



**Capable
Me**

Info Pack

Your partner in reaching your goals, at work and in life

We support the

ndis

SOUTH EAST

59-63 Williams Rd,
DANDENONG SOUTH
VIC 3175

GEELONG

19 Indiana Ave,
CORIO
VIC 3214

GOULBURN

8 New Dookie Rd,
SHEPPARTON
VIC 3630

NORTHPOINT

3 Trade Park Dr,
TULLAMARINE
VIC 3043

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What is Capable Me?

Capable Me provides a further education and social space for all young adults with NDIS funding to develop the skills needed to enter the workforce, the confidence to explore personal interests and the practical experience to support lifelong independence. We do offer SLES (School Leavers Employment Support) however you don't need SLES funding to attend, which is why we prefer to say 'Education and Training'.

At Capable Me, work adjacent skills are offered in addition to work related skills, for a more wholistic approach to adulthood. It's not just about getting a job, but also growing and thriving beyond work, with the option of social and recreational programs that reinforce many of the skills you have learnt in our educational programs.

Once you are in employment, Capable Me continue to provide ongoing mentoring and workplace support as well as further education, or even just the opportunity to stay in touch with your friends with the social and recreational activities.

Capable Me falls under the Gre8 umbrella and recognises the transitional needs of young adults leaving school and not yet ready to join the workforce.



Hey School Leavers, if you enjoyed your Gre8 SBAT and want to continue on your career path in hospitality, horticulture or warehousing, we have programs to get you there!

Registered NDIS Provider

We support the
ndis

How does Capable Me relate to Gre8?



Gre8 serves as the overarching entity that encompasses both school-based and post-school education, training and personal development.

Gre8 SBATs (school-based apprenticeships or traineeships) offer senior high school students a unique opportunity to acquire practical workplace experience while benefiting from structured training provided by a Registered Training Organisation.

Under the Gre8 umbrella, three distinct workplaces thrive: 'Make n Bake' in the baking and food processing sector, 'Prune n Bloom' in horticulture, and 'Pick n Pack' in warehousing. These workplaces not only employ Gre8 SBATs but also extend their services to the broader community.

Capable Me emerged in response to the specific needs of young adults transitioning out of school, who may not be immediately prepared to enter the workforce. This initiative provides a bridging service designed to assist young school leavers in enhancing their independent living skills and confidence across various domains. The ultimate goal is to support young adults in finding a job that aligns with their strengths and aspirations. Capable Me services are divided into three categories; Education and Training (including 1:1 Pathway Planning), Social and Recreation and Support Co-Ordination

School Based

School Leavers

**Suitable for
eligible senior
school students**

**School Based
Apprenticeships &
Traineeships**



**Bakery and Food Processing
Warehousing
Horticulture**



**Suitable for
school leavers and
young adults**

**Adult further education
and personal growth to
support employment**

**Education & Training (SLES)
Social & Recreation
Support Co-Ordination**



Who are we?

We are a team of fun, dedicated and passionate individuals with the common goal of supporting others to live a life they are passionate about.

We work to create an inclusive environment where all individuals feel valued, respected, and supported. We believe that when we bring together people from all walks of life and celebrate what makes us different, we create an incredibly vibrant and exciting culture that's unlike anything else.

Where to find us

Dandenong

59-63 Williams Rd,
DANDENONG SOUTH, VIC 3175

Geelong

19 Indiana Ave,
CORIO, VIC 3214

Shepparton

8 New Dookie Rd,
SHEPPARTON VIC 3630

Northpoint

3 Trade Park Dr, TULLAMARINE
VIC 3043

Call Us

Support co-ordination:
Kelly: 0424834977

General info:

Anthony: 0409 508 731
hello@gre8capableme.com.au

Connect with us

www.capableme.com.au
@capableme.gre8

Imagine you're a formula 1 driver,
and Capable Me are your pit crew,
getting you ready to hit the road
with all the necessary information
to make a smooth transition
into the fast lane.



Capable Me acknowledges that we gather, live and work on Aboriginal land.
We pay our respect to the elders' past, present and emerging
as we walk together on this beautiful land, we call home.
We are LGBTQIA+ friendly and a Transgender Safe Space



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Services

Education and Training Programs

Social and Recreation programs

1:1 Pathway Planning

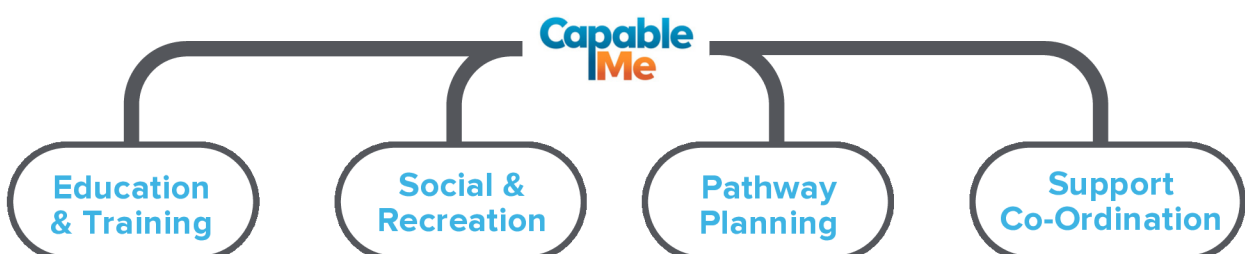
Support Co-Ordination

We work with you to explore all of the options on your journey into the workforce and adulthood. Our goal is to create positive experiences that boost your work capability and confidence through a variety of pre-accredited and industry-relevant training programs. These [Education and Training](#) programs are designed to provide the skills you need to find a job that brings you satisfaction, the opportunity to trial different roles and the space to have fun.

But it's not all work and no play! We also offer [social and recreational programs](#) that enable you to develop independence and interpersonal skills, improve your fitness, flex your creativity and have a great time.

In addition, we provide [1:1 pathway planning](#) that supports your growth within your place of employment, external education provider or daily life. We can help you upskill, discuss workplace relations and liaise with your employer to create learning opportunities to help you thrive at work. Scared to ask your boss for time off, or worried about filling in forms? We got you!

Our [support coordination](#) service is all about helping people with NDIS funding get the support and services they need to live their best lives. Our goal is to make the whole NDIS thing a bit less confusing and help you make the most of your funding.





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Program overview

Education & Training

Employment Assistance

Exploring Adulthood
Introduction to Hospitality
Computing and Gaming
Sport, Health and Wellbeing
Group Based Pathway Planning
Travel Training
Creative Industries
Cooking for Life

Qualification Programs

Driver's Education (Pathway to L's)
First Aid
Forklift Training

Not all programs are available at all sites. Each program is subject to minimum and maximum numbers.

The following pages provide more info about each program.



Social & Rec

Daily Activities

On and off site activities

After Hours Activities

On and off site activities

Pathway Planning

1:1 Pathway Planning

Individual needs based program

Tafe Pathway

Support to explore further study through TAFE

Qualification Pathway

Qualifications that may be available subject to criteria

SBAT Pathway

continue learning and building your skills through hands-on experience and further training.

Our team is always looking for suitable new programs and activities to add to our service offering

1:1 Pathway Planning

We're here to help you navigate life's ups and downs—whether that means learning to budget, figuring out your next steps, or enrolling in further study like TAFE.

We don't just help you enroll—we're with you every step of the way. That means supporting you while you're at TAFE or studying elsewhere, helping you manage your course load, stay organised, and balance study with life and work. We can also work with your employer or training provider to make sure you feel supported and set up for success.

Our 1:1 Pathway Planning sessions are all about helping you set meaningful goals and work out how to get there.

More info about 1:1 Pathway Planning is located on page 15 in this info pack!



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Tafe Pathway

Capable Me supports participants who are ready to explore further study through TAFE. We offer 1:1 Pathway Planning to help with:

- ✓ Finding the right TAFE course
- ✓ Completing applications and enrolments
- ✓ Supporting TAFE attendance (alongside Capable Me)
- ✓ Homework help and study support
- ✓ Creating a hybrid model: Capable Me + TAFE together

We're flexible and happy to work around TAFE timetables, making it easier for young people to access the education that suits them best.



Certificate Pathways

At Capable Me, we're always looking for new ways to support our participants into meaningful education and employment.

Below are some additional qualifications we may be able to offer, depending on interest, availability, and site logistics.

Supply Chain (Warehousing):

- Certificate II in Supply Chain Operations
- Certificate III in Supply Chain Operations
- Certificate IV in Supply Chain Operations

Horticulture:

- Certificate II in Horticulture

Cooking for Life:

- Certificate II in Baking
- Certificate III in Food Processing

These qualifications would be delivered on a case-by-case basis. Factors such as location, group size, trainer availability, and travel need to be considered. If you're interested, please let us know and we'll explore the options with you.

SBAT Pathway

If you complete your SBAT and discover that you love the industry you've been working in, Capable Me can help you keep going! Whether it's baking, horticulture, or warehousing, you'll have the opportunity to continue learning and building your skills through hands-on experience and further training.

Courses that make up the hospitality pathway:

Introduction to Hospitality
Cooking for Life
Hospitality Work Experience

Courses that make up the warehousing pathway:

Forklift Training
Cert IV Logistics
Warehousing Work Experience

Courses that make up the horticulture pathway:

Horticulture
Horticulture Work Experience





Sample Timetable

Each program runs from 9am-3pm

Tick one box for each day to create your ideal timetable.



We can support you to select programs that support your goals

Monday

- ☐ Creative Industries.....Employment Assistance
- ☐ Cooking for Life.....Employment Assistance
- ☐ 1:1 Pathway Planning*Employment Assistance
- ☐ Warehousing/ Forklift.....Work experience Program/ Qualification

Tuesday

- ☐ Exploring Adulthood.....Employment Assistance
- ☐ Sport, Health and Wellbeing.....Employment Assistance
- ☐ Foodbank Warehousing.....Work Experience Program

Wednesday

- ☐ 1:1 Pathway Planning*Employment Assistance
- ☐ Computing and Gaming.....Employment Assistance
- ☐ Horticulture and WoodworkEmployment Assistance
- ☐ LVK – Dark Kitchen.....Work Experience Program

Thursday

- ☐ Drivers Education.....Qualification
- ☐ Introduction to Hospitality.....Employment Assistance
- ☐ Travel Training.....Employment Assistance
- ☐ Foodbank Warehousing.....Work Experience Program

Friday

- ☐ Off-Site Community Access.....Social and Recreation
- ☐ On-Site Fitness, Technology or Creativity.....Social and Recreation
- ☐ Foodbank Warehousing.....Work Experience Program

*Pathway Planning by appointment, sessions typically go for 1-2hrs.
The timetable is subject to change, and programs require minimum numbers to run.

Education & Training Programs

Qualifications



Drivers Ed - Pathway to L's

Course duration: 12 weeks

This program is designed to help you obtain your learner's permit and become a safe and skilled driver. Our comprehensive program covers everything from essential road rules and safety skills to roadside emergencies and car maintenance. Our team will guide you through every step of the process, providing you with practical experience in hypothetical driving scenarios and giving you the tools you need to change a tire, check your oil and wiper fluid, and fill up your fuel tank. You'll be well-prepared to take the learners test and obtain your learners permit.



Forklift Training

Course duration: 24 weeks

This program prepares you with all of the theoretical and practical experience required to obtain your licence to operate a forklift. You will be taught forklift and warehouse safety, emergency procedures, stacking and shifting pallets, calculating loads and risk management. You will then be invited to sit the WorkSafe Victoria Notice of Assessment (qualifying you for your forklift licence) which comprises of a written and practical assessment. The Cost of the WorkSafe Victoria Notice of Assessment (Forklift License) is NOT covered by Capable Me and costs around \$500.

First Aid Certificate (Recommended)

Course duration: 12 weeks

This program teaches you the skills and knowledge required to provide a First Aid response to a person in need and will qualify the learner as a level 2 First Aider. This hands-on course covers CPR training and a range of practical first aid applications along with other emergency procedures such as DRABCD. We recommend this course, not only for its usefulness, but also as a great resume addition.



Education & Training Programs

Employment Assistance

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Exploring Adulthood and the Workforce (Recommended)

Course duration: year long

This program delves into the multifaceted world of adult life and careers. Designed to help you understand the challenges and opportunities that come with navigating the workforce, this program covers a wide range of life skills and topics including sexual health (delivered by Sexual Health Victoria), personal hygiene, job seeking, resume writing, money skills, living independently or with others, work-life balance, mental and physical health and online safety. You will gain practical skills to successfully navigate the world of work and independent living.

Sport, Health and Wellbeing

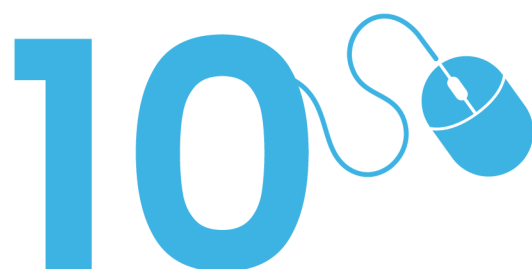
Course duration: year long

In this program, we delve into the intricate anatomy of the human body, focusing on physical fitness, mental health, and mindfulness. Through this exploration, you'll gain a deeper understanding of how your body functions and discover practical ways to maintain a healthy lifestyle. Our goal is to help you improve your overall health and understand the importance of physical activity, all while having fun and making new friends.

Introduction to Computing and Gaming

Course duration: year long

In this course, you will explore the history of digital gameplay and where it's headed, while exploring VR possibilities. You'll learn about the evolution of technology and how computers work, store and process information. You will dive into the thrilling world of gaming and learn how to create and play video games. You will also gain hands-on experience with popular game development tools, learn the coding basics and design and develop your own games. If you're passionate about technology and gaming, join us and get ready to level up your skills in computing and gaming!



Education & Training Programs

Employment Assistance



Cooking for Life

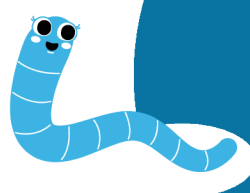
Course duration: year long

This program teaches you how to create wholesome, nutritious dishes using fresh, high-quality ingredients. You'll become familiar with where to source quality foods and understand the cost comparisons of different food retailers, empowering you to make informed choices about your food purchases. Through practical, hands-on learning experiences, you'll learn a variety of cooking techniques and be inspired to create new and exciting dishes. You will gain the skills and confidence to prepare meals that are delicious, healthy, and cost-effective.

Horticulture

Course duration: year long

You'll explore the world of plants—how they grow, how to care for them, and how they help our environment. You'll learn about soil, garden design, propagation, plant identification, and sustainable gardening practices. This is a hands-on course where you'll spend time working outdoors, learning real-life skills that can lead to careers in landscaping, nursery work, garden maintenance and more. Whether you're passionate about nature or just want to learn how to grow a killer veggie patch, this is your chance to dig in and grow your skills from the ground up!



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Education & Training Programs

Employment Assistance



Travel Training

Course duration: year long

This program is designed to equip you with the knowledge and skills necessary to become a confident and capable public transport user. Discover Melbourne city and regional towns as learn about various aspects of public transport, including how to plan routes, use related technology, read maps and schedules, top up Myki cards, and how to board and disembark safely. You will experience various types of public transport, such as buses, trains, and trams to help you gain the confidence and skills to use public transport.



Introduction to Hospitality

Course duration: year long

This program is all about giving you the knowledge you need to work effectively in a kitchen with others. Plus, you'll learn how to deliver top-notch customer service with hands-on experience serving the guests that attend the Doveton Neighbourhood Learning Centre. You will build confidence in a customer facing role, learn a variety of culinary techniques and prepare a range of foods which you will be able to enjoy as well.

Creative Industries

Course duration: year long

Our Creative Industries program is a unique blend of theory and practice that explores artistic fields such as Drama, Music, Creative Writing, Art, Dance, Photography, and Videography. From improvisation in Drama to the rhythmic world of Music and the diverse styles of Dance, this program caters to every artistic passion. You'll have the opportunity to explore Photography and Videography for platforms like TikTok and Instagram and how to express yourself through captivating words as you learn the basics of Creative Writing. The program, enriched with day excursions, promises a well-rounded experience for every aspiring artist.

Social & Rec Programs



At Capable Me, we believe in a holistic approach to growth and wellbeing—one that embraces fun, friendship, and a little bit of healthy competition. Our Social & Recreation programs are all about having a great time while exploring your interests. Whether you're diving into the world of computer gaming, enjoying classic group games, or heading off-site for exciting adventures like movies, bowling, or city outings, there's something for everyone.

Our team is there to support you every step of the way, creating a safe, relaxed, and inclusive space where you can be yourself, try new things, and connect with like-minded people.

Whether you're getting creative with art, staying active with team sports, or just chilling out with friends, fun is always at the heart of what we do.

Off-site Social & Rec Community Access

Course duration: year long

This program is all about exploring the world around us and having fun while doing it. Our team will be there every step of the way to ensure that everyone feels safe, comfortable, and included. Whether it's catching a movie, hitting the bowling alley, or exploring the city, our program offers a variety of different activities to suit everyone's interests. We'll also be providing support and guidance along the way, so you can get the most out of your experiences.

On-site Social & Rec Capacity Building

Course duration: year long

This program is all about having fun and making new friends. We'll provide a chill and laid-back atmosphere where you can relax, play some games, and hang out with like-minded people.

On our social and rec days you can choose if you head out into the community or stay on site and join in a game or get creative

After hours fun

Evening and Weekend Social Events

In addition to our Monday and Friday social and recreation activities Capable Me offers personalised 1:1 and small group support, quoted per activity.

We understand that social connection is an essential part of life, so our [Evening and Weekend Social Events](#) provide personalised 1:1 and small group support that meets your interests and preferences.

Our Evening and Weekend Social Events are all about YOUR interests – think sports, concerts, escape rooms, and more! We plan everything based on what you like for a super fun time. Our friendly crew is here to make sure you have a blast in a safe space.

**WE'RE ALL
ABOUT MAKING
NEW FRIENDS,
TRYING COOL
STUFF, AND
HAVING A
BLAST.**

**LET'S MAKE
YOUR IDEAS
HAPPEN!**



1:1 Pathway Planning



1:1 Pathway Planning

We're all about providing awesome 1:1 support for young people trying to navigate life's trickiest hurdles. From paying bills to nailing that dream job, we're here to help. Our team is committed to making sure you reach your goals. We can even liaise with your employer to make sure you're thriving in the workforce. So, if you're ready to kick some serious life goals, we're ready to help you get there.

What we can help with

Workplace mentoring:

Advice from people that have been where you are now

Life admin:

All that boring stuff adults are required to stay on top of. Think insurances, planning and budgeting

Completing forms

Not sure what an BSB or TFN are?
We do, and we'd love to help

Workplace relations

Having trouble with a colleague?

How to have tough conversations

Are you afraid to ask for time off?

Finding work

We are like job hunting detectives

Making appointments

Making phone or online appointments and time management



Jack made the decision to take a break from paid employment and to trial another role as a volunteer. However, this resulted in reduced income and caused him to feel stressed about managing his expenses. To alleviate his worries, Jack and the pathway planner sat down together and analysed his spending, daily expenses, and income.

By closely examining where his money was going, we developed a comprehensive budget that allowed him to continue buying lunch twice a week, paying his bills and PS4 subscription, and even save money.

The pathway planner checks in with him every week to touch base on his progress, and with this plan he has been able to save a few hundred dollars while still managing his expenses.

Job interviews

We can role play loads of questions you're likely to be asked during an interview

Job applications

Not sure if you want to hand in your resume in-person or online? Let's explore.

Skill building

Support to help you upskill and become more qualified to start a new role.

Anything you feel you could use a bit of help with



This survey will help us to discover your work goals





Work Experience & Placement Examples

Food Bank Warehousing

This work placement opportunity with Foodbank - Australia's largest food relief organisation - allows Capable Me participants to gain hands on experience with tasks such as sorting, packaging and labelling various goods in a warehouse environment. You will also learn about essential health and safety practices that are crucial to maintaining a safe working environment, how to operate pallet jacks and other warehouse machinery safely. This on-site workplace fosters an inclusive and open culture, creating a supportive and engaging learning environment.



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LVK Dark Kitchen

If you're a foodie and dream of a career in the hospitality industry, LVK Dark Kitchen in Clyde North has a great work placement opportunity.

When you feel confident and have demonstrated the necessary skills Capable Me will support you to meet with Lanterns Viet Kitchen management and discuss the option of paid work.



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Support Co-ordination

The Capable Me Support Coordination team is all about helping people with NDIS funding get the support and services they need to live their best lives.

We know that the NDIS can be a confusing and stressful process. That's where we come in - our team is here to guide you through the process and make sure you get the most out of your NDIS plan. We work closely with you to figure out what you need and then use our knowledge of the NDIS system to hook you up with the right services. We're all about making sure you get the support you need to achieve your personal goals, connect with community services, and build your skills and confidence.

Whether you need help managing your NDIS funding, choosing services, or coordinating your care and support, we're here for you. Our goal is to make the whole NDIS thing a bit less confusing and help you make the most of your funding.

We're a friendly, caring and dedicated bunch here to help you every step of the way.



Contact:

kellyp@gre8capableme.com.au



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Online Learning

Many of the programs we have on offer can also be accessed remotely! We only require that you have a stable internet connection and an electronic device with a camera, and you will be able to attend most of the programs on offer from home.

Getting here

Individualised Travel Training Plan

We can create an Individualised Travel Training Plan that may assist you in finding the best route to each of our sites. This plan includes specific bus and train routes from your exact location, with pictures of various landmarks to make traveling easier.



Are you for us?

When you're a part of Capable Me, you're a part of a supportive community who respect each other.

We aren't expected to always get it right, but we take responsibility for our actions and are open to suggestions.

We seek opportunity and are committed to lifelong learning. We encourage each another. We are free to be ourselves while showing kindness and compassion. We are proactive and find creative solutions to problems.

We support the

ndis

What is SLES?

SLES stands for School Leaver Employment Supports (SLES) Program, however Capable Me provides a further education space for ALL school leavers with NDIS funding

What is Capable Me?

Capable Me is a further education and social space that supports individuals to develop the skills needed to find employment that brings satisfaction, the confidence to explore personal interests and the practical experience to support lifelong independence.

Is this like school?

No! We work in small groups to give you a range of skills and experiences. At Capable Me, work adjacent skills are offered in addition to work related skills, for a more wholistic approach to adulthood. But we also love to have fun! Check out our social and rec programs!

What are work adjacent skills?

These are adult life skills, like having tough conversations, navigating work place relationships, travel training or drivers ed. It's not just about getting a job, but also growing and thriving beyond work.

What is social and rec?

Think sports, gaming, crafts, exploring the city, relaxing at the movies, challenging your friends at bowling. These activities are aimed to support social skills, wellbeing and mental and physical health.

Do I need SLES funding to go there?

No. There are several ways you can access the Capable Me supports and services. We can provide advice and guidance to find the best funding option for you.

I liked doing my cert 2 & 3 in warehousing and logistics with school, can I do this after school?

Yes, Capable Me offers Forklift licencing, along with workplace skills, first aid and travel training. With all these skills under your belt, we can help you get work experience, and even employment with our partners.

Do I get paid to go there?

No, we know this can be a bit disappointing. We do however, help you to find job opportunities that do pay.

Success stories

Gina

Gina began with Capable Me in 2021 with a great work ethic and commitment to her education.

With the help of the Capable Me Youth Support Mentors, Gina completed an 'Introduction to Business and Entrepreneurship', a 'Certificate II in Workplace Skills' and a 'Certificate III in Business and Administration'.

Gina was offered part time employment with National Food Institute as an administrator 2-days per week.

Gina is continuing to build her independent living skills and enjoys the social and rec days at Capable Me.



Matthew

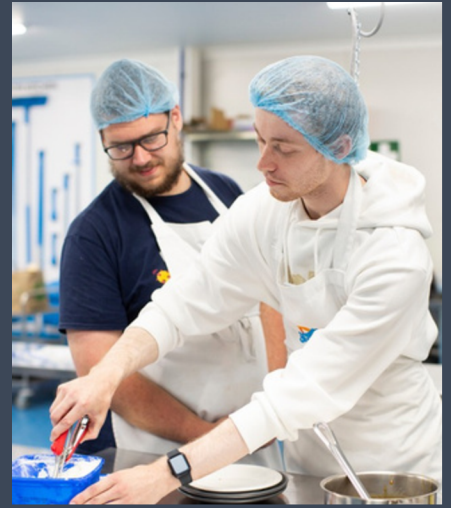
In 2022, Matthew joined our team and immediately proved to be an exceptionally hard worker. Through his participation in the School-Based Apprenticeship Traineeship program, Matthew discovered his passion for Warehousing. He quickly obtained his Forklift Licence and pursued a Certificate IV in Logistics to continue building his skills.

Matthew's tireless dedication and passion for the industry led to a job offer from Food Bank as a Warehouse Assistant. Despite his busy work schedule, Matthew remains committed to personal growth and attends the Capable Me program on his non-working days to further enhance his skills and knowledge.

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Daniel J

Daniel's journey into the world of support mentoring was sparked by the guidance he received from his youth mentors. Motivated by their example, Daniel decided to pursue a career in this field. With the support of his mentors, Daniel enrolled in disability support courses at Chisholm TAFE. We're confident that Daniel has what it takes to excel as a support worker, and his mentors are right there cheering him on every step of the way.



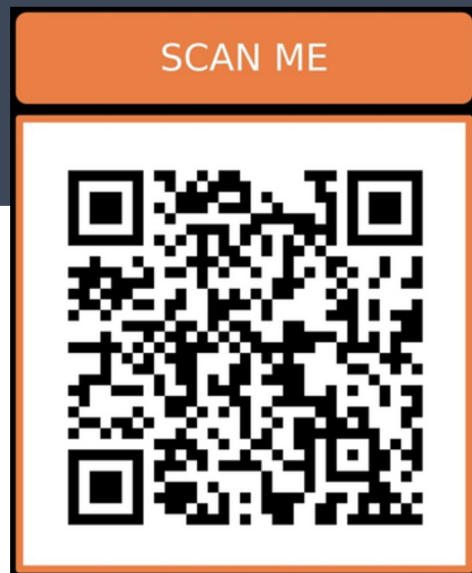
Erin

Erin's dedication during her work placement at LVK dark kitchen did not go unnoticed. Her exceptional commitment and hard work earned her a job offer for open-market employment with LVK dark kitchen.

Daniel K

Daniel K was able to cement his passion for library work through a rewarding work experience opportunity. His enthusiasm for the role has only grown stronger, prompting us to explore job opportunities closer to home to support his journey toward his career aspirations.





Get in touch

So you like what you see and want to get the ball rolling?



Please get in touch for a tour and treat – made by the Intro to Hospo team of course.

Phone: 0409 508 731 Anthony

Email: hello@gre8capableme.com.au





Capable Me

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ndis

www.capableme.com.au

