

**STAFF**

Outlets employs a team of highly qualified staff to ensure principals, policies, regulations, Adult education and Children programs are adhered to and continuous improvements implemented.

**Therese McKenney** CEO/ Director (Licencee)  
Dip in Business Management  
Community & Economic Development  
Cert IV-TAE LLN  
Cert CAIL - Careers Advisor

**Keiken Munzner** Office Support/Admin  
Adult Education— Program Officer  
Facilitator — TESOL

**Sharmeen Naem** Dip Chn Education  
**Duyen Thi Nhu NGU** Dip Chn's Education  
**Melissa Prout** Dip Chn's Education

**Adult Education Tutors**

**Jeremy Driver** Cert IV-TAE LLN, Dip TESOL,  
Cert 3 Bus Admin, BA English/Philosophy  
**Stephen Wright** Calligrapher Tutor



Outlets Co-op Neighbourhood House LTD acknowledges and respects the Traditional Owners and Custodians of the land. Outlets Co-op Neighbourhood House LTD values diversity and welcomes people of all culture, ethnic background, religion, age, gender, and sexual orientation.

A recharge point is a place where people who use wheelchairs and scooters can recharge their batteries. Only during Centres operational times



**Childcare EDUCATION delivered following the VEYDLF 5 key Outcomes**

Children .....

- \* Have a strong sense of identity
- \* Are connected with and contribute to their world
- \* A strong sense of well being
- \* Are confident and involved learners
- \* Are effective communicators

Our Child Education Program is designed to encourage growth and cultural development in children aged 3mths-6yrs.

We ensure your child's developmental needs are met, paying particular attention to the interests and experiences of each child and the sensitive needs of the individual..follow the 5 key outcomes, above. We understand the importance of care and education for children and have ensured our centre provides a pleasant and stimulating environment.

Our Child Safe Commitment:

We support and respect all children, as well as our staff and volunteers.

We are committed to the cultural safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

We support the cultural safety of children from a culturally and/or linguistically diverse background. We support and providing a safe environment for children with disability, emotional trauma and Behavioral needs.

**An APPROVED CCS Centre (Child Care Subsidy Centre)**

Parents must register with MY Gov and Centrelink for eligibility for the

Child Care Subsidy (CCS)

[www.education.gov.au/childcare](http://www.education.gov.au/childcare)

**Childcare**

Permanent Childcare bookings available  
Flexible/Casual weekly bookings

Note: Outlets Childcare follows Victorian School Terms (refer to front page)

**TIMES:**

**Monday, Tuesday, Wednesday, Friday 9-2pm**  
☉ **Full Day - 5Hour Care sessions**

**Monday, Tuesday, Wednesday, Friday 9-12 or 11-2**  
☉ **Half Day - 3Hour Care sessions**

Visit our website for Costs and Enrolments form.

Your childs educational journey starts here

☉ Permanent childcare available 'only' for the 5hr sessions and by Term

☉ Transitional Care: on a waiting list for Long Day Care?

Outlets childcare will help the journey with introducing yourself and child to daycare experiences, plus the CCS, while you wait availability to your chosen LDC Centre.

☉ Childcare for Adult Education Classes.(\$5) Adult students requiring Care during their study/course session. Care available for ALL day courses.

Outlets Co-op Child Care is Centre Based Centre delivered in a family room setting being children of all ages and sibling care promoted. Please abide to rules outlined by Outlets & Children Services Act 1996 and Regs 32/2020

Contact us for more information about our services!  
**NEWPORT COMMUNITY EDUCATION CENTRE**  
43 Mason Street, NEWPORT, 3015  
Ph: 9391 8504  
[www.outletsco-op.com.au](http://www.outletsco-op.com.au)  
Email: [outlets@outletsco-op.com.au](mailto:outlets@outletsco-op.com.au)

**Acknowledgements:**

Outlets acknowledges the support of Hobsons Bay City Council (HBCC), Dept. Education and Training (DET) —Community Child Care Fund & CCS Dept. of Humans & Health Services (DHHS) Victoria, Neighbourhood House Co-op Program Dept. Education and Training (DET) - Learn Local - Adult Community Further Education—SW (LL-ACFE), Rotary Club of Altona, MAIKO—Computer specialists Outlets is a member of the Newport Traders Association (NTA)



**NEWPORT COMMUNITY EDUCATION CENTRE (NCEC)**

**Outlets Co-operative Neighbourhood House LTD 2025 Courses and Education Program s1v1**

\*Due to hosting an International Program Feb/March - Courses in Program will commence late March & Term 2025

**'learning opportunities all year.'**

**Basic Digital Literacy on Devices**

- iPhones, iPads, Samsung
- Digital skills for Everyday

**Intro to Computer's**

- MS Office—applications
- Build your IT confidence

**Digital Literacy on PC's**

- Working On-line using PCs
- Back ups, downloads, ebay
- Scams, cyber security

**Pre4Employment- Job Prep**

- Resume Writing
- Job Search—Applications
- Skills Search

**Conversational English**

- everyday language skills
- Reading and writing
- Out and about in English

**Sewing4Education (Chat and Sew )**

- Basic reading, numeracy
- Learn various Sewing & Craft applications
- Learn the use of Sewing Machine, hand method using various materials
- Learn to read simple Patterns/formulas
- English as a Second language (ESL) while Sewing!

More detailed information inside Program

#Courses follow School Terms unless otherwise noted.

\*All course commencements are subject to enrolments\*

**Victorian School Terms Semester 1**

Term 1 - 29th January - 4th April (Easter 18—21 April)

Term 2 - 22nd April - 4th July

Centre & Childcare is closed for Victorian School Term Breaks, Public Holidays, Melbourne Cup and Monday before Melb Cup.

43 Mason Street, NEWPORT, 3015  
**Ph: 9391 8504**

Email: [outlets@outletsco-op.com.au](mailto:outlets@outletsco-op.com.au)

Website: [www.outletsco-op.com.au](http://www.outletsco-op.com.au)

**Childcare department- refer to Page 4**

Permanent Childcare bookings by Term

Also available is Flexible/Casual weekly bookings

An APPROVED CCS (Child Care Subsidy) Centre

Parents must register with Centrelink and MYGov

for eligibility for the Child Care Subsidy (CCS)

Find out more visit [www.education.gov.au/childcare](http://www.education.gov.au/childcare)

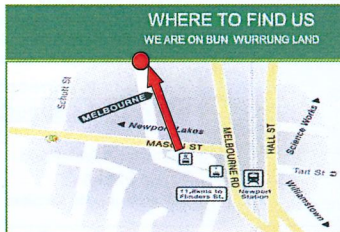
BOOK NOW

Note: Outlets Childcare follows Victorian School Terms

And is closed during school holidays.



OUTLETS 43 Mason St, Newport  
Getting Here:  
Only 5 mins walk from Newport Train Station, Taxi rank & Bus interchange. Approx. 0.5 kilometers.  
Bus routes: 471 Williamstown/Sunshine  
● 432 Yarraville/Footscray  
415 Williamstown/Altona  
Parking - Street Parking only Council limited parking enforced.  
\*2hrs Mason and Side Streets \*full day parking available Market St car park \*Disabling parking




**Newport Support Services - Emergency Relief - 9391 8504**

Power Saving Bonus—Sick Pay Guarantee - Tax Help \* Please Make an appointment  
Located at Outlets Co-op NH House—Newport Community Education Centre

\*Outlets is hosting an International Program February—Some Courses in Program may commence mid March and Term 2 2025



<b>1.Monday</b>  	<b>2025—Enrol now</b> <ul style="list-style-type: none"> <li>Introduction to Computers</li> <li>Learn English—Everyday read talk listen</li> <li>Digital Literacy on Computers</li> <li>Digital Literacy—Devices (iPhones)</li> <li>Enjoy learning English through Crafts</li> <li>Master Craft series</li> </ul> <b>2025 School Terms</b> <b>We reopen Tues 29 Jan - 4 April Term 1</b>	<b>Intro to Computers</b> (or refresher) Time: 9.30pm-12pm <b>F2F &amp; ON-LINE</b> (12 Weeks), Topics covered: Basic Theory, File Management, MSOffice, Internet, Email. This course is for those who require a refresher or to gain more confidence or wish to upskill their knowledge. Learn to use Microsoft Office applications, what to do when updates occur and apply tasks. Have the confidence to navigate various applications and use of internet, email. Understanding software, operating systems and to keep information safe and secure *Learn use of AI (NEW)  Pathways to other pre-accredited courses, Prep4Emp-Job Skills, Navigating App on PC, Digital Literacy competencies applicable
<b>2.Tuesday</b>    	Laverton Community Integrated Services LCIS <b>CRISIS Support Service</b> <b>At Newport</b>  <b>Tuesday 10am-1pm</b>  <b>0476 170 589</b>  <b>Or call to make an appointment</b>	<b>MasterCraft series. Book for Term 2 2025</b> Every month - a NEW Craft to discover <b>Circle of Craft 11-1:30pm</b> <i>Quality crafts and forever keepsakes</i> Are you passionate or have a love of beauty and finer classy crafts then these workshops are for you  <b>Adorable forever Crafts Tea Light holders</b>  *Williamstown Writers Group 7-9pm Meeting 1st Tuesday of the month
<b>3.Wednesday</b>	NEWPORT Support Services <b>Wednesday (Emergency relief)</b> start 10:30- till 12:30pm approx. Fresh produce, Pantry items, Frozen goods (as to availability) Personal Hygiene products, Baby items, myki cards 9391 8504	<b># Hobsons Bay Bicycle User Group</b> Join and Come RIDE !  RECREATIONAL Cyclist riding Group. CONTACT: Noel Dyson 9399 1240  hobsonsbaybug@bigpond.com <i>Auspiced by Outlets</i>
<b>4.Thursday</b>  	<b>Ummah Jameelah Playgroup (NEW)</b> Time: 9:30-11:30am In our child friendly room and secure open outdoor play area email <a href="mailto:ummah.jameelah05@gmail.com">ummah.jameelah05@gmail.com</a> for more information	<b>HAVE AN IDEA FOR ACTIVITIES, PROGRAM or to create a SPECIFIC GROUP CALL US</b>  Qualified facilitator/Tutors are you Looking for Space to deliver a Course Yoga, Crafts, Alternative Therapies <b>WE WOULD LOVE TO HEAR YOUR IDEAS</b>
<b>5.Friday</b> NB* Centre closes 2pm on Friday	<b>LEARN</b>  <b>BE INQUISITIVE</b>  <b>LISTEN</b>  <b>EMBRACE</b>  <b>CHANGE</b> <b>CHALLENGE</b>	<b>Conversational English (TBC)</b> Time: 9:30-12:30 15wks Face2Face Learn everyday Australian English to develop confidence and skills in everyday situations; to learn to use the language for meaningful situations and to build on the learners knowledge of Australia and their surroundings. To gain the confidence with English speaking skills. In shopping, schools, medical, bill payments and public transport. *Excursions to Places of interest included *Childcare available
<b>6.Saturday</b>  	<b>Bowen Therapy Course</b> Geelong Bowen & Remedial Therapies <a href="http://www.geelongbowen.com.au">www.geelongbowen.com.au</a> 5243 0050	<b>Auspiced groups -by Outlets</b> <b>#FoMSR Friends of Market St Reserve</b> <b>#FoNL—Friends of Newport Lakes</b> Water sustainability Project & Bees & Native Flowers <b>#O!65'ers Jam Band—meet at the Newport Hub</b> <b>#FOREST THERAPY—Liz Cyrato call for more info</b>

<b>Digital Literacy - Navigating Computer Applications on line</b> Time: 1:00 – 2:30pm (10wks) <b>Be Computer Savvy on your PC</b> To further develop basic IT knowledge Upskill and learn the various forms of IT applications, software, utilities. Social media, Online forms, applications, MyGov, Centrelink, eBay, Facebook, SKYPE How to backup your phone, photos and clean up our iCloud, release more space. Plus Scams, Cybersafe—Learn to keep your information SAFE in the online world. Online shopping, eBay Discover eBay, sell on ebay plus secure payment process	<b>Digital Literacy-on Devices</b> Tech Savvy with iPhones, tablets Time: 10am-1pm (10weeks) <b>iPhones, iPads &amp; IT devices</b> <b>FaceBook</b> set up. Uploading Apps, linking to My Gov, Centrelink, <b>security &amp; privacy</b> settings receiving, sending, saving - messages, SMS's. Learn the use of communication tools and correctly use to find information, solve problems or complete and save. Discover eBay and online shopping plus secure payment process *IPads available at centre for use - (limited)	<b>Child Care 9am until 2pm</b> 3 hour sessions 9am -12 or 11am-2pm 5 hour sessions 9am -2pm  Meals: Bring 2 snacks, lunch 5 hour session) and a drink. Clothing: Bring all necessary items, bottles, nappies, spare clothing & hat (refer to back page for more information)  <b>Monday</b>
<b>Preparation for Work - Job Attack</b> <b>Face2Face</b> Time: 12:15-2:15 (15wks) Develop skills to prepare for employment Industry specific vocabulary. Skill search, Job-search, want to look at a Career change, what is the local job market? <b>Prep4Work includes:</b> Resume writing, Cover letters, interview preparation, skill search and job search. Understanding and using AI Continuation of P4Emp to Computer skilling and Digital Literacy competencies	<b>Sew and Chat (English Class)</b> Time: 10am-12pm <b>(Learn English through Sewing)</b> The Class that doesn't stop talking, make new friends learning English, while creating. Learn to use a Sewing Machine. Skills to measure, read and follow patterns Create your own clothes. Repair, modify and adjust loved clothes. Having good conversations learning English. *Childcare available This course is a pathway to Prep4Employment and Computers Literacy and Numeracy competencies	<b>Child Care 9am - 2pm</b> 3 hour sessions 9am -12 or 11am-2pm 5 hour sessions 9am -2pm  Meals: Bring 2 snacks, lunch 5 hour session) and a drink. Clothing: Bring all necessary items, bottles, nappies, spare clothing & hat (refer to back page for more information)  <b>Tuesday</b>
<b>Women Connect—Lets Talk</b> Reconnect, laugh—yarning with Others “Spruik ideas, develop create NEW actions” Lets YARN - what do you want to see, what can we make happen in our community Time 1:15 - 2pm Join us - Afternoon Tea and Yarn	<b>NEW IDEAS</b>  <b>SHARE</b>  <b>INSPIRE</b>  <b>CREATE</b>  <b>DISCOVER</b>  <b>BE YOU</b>	<b>Child Care 9am - 2pm</b> 3 hour sessions 9am -12 or 11am-2pm 5 hour sessions 9am -2pm  Meals: Bring 2 snacks, lunch 5 hour session) and a drink. Clothing: Bring all necessary items, bottles, nappies, spare clothing & hat (refer to back page for more information)  <b>Wednesday</b>
<b>Calligraphy Thursday @ 1-3pm</b> Explore a range of different styles, layouts, decorated letters, illumination & how to use calligraphy both artistically & practically	Newport BiPolar meetings 1st Thursday of month @ 7pm For up-to-date times please refer to <a href="http://www.mhfa.org.au">www.mhfa.org.au</a> (03)8825 3500 amanda.cops@mhfa.org.au	<b>NEWPORT Support Services</b> <b>9391 8504</b>  Phone for Appointment <b>*Tax Help</b> Available July to October 
<b>Services Available at Centre (at a small cost)</b>  <b>Photocopying</b> is available in black & white or colour in A4 and A3 <b>Computers and Internet</b> We have Computer and Internet access for Local residents.	<b>Volunteering</b> an opportunity to learn new skills or share your skills . Where and how to volunteer - Lets explore what matches you - clubs, organisations, groups, friend societies or become a tutor. Be part of your community - keep growing, keep learning, don't stop. This can be a start of a new career. Contact us to find out more. 9391 8504	<b>Child Care 9am - 2pm</b> 3 hour sessions 9am -12 or 11am-2pm 5 hour sessions 9am -2pm Meals: Bring 2 snacks, lunch 5 hour session) and a drink. Clothing: Bring all necessary items, bottles, nappies, spare clothing & hat (refer to back page for more information)  <b>Friday</b>
<b>Course Fees</b> Please contact our office for information on fees and timetables. Fees, time, days are subject to change		

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