



NDIS Service Catalogue



We Focus on Ability,
To Create a World of
Possibility.



Supporting All Abilities



OUR NDIS SERVICES



We are a registered NDIS Provider, with more than 30 years experience in supporting people with a disability and providing allied health care. We support individuals with a range of abilities, from independent to high and complex support needs. We offer a wide range of services to NDIS participants, to provide integrated care and support, enabling you to achieve your goals and live a healthy, happy and independent life.

POINT OF DIFFERENCE

In addition to our support workers, we appoint a dedicated Client Journey Officer to support you along your journey with us

We are a progressive not-for-profit organization with 30+ years experience in disability support and allied health services. We are driven by the impact we make to our clients and community.

We understand the complexities of NDIS and have the expertise to help you navigate your way through the NDIS. We operate in compliance with NDIS Standards and Code of Conduct

Majority of our staff are permanently employed, enabling an aligned culture underpinned by our values of Respect, Collaboration, Transparency, Empowerment and Quality



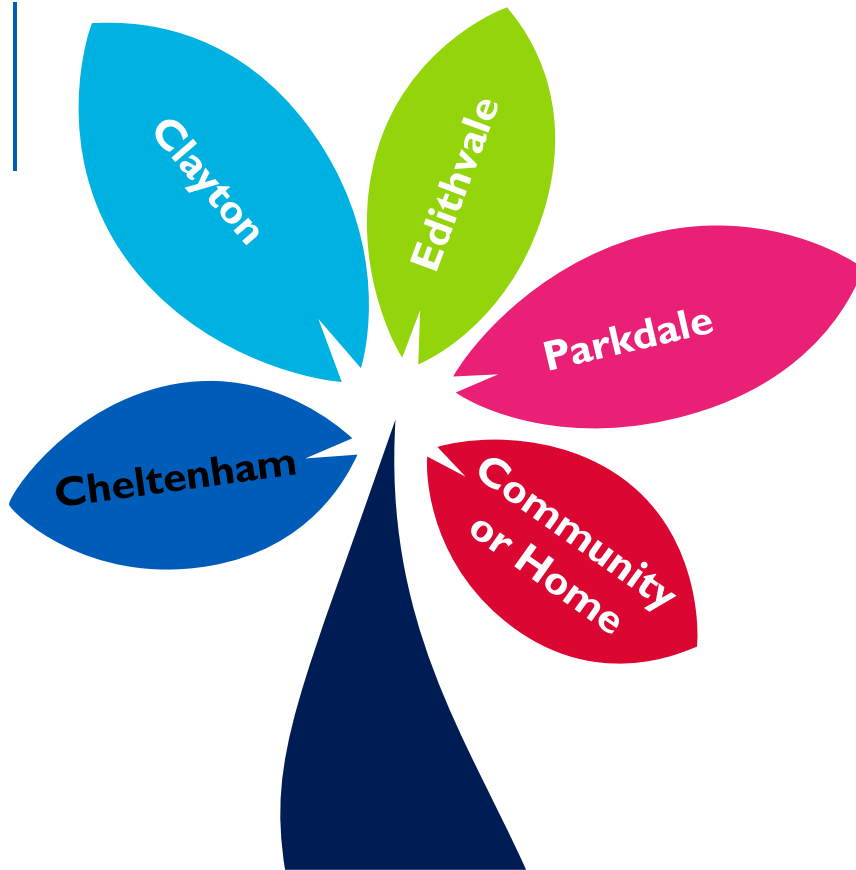
We operate on a Client-centered model of care - you, your goals and your aspirations are at the center of what we do

Our comprehensive recruitment, induction and training programs enable us to recruit and retain a professional, experienced and trusted support team

Our integrated team of experienced disability and allied health experts empower us to deliver excellence in our standard of quality and care

Our team maintains current Police Check, Working with Children Check, NDIS Worker Screening and Disability Worker Exclusion Scheme Check. We have first-aid and CPR trained staff at all our centres.





Eligibility: NDIS participants with appropriate level of NDIS funding or self-funded clients.

DAY SUPPORT PROGRAMS

- We support people with a range of abilities, from independent to high and complex support needs.
- We provide support when and where you need it – at our 4 unique day support centres, in the community, or in your home.
- Over the years, our experienced support team have developed expertise in providing specialist care to individuals with intellectual disability, autism, cerebral palsy, down syndrome, epilepsy, sensory, physical or complex needs.
- We offer a variety of choice with interesting group programs and individualised 1:1 support.
- We take time to understand your goals and aspirations, and pro-actively develop positive support strategies to enhance your quality of life.
- Our professional support team provides high standard of support with self-care and personal hygiene, hoist and transfer assistance, health support including medication, PEG feeding, administering medication, epilepsy and diabetes management



CENTRE-BASED AND COMMUNITY SUPPORT

- We offer a variety of choice with interesting group and individual programs provided at our 4 uniquely designed day support centres in **Cheltenham, Clayton, Edithvale, Parkdale** and in the community.
- We take time to understand your goals and aspirations, and support you with choice and control in selecting programs that are most suitable to meet your specific requirements.
- Our capacity and capability building programs are aligned to the following 7 Life Areas, supporting you to achieve your goals and live a healthy, happy and independent life.
 1. Independent Living Skills
 2. Creative Arts
 3. Recreation & Leisure
 4. Social & Relationship Skills
 5. Mind, Body, Spirit
 6. Pre-work Skills Development
 7. Civic & Community Inclusion





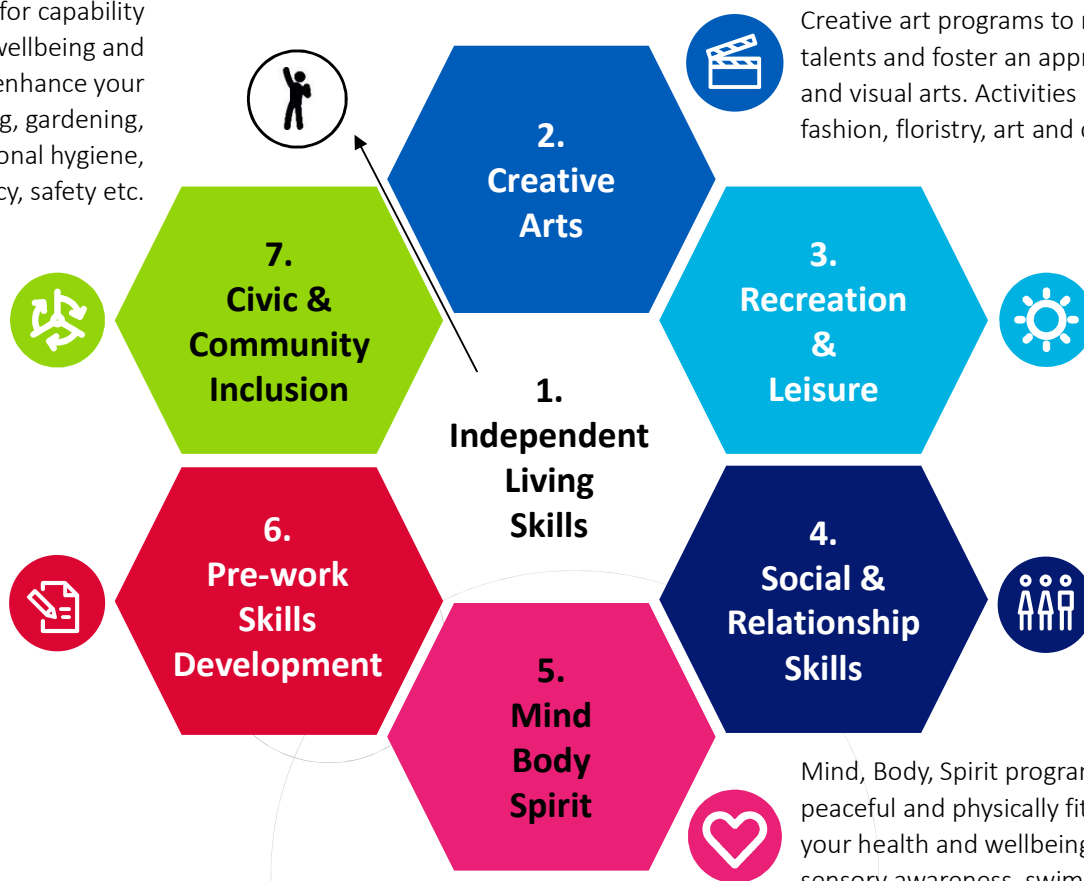
FOUNDATIONS OF OUR DAY SUPPORT PROGRAMS

- 7 LIFE AREAS

Independent Living Skills for capability development in personal wellbeing and independence with activities that enhance your daily life skills such as cooking, gardening, communication, self-care, personal hygiene, shopping, travel, advocacy, safety etc.

Civic & Community inclusion programs including volunteering opportunities, civic duties, publications, advocacy groups to enhance your awareness and involvement in the community and promote a sense of belonging, contribution and acceptance.

Pre-work Skills Development is to support and develop your ability with pre-work skill building activities such as computer and iPad skills, numeracy and literacy skills, learning to perform scheduled time bound or outcome based tasks.



Creative art programs to recognise and enhance your artistic talents and foster an appreciation for performing, therapeutic and visual arts. Activities include music, dance, drama, fashion, floristry, art and crafts, social and digital media.

Recreation & Leisure programs to identify and cherish activities that you find enjoyable, such as group or individual outings or sport activities like bowling, go-karting, basketball, sensory gardens, local markets, book club etc.

Social & Relationship skills to build meaningful social networks and nurture relationship skills to help interact and communicate with others

Mind, Body, Spirit programs empower you to feel calm, peaceful and physically fit with activities that nurture your health and wellbeing, such as yoga, gym, massage, sensory awareness, swimming, tai-chi, hydrotherapy, aromatherapy, dog therapy.



I:1 TAILOR MADE SUPPORT



- Our 1:1 tailor made support services allow individuals with a disability to receive caring support with daily living skills at home, with travel and social outings in the community, supporting you to achieve your goal of living a happy and independent life.
- Whether you need support for a few hours a day or full day, our experienced and trusted support team are available from **6am to 10pm, 7 days a week.**
- We work with you to understand your support needs, such as:
 - Independent living skills such as self care and personal hygiene, getting ready for the day, cooking meals, daily household tasks, money handling, shopping
 - Support with movement and medication including hoist and transfer assistance, PEG feeding, medication assistance, epilepsy and diabetes management
 - Keeping fit, safe and active
 - Support with recreational and social activities
 - Support with social commitments, medical appointments and community activities
 - Any other support needs that enable you to fulfil your goals and aspirations
- We support people with varying level of abilities, from independent to high and complex support needs - we match our friendly and experienced support staff to suit your specific requirements.



SUPPORT COORDINATION

Our friendly and experienced Support Coordinators consult over phone or video conference or in-person to help you

- understand your NDIS plan
- aim for optimal utilisation of your NDIS plan, maximising opportunities for you to fulfil your support needs to best achieve your goals with appropriate supports, services and equipment
- provide a range of unbiased and objective advice on suitable service providers, allowing you the choice and control to select your preferred service provider
- longer term support to enhance your capacity and empower you to manage your own supports and implement your plan, including informal, mainstream, community and funded supports
- help you navigate the complexities of NDIS





CHILD DEVELOPMENT SERVICES

Occupational Therapy

Support your child to process sensory inputs (e.g. sound, vision, touch and movement), balance skills (e.g. running, hopping), use hands for fine motor skills (e.g. drawing, cutting) to enable independence in daily tasks.

Physiotherapy

Help your child to control head and neck movements, reach milestones such as roll, sit, crawl and walk at the expected age, and provide support to enhance body posture, strength and muscle tone.

Speech Pathology

Assist your child with communication skills including learning to talk, speech clarity, understanding and using sentences, issues with stuttering and safe swallowing of food and drinks.

Dietetics

Understand your child's food sensitivities, intolerance and allergies, assess fussy eating habits, poor growth and failure to thrive. Design a nutritious diet plan to improve eating habits and enhance overall health of your child.

Psychology

Understand your child's behaviour, relationship, family and parenting issues. Provide support strategies to promote your child's self-esteem and assertiveness, manage emotions including anxiety and depression.



Our experienced team of integrated allied health professionals work with families to support children with developmental delay to learn, develop and reach their full potential. Appointments can be scheduled at home, at school, childcare, or at our centres.



CARER SUPPORT PROGRAMS



If you are a carer of one of our clients and wish to get more involved, we invite you to

- **Join our Carer Support Group**, that meets regularly to provide social connection for families and carers of our clients. We offer carer wellbeing activities, special events and festive lunches to celebrate special occasions.
- **Volunteer with us**, gifting your time with hands-on contribution to make a positive impact. Volunteering is also a rewarding way to stay connected with our community. Volunteering opportunities are available in our disability services, exercise and fitness groups and the Community Visitors Scheme.

Our Carer Support programs are aimed at fostering social connection to promote the health and wellbeing of the exceptional community of carers. These activities are **not** NDIS funded. We value your support.



Eligibility: Unpaid carers of our clients with a disability.



Believe in Yourself.



Kindness

your *best* self





7 LIFE AREAS

Foundations of our Day Support Programs



INDEPENDENT LIVING SKILLS



Self Care

Home Living and Domestic Skills

Gardening - Potting and Planting

Learning to Travel Independently

Staying Safe - Online

Staying Safe - At Home

Staying Safe - In the Community

Money and Budgeting

Food Fiesta - Cooking around the World

Simple Cooking skills to prepare basic meals

Sensory Cooking

Health and Nutrition



INDEPENDENT LIVING SKILLS

Activity	Description	Outcome
Self Care	Assisting participants to increase independence and skills in their individual personal care routines and to practice self care activities such as basic hygiene, shaving and grooming.	To gain skills, knowledge and self awareness of all aspects of personal care.
Home Living and Domestic Skills	Participants will be supported to learn a range of home living and domestic skills to enhance independence within the home. This program is tailored to individual needs and skill sets and prepares participants for transition into Supported Independent Living.	To develop basic domestic independent living skills.
Gardening - Potting and Planting	Calling all aspiring green thumbs! This program will focus on a progressive approach to gardening such as how to prepare soil ready for planting through to germination, plants coming into season and how ways in which we can use our produce.	To increase the ability and knowledge on how to plant seedlings and tend to plants throughout the seasons.
Learning to Travel Independently	Participants will plan and practice different public transport routes and travel to designated places. Participants will develop an understanding of local public transport routes and timetables and learn how to buy, use and top-up Myki.	To gain skills and knowledge to independently catch public transport and reduce the need for formal supports.



INDEPENDENT LIVING SKILLS

Activity	Description	Outcome
Staying Safe - At Home	Supporting participants on how to research and develop an understanding of basic safety at home e.g. fire safety and how to call for help if needed.	To develop an understanding of potential dangers at home and how to deal with them.
Staying Safe - When Online	A Cyber Safety program on how to explore and research strategies to stay safe online and practice sending emails, direct messages (DM) and posts while utilising safety guidelines.	To learn how to safely use the internet to protect privacy of oneself, family and others.
Staying Safe - In the Community	This program is an everyday essential skill. Here participants will explore and research strategies to stay safe in the community, and to practice crossing roads, talking to people in shops and the awareness of stranger danger.	To develop and improve independence in the community in a safe and supported environment.
Money and Budgeting	Important basic financial skills, here participants will gain the skills to develop and understand the difference between our needs and our wants with respect to spending our money and how to prioritize daily living expenses.	To develop and practice a healthy relationship with money and good money handling skills.
Health and Nutrition	Learn about how different foods interact with our body and how to make informed choices on healthy options for our wellbeing. Learn what to look out for when grocery shopping and how to swap out “sometimes foods” for healthier options!	To improve general wellbeing by learning about good nutrition for a healthier lifestyle.



INDEPENDENT LIVING SKILLS

Activity	Description	Outcome
Simple Cooking Skills to Prepare Basic Meals	Time to get your inner chef out! Here participants will learn how to plan a recipe, grocery list, shop for ingredients and how to prepare simple meals. Each week we will document what we have done and transform all work into a recipe book for participants to take home.	To improve independence around meal planning and develop safe food handling skills in the kitchen.
Sensory Cooking	See, touch, smell and most importantly taste the ingredients that go into our everyday cooking! This program focuses on the how each individual ingredient works together to create some of our favorite meals.	To be supported while preparing simple recipes, while focusing on the five senses: touch, smell, sight, taste and sound.
Juicing / Smoothies	Create delicious and nutritious smoothies and juices! Participants will learn how to plan a recipe, create grocery lists, shop for ingredients and how to prepare Healthy Vegie Smoothies & Fruit Juices. Each week we will document what we have done and transform into a recipe book for Participants to take home.	To develop basic cooking skills by preparing simple recipes with a focus on making smoothies and juicing fresh ingredients.
Food Fiesta - Cooking Around the World	You don't need to hop on a plane to have a taste of global cuisines. Each session will focus on a different country's gastronomy. Participants will learn about each culture and its traditions, and how they are different from ours. Each week we will document what we have done and transform this into a recipe book for participants to take home.	To learn how to plan, shop and prepare simple meals from different cultures using safe food handling practices.



Music – Sing along, Pop, Karaoke & Therapeutic

Floristry

Let's Dance

iPad Apps, Gaming and Social media

Drama Rama

Apple Store Tutorials

Arts and Craft in 2D and 3D

Sensory and Creative Art Therapy

Arm Chair Travel

Exploring Various Painting Methods

Crafty Corner

Creative Stories

CREATIVE ARTS





CREATIVE ARTS PROGRAM

Activity	Description	Outcome
Pop Sing Along	It's POP time! Choose your favourite pop songs and showcase your talent and love for music. Participants have the option to work towards and participate in an end of term group performance!	To enhance participants interest and passions for music and gain social and relationship skills to work as part of a team.
Golden Oldies Sing Along	It's time to bring back the Golden Oldies! Choose your favourite nostalgic tunes and showcase your talent and love for music. Participants have the option to work towards and participate in an end of term group performance!	To enhance participants interest and passions for music and gain social and relationship skills to work as part of a team.
Karaoke	Take to the stage with our in house karaoke program! Sing and dance to your favourite songs and channel your inner diva or favourite rock star!	To express participants creative side and gain confidence in performing in front of their peers.
Music Therapy	Facilitated by a Music Therapist, this program promotes physical, emotional and functional skills through fun and engaging music activities.	Developing and/or improvement in building social relationships within the group via music and movement.
Let's Create The Music	Design and create your own musical instruments. Share and play your instruments with your peers and have the opportunity to use them at the end of quarter music performance.	To develop confidence in the creative process of making music whilst experiencing a range of different styles and genres.
Music Glee Club	All Glee fans put your hands up! Participants get the amazing opportunity to learn a choreographed dance/sing along routine that will bring all the fun Glee memories back and then be able to perform at the end of the quarter.	To develop confidence in performing arts and how to have fun, keep fit & express yourself in a supported environment.



CREATIVE ARTS PROGRAM

Activity	Description	Outcome
Let's Dance	Get your dance shoes ready! We will learn choreographed dance routines that will then be performed at the end of the quarter.	Learning a variety of dance styles and moves in a group environment.
Drama Rama	Each Drama session will aim to support Participants on learning a scene to be incorporated into the end of year planned performances.	To foster enjoyment and confidence while learning new skills of the dramatic arts.
Floristry	Use the natural beauty and colour of flowers to create a masterpiece. Each session will focus on a different method of Floristry incorporating participants preferences for design and colour themes.	Experiencing a range of creative art projects focusing on basic floristry skills.
iPad Apps, Gaming and Social media	This program aims to support participants to use technology responsibly and gain skills in navigating popular apps, games and social media. Participants can get creative with photo editing software and their own music creations using Garage Band.	To build knowledge of computer software, phone apps and other digital platforms and how to use them.
Apple Store Tutorials	In this interactive workshop at the Apple Store, participants will learn to navigate a range of devices and popular applications. These sessions are tailored to enhance participants technology skills by navigating everyday Apple devices and applications – get Apple friendly!	Enhance skills and knowledge for everyday use of Apple devices and applications.



CREATIVE ARTS PROGRAM

Activity	Description	Outcome
Sensory Art Therapy	Using a range of different textures and materials, each session will focus on a different type of Sensory Art	To engage in a meaningful and therapeutic art making experience within a safe environment, whilst learning new creative skills.
Creative Art Therapy	Art can be created using so many different things! Get creative by exploring different materials, colours, textures and household items to create your masterpiece.	To develop fine motor skills and enjoyment of art, whilst promoting a sense of accomplishment in producing a work of art.
Exploring Various Painting Methods	It's time to be our own Picasso! Here participants will learn new methods of painting such as landscapes and abstracts. These will be displayed at the end of quarter Art Expo.	To develop fine motor skills and enjoyment of art, whilst promoting a sense of accomplishment in producing a work of art.
2D Arts & Craft	Explore various methods of art expression such as drawing and painting with textures and different materials. At the end of the quarter we will display participants art work in our Art Expo.	To have the experience from a range of creative arts projects exploring the world of 2 dimension.
3D Arts & Craft	Explore various methods of art expression such as clay work and sculpting with textures and different materials. At the end of the quarter we will display participants art work in our Art Expo.	To experience a range of creative arts projects exploring the world of 3 dimensional art such as sculpture and construction.



CREATIVE ARTS PROGRAM

Activity	Description	Outcome
Crafty Corner	Here participants will get creative by learning a new craft method such as how to upcycle household items into bags or how to transform old clothes into abstract art works. These artwork will then be displayed at the end of quarter Art Expo.	To develop fine motor skills and enjoyment of art, whilst promoting a sense of accomplishment in producing a work of art.
Urban Art	Each week Participants will learn a new process of art expression such as stenciling and abstracts. Showcase your creations at the end of quarter Art Expo.	To develop fine motor skills and enjoyment of art, whilst promoting a sense of accomplishment in producing a work of art.
Bug Hotel	Calling all creepy crawly lovers! Research and learn about different insects and go exploring to spot them in their natural habitats. Participants will then build a bug hotel to demonstrate an understanding of the insects.	To increase knowledge of insects and how they live in the ecosystem as well as the important part they play in our world.
Creative Stories	Participants will create a story with alternate endings, putting their creations together for a whole new story to share with friends! Create fictional characters and places and learn different aspects of story building e.g. using adjectives, nouns and verbs.	To develop imagination, creativity and expressive writing skills.
Arm Chair Travel	Explore the world without having to get on a plane! Focusing on a different country each week, participants will research and explore other countries through interactive maps and develop knowledge of cultural traditions and ways people live around the world.	To gain global awareness, knowledge and insights into different countries and cultures.

RECREATION & LEISURE



**Our Melbourne -
Sporting Centres**

**Exploring the City
Laneways**

**My Community
Options**

**Sports - Basketball,
Lawn Bowls, Bowling**

Markets and Malls

**Libraries and
Museums**

Walking Trails

**Sensory Parks and
Gardens**

Story Telling

**Games, Trivia, Movies
with Friends**

**Swim, Gym &
Fitness**

**My Weird Science
Experiments**



RECREATION & LEISURE

Activity	Description	Outcome
Bowling	Strike! Enjoy a game of ten pin bowling with your peers.	To have fun in a safe and lively environment while practicing ten pin bowling.
Basketball	Join us for a friendly basketball competition against one of our neighboring disability support services. Learn new skills, team work, increase your fitness and have fun!	To increase fitness and mobility while having fun in a safe lively environment. Developing and improving ball handling skills.
Lawn Bowls At Bowls Club	A fun and interactive way of connecting with each other and participating in community sport. Each week participants will play a game of lawn bowls with volunteers.	To feel a sense of inclusion and to have fun in a safe and supportive environment, while increasing independence in the community and improving our fitness and gross motor skills.
Our Melbourne - Sporting Centres	We are the Sporting Capital City! So what other way to enjoy this than to show our participants different sporting venues, and explore the sporting history and significance of our city.	To feel a sense of inclusion and to have fun in a safe and supportive environment, while increasing independence in the community and improving our knowledge of Melbourne's sporting precincts.
Swimming	A recreational swimming program to increase participants fitness, strength, mobility and water safety skills whilst having a ton of fun!	To increase confidence in the water and promote fitness and exercise with low impact movements.
Movies With Friends	Movie Time! Sit back and enjoy watching a different movie of choice each week with your friends (and popcorn of course!)	To feel a sense of inclusion and to have fun in a safe and supportive environment.



RECREATION & LEISURE

Activity	Description	Outcome
Sensory Parks and Gardens	There's nothing better than time spent in nature. Enjoy beautiful walks, while experiencing various settings in nature and exploring flora and fauna in our local parks and gardens.	To improve fitness and mobility whilst enjoying the great outdoors.
Walking Trails	Get outdoors and improve your health and fitness by exploring some of Bayside's wonderful walking trails.	To improve fitness and mobility.
Libraries and Museums	Explore libraries and museums within our community to research and enhance individual interests.	Develop knowledge of how to access libraries and use its resources to research topics of interests.
Markets and Malls	Join us for some retail therapy! Access the community and visit our wonderful local markets and malls.	Increasing independence through community inclusion.
Gym & Fitness	Assisting participants to maintain and enhance their fitness levels through weekly gym sessions. Participants learn how to use the gym equipment safely and effectively and why it is important to move our bodies.	To enhance participants' fitness and mobility while having fun in a safe environment.
Story Glory	Calling all book lovers! This program aims to get participants involved in a new story each week. This aims for open discussions around themes and underlying topics.	To develop a sense of inclusion and literacy appreciation as we explore different styles and genres of books.



RECREATION & LEISURE

Activity	Description	Outcome
Games and Trivia	A fun and entertaining program for all participants who will get to play board games and show off their trivia knowledge. At the end of the program will be able to organise a round robin style championship.	To feel a sense of inclusion and have fun in a safe and supportive environment.
My Weird Science Experiments	A very exciting program to get our Einstein hat on! Each session will focus on a different aspect of science, such as kinetic energy and chemical interactions, with hands-on experiments with science!	To learn science and experience cause and effect activities in a fun way.
My Community Options	Join us in exploring some of the amazing recreational activities our community has to offer. Each week participants will attend a different community venue, try new things and have fun!	To feel a sense of inclusion and to have fun in a safe and supportive environment, while increasing independence in the community.
Exploring the City Laneways	We are so lucky to have such a fun and diverse city in Melbourne. Each week participants will visit a different Melbourne City Laneway and explore its surroundings.	Get to know your city, increase independence in the community and have fun.
Sports In The Park	Participants will access local parks and work together to participate in different sports each week. Participants will increase their gross and fine motor skills, hand eye coordination and ball handling skills along with enjoying positive social interactions amongst players.	To feel a sense of inclusion and to have fun in a safe and supported environment while increasing independence in the community and improving fitness and gross motor skills.



Anti bullying

Networking Skills

**Communication Skills
- Sign Language**

I, Me, Myself

Coffee Club

**Morning Greetings
With Purpose**

**Zero Tolerance
- Client rights**

Client Meetings

**Manners and
Etiquette**

**Being Safe in the
Virtual World**

SOCIAL & RELATIONSHIP SKILLS





SOCIAL & RELATIONSHIP SKILLS

Activity	Description	Outcome
Morning Greetings With Purpose	Participants will be supported to greet each other with purpose each day, taking the time to practice active listening while promoting a positive, welcoming and calm environment.	To provide a calm and positive start to each day for all staff and clients.
Anti Bullying	A very important program which focuses each week on a different topic such as calling out, zero tolerance as well as group discussions around how these subjects can relate to us in our everyday lives and how to feel safe in different areas of life.	To learn about the different types of bullying behaviours and how to call out and protect yourself against bullies.
I, Me and Myself	An essential need to learn about yourself, this program will focus on a different topic each week such as self awareness, my identity, being my best self, as well as group discussions around how these subjects can relate to us in our everyday lives.	To develop an understanding of our own emotions and feelings and how we react to the world around us.
Networking Skills Development	How do we go through life without networking in every space? This program will shares big life resources including activities and projects to enhance our networking skills.	To develop an understanding of social networking and how to interact with the world around us.
Coffee Club	A fun opportunity to get out and visit a local café each week!	To develop and promote independence when at a café and enjoy the wonderful world of coffee in Melbourne.



SOCIAL & RELATIONSHIP SKILLS

Activity	Description	Outcome
Communication Skills - Sign Language	What a beautiful and unique opportunity where each session focuses on either the alphabet, colours, phrases, foods, actions or needs and wants in Auslan. At the end of the 12 weeks participants will perform the "I Am Australian" song in Auslan.	To develop basic sign language skills as this will benefit our ability to communicate effectively with everyone.
Client Meeting	Participate in client meetings each week, to discuss agenda items and raise queries or present ideas to the group.	To develop a team work environment and learn some new meeting skills by providing feedback to peers and staff.
Being Safe in the Virtual World	Cyber Safety is a very important topic to be across. This program aims to help participants explore and research strategies to stay safe online and practice sending emails, direct messages (DM) and posts while utilising safety guidelines.	To develop life skills on how to use the Internet safely while maintaining privacy and confidentiality amongst participants.
Zero Tolerance - Client rights	Supporting participants to have positive interactions with peers, staff and the local community. Providing opportunities for participants to advocate for themselves and others. Providing resources, information, referrals for specialised support services available to participants where applicable.	To become empowered through an understanding of our own rights and responsibilities and how to uphold them.
Manners and Etiquette	Provide participants with skills to interact with and plan events for peers and staff with a focus on etiquette.	To enhance socially acceptable skills for all occasions.

MIND, BODY & SPIRIT



Be Your Best Self

Yoga

Tai-Chi

**Relaxation and
Massage**

**Human Emotions
and Feelings**

**I am Human - how my
body works**

Gentle Exercise

**Our Adult Lives and
Respectful Relationships**

**Relaxation and
Meditation**

**Relaxation from
around the world**



MIND, BODY & SPIRIT

Activity	Description	Outcome
Be Your Best Self	Be kind to yourself! Each week our focus will be on a different aspect of human emotions and how to work through them to be the best version of you.	To develop an understanding of our own emotions and feelings and how we react to the world. This will help strengthen self awareness.
Human Emotions and Feelings	So important to get to know yourself! Our focus will be on a different aspect of human emotions and how our feelings and emotions are linked to our human body.	To develop an understanding of our own emotions and feelings and how we react to the world. This will help strengthen self awareness.
I am Human - How My Body Works	This program will focus on a different part of the human body each week to understand how our bodies are designed, how things work and why.	To develop a basic understanding of the human body, it's parts and how they work.
Our Adult Lives And Respectful Relationships	Learn key skills for successful relationships - here participants will focus on respect, consent, rights, advocacy and what we want to achieve in our personal lives with others.	To understand what a healthy adult relationship looks like, by focusing on respect and consent as well as learning how to develop a sense of self awareness.
Yoga	Join a professional yoga instructor who will run yoga sessions adapted to participants' needs and abilities.	To experience physical relaxation through yoga and meditation.



MIND, BODY & SPIRIT

Activity	Description	Outcome
Gentle Exercise	Participants will learn different ways of gentle exercise in a small group.	To improve fitness, mobility in a safe and calm environment.
Relaxation from around the world	No need to book a flight just yet. In this program participants will virtually visit countries from around the world and learn to relax using techniques from different countries such as aromatherapy, traditional music.	To experience basic natural relaxation techniques from around the world.
Gentle Exercise Based On Tai Chi Methods	Each session will provide tai chi moves that help with reducing stress and anxiety, and also helps increase flexibility and balance.	To enhance physical and emotional wellbeing.
Relaxation and Massage	Participants will practice self massage, breathing techniques and guided visualisation exercises to feel more present and at peace.	To experience greater feelings of emotional and physical relaxation.
Meditation and Relaxation Activities	It has been proven that meditation can help improve the quality of life, by reducing stress and anxiety, and providing better sleep and mindset throughout the day. Participants will learn different ways of how to mediate and relax.	To experience greater feelings of emotional and physical relaxation through meditation.



**Functional
Numeracy -
Budget
Management**

**Creating slideshows
with Microsoft
PowerPoint**

**Functional
Literacy**

**Packaging and
Distribution**

**Verbal
Communication
Skills**

**Written
Communication
Skills**

PRE-WORK SKILLS DEVELOPMENT





PRE-WORK SKILLS DEVELOPMENT

Activity	Description	Outcome
Functional Numeracy (Budget Management)	One of the most important pillars in life is Financial Literacy. Participants will learn how to budget a set amount of money they are allocated, taking into consideration their needs, wants and wish list items. As the weeks progress, participants' ability to understand how much money is needed for the items they wish to purchase and how to prioritise should start to develop as a new skillset with minimal staff prompting.	To develop and improve functional numeracy skills with a focus on budgeting and tracking of own spending.
Functional Literacy	This program aims to enable participants to lead a more independent life, with proficiency in writing, reading and computer literacy.	To develop and improve functional literacy skills with a focus on everyday independence.
Verbal Communication Skills	Participants will develop and practice various strategies to improve their ability to communicate effectively with peers and colleagues.	To develop various styles of verbal communication skills, whilst focusing on work readiness.
Written Communication Skills	A great opportunity for participants to develop and practice various strategies to improve their ability to communicate effectively via Literacy/Writing Tasks.	To improve written communication skills by improving vocabulary and understanding the purpose of different forms of written communication.



PRE-WORK SKILLS DEVELOPMENT

Activity	Description	Outcome
Creating slideshows with Microsoft PowerPoint	Learn optimal use of Microsoft PowerPoint, an important program to present and express your work. Here we will practice using PowerPoint and each week we will focus on a different action such as how to copy and paste pictures, how to format backgrounds and how to edit or add text boxes, plus more. At the end of the 12 weeks Participants will present their PowerPoint project to their peers via an Expo.	Learning how to use PowerPoint in Microsoft Office Suite and how to create a PowerPoint slideshow presentation.
Packaging and Distribution	Support SALMAT Paper Delivery, be engaged in folding and packaging the papers for delivery and then walk around the neighbourhood to deliver the papers.	Learn essential work skills of teamwork, packaging with precision, working to timelines and fulfilling the tasks to expected standards.



CIVIC & COMMUNITY INCLUSION



Your Rights and Responsibilities

Publishing: design and prepare publications

Save our Planet

Have a Say in the Community - Voting

Advocacy Group - VALID

Public Help - Fire, Police, Ambulance

Being a Good Citizen

Meals On Wheels

Culture and Diversity

Exploring our Parks and Gardens

Volunteering Opportunities

My community, My choice



CIVIC & COMMUNITY INCLUSION

Activity	Description	Outcome
Publishing: Design and Prepare Publications	This program will offer participants the opportunity to learn basic aspects of how to design, plan and prepare a publication such as a newsletter, advertising flyer or personal social story. Individual needs and interests will be taken into account with each participant having tailored aims and outcome goals.	To help develop and increase more independence and improve computer skills and photo editing software abilities.
Save Our Planet	Participants will learn how we can help to save our planet and the importance of everyone doing their own little bit. Recycling at home and work activities will include fun, climate-friendly tasks participants can engage in independently or with support.	To increase awareness and knowledge around Climate Change and what actions we can all take to help save our planet.
Have A Say In The Community - Voting	Be part of your community! In this program, participants will complete fun and engaging voting activities. This series of sessions will provide ideas and materials aimed at supporting individuals to participate in the election process. Activities are grouped by themes and will be adapted depending on the particular needs and abilities of participants.	To empower and promote independence amongst participants who would like to feel a sense of ownership over their everyday lives.
Volunteering with ACO	Participants will get the valuable opportunity to volunteer at our Edithvale & Cheltenham disability centres to help support the delivery of programs. Our Client Support Professionals will provide guidance to help volunteers get the most out of this experience	To increase an understanding of Rights & Responsibilities, independence and generate feelings of empowerment and a sense of contribution via volunteering activities.



CIVIC & COMMUNITY INCLUSION

Activity	Description	Outcome
Your Rights And Responsibilities	This program provides opportunities for participants to socialise with the local community and learn about their rights and responsibilities. Supporting and encouraging positive interactions with peers, staff and community will help participants learn the skills needed to advocate for themselves and others. Information and referrals for specialised support services will also be provided where applicable.	To increase an understanding of Rights & Responsibilities, independence and generate feelings of empowerment.
Public Help - Fire, Police, Ambulance	It's so important for everyone to know how and when to use community resources such as our Police, Fire and Ambulance services. This is the focus of this 12-week course, giving participants the chance to interact with community members, peers and staff while learning these important life skills.	To promote independence and teach participants the importance of when and how to use community safety resources.
Advocacy Group VALID	Each month the Victorian Advocacy League for Individuals with Disability (VALID) hold a meeting. Our participants are able to attend these meetings and hear from advocacy groups about options to engage with community groups to enhance and empower their everyday lives.	Participants will experience an increase in their confidence and feeling of independence and empowerment.
Exploring our Parks and Gardens	A great opportunity to experience various settings in nature, exposing participants to flora and fauna in our local parks and gardens.	An improvement in participants' fitness and mobility whilst enjoying parks and gardens.



CIVIC & COMMUNITY INCLUSION

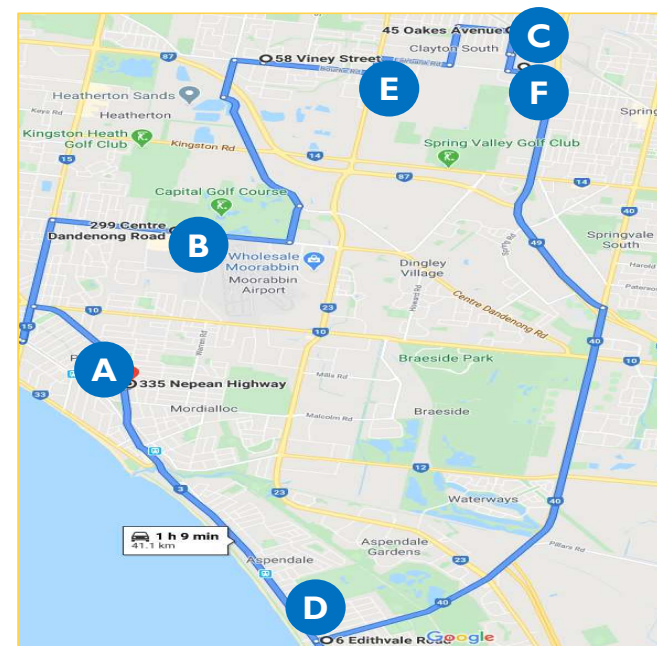
Activity	Description	Outcome
My Community My Choice	During this 12 week group program, participants will learn to make their own independent choices on how to plan and visit places in the community that are of interest to them and develop an understanding of why those places interest them.	Increased independence and an opportunity to improve knowledge and participation in community activities at local venues.
Being A Good Citizen	During this program, participants will research aspects of society and community life, focusing on building positive relationships with various groups. This will enable them to form connections and develop an understanding of what it means to be a good citizen, such as the importance of volunteers in our world.	A good understanding of how society works and what it means to be a good citizen.
Culture And Diversity - Indigenous Australia	An important and rich experience for our participants to research and explore Indigenous Australian culture, including traditional land names and varying traditions amongst Aboriginal and Torres Strait Islander communities.	Developing knowledge and awareness of Indigenous Australian Culture.
Cultural Awareness	An exciting and rich opportunity to attend cultural sessions which will focus on various cultural calendar events throughout the year.	Improve knowledge and awareness by understanding different cultures and traditions.
Meals On Wheels	On a weekly basis, participants will have the rewarding experience of delivering food to local community members as part of the Meals on Wheels program.	A sense of self-worth and community inclusion through team work and by helping others .



OUR NDIS SERVICE LOCATIONS

- A** 335 Nepean Highway, Parkdale [DSP, SC, CDS]
- B** 299 Centre Dandenong Road, Cheltenham [DSP]
- C** 45 Oakes Avenue, Clayton South [DSP]
- D** 8 Edithvale Road, Edithvale [DSP]
- E** 58 Viney St, Clarinda [CDS]
- F** Westall Hub, 35 Fairbank Rd, Clayton South [CDS]

DSP: Day Support Programs; SC: Support Coordination;
CDS: Child Development Services



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