

LIVING & LEARNING PAKENHAM INC



SEMESTER 1 ♦ 2022

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Contact Details

Location - 6B Henry Street Pakenham
Phone - 5941 2389
Email - admin@livinglearning.org.au
Incorporation: A0019009A
TOLD : 3913

Office Hours

Monday to Thursday 9.00am-5.00pm
Friday 9.00am-4.00pm

How to Enrol

- In person
- By calling the centre – 03 5941 2389
- Via the website – ivinglearning.org.au

Payment can be made by cash, cheque, credit card, EFTPOS.

Concessions & Genuine Hardship

For some courses concessions are available to recipients of current Commonwealth Health Care Card, Pensioner Concession Card or Veterans Gold Card. Payment plans can also be arranged with the enrolment officer for those experiencing financial difficulty. Students must meet eligibility requirements for subsidised training.

Cancellations & Refunds

If Living & Learning cancels a class due to low enrolments a full refund will be given.

If you withdraw from a course later than one week prior to course commencement date a refund will not be issued.

Grievance Procedure

Check with reception staff for the process.

Community Wellbeing

Student Support Program

Living & Learning Pakenham is proud to be able to provide flexibility to tailor the delivery of programs and training for the community to meet individual needs. Our training and service provision is successful due to the way we care for students and participants – it's what sets us apart from others.

Living & Learning has been delivering our Student Support Program in response to identifying that student retention and wellbeing is created when greater attention is provided to those who require it.

Many of our students have additional support requirements which may be due to them being mature aged students with complex or busy lives, new arrivals to Australia that may have language and literacy barriers or being early school leavers.

MISSION STATEMENT

Our Mission is to:

- ◆ Alleviate disadvantage within 'at risk' communities.
- ◆ Proactively respond to identified need, by designing and implementing projects and programs that deliver skills and resources to enable full and effective participation in society.
- ◆ Empower the marginalised and vulnerable in our community by providing highest quality education, support, employability skills and community connection.
- ◆ Be the preeminent provider in Cardinia of services enabling participation regardless of cultural, socio-economic status or educational background.

Social Support Services

Alcoholics Anonymous (AA)

If you are experiencing a drinking problem perhaps AA can help. AA meets at Living & Learning on Sundays from 7.30pm. Enquiries welcome on **9429 1833**.

Narcotics Anonymous (NA)

If you want to stop using, NA can help. NA meets at Living & Learning on Mondays from 7.30pm. NA hotline **9525 2833**.

Drink Drive Education Program

This Accredited Drink Driver Education Course will assist you to learn more about: the effects of alcohol and drugs on your ability to complete tasks including driving; Standard drinks and how to calculate them; BAC (Blood Alcohol Concentration), and the interlock conditions which may be imposed should you be found guilty of a drink-driving offence. For dates and bookings call AAA Awareness on **9841 9393**.

Tax Help (ATO)

If you need help lodging your tax return you may be eligible for the FREE Tax Help program.

Tax Help is a network of ATO-trained and accredited community volunteers who provide a free and confidential service to help people complete their tax returns online using myTax.

Volunteer Programs

Community Garden

At the Pakenham Community Garden we strive to grow an abundance of produce which showcases the diversity of cultures and edible plants of our region. The Community Garden features several fruit trees and vines, seedling hot house, community compost hub and raised growing beds. The space is collectively managed amongst volunteers.

We welcome new ideas, suggestions for workshops & new volunteers! Come and grow food to nourish our community.

The Garden club meets every Monday at 9.30am till 12pm.

Classroom Learning Assistant

This rewarding, voluntary role assists our migrant students who are learning English in the classroom. Learning Assistants support the classroom teacher by offering one-to-one support to individual students within the group and assisting them with their learning needs.

Volunteer Driving Program

Volunteer drivers are required to use their own car and must have a suitable vehicle in order to drive local residents, who are unable to drive, to medical appointments. Volunteers are reimbursed for their driving expenses.

Homework Club Tutor

The Homework Club tutor provides support to students with literacy, numeracy and study skills, helps build confidence, self-esteem and feelings of connection to the wider community and provides a safe place to study.

Tenancy Assistance & Advocacy Program (TAAP)

The TAAP team provides eligible clients with **free** advice on a wide range of residential tenancy matters such as urgent repairs, rent arrears, possession/notices to vacate, rent increases, lease breaking, breach of duty, site agreement, tenancy agreement matters, bond and compensation claims. A priority service response with negotiation or VCAT assistance within 48 hours is also available. This will be assessed by our Intake Assessment Response (IAR) and it depends on your personal circumstances and the nature of your tenancy issues. For more information or an appointment call **03 9783 3600**.

Free Legal Advice

Peninsula Community Legal Centre offers legal advice on a broad range of matters including family law, criminal law and civil law. Please contact Peninsula Community Legal Service on **9783 3600** or **1800 064 784** to make an appointment to meet with one of their lawyers at Living & Learning.

Financial Counselling

South East Community Links offers financial counselling across the southern metropolitan region in partnership with Monash Health. Financial counsellors provide information, support and advocacy to people in financial difficulty. Phone: **03 9549 5288** or email: fcs@secl.org.au

Fine Debt Reduction Program Work and Development Permit (WDP)

The WDP scheme is a new initiative to provide vulnerable and disadvantaged people with a non-financial option to address their fine debt. A WDP allows an eligible person to work off their fine debt by participating in certain activities, including attending educational classes, volunteering or attending counselling.

Nationally Recognised Courses



First Aid

Delivered by Victorian First Aid
RTO No 41360

HLTAID009 - CPR

HLTAID0011 - Provide First Aid (includes CPR)

HLTAID0012 - First Aid in Education & Care Setting

HLTAID009	HLTAID0011	HLTAID0012
\$60	\$110	\$160

* CPR night session available 6.00pm – 9.00pm

ENROL on the Victorian First Aid website

www.victorianfirstaid.com.au/pakenham.htm



Safe Food Handling

Accredited Modules of SIT20316—Certificate II in Hospitality

SITXFS001—Use hygienic practices for food safety

SITHACS001—Clean premises and equipment

On completion of this course you will have the skills and knowledge required to apply good hygiene practices within a range of service industry operations.

You will be able to:

- Follow hygiene procedures and identify hazards
- Report any personal health issues
- Prevent food and other item contamination
- Prevent cross contamination by washing hands

Day	TBC
Date	Dates coming soon.
Times	9.30am—1.30pm
Fees	\$110

Emergency Food Relief

Food Bank

Fridays 11.00am—2.00pm

Fresh fruit & vegetables, pantry items

No eligibility criteria

A small donation required

Bring your own bags



Community Pantry

Open 24/7. Located on the entry deck
Take what you need, leave what you can!



Multicultural Services

Free English Classes

The Adult Migrant English Program (AMEP) provides up to 510 hours of English language tuition to eligible migrants and humanitarian entrants to help them learn foundation English language and settlement skills to enable them to participate socially and economically in Australian society. Free childcare is available.

These classes are offered by Chisholm Institute RTO No. 0260



English Language for Living & Working in Australia



This program provides an opportunity for learners to develop and practice their functional English language skills in terms of reading, writing and speaking English as well as an opportunity for newly arrived migrants to learn about Australian workplace culture and employability skills. Skills covered will be dependent on the current ability and knowledge of the learner. All new participants will complete an online appraisal of their current English skills to ascertain their individual needs and be placed in an appropriate level class.

Students of all abilities are encouraged to attend.

Day	Monday, Tuesday, Wednesday	
Dates	ongoing	
Times	9.30am – 3.00pm	
Fees	Government Funded	\$ 285.00
	Concession Fee	\$ 90.00
	Fee for Service	\$ 3,000.00

Certificates in English as an Additional Language

EAL Certificates are delivered by Chisholm Institute RTO No 0260

This program is aimed at migrants with a wish to improve their reading, writing and speaking of the English language. All students will be required to participate in an ISLPR or ACSF Literacy & Numeracy Assessment.



Day	Monday, Tuesday, Wednesday, Thursday
Dates	ongoing
Times	9.30am – 3.00pm
Fees	Please call 9212 5221 for eligibility



Financial Literacy for Women



Develop the knowledge and confidence to take control of your finances. This 8 week program will help you to understand money and money management skills to build a better financial future for you and your family.

Learn skills in setting financial goals, budgeting, banking, debt control, investment and financial decision making, as well as how to get financial help when you need it.

Day	tbc	
Dates		
Times	10.00am – 12.30pm	
Fees	Government Funded	\$ 20:00
	Concession Fee	\$ 10:00
	Fee for Service	\$ 210:00

English Language Night School



Improve your English skills in the comfort of your own home. Conducted via Zoom, this course is designed to assist learners of English to further consolidate their skills. This will assist you to improve your pronunciation and understanding of spoken English as well as further improve your grammar and syntax. Once enrolled, you will receive a Zoom link and instructions on how to connect.

Day	Wednesdays	
Dates	2nd Feb – 6th April	
Times	6.00pm – 8.00pm	
Fees	Government Funded	\$ 20:00
	Concession Fee	\$ 10:00
	Fee for Service	\$ 210:00
Road Safety Program for Women		

This program is designed to educate new arrivals aged over 21 years of age on:

- how to share the road safely as a driver, pedestrian, cyclist, motorcyclist or public transport user
- key risk factors and the associated laws and responsibilities relating to them
- the role adults play in supervising young children as pedestrians, passengers and cyclists

Includes; 3 x free professional driving lessons & support to gain L or P plate licence

Day	Wednesday	
Dates	16th Feb - 16th March	
Times	10.00am - 12.00pm	
Fees	FREE	

Special Projects

Homework Support Club

This program is an initiative aimed at assisting school students from African backgrounds with their studies and overall schooling experience. The program aims to strengthen the children’s connection to community and culture and will offer young people a safe venue in which they can develop their academic abilities and feel personally supported.

The HWSC will provide support to students with literacy, numeracy and study skills, help build confidence, self-esteem and feelings of connection to the wider community and will provide a safe place to study.

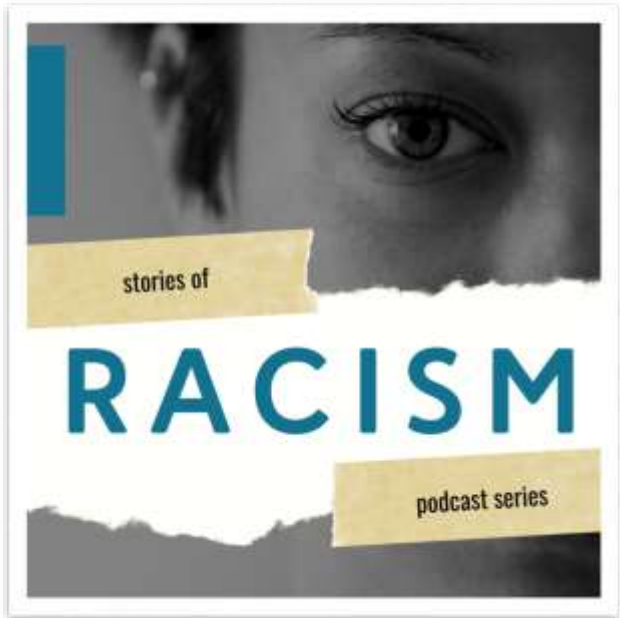
Day	Tuesday and Thursday
Dates	During school terms
Times	4.00pm — 6.00pm
	FREE



Anti Racism Podcast Series “Women Won’t Be Silent” Coming soon

Our partnership aimed to empower diverse women in the South-East of Melbourne to respond with confidence to racism they encounter and to help build anti-racism resilience in their communities. The project provided activities in a culturally safe environment that collected stories and converted them into new media messages for sharing across all of the diverse communities.

Project Partners - Living & Learning Pakenham Inc. and Wellsprings for Women Inc



Community Alliance for Waste Reduction and Sustainability

This project is to establish an inter-municipal network of community compost hubs, repair cafes and coffee cup collection points across Melbourne’s eastern & southern suburbs to increase opportunities for community-supported resource recovery and waste reduction.

Inspired by the Collective Impact approach, we believe by connecting and collaborating with groups and organisations across different sectors in this space, this will maximise our impact on tackling barriers faced by everyday families/people when becoming better recyclers and up-cyclers.

Computer Courses

Introduction to Digital Media / Podcasting



This program provides training in the aspects of creation, production and delivery of audio visual content that can be broadcast using online technologies (podcasting, internet radio, video sharing, etc.) Conducted in our **purpose built podcasting studio**, participants will be able to learn and develop skills in podcasting, video production and online hosting.

Day	tbc
Dates	
Times	
Fees	Government Funded \$ 20.00 Concession Fee \$ 10.00 Fee for Service \$ 210.00

Computer Skills for Beginners

(Windows 10 & Microsoft Office 2019)



Aimed at users with minimal computer experience., this course is designed to extend your understanding of how to use a computer. The skills covered include the basics of the various software programs, start applications, creating folders, copying and moving files and personalising Windows. Learners will need to have a computer at home so as to practice their skills.

Day	Thursday
Dates	10th Feb — 31st March
Times	9.30am—12.00pm
Fees	Government Funded \$ 20.00 Concession Fee \$ 10.00 Fee for Service \$ 210.00

Microsoft Office Suite Programs

(Windows 10 & Microsoft Office 2019)

These courses are for users with some computer experience to learn how to use individual Microsoft software programs for business or personal use at both a beginners and a more advanced level. Learners can enrol in any one of the following programs:

Microsoft Word (Level 1 & Level 2)

Microsoft Excel (Level 1 & Level 2)

Microsoft Outlook (Level 1 & Level 2)

Microsoft PowerPoint (Level 1 & Level 2)

Microsoft Publisher (Level 1 & Level 2)

Microsoft SharePoint (Level 1 & Level 2)



This program is **self-paced**, to be **completed at home** using a manual, along with four dial-in Zoom **support** sessions with a trainer to ask questions and receive additional support. Learners can enrol and commence at any time throughout the term. Your Zoom schedule and links will be provided to you on enrolment.

Day	Zoom Sessions on Tuesday
Times	10.00am
Fees	Fee for Service (incl. manual) \$ 60.00

Essential iPad Skills for Beginners



This course will give learners the basics on how to set up and use their iPad. Learn how to create and manage your Apple ID, set up an iTunes and App store account, set up an iCloud account, download and use apps, surf the internet, learn how to use the camera and create videos, set up emails and sync with your phone.

Day	Monday
Dates	7th Feb—4th April
Times	1.30pm—4.00pm
Fees	Government Funded \$ 20.00 Concession Fee \$ 10.00 Fee for Service \$ 210.00

For Business

Canva Basics



Canva is a free to use, graphic design platform used to create logos, social media posts, posters, invitations, business cards, infographics, gift certificates and a multitude of other visual content. Canva makes branding images as simple as drag and drop. Whether you choose to use your logo, social media handles or a hashtag, the process will only take you minutes. This course will take you through how to set up your Canva account, teach you how to upload your images and use the Canva collection of free and paid templates and editing tools to create beautiful layouts and professional looking graphics.

Day	Tuesday
Dates	22nd Feb—1st Mar OR 22nd Mar—29th Mar
Times	6.00pm — 8.30pm
Fees	Government Funded \$ 20.00 Concession Fee \$ 10.00 Fee for Service \$ 50.00

Social Media Marketing



Learn how to develop a social media strategy and presence through creating a simple social media campaign, designed to lift your public profile and a platform on which to build your persona. This includes an introduction to social media tools, platforms, strategies and pathways. Learn about privacy, cyber security, copyright law and design tips and tricks.

Day	tbc
Dates	
Times	
Fees	Government Funded \$ 40.00 Concession Fee \$ 10.00 Fee for Service \$ 420

FREE Public Internet Access & WIFI

Want to access your email account, search the internet or type up your resume?
We have public internet access computers available to use.

Arts & Culture / Health & Wellbeing

Patchwork and Quilting *with Jenny*

This class is for intermediate skilled to experienced patch workers. Bring along your machine, your patterns, your fabric and your ideas! Jenny Robison, formerly of Sewing Connections in Pakenham, will provide guidance and instruction on specific techniques to assist you in creating your perfect piece.



Wednesday	9.30am – 12.00pm	Pay per week	\$25
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Sewing 101 *with Jenny*

This class is for beginner sewers who want to learn about their machine while creating several projects. Learn the basics of your sewing machine—threading the machine and bobbin, different stitch functions, choosing and changing needles. You will also have the opportunity to create some basic projects and be guided in your choice of patterns, fabric and thread.



Wednesday	12.30pm – 3.00pm	Pay per week	\$25
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Cake Decorating *with Pamela*

This basic decorating course will see you create a beautiful edible wildflower spray and other flowers, decorating a celebration cake and Easter Eggs. Skills taught will include piping with royal icing, flooding, making and working with buttercream and covering a board. A materials list of basic ingredients and kitchen tools will be provided on enrolment. Tools such as piping tubes, bags, couplers and buttercream base are included in the course fee.



Tuesday	10.00am -12.00pm	15th Feb— 5th Apr	\$230
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Painting Classes *with Janine*

Aspiring and practising artists of all ages and levels of ability can learn and enjoy painting. Learn brush techniques, basic principles of contrast, depth and balance. Choose your own subject, materials and medium (acrylic, oils, watercolour, pen work etc). No previous experience necessary.

Thursday	9.30am – 12pm OR 1.00pm – 3.30pm	Term 1: 10 weeks	\$240
Thursday	9.30am – 12pm OR 1.00pm – 3.30pm	Term 2: 9 weeks	\$216

Tai Chi *with David*

Participate in this ancient Chinese exercise, a tradition that has evolved over centuries to become a means of alleviating stress and anxiety – a form of "meditation in motion." Tai Chi helps promote fitness, serenity and inner peace.

Advanced	Tuesday 8.30am – 9.30am	\$5 per session
Beginners	Tuesday 9.30am – 10.30am	\$5 per session

Fitness 55 Plus *with Sandra*

This fun and friendly class includes gentle cardio, core work and balance elements of fitness as well as strength training. Regular exercise can improve the symptoms of arthritis, heart disease, diabetes, osteoporosis and pre-existing injuries. Your qualified instructor will tailor the class to each person's individual fitness level. If you are new to exercise you will learn the basics in a safe and supportive environment. If you regularly exercise but would like to work with a class of like-minded people we can teach you how to get more out of your workout.

Thursday	10.30am – 11.30am	Term 1: 9 weeks	\$99
Thursday	10.30am – 11.30am	Term 2: 9 weeks	\$99

Mat Pilates *with Sandra*

Your qualified instructor will guide you through a series of exercises that will help improve core control (the abdominal muscles), posture, muscle tone, balance, strength, flexibility, body awareness and co-ordination. Pilates addresses the body as a whole working to correct any imbalance caused by injury or poor posture. All exercises are controlled and movement is co-ordinated with a specific breath pattern to stretch and strengthen the muscles. The exercises are all performed on the floor so it is essential you bring a mat to class for your comfort.

Thursday	9.00am—10.00am	Term 1: 9 weeks	\$99
Thursday	9.00am—10.00am	Term 2: 9 weeks	\$99

High Low Intensity Training *with Sandra*

This class is for those who want to increase cardio fitness and muscle strength. The class includes aerobic dance with impact options, strength training using weights and therabands and floor work. Lower impact options will be given so you can get the most out of your workout. All equipment provided. All you need is a mat, drink bottle and towel.

Friday	9.00am – 10.00am	Term1: 9 weeks	\$99
Friday	9.00am – 10.00am	Term 2: 9 weeks	\$99

FREE TRIAL

Try one of our exercise classes for free to see if it's for you.

Join Two Or More Classes

Receive \$11 off for each additional class with Sandra when you pay for the term.

Pay By The Week

\$13 per week for each of Sandra's classes per week

Bookworms Book Club *with Sheryl*

Make time for your love of books and share your interest with others. Expand your reading selection and enjoy discussions about what you've read in a relaxed and friendly setting. The group works through a pre-set reading list and meets monthly.

Every 3 rd Wednes- day of the month	7.00pm – 8.30pm	\$75 per year pro rata
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The Cardinia Men's Shed

Providing special interest, social and wellbeing opportunities for men throughout Cardinia Shire...

Make new friends, find new opportunities and learn new skills. Cardinia Men's Shed was established to provide an opportunity for men throughout Cardinia Shire to come together to meet new friends, share information and undertake projects together.

Men meet every Wednesday at their home within Living & Learning Pakenham at 10am.

Activities available include: Beginners Art Class, Basic Woodworking & Carpentry, Gardening in the Community, Social Group.

Women welcome on Thursdays 9am – 12pm



Pakenham Community Garden

created by the community, for the community

The Pakenham Community Garden features fruit trees, vegetables and herbs.

Our community garden is run by volunteers in the community. Our volunteers work together to develop and maintain the community garden. In its early days, the wider community was concerned that vandals would damage the garden, as there are no security measures to protect it. Five years later and the garden is untouched, living by the philosophy that it truly belongs to the community. This display of thriving flora and produce is such an important connection between members of our community and the earth that is being so viciously neglected with the increase of property development. The wooden garden beds are ready to go, to be replaced with a water filtering system made from layers of stones, horse manure and top soil which ensures that the water drains and doesn't flood the beds. Funding has been received from the Pakenham Racing Club to complete the wicking beds.

Social Garden Group

A social garden group to work together in the garden where you can nurture and grow not only fruits, vegetables, herbs and ornamentals; and new friendships. This is also an opportunity to develop garden projects, share ideas, gardening information and stories over a cuppa.

Community Compost Hub

The Pakenham Compost Hub is a place where local resident signed-up members can drop-off their weekly kitchen scraps. The collected food scraps will be weighed by volunteers of the Community Garden then transformed into a dark, fertile and nutrient-rich soil by using our special in-house integrated composting system.

Future Seeds Nursery

The Future Seeds Nursery (FSN) will be located adjacent to the Community garden at the Living & Learning Pakenham. This is a new project. FSN will benefit local farmers, community groups, schools, and home-gardeners. FSN breaks new ground; it will provide seedlings, a community seed bank and training space.



Women's Friendship Café Pakenham



Thursdays, during school terms - 9.00am - 12.00pm

WFC aims to provide a safe welcoming environment where all women can relax, make friends and contacts, share experiences, learn new ideas and skills, and find pathways to connect to services and opportunities.

WFC aims to foster connectedness and inclusion in the Pakenham neighbourhood.

WFC aims to build confidence in women so they can strengthen their families and take up new challenges.



Project Opportunities

Living & Learning is always looking and investigating in new programs to deliver to our community. If you have a great idea for a new program or project, let us know and we may be able to help you gain funding and get it started.

Whether it's reconstructing a playground, visiting an elderly home, or clearing trash from a nearby creek, a community service project is an excellent way to bring about change on a small, intimate level. If you have a great idea for volunteering, let us know and we maybe able to help you get started.



Podcast Studio.... it's here!

Like blogs and social media, podcast are democratising the way people share their thoughts with the world, with the episodic audio series continuing to gain traction with listeners seeking both entertainment value and educational dialogue. Our podcast studio is ideal for recording your first podcast — or your fortieth. The hardest part of starting a podcast is now coming up with a great idea.

See our course, Introduction to Digital Media (pg.7) for training on how to podcast.



Multicultural Play Groups coming soon

A Playgroup for local migrant parents with children under 5 years of age in a safe, supportive and fun environment.

Families attending playgroup develop friendships, support each other and often help new members find other services within their local communities. Playgroups support children's bilingual language development and provide early learning experiences that promote positive pathways to kindergarten and primary school.



Facilities/Room Hire

Shared Facilities

Community Kitchen Area, Disability Access/Lift
Free Wi-Fi, Public Access Computers,
Community Garden



Art Studio

Art & Craft Room

Suitable for wet & dry activities

Room can be split into 2 areas

Easels available for use

Room Sizes: 700cm x 720cm & can be extended to 1300cm x 720cm



Large Activity Room

Perfect for physical activities

Mirror on wall

Has been used as a Dance Studio in the past

Room Size: 1280cm x 960cm



IT Room

14 PCs

Data projector available

Whiteboard

Windows 10 & Office 2016

Internet Connection

Room Size: 365cm x 605cm



The Lounge Room

Suitable for Support Groups

Self-contained kitchenette

Whiteboard

TV or data projector screen

Room Size: 930cm x 700cm

The Hub Services

The Pakenham Hub is a shared desk space for organisations that require space for appointments with clients and to deliver services.

Hot desks are available on a casual or regular basis.

The space has five hot desks, children's corner, free Wi-Fi & photocopying facilities. There is also a private space for appointments that require privacy.



Upcoming Events

Pakenham Show/Harmony Day 19th March 2022

Harmony Day is a day to celebrate Australian multiculturalism, based on the successful integration of migrants into our community. Harmony Day is about inclusiveness, respect and belonging for all Australians, regardless of cultural or linguistic background, united by a set of core Australian values. Held every year on 21 March. The Day coincides with the United Nations International Day for the Elimination of Racial Discrimination. Since 1999, more than 70,000 Harmony Day events have been held in childcare centres, schools, community groups, churches, businesses and federal, state and local government agencies across Australia.



Refugee Week 20 June 2022

Refugee Week is an opportunity to celebrate the contribution refugees make to our society, while raising awareness, remembering and acknowledging the often perilous journey that refugees have taken to reach Australia.



Donate Now...

When you give to Living & Learning Pakenham, you can have complete confidence that 100% of your gift goes to the area that you support and gifts over \$2 are tax deductible in Australia.

