

# COMMUNITY CONNECTIONS

## Gadhaba Local Aboriginal Network (GLAN)

The local Mansfield district Indigenous Network meets monthly and all community members are welcome to attend and participate in cultural activities throughout the year.

RSVP necessary as a meal is provided.

When: Last Tuesday of the month  
Time: 6pm - 8pm  
Contact: Darren Moffitt on 5722 7110  
E: darren.moffitt@rdv.vic.gov.au

## Mansfield Multicultural Group

Celebrate cultural diversity and raise awareness of multiculturalism in Mansfield with the Mansfield Multicultural Group.

Interested people are welcome to join social gatherings and learn new cookery skills while preparing dishes from a variety of cultures.

When: 2nd Tuesday of the month  
Time: 6pm  
Venue: MACE  
Contact: Miriam Caminos  
P: 5776 2325 or 5775 2077

## Mansfield Croquet Club

Fun and friendship whilst being active. Mansfield Croquet Club enables members of the local community to engage in physical exercise and mental stimulation in a non-threatening and enjoyable activity in the open air.

When: Mondays and Wednesdays  
Time: 9am - 12pm  
Cost: \$2 per session  
Venue: Lords Ground Reserve  
Contact: Irene O'Meara 0407 500 052

## Social Badminton

This social group comes together to enjoy a lively game of badminton.

Time: Contact Bob for days and times  
Cost: \$5 per session  
Venue: Mansfield Sporting Complex  
Contact: Bob Byrne 5775 3141

## Social Table Tennis

Do you play Table Tennis? Come and join our social group of fun loving and active players.

When: Tuesdays or Thursdays  
Time: 2pm - 4pm  
Cost: \$3 per session  
Venue: Mansfield Community Centre  
Contact: Bob Carpenter 0418 120 151 (Thursdays)  
Trish Taylor 0411 819 884 (Tuesdays)

## Patchwork, Quilting, Knitting and Sewing

Join the High Country Quilters for friendly and productive sessions and assist with creating quilts for Kids with Cancer.

When: Tuesdays  
Time: 10am - 2pm  
Cost: \$5 per session  
Venue: Community Shed, Erril Street  
Contact: highcountryquilters@gmail.com

## Mansfield Craft Group

Join the Mansfield Craft Group for friendly sessions.

When: Thursdays  
Time: 10am - 2pm  
Cost: \$5 per session  
Venue: Community Shed, Erril Street

## Line Dancing

Do you like dancing? This is a great activity for social interaction and maintaining physical fitness.

When: Wednesdays  
Time: 7:30pm Beginners | 8pm Advanced  
Cost: \$5 per session  
Venue: Mansfield Community Centre  
Contact: Janet Downing  
P: 5776 2198 or 0419 107 496  
E: danjan1023@internode.on.net

TERM 1 2020 • FEBRUARY to MARCH



# Course Guide

*Linking the Community through Learning*

**BOOK ONLINE @ [www.mace.vic.edu.au](http://www.mace.vic.edu.au)**

## SPACE FOR HIRE

MACE offers a variety of spaces ideal for meetings and events including quality corporate facilities. We also have a commercial kitchen available.

We offer hourly and day rates with discounts for NFP and community groups.

**ENQUIRE ONLINE**

## BEEKEEPING



### Introduction to Beekeeping

Have you been thinking about starting a backyard beehive or are curious about what's involved with keeping bees? Then this great introductory course is for you!

See inside for more information and course dates...

## PRINT & COPY

MACE offers a range of office services including:

PRINTING  
COPYING  
FAXING  
SCANNING  
EMAILING  
LAMINATING  
BINDING

We also offer internet / WiFi (Concession rates & FREE for Seniors)

**MONDAY ~ FRIDAY**

## CUBBY HOUSE

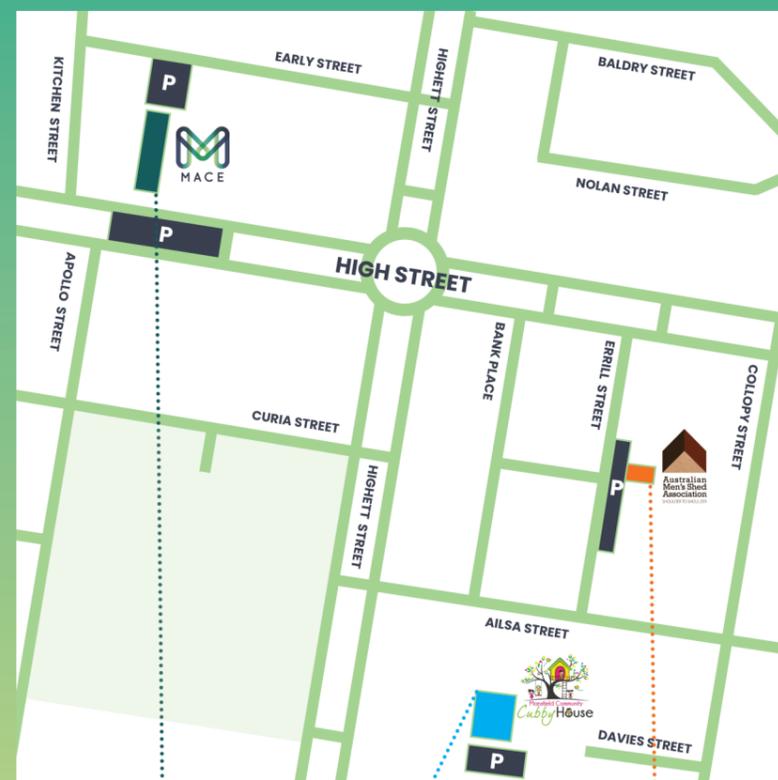
Quality, affordable childcare in the heart of Mansfield

Rated as exceeding the National Quality Standards by the Department of Education and Training, we are the only community based not-for-profit long day care centre in Mansfield, providing education and care for children three months to six years of age.

Please contact the Children's Services Manager for all enquiries on 5775 1111.

Appointments are preferred for tours of the centre, located at **10 Davies Street, Mansfield.**

Cubby also offers Outside School Hours Care!  
For more information: [www.mansfieldcubbyhouse.com](http://www.mansfieldcubbyhouse.com)



## MANSFIELD ADULT CONTINUING EDUCATION

145-147 High Street, Mansfield VIC 3722 • 03 5775 2077 • [contact@mace.vic.edu.au](mailto:contact@mace.vic.edu.au)  
Office Hours: Mon 10am ~ 4pm • Tue to Fri 9am ~ 4pm

MACE incorporated A0048770V Adult Community Further Education Provider



**DHS AGENT**

MACE is your local Centrelink & Medicare Agent, providing a self-help facility to assist you with access to services. Talk with Centrelink operators on the phone, access your online services, copy and post documents that can be verified by our staff, and collect forms and brochures.



MANSFIELD ADULT CONTINUING EDUCATION CENTRE  
145-147 High Street



MANSFIELD FAMILY & CHILDREN'S CENTRE  
10 Davies Street



MANSFIELD COMMUNITY MEN'S SHED  
17 Erril Street

## HEALTH & WELLBEING

### Tai Chi Sun Style

Sun style Tai Chi is the newest of the five major branches of Tai Chi. An ancient Chinese system of carefully coordinated, low impact body movements focused on breathing and aerobic activity.

The beginners course is ideal for people suffering with arthritis.

Dates: **Wednesdays 5 February – 18 March**  
Time: 10am – 11am (Continuing)  
11am – 12pm (Beginners)  
Cost: \$100 for 7 sessions



### The Intelligent Body – Improving with Age

The older we get, the more clever we must become. As we age it becomes important to improve our coordination, sense of balance, comfort and ease. These lessons in movement will both fascinate you, relax you and give you an alternative to pain and stiffness and restricted movement.

Dates: **Thursdays 20 February – 26 March**  
Time: 10am – 11am  
Cost: \$60 for 6 sessions

## LANGUAGE & LITERACY

### Adult Literacy & Numeracy

This program is designed to build confidence in and improve basic literacy skills in a confidential setting. Individual assistance provided by a friendly and supportive tutor.

Date: **As arranged**  
Time: 1 hour sessions  
Cost: \$70 per hour



### Spanish Lessons

This course is suitable for those wishing to travel, and people wanting to communicate more effectively with family and friends. You will learn the basic skills required to handle social interaction, plan outings, get about town, and talk around the home.

Dates: **Wednesdays 19 Feb – 1 April and 2 April**  
Time: 4pm – 5pm  
Cost: \$96 for 8 sessions

## EXPRESSIONS OF INTEREST

### Firearms Safety Course

### Learn to draw in charcoal

### Pastel Workshop – Basics of colour

### QuickBooks

### Xero

Call MACE to register your interest in any of these courses.



## GENERAL INTEREST

### Introduction to Beekeeping

Tutor will cover theory including terminology, anatomy, bee life cycles and seasonal management, as well as honey flora, diseases and hive hygiene. Health and safety will be a priority.

You will also inspect and manipulate a hive, extract and store honey and cover industry information including marketing and food safety.

Participants must bring: notebook and pen, gumboots and rubber bands, strong PVC gloves/gauntlets, wear loose cotton long sleeve shirt and pants – NO WOOL.  
Provided: Protective veils.

Date: **Friday 13 and Saturday 14 March**  
Time: Fri 6pm – 9pm Theory at MACE  
Sat 9am – 4pm Practical at Merton  
Cost: \$100 for 2 sessions



### Basic Barista

Improve your coffee making skills with this fun hands on short course, showing you the skills you need to work in a café, or simply to impress your family and friends! This course will teach you basic skills and knowledge required to extract and serve espresso coffee.

Date: **Monday 24 February**  
Time: 5:30pm – 8:30pm  
Cost: \$85  
Venue: Mansfield Coffee Merchant  
Enrol at MACE

### Introduction to MYOB Basics

The aim of this course is to give participants the skills required to set up a MYOB company file and to process day to day transactions in sales, purchases and banking modules. Participants must have basic computer skills.

Dates: **Wednesdays OR Fridays**  
Times: Wed 6pm – 8pm | Fri 10am – 12pm  
Cost: \$150 for 3 sessions



### Introduction to MYOB Payroll

The aim of this course is to give participants the skills required to set up a Payroll in MYOB and to process employee transactions, including superannuation and taxation requirements. Participants must have basic computer skills.

Dates: **Wednesdays OR Fridays**  
Times: Wed 6pm – 8pm | Fri 10am – 12pm  
Cost: \$55

Can't find the course you need?  
MACE welcomes enquiries for courses and training that interest you...



## GENERAL INTEREST

### Introduction to Welding

Construct small welding projects for around the house, shed or property such as work benches, tool racks, grills or fire pits. Learn how to weld using the two most widely used welding processes in industry – Arc Welding and MIG welding. Participants must bring ear muffs and wear clothing which cover the skin to avoid exposure to heat. Safety helmets, overalls, gloves and goggles will be supplied.

Dates: **Wednesdays 12 February – 4 March**  
Time: 6pm – 9pm  
Cost: \$180 for 4 sessions  
Venue: Community Shed, Erril Street



### Welding Forge Making

Participants need to complete Introduction to Welding before enrolling in this course. Learn about the forging process, and how to make a blacksmith forge that you can use for heating metals for ease of bending and shaping. Participants will take home a forge at the end of the course.

Dates: **Tuesdays 3 – 17 March**  
Time: 6pm – 9pm  
Cost: \$160 for 3 sessions  
Venue: Community Shed, Erril Street



### Introduction to Woodwork

During the course you will learn how to work out dimensions, cut, shape, assemble, join, clamp, sand and finish off. You will also discover how to choose the right timber and develop the skills for using hand and power tools in a safe manner. Participants are required to wear a face mask, goggles and protective clothing.

Dates: **Thursdays 30 January – 27 February**  
Time: 5:45pm – 9:45pm  
Cost: \$350 for 5 sessions  
Venue: Mansfield Secondary College  
Enrol at MACE



Participants will take home a lovely piece of furniture at the end of the course.

### Introduction to Furniture Restoration

This course is for beginners and those with some experience who are keen to gain helpful tips on restoring furniture. Learn how to dismantle a small piece of furniture, make minor repairs, prepare surfaces and re-assemble, within a safe workshop environment.

Participants are required to bring a paint brush, paint stripper, steel wool, sand-paper, scraper, face mask, goggles and wear protective clothing. Participants will need to take home their piece of furniture after each session.

Dates: **Mondays 3 February – 2 March**  
Time: 5:45pm – 9:45pm  
Cost: \$250 for 5 sessions  
Venue: Mansfield Secondary College  
Enrol at MACE



## INFORMATION TECHNOLOGY

### Basic Computers (Intel® Learn Easy Steps)

If you've never used a computer, or are unsure about the online world, the idea can be daunting. This course is designed to give you the help you need, and have fun while learning.

Dates: **Fridays 7 February – 6 March**  
Time: 10am – 2pm  
Cost: \$140 for 5 sessions



### iPad & iPhone for Everyday Use

Would you like to learn more about the capabilities of your iPad or iPhone? Do you want to share tips and tricks with others? If yes, then this is the course for you!

Dates: **Tuesday 17 and Wednesday 18 March**  
Times: 10am – 12:30pm OR 5:30pm – 8pm  
Cost: \$80 for 2 sessions



### IT Support

Have you purchased a new computer but don't have time for scheduled lessons? Do you need help on how to email or manage your photos? We will arrange a one to one session to help you.

When: **Monday – Friday**  
Time: As arranged  
Cost: \$70 per hour / \$35 half hour

## FIRST AID

### CPR – Provide Cardiopulmonary Resuscitation (HLTAID001)

This course teaches you the knowledge and skills required to perform CPR in line with Australian Resuscitation Council (ARC) guidelines. This course needs to be completed every 12 months.

Date: **Wednesday 4 March**  
Time: 9am – 1pm  
Cost: \$70



### One Day Online First Aid (HLTAID001, HLTAID003 and HLTAID004)

One day face to face First Aid training with the online component to be completed in your own time prior to the course date.

Date: **Thursday 12 March**  
Time: 9am – 5pm (CPR: 9am – 11am only)  
Cost: \$110



### Provide First Aid (HLTAID003)

This course 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.

Dates: **Wednesdays 4 and 11 March**  
Time: 9am – 5pm  
Cost: \$190



## FIRST AID

### Provide an Emergency First Aid Response in an Education and Care Setting (HLTAID004)

The course applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies to infants, children and adults.

Dates: **Wednesdays 4 and 11 March**  
Time: 9am – 5pm  
Cost: \$190



### Allergy and Anaphylaxis Awareness (10710NAT)

The purpose of this course is to raise awareness of allergy and anaphylaxis in the community. On successful completion you will be able to identify signs and symptoms of an allergic/anaphylactic reaction by providing emergency first aid using an adrenaline autoinjector device.

Date: **Thursday 5 March**  
Time: 4:30pm – 7:30pm  
Cost: \$70



### Course in Asthma Awareness (10760NAT)

The workshop consists of a core module on Asthma Awareness and a Target module focusing on Asthma and the child in care.

Date: **Thursday 12 March**  
Time: 6pm – 9pm  
Cost: \$70



\*First Aid Training delivered by Asthma Australia TOID 4987



## INDUSTRY SKILLS

### Provide Responsible Service of Alcohol (RSA)

The required certificate to work with alcohol in licensed premises. Learn to safely and legally handle and provide alcohol. This course is registered with the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

Dates: **Wednesday 5 February OR Wednesday 25 March**  
Time: 5:30pm – 9:30pm  
Cost: \$100



Training delivered by The Centre TOID 4172



## INDUSTRY SKILLS

### Use Hygienic Practices for Food Safety (SITXFSA001)

An entry-level qualification needed to work with food, this course will teach you how to safely handle food.

Date: **Tuesday 18 February**  
Time: 9am – 4pm  
Cost: \$130



### Chemical Users Course (AHCCHM303, AHCCHM304)

This course is the industry standard for training in chemical use, storage and handling.

Date: **Tuesday 11 and Wednesday 12 Feb**  
Time: 9am – 5pm  
Cost: \$350



### Chemical Refresher Course

Duration 8 hours – Cost \$150

### TLILIC0003 – Licence to operate a forklift truck

Duration 3 days – Cost \$547.50



### 22275VIC – 1080 Pest Animal Bait Products

Duration 4 hours – Cost \$200



All above training delivered by The Centre TOID 4172

Contact The Centre on 5721 0200 for more information.

### Payment of fees

Fees must accompany enrolments (EFTPOS available).

### Refunds

A full refund of any money paid prior to commencement of any short course may be claimed if a request is received 48 hours prior to commencement of the course, minus \$25.00 to cover the costs of administration. No refund will be given after a short course has commenced or less than 48 hours notice has been given.

For full details on refund policy please refer to Policies and Procedures on our website, and in particular "Fees & Refund Policy".

### Venues

All courses are delivered from MACE unless otherwise stated.

### Cancelled classes

If there is an insufficient number of enrolments for courses, sessions will be cancelled one week prior to the commencement date. A refund of all fees is paid to the student or a credit will be given for another course.

### Policies

Please visit our website at [www.mace.vic.edu.au](http://www.mace.vic.edu.au) for information regarding our policies.