. The routines in all rooms are flexible so that they meet the individual needs of each child.

Through play we provide challenging, fun & stimulating opportunities to encourage self & social learning.

We have an orientation process for every child & their parents which is tailored to meet individual needs. We operate Monday to Friday from 7.30am to 6.00pm.

The centre closes during the year on the following days:

- ◆ Christmas break: closed for two weeks Dec/ Jan
- ◆ Australia Day
- ◆ Labour Day
- ◆ Queen's Birthday
- ◆ Good Friday and Easter Monday
- ◆ Melbourne Cup Day

Most families who use the centre are eligible for Childcare Benefit which will reduce the amount of fees that parents will pay.

Enquiries can be made to the **Co-coordinator, Nicole Lovett, on 5775 1111** or at Rear 40A High Street Mansfield by appointment.

General Interest

Read Write Now - Adult Literacy

This is a program to give you the confidence to improve your basic literacy skills. Work at your own pace with individual assistance provided by a friendly, confidential and very supportive tutor.

Trainer	Debbie Roberts
When	Mondays
Time	6.30 - 8 pm
Cost	\$60 for a 20 hour program
Venue	Mansfield Neighbourhood House

Annual General Meeting

The Annual General Meeting of MACE Incorporated A0048770V will be hold on Tuesday April 27th, 2010 at 7.30pm at 10 Bank Place, Mansfield. All Welcome.

Enquiries: 5775 2077.

Arts/Craft

Patchwork, Quilting, Knitting and Sewing

When	Tuesdays during school term
Time	10am - 2pm
Cost	\$5 per session
Venue	Craft Room

Theatre

Mansfield Young Players

Experience the joy of the theatre. Participants will learn a variety of skills in both on stage performance and backstage roles throughout the year. A feature in 2010 will be a performance in conjunction with MMuDS at the PAC in November. Preference for casting will be given to those who attend all Terms. Please note participants must be 12 years of age or turning 12 this year.

Code	10206
Trainer	Courtney Smith
When	Mondays April 19th - June 21st (no class April 26th & June 4th)
Time	4-6pm
Cost	\$80
Venue	Mansfield Neighbourhood House

Mansfield Take-A-Break Childcare Centre

WELCOME TO "TAKE A BREAK"

Our Childcare Centre has been operating now for 20 years and we pride ourselves with offering quality occasional care with experienced professional staff.

Take-A-Break is committed to providing a safe, caring and stimulating environment for children while providing parents/guardians with the opportunity to participate in MACE programs or to "take-a-break" for whatever purpose.

Take-A-Break is a registered childcare centre with the Victorian Department of Education and Early Childhood Development.

CHILDCARE OPERATING HOURS

Take-A-Break is open during school terms from 9am—12noon on Tuesday, Wednesday, Thursday & Friday

SESSION COSTS

Full session: 3 hours(9.00am – 12.00 noon) \$24.00 per session

PROGRAM

The program endeavours to provide appropriate experiences that are designed to provide stimulation and interactive play for children in a caring, safe and stimulating environment thereby encouraging social, physical and emotional development.

Each week the program is planned and evaluated according to children's individual needs. Parents are welcome to contribute ideas and suggestions to assist staff.

STAFF

Staff are trained and experienced in

Early Childhood Development.

ENQUIRIES: Phone Katherine on 5775 2077



Fun & Fitness

Line Dancing - Beginners to commence at start of each term

When: Tuesdays
Time: 8 - 9.30pm **Cost:** \$2.00
Venue: Anderson Hall @ the Neighbourhood House

Trim & Toning

Join Shona and have fun while you trim and tone your body. Attend one or all sessions.

When: Monday, Wednesday & Friday (School Terms)
Time: 9am – 10am **Cost:** \$6 per session
Venue: Anderson Hall @ the Neighbourhood House

Mansfield Lifeball

Lifeball is a non-competitive game designed for everyone. It is fun and offers a great opportunity to make new friends and is fantastic for physical health and well-being.

When: Tuesdays
Time: 8.30 - 9.30am **Cost:** \$5 joining fee plus \$3 per week
Venue: Mansfield Sporting Complex

Social Table Tennis

Have you played Table Tennis? We are looking for players to join our social group of fun loving older participants. Refreshments provided.

When: Thursdays
Time: 2 - 4pm **Cost:** \$2 per week.
Venue: Anderson Hall @ the Neighbourhood House

Social Badminton

When: Thursdays
Time: 12.30 - 1.45pm **Cost:** \$3 per week.
Venue: Mansfield Sporting Complex

Compliance Training

Work Safely in the Construction Industry



CPCCOHS1001A
(Formerly Red Card)

As set out in part 5.1 of the *Occupational Health & Safety Regulations 2007*, a person must not do construction work at a workplace unless that are registered, or taken to be registered, to perform that work. This course meets the requirements of the OHS Regulations 2007 for workers on construction sites to be registered. WorkSafe approved.

Code 10201
Trainer Will Walker
When Friday May 7th
Time 8.30am - 4pm
Cost \$150
Venue Community Men's Shed

MACE is registered with the Victorian Registration and Qualifications Authority (VRQA) which means MACE has met the requirements of the Australian Quality Training Framework (AQTF 2007) Essential Standards.

Whenever you see the 'Nationally Recognised Training' logo within a course description it indicates that the course is nationally accredited and recognised in all Australian States and Territories



Hospitality

Responsible Service of Food

This program is designed for those working in the Hospitality and Retail Food Industry and covers one Nationally Accredited and Recognised Unit from the SIT07 Tourism, Hospitality & Events Training Package:

- SITXOHS002A Follow Workplace Hygiene Procedures



Code 10211

When TBA

Time 6pm - 9pm **Cost** \$120 or \$105 concession

Food Safety Supervisor

This program is designed for those working in a supervisory role in the Hospitality and Retail Food Industry and has been constructed from two Nationally Accredited and Recognised Units from the SIT07 Tourism, Hospitality and Events Training Package:

- SITXOHS002A Follow Workplace Hygiene Procedures
- SITXFSA001A Implement Food Safety Procedures

Code 10212

When TBA

Time 6pm - 9pm **Cost** \$190 or \$105 concession

Responsible Serving of Alcohol

The Responsible Serving of Alcohol (RSA) course is designed to provide liquor service staff with the knowledge and awareness necessary to responsibly serve alcohol on licensed premises.

Code 10213

Trainer Shelly Comben

When Thursday May 18th

Time 6pm - 9pm **Cost** \$75

Licences

Licence Restoration - Drink Driving Education

Lost your licence due to driving under the influence of alcohol? MACE holds Licence Restoration course and assessments. Depending on your Blood Alcohol reading, age and occurrence of offences you may be required by law to attend a drink driving education program or have an individual assessment.

Code 10216

When Friday 25th June and 9th July

Time 9am - 1pm (Full course)

Cost \$180 per course & \$140 per assessment

Venue Mansfield Neighbourhood House

Loadshifting Machine Licensing

(Forklift; Front End Loader/Backhoe; Bobcat or Excavator)

Obtain your licence with this course which covers theory and practical assessment. The course is intended for experienced operators over 18 years who do not require additional training to operate the machine. Successful Forklift participants (only) need to apply to participating Australia Post outlets at an additional cost of \$60 for their national licence to perform high risk work from the Victorian WorkCover Authority. ** It is preferable that you have access to a machine for practice testing.

Code 10217

When Wednesday May 26th **OR** June 23rd

Time 9am - 4pm

Cost \$330 per licence

Venue Community Men's Shed