



Springvale Neighbourhood House 2024 COURSE GUIDE



Springvale Neighbourhood House
46-50 Queens Avenue, Springvale 3171
www.snh.org.au





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ABOUT SPRINGVALE NEIGHBOURHOOD HOUSE



Springvale Neighbourhood House (SNH) is one of over 400 neighbourhood houses across Victoria, striving to build community spaces where people can learn, celebrate and meet with old friends or make new friends.


Springvale Neighbourhood House provides a welcoming, friendly and safe space for local residents, new migrants, refugees and asylum seekers, who all enrich our House through sharing cultural experiences, traditional dances and song, language, food and deepening our understanding of everyone's celebrations.

Please come into the House and speak with our friendly staff and volunteers about how you can get involved.

Office Hours


Monday to Friday 9.00 am - 3.00 pm
(Closed on Public Holidays)

Contact Us

 (03) 9548 3972

 admin@snh.org.au

 www.snh.org.au

 46-50 Queens Avenue,
Springvale 3171

Springvale Neighbourhood House is proudly supported by the City of Greater Dandenong Council, Department of Jobs, Skills, Industry and Regions, Department of Families Fairness & Housing, Bendigo Bank, Neighbourhood House Victoria, and the Victorian State Government.

ACTIVITIES TIMETABLE

Springvale Neighbourhood House

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Welcome Cafe - FREE	10.00 - 11.30am					
'Try It' Club, Zumba - \$3 per class	9.30 - 11.30am					
Learn Mandarin - \$7.50 per week \$70 per term	7 - 9pm					
Women's Friendship Cafe - FREE		10am - 12pm				
Learn to Sew, Men & Women - \$20 per term		12.30 - 2.30pm				
Multicultural Women's Group, Italian - \$3 per class			10am - 12pm			
Multicultural Women's Sewing Group - \$3 per class				9 - 11.30am		
Chinese Calligraphy & Painting - \$3 per class				2 - 3.30pm		
Be Connected, Digital Literacy - \$3 per class					9 - 11am	
Men's Social Club - \$3 donation per class					1 - 3pm	
Tai-Chi - \$3 per class						11am - 1pm

North Dandenong Neighbourhood House

Learn to Sew, Patterns & Drafting - \$20 per term	10am - 12pm					
English for Citizenship - \$50 annually	1 - 3pm					
Baha'i Children's Group - \$3 per class	4 - 5pm					
Yoga Exercise - \$3 per class		9.30 - 11am				
Afghan Seniors Group - \$3 per class		11.30am - 2.30 pm				
Women's Friendship Cafe - FREE			10am - 12pm			
Afghan Lajaward Carers Group - \$3 per class			12 - 2pm			
Arabic Seniors Group - \$3 per class			9.30am - 12.30pm			
Centrelink - By Appointment Only!				1.30 - 3.30pm		
Dari To English - \$50 annually					10am - 12pm	
Be Connected, Digital Literacy - \$3 per class					12.30 - 2.30pm	



For more information about Springvale Neighbourhood House classes, please visit our website at www.snh.org.au

VOLUNTEERS



Our volunteers are the backbone of Springvale Neighbourhood House, tirelessly dedicating their time, skills and passion to make a positive difference in the lives of those we serve. They selflessly give their time, energy, expertise and compassion to programs, activities and initiatives that strengthen our community's bonds and empower individuals to thrive. Their dedication and kindness have transformed our organisation into a place of growth, learning and community.

If you are interested in volunteering with us at Springvale Neighbourhood House, please drop by at the office and have a chat with our friendly staff.

2024 FEE SCHEDULE



Springvale Neighbourhood House (TOID 4098) 2024 Tuition Fee Schedule

ACCREDITED COURSES

COURSE TITLE	COURS E HOURS PER	ELIGIBLE CONCESSION TUITION FEE		ELIGIBLE NON CONCESSION TUITION FEE		FEE FOR SERVICE		APPROX. VALUE OF GOVERNMENT CONTRIBUTION	
		YEARLY	HOURLY	YEARLY	HOURLY	YEARLY	HOURLY	YEARLY	HOURLY
Pre CSWE (10725NAT)	15	\$108.00	\$0.18	\$540.00	\$0.90	\$5,790.00	\$9.65	\$5,250.00	\$8.75
CSWE 1 (10727NAT)	13.5	\$97.20	\$0.18	\$486.00	\$0.90	\$4,536.00	\$8.40	\$4,050.00	\$7.50
CSWE 2 (10728NAT)	15	\$108.00	\$0.18	\$540.00	\$0.90	\$5,040.00	\$8.40	\$4,500.00	\$7.50
CSWE 3 (10729NAT)	12.5	\$90.00	\$0.18	\$450.00	\$0.90	\$4,200.00	\$8.40	\$3,750.00	\$7.50
EAL 3 (Access) (22640VI)	12.5	\$90.00	\$0.18	\$450.00	\$0.90	\$4,200.00	\$8.40	\$3,750.00	\$7.50

* Plus \$10 non-refundable administration fee



PRE ACCREDITED COURSES - 10 week terms

COURSE HOURS PER WEEK	ELIGIBLE CONCESSION TUITION FEE		ELIGIBLE NON CONCESSION TUITION FEE		FEE FOR SERVICE		APPROX. VALUE OF GOVERNMENT CONTRIBUTION	
	PER TERM	PER TERM	PER	HOURLY	PER	HOURLY	PER TERM	HOURLY
2	\$10.00	\$21.60	\$1.08	\$208.60	\$10.43	\$187.00	\$9.35	
2.5	\$10.00	\$27.00	\$1.08	\$260.75	\$10.43	\$233.75	\$9.35	
3	\$10.00	\$32.40	\$1.08	\$312.90	\$10.43	\$280.50	\$9.35	
3.5	\$10.00	\$37.80	\$1.08	\$365.05	\$10.43	\$327.25	\$9.35	
4	\$10.00	\$43.20	\$1.08	\$417.20	\$10.43	\$374.00	\$9.35	
5	\$10.00	\$54.00	\$1.08	\$521.50	\$10.43	\$467.50	\$9.35	
6	\$10.00	\$64.80	\$1.08	\$625.80	\$10.43	\$561.00	\$9.35	

* Plus \$10 non-refundable administration fee



PRE ACCREDITED - SHORT COURSES - less than 10 weeks long

COURSE HOURS PER WEEK	ELIGIBLE CONCESSION TUITION FEE		ELIGIBLE NON CONCESSION TUITION FEE		FEE FOR SERVICE		APPROX. VALUE OF GOVERNMENT CONTRIBUTION	
	PER WEEK	WEEK	HOURLY	WEEK	HOURLY	PER WEEK	HOURLY	
2	\$2.00	\$2.2	\$1.08	\$20.9	\$10.43	\$18.70	\$9.35	
2.5	\$2.00	\$2.70	\$1.08	\$26.1	\$10.43	\$23.38	\$9.35	
3	\$2.00	\$3.2	\$1.08	\$31.3	\$10.43	\$28.05	\$9.35	
4	\$2.00	\$4.3	\$1.08	\$41.7	\$10.43	\$37.40	\$9.35	
5	\$2.00	\$5.40	\$1.08	\$52.2	\$10.43	\$46.75	\$9.35	

- * Eligible concession students are Australian citizens/permanent residents or New Zealand citizens with an Australian concession card, or people who are in Australia on a refugee visa (SHEV) (TPV), or Bridging Visa class E (BVE)
- * Eligible non-concession students are Australian citizens/permanent residents or New Zealand citizens who do not have an Australian concession card
- * Students will pay no more than \$50 total in **pre-accredited tuition** fees per year, regardless of the number of pre-accredited courses taken. Please note that this does **not** apply to the administration and materials fees - these will still apply to each
- * Any student who enrolls in multiple classes receives a 50% discount on their second and subsequent pre-accredited course.
- * For pre-accredited courses that run for more than one term, students who pay the complete fee at the start will only need to pay the administration fee once.
- * Additional fees may occur for class activities - up to 1 per term, to the value of \$20 per student per activity
- * An additional materials fee may apply for some classes
- * If a fee for service student withdraws from their course, they will receive a refund of up to 80% pro-rata for the remaining classes. 20% of the fee will be kept to cover the administrative costs of their enrolment and withdrawal



ENROLMENT INFORMATION

what you need to know?

Are you eligible?

Students must have an Australian or New Zealand Citizenship, permanent residency or a Safe Haven Enterprise Visa (SHEV), Temporary Protection Visa (TPV), Bridging Visa class E (BVE) in order to undertake into our pre-accredited and accredited classes. However, those who are on temporary visa can take advantage of our FREE weekly English classes at Springvale Neighbourhood House.

Class hours

The hours that are stated for accredited classes include class time and supported learning.

Fees

Yearly fees are due at the time of enrolment. All concession fees are to be paid upfront. When fees are paid by a third-party, a non-concession rate will be charged.

Enrolment & Assessment

Enrolment forms are to be completed at the commencement of the program. Concessions are available for eligible students. For assessment and referrals please contact Springvale Neighbourhood House Learning Centre on (03) 9574 6399.

Cancellation & Refund Policy

Springvale Neighbourhood House reserves the right to reschedule a class/classes OR cancel a class/classes in the event of special circumstances. SNH will make every effort to accommodate each learner, rescheduling to another class or classes at no additional cost.

In the event where Springvale Neighbourhood House accepts prepayments for a course, SNH undertakes to refund course fees according to the following criteria;

1. A learner does not commence the course or withdraws within three weeks will receive full refund of the tuition, SNH will retain the administration fee.
2. Eligible students (concession & non-concession students who are eligible for government funded training) will not receive a refund of fees after three weeks.
3. Withdrawals after the 'no fee' clause above, will result in a pro-rata refund of up to 80% for full-fee paying students, with SNH retaining 20% for administrative costs.

GST

Springvale Neighbourhood Learning Program has an obligation to collect GST on behalf of the Australian Taxation Office where applicable. Some courses and activities are subject to GST and have been priced accordingly.

Privacy

Springvale Neighbourhood House respects your rights to information privacy. Information which we collect, is kept in accordance with information privacy laws. Contact us if you would like further information on our privacy statement.

Disclaimer

Springvale Neighbourhood Learning Centre makes every effort to ensure that the information in this program is correct at the time of publication. We reserve the right to cancel or change course days, times, fees and tutors when necessary without notification. Springvale Neighbourhood Learning Program does not (either directly or indirectly) pay or offer, incentives to undertake government subsidized training.

Accredited English Courses

SNH has small classroom sizes to enable learners the best opportunity to understanding and practice English skills. All classes are designed for ensuring learners are given the best opportunity for further study or job readiness. Accredited courses are only available for learners under 65 years of age due to funding requirements. People aged over 65 years are eligible for our pre-accredited courses (see page 10).

10725NAT Course in Preliminary Spoken and Written English

Foundation course for people who have limited or no formal schooling and limited or no English.

· Springvale (1 year)

Monday: 12pm - 3pm

Tuesday: 12pm - 3pm

Wednesday: 12pm - 3pm

Thursday: 12pm - 3pm

Friday: 12pm - 3pm

· Doveton (1 year)

Monday: 9am - 1pm

Wednesday: 12pm - 3:30pm

Thursday: 12pm - 3:30pm

Friday: 9am - 1pm

Fees: \$118 Skills First concession

\$550 Skills First non-concession

\$5,790 full fee

10727NAT Certificate I in Spoken and Written English

Beginner course for people who have just started learning

English and have minimal exposure to the language.

Students will develop language skills to participate in a limited range of contexts.

· Springvale (1 year)

Monday (online): 9am - 11:30am

Tuesday: 9am - 12pm

Wednesday (online): 9am - 11:30am

Thursday: 9am - 12pm

Friday: 9am - 12:30pm

· Springvale (1 year)

Tuesday (online): 9am - 3:30pm

Wednesday: 12:30pm - 4pm

Friday: 12:30pm - 4pm

· Springvale (1.5 years)

Monday: 9:30am - 11:30am

Tuesday: 9:30am - 11:30am

Wednesday: 9:30am - 11:30am

Thursday: 9:30am - 11:30am

Friday: 9:30am - 11:30am

· Doveton (1 year)

Monday: 9am - 1pm

Tuesday: 11:30am - 3pm

Thursday: 9am - 1pm

· North Dandenong (1 year)

Tuesday: 9:30am - 2:30pm

Thursday: 9:30am - 2:30pm

Wednesday or Friday: 9:30am - 2:30pm

· Expressions of interest currently being taken for an online evening class

Fees: \$107.20 Skills First concession

\$496 Skills First non-concession

\$4,536 full fee



Accredited English Courses

10726NAT Certificate II in Spoken and Written English

General education framework for English as an Additional Language and English literacy.

· Noble Park (1 year)

Tuesday: 9:30am – 2:30pm

Wednesday: 9:30am – 2:30pm

Friday: 9:30am – 2:30pm

· Doveton (1 year)

Monday: 9am – 1pm

Tuesday: 11:30am – 3pm

Thursday: 9am – 1pm

Fees: \$118 Skills First concession

\$550 Skills First non-concession

\$5,040 full fee

10726NAT Certificate II in Spoken and Written English

General education framework for English as an Additional Language and English literacy.

· Noble Park (1 year)

Tuesday: 9:30am – 2:30pm

Wednesday: 9:30am – 2:30pm

Friday: 9:30am – 2:30pm

· Doveton (1 year)

Monday: 9am – 1pm

Tuesday: 11:30am – 3pm

Thursday: 9am – 1pm

Fees: \$118 Skills First concession

\$550 Skills First non-concession

\$5,040 full fee

22640VIC Certificate III in EAL (Access)

Focuses on the consolidation of English speaking, listening, reading and writing skills so that students can access a range of educational and employment options.

· Springvale (1 year)

Monday: 9:00am – 2:30pm

Wednesday (online): 12:30pm – 4pm

Friday (online): 9am – 12pm

Fees: \$100 Skills First concession

\$460 Skills First non-concession

\$4,200 full fee

10727NAT Certificate III in Spoken and Written English

Intermediate general education framework for English as an Additional Language and English literacy.

· Noble Park (1 year)

Wednesday: 9:30am – 2:30pm

Thursday: 9:30am – 2:30pm

Friday (online): 9:30am – 2:30pm

Fees: \$100 Skills First concession

\$460 Skills First non-concession

\$4,200 full fee



Pre-Accredited Courses - English & Work Skills

Pre-accredited training provides opportunities for adult learners (aged 17 and older) in Victoria to gain the educational capacity and core skills they need for study, work and life.

English for Study, Work & Life – Beginner

A course for anyone with limited or no English to develop basic functional English skills to help you at work, to get into other classes, and to participate in the community.

[· Springvale](#)

Monday: 5:30pm – 8:30pm

[· Springvale](#)

Friday: 9:30am – 12:30am

[· North Dandenong](#)

Friday: 12pm – 3pm

Fees: \$30 Learn Local concession
\$74.80 Learn Local non-concession
\$635.80 full fee

English for Study, Work & Life – Post-Beginner

Already have basic English skills? This course will help you improve your English to help you at work and with other classes.

[· Springvale](#)

Monday: 11:30am – 2pm

[· Springvale](#)

Thursday: 12pm – 2:30pm

[· Springvale](#)

Thursday: 3:30pm – 6pm

Fees: \$30 Learn Local concession
\$64 Learn Local non-concession
\$531.50 full fee

Introduction to Childcare

Want to work in childcare? This course will help you understand what working in childcare involves, and will help you develop the basic knowledge, skills and vocabulary you need to look for work or go into further study.

[· Springvale](#)

Wednesday or Friday (TBC) 11am – 3pm

Fees: \$30 Learn Local concession
\$96.40 Learn Local non-concession
\$844.40 full fee

Introduction to Health Services

Want to work in health care? This course will help you understand what working in health care involves, and will help you develop the basic knowledge, skills and vocabulary you need to look for work or go into further study.

[· Online](#)

Monday: 1pm – 3pm

Fees: \$50 Learn Local concession
\$96.40 Learn Local non-concession
\$844.40 full fee

Kick Start Your Customer Service Skills

Want to work in customer service or sales? This course will help you develop the basic skills, knowledge and vocabulary you need!

[· Online](#)

Wednesday: 11am – 1pm

Fees: \$30 Learn Local concession
\$53.20 Learn Local non-concession
\$427.20 full fee

Sewing Skills for Work & Life

Learn how to use a sewing machine, sew by hand, use patterns, and everything else involved in sewing! Learn the skills you need to go into work or study in clothes making (or even work for yourself!)

[· Springvale](#)

Tuesday: 12:30pm – 2:30pm

[· North Dandenong](#)

Monday: 10am – 12pm

Fees: \$50 Learn Local concession
\$96.40 Learn Local non-concession
\$844.40 full fee

Pre-Accredited Courses - English & Work Skills

Be Work Ready

Ideal for those needing to enter the workforce for the first time, re-enter the workforce due to unemployment, people who may be underemployed and/or those who may be looking at changing career paths. This course gives you practical, hands-on experience around the six employability skills.

· Springvale (4 weeks)

Wednesday: 12:30pm - 5:30pm

Fees: \$8 Learn Local concession

\$8.80 Learn Local non-concession

\$83.60 full fee

Dari to English

A course for native Dari speakers who have limited or no formal schooling and limited or no English to develop basic functional skills in English language, English literacy, and Dari literacy.

· North Dandenong

Friday: 10am - 12pm

Fees: \$30 Learn Local concession

\$53.20 Learn Local non-concession

\$427.20 full fee

Life Skills

Build up the skills you need in everyday life and work such as health and wellbeing, road rules, using public transport, Australian holidays and cultural events and more!

· Springvale

Tuesday: 9:30am - 12pm

Fees: \$30 Learn Local concession

\$64 Learn Local non-concession

\$531.50 full fee

Communication & Workplace Skills for Volunteers

This course will help you to understand what volunteering is about, and to develop the basics of communication and customer service skills to help you in both volunteer work and paid work.

· Springvale (4 weeks)

Monday: 1-3 pm

Fees: \$8 Learn Local concession

\$8.80 Learn Local non-concession

\$83.60 full fee

*Free for Springvale Neighbourhood House and North Dandenong Neighbourhood House volunteers

Cooking on a Budget

Learn how to cook tasty meals and find low-cost ingredients at shop and markets when you're on a tight budget.

· Springvale

Monday or Tuesday (TBC): 11am - 2pm

· North Dandenong

Tuesday: 9:30am - 11am

Friday: 12:30pm - 2pm

Fees: \$40 Learn Local concession

\$52.40 Learn Local non-concession

\$332.90 full fee

Introduction to Office Administration Skills

Want to work in admin, reception, or other office work?

This course will help you develop the basic skills and knowledge you need to look for work!

· Springvale

Thursday 5-7pm

Fees: \$30 Learn Local concession

\$64 Learn Local non-concession

\$531.50 full fee

Pre-Accredited Courses - Computer

Pre-accredited training provides opportunities for adult learners (aged 17 and older) in Victoria to gain the educational capacity and core skills they need for study, work and life.

Online Skills for Microbusiness

Learn what a microbusiness is, the rights and responsibilities of operating one, and how to use digital tools to run and market your business.

· [Springvale](#)

Dates and times TBC. Expressions of interest open.

Fees: \$10 Learn Local concession

\$11 Learn Local non-concession

\$104.50 full fee



Introduction to Google Docs and Google Sheets

Learn how to use Google Docs and Google Sheets to create documents and spreadsheets.

· [Springvale](#)

Tuesday: 9:30am -11:30pm

· [Springvale](#)

Thursday: 9:30am -11:30pm (Term 1)

· [Springvale](#)

Monday: 6pm - 8pm (Term 1)

Fees: \$20 Learn Local concession

\$31.60 Learn Local non-concession

\$218.60 full fee

Introduction to MS Outlook and Email

Learn how to use MS Outlook for emails and calendar management.

· [Springvale](#)

Monday: 6pm - 8pm (Term 2)

Fees: \$20 Learn Local concession

\$31.60 Learn Local non-concession

\$218.60 full fee

Introduction to MS Word and Excel

Learn how to use Word and Excel to create documents and spreadsheets.

· [Springvale](#)

Wednesday: 9:30am -11:30pm

· [Springvale](#)

Tuesday: 9:30am -11:30pm (Term 2)

Fees: \$20 Learn Local concession

\$31.60 Learn Local non-concession

\$218.60 full fee



Pre-Accredited Courses - Computer

Digital Essentials 1

Not sure how to use your computer or smartphone?
Need help getting the hang of apps and the Internet?
This introductory course will help you learn the basics of digital technology.

· [Springvale](#)

Wednesday: 9:30am -12:30pm

· [Springvale](#)

Thursday: 12:30pm - 3:30pm

· [Springvale](#)

Friday: 9:30am -12:30pm

Fees: \$20 Learn Local concession
\$42.40 Learn Local non-concession
\$322.90 full fee

Digital Essentials 2

Know the very basics of using your computer or smartphone, and want to know more? This course will help you learn things like finding things online, managing information, and other day-to-day uses of digital technology.

· [Springvale](#)

Monday: 9:30am -12:30pm

· [Springvale](#)

Friday: 9am - 12pm

Fees: \$20 Learn Local concession
\$42.40 Learn Local non-concession
\$322.90 full fee

Zoom and Online Communication

Learn about different types of online communication tools such as Zoom, Teams, and social media - how to use them, and how to communicate clearly and effectively.

· [Springvale](#)

Dates and times TBC. Expressions of interest open.

Fees: \$20 Learn Local concession
\$31.60 Learn Local non-concession
\$218.60 full fee



Point of Sale for Retail and Hospitality

Learn how to download, use, and troubleshoot point of sale apps used by many businesses to take payments.

· [Springvale](#)

Dates and times TBC. Expressions of interest open.

Fees: \$10 Learn Local concession
\$11 Learn Local non-concession
\$104.50 full fee

2024 MEMBERS

Khayri Baay Women's Group

Ethiopian social support group



Hararian Organisation Inc.

Social & support Group



Advocacy for Oromia Association

Advocacy & support Group



Oromo Community in Melbourne

Oromo cultural, support & social group



Burmese Women's Friendship

Women's social & support group



ADEC Chinese Carer's Support Group

Support for caregivers



Southern Region Chinese Support Group

Supporting parents of children with disability



Australian Chinese Musical Band

Chinese musical group



Springvale Mandarin Network

Social support group for people of Chinese background



Chinese Senior Friendship Group

Chinese seniors' group for music, dance & social connection



Traditional Chinese Dance Group

Learning the art of traditional Chinese dance support group



Springvale Lion Dance

Learning the art of traditional lion dance



United Filipino Elderly Group Inc.

Social support group for elderly Filipinos



Friends of Neighbourhood House

Advocacy group for neighbourhood houses



Victorian Eritrean Community Association Australia

Social support group



Victorian Lanka Social Group

Social support group



Aitutaki Enea Society Victoria

South Pacific music & social support group



Multicultural Women's Group - Italian

Social support group for Italian-speaking women



Spirit of Enterprise Project

Enterprise hostel historical preservation group



Little Hobby Group

Multicultural craft group for men & women



Multicultural Women's Sewing Group

Social support & sewing group for all women to join



Al-Emaan Women's Organisation Inc.

Social support group from muslim women



La Voz Femenina

Central & South-American women's social support group



Maya Dance Group

Cultural dance group from El Salvador



Sri Lankan Intercampus Senior Association

Elderly social support group for Sri Lankan's



Huong Que

Vietnamese cultural music and dance group



Narcotics Anonymous

Vietnamese support group



Afghan Lajaward Senior Carers Group

Social support group for Afghan senior



Baha'i Neighbourhood Children's Class

Educational classes focusing on virtues for children



Springvale Women's Friendship Cafe

Women's social support group



Start 2 Grow

Empowering individuals to financial independence





OUR FUNDING BODIES



Families,
Fairness
and Housing



Good Things
Foundation



Jesuit
Social Services
Building a Just Society



Education
and Training



GREATER
DANDENONG
City of Opportunity



NEIGHBOURHOOD
HOUSES
VICTORIA



Bendigo Bank



Neighbourhood Houses
The Heart of Our Community™

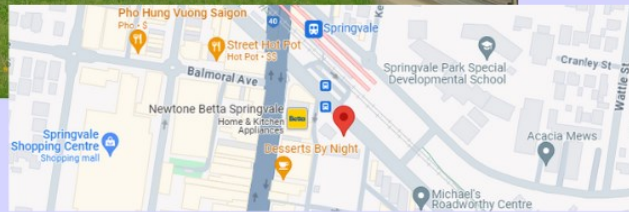
Connecting, empowering and supporting over 400 local communities in Victoria.

HOW TO FIND US



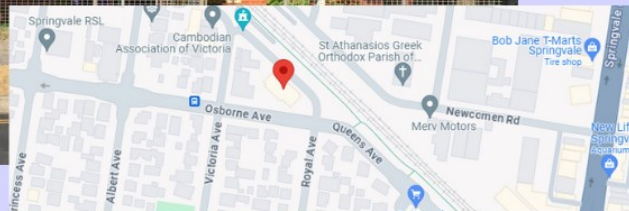
Springvale Neighbourhood House

46-50 Queens Avenue
Springvale, 3171
Phone: (03) 9548 3972
admin@snh.org.au
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Springvale Neighbourhood Learning Centre

1-3 Lightwood Road
Springvale, 3171
Phone: (03) 9574 6399
gayani@snh.org.au
www.snh.org.au



North Dandenong Neighbourhood House

41 Menzies Venue
North Dandenong, 3175
Phone: 0448 658 354
coordinator@ndnh.org.au
www.snh.org.au

