

Mountain District Learning Centre

Access Key

13-15 The Avenue, Ferntree Gully 3156

Phone (03) 9758 7859

Website: www.mdlc.com.au

Updated June 2019

Version 1.0

Glossary

AFFL – Above Finished Floor Level.

MDLC – Mountain District Learning Centre.

TGSI – Tactile Ground Surface Indicator.

Guidelines

Thank you for choosing to use an Access Key for Mountain District Learning Centre.

For your Access Key to be successful, we recommend you follow these guidelines:

Access Keys preferably to be obtained two weeks in advance of visit.

Access Keys to be read calmly and confidently in an environment free of distractions.

An adult/carer is to read the Access Key with the participant as often as required, to ensure the participant understands the Access Key.

Help the participant comprehend the key points of the Access Key, consistently monitoring for level of understanding.

If using the Access Key as a reflective tool, enjoy the pivotal link between experience and recall after the visit has taken place.

Once the visit has taken place, revisit the Access Key to celebrate success

Download Access Key in its entirety - 28 pages in total.

Did You Know?

MDLC is proudly supported by Knox City Council.

To view Knox Learning Alliance Disability Action Plan, click on the following link.

<https://www.mdlc.com.au/images/PDF/KLA-DAP-Overview-2018-2021.pdf>

MDLC is spread across two sites – the main centre located at 13-15 The Avenue and the Uniting Church located at 6 The Avenue, conveniently located across the road from one another.

MDLC is a Learning and Community Centre whose purpose is to enhance the lives of people, of all ages, in the Mountain District. It does this by providing education in a supportive environment and by building stronger communities.

MDLC is a Registered Training Organisation. Accredited courses carry the same status as courses completed at any other registered training institution, such as TAFE or college.

Programs are made to be affordable.

Enrolment information, policies and procedures are available on the following website link (at the bottom of the website page). <https://www.mdlc.com.au/>

Wi-Fi is available throughout. See reception for password.

Follow MDLC on Facebook on the following link.

<https://www.facebook.com/MDLC3156/>

To provide feedback please speak with main centre reception staff or complete an MDLC online contact form which can be found on the following link.

<https://www.mdlc.com.au/contact-us>

Getting There

MDLC is a convenient 5-minute walk from Ferntree Gully Railway Station.

For further information on how to get to MDLC, visit Public Transport Victoria website on the following link.

www.ptv.vic.gov.au/journey/

Alternatively, please visit Google Maps on the following link.

[www.google.com.au/maps/place/Mountain+District+Learning+Centre/@-](http://www.google.com.au/maps/place/Mountain+District+Learning+Centre/@-37.883405,145.2909313,17z/data=!3m1!4b1!4m5!3m4!1s0x6ad63cbe3b874a0f:0x9391f61cd5ccdd36!8m2!3d-37.883405!4d145.29312)

[37.883405,145.2909313,17z/data=!3m1!4b1!4m5!3m4!1s0x6ad63cbe3b874a0f:0x9391f61cd5ccdd36!8m2!3d-37.883405!4d145.29312](http://www.google.com.au/maps/place/Mountain+District+Learning+Centre/@-37.883405,145.2909313,17z/data=!3m1!4b1!4m5!3m4!1s0x6ad63cbe3b874a0f:0x9391f61cd5ccdd36!8m2!3d-37.883405!4d145.29312)

Parking

MDLC's main centre has one accessible parking bay.

It is located past the main centre entrance, on the left-hand side of the driveway.

Mini bus parking is also located past the main centre entrance, on the left.

A drop off point is available directly outside the main centre entrance, on the left-hand side of the driveway.

General parking for MDLC is located on The Avenue.

Parking restrictions apply.

There is also a council carpark near the intersection of The Avenue and Wyuna Street.

A four-hour time restriction applies.

There is limited parking available behind the MDLC Uniting Church site.

Access is via Alma Avenue.

It would be appreciated if these spaces could be left vacant for accessible use only.

For any further assistance with accessible parking, please call the centre on 9758 7859.

Welcome

MDLC is open Monday to Friday 9am - 4pm.

MDLC comprises of two sites. The main centre at 13-15 The Avenue and the Uniting Church at 6 The Avenue.

The sites are conveniently situated approximately 50-metres apart on opposite sides of the road.

A small undercover area is available at the entrance to the main centre.

The Uniting Church is made up of 3 separate buildings; the Church, the Cottage and the Studio.

An undercover area is available at the Church entrance and both the Cottage and Studio have small undercover areas at the entrances.

Reception

MDLC reception is located at the entrance of the main centre.

Entry is via steps with handrail or a 6-metre access ramp with handrail.

Entry into reception is via an accessible glass automated door.

Staff are on hand to assist with any enquiries, bookings or to provide directions.

Payments can be made at reception.

Cash or eftpos is accepted.

There is a visual Communication Board at reception to support confident communication.

Resources and brochures are also available at reception.

For all other enquiries, please see reception staff.

Sensory Guide Reception

Feel

- **Heating/Cooling**
- **Shared personal space**

Sounds

- **Automated door**

- **Computers**
- **Kitchen appliances**
- **People**
- **Printer**
- **Running water**
- **Telephone**

Sights

- **Bright lights**
- **Smells**
- **Food/Drink**

Staff

All staff wear a name badge.

Toilets

Main Centre

Location: Behind reception, to the left of the kitchen.

Includes: Separate unisex accessible toilet with manual sliding door. Door clearance 750mm with easy-to-operate internal door lock. Cubicle space 1400mm x 2260mm. Grab bars on wall to the left and behind toilet. Toilet seat height 450mm AFFL

with left-hand transfer. Easy to operate lever control tap.

Separate unisex toilet.

There is an area to sit and wait in the kitchen.

Garden Craft Room

Location: Behind the main centre, outside Craft Room.

Includes: Separate unisex accessible toilet with manual door opening inward. Door clearance 900mm with easy-to-operate internal door lock. Cubicle space 2450mm x 1640mm. Grab bars on wall to the right of toilet. Toilet seat height 450mm AFFL with right-hand transfer. Easy to operate lever control tap. Over toilet frame available.

Uniting Church

Accessible toilet location: Off the main Church hall.

Includes: Separate unisex accessible toilet with two entry doors and limited turning space for a wheelchair user. Participants may require assistance with access. Church hall manual door opening outward with a clearance of 850mm. Toilet

manual door opening outward with a clearance 890mm with easy to operate internal door lock. Cubicle space 1680mm x 1560mm. Grab bars on wall to the left and behind toilet. Toilet seat height 450mm AFFL with left-hand transfer. Manual twist control taps.

Separate male and female toilets located in the church foyer.

There is an area to sit and wait in the church foyer.

The Cottage

Location: At rear of building

Includes: Unisex toilet.

Sensory Guide Toilets

Feel

- **Different ground surfaces**
- **Heating/Cooling**
- **Shared personal space**

Sounds

- **Hand dryers**
- **People**

- Toilet flushing
- Water running

Sights

- Bright lights
- Mirror/Reflection

Smells

- Air Freshener
- Bathroom smells
- Disinfectants

Kitchen

MDLC Kitchen is located in the main centre, next to reception.

Kitchen facilities are available during the opening hours of the centre.

There is a fridge, microwave, a sandwich press and complimentary tea and coffee.

Participants are welcome to bring their own food and drink.

Please clearly label your belongings and respect belongings of others.

Chairs with backrests, a table and a couch are available.

Participants with access requirements may need assistance with making hot drinks.

Please see reception staff.

Sensory Guide Kitchen

Feel

- **Different ground surfaces**
- **Heating/Cooling**
- **Shared personal space**

Sounds

- **Automated door**
- **Heater**
- **Kitchen appliances**
- **People**
- **Printers**
- **Running water**

Sights

- **Bright lights**
- **Glare**

Smells

- **Food/Drink**

Please help us keep our kitchen clean and tidy.

Communal Garden

The Communal Garden is located behind the main centre.

For opening days and times, please see staff.

Access is on the left-hand side of the building.

Participants to follow a 15-metre sloping concrete path through the gate.

The gate remains open during centre hours.

Community members are welcome to come along to spend time in this relaxing space or enjoy some gardening activities.

Gardening equipment is available. Please see staff for assistance.

The produce from the garden is shared with the community.

Community members are also able to feed and pat the chickens.

Please see staff for assistance.

This space may sometimes be shared with classroom groups.

The capacity of this space is 20 people.

Sensory Guide Communal Gardens

Feel

- **Change in gradient**
- **Different ground surfaces**
- **Weather**

Sounds

- **Basketball bouncing**
- **Chickens clucking**
- **Gardening equipment**
- **People**
- **Running water**
- **Traffic**

Sights

- **Animal movement**
- **Glare**

Smells

- **Animals**
- **BBQ**
- **Flowers**
- **Freshly cut grass**

Computer Lab

The Computer Lab is located in the main centre, to the left of reception.

Entry is via a manual door opening inward with an 800mm clearance.

The Computer Lab welcomes participants of all abilities.

Structured classes and learning groups run in this space.

Computers, tables, wheelchair seating and chairs with backrests are available.

There is a sharing table in middle of the lab.

Wi-Fi is available.

Participants will be provided with a password.

Capacity of this room is 10 - 12 people.

Sensory Guide Computer Lab

Feel

- **Heating/Cooling**
- **Shared personal space**

Sounds

- **Computers**
- **On-screen presentation**
- **People**
- **Printers**
- **Telephones**

Sights

- **Flickering screens**
- **Glare**

Craft Room

The Craft Room is located behind the main centre.

Access is on the left-hand side of the building.

Participants to follow a sloping 15-metre concrete path through the gate.

The gate remains open during class times.

Room entry is via a 5-metre access ramp with handrail and then a sliding glass manual door.

Groups and social programs are run in the Craft Room.

Participants can enjoy a range of arts and craft activities including scrap booking, paper crafts and mixed media art.

Tables, wheelchair seating and chairs with backrests are available.

Complimentary tea and coffee are available.

Capacity of this room is 10 people.

An accessible toilet is located at the entrance to the room.

Sensory Guide Craft Room

Feel

- **Different ground surfaces**
- **Heating/Cooling**
- **Shared personal space**

Sounds

- **Gardening equipment (outside)**

- People
- Running water

Sights

- Glare

Smells

- Food/Drink
- Glue
- Paint

General Classrooms

There are two general classrooms in the main centre.

Room 1 is located to the right of reception.

Entry is via a manual door opening inward with an 800mm clearance.

Capacity of this room is 15 - 20 people.

Room 3 is located to the left of reception.

Entry is via a manual door opening inward with an 800mm clearance.

Capacity of this room is 8 - 10 people.

Structured programs take place in these rooms such as VCAL programs and other educational programs.

Each classroom has a teacher and some may have an educational support person.

Both rooms provide tables, wheelchair seating and chairs with backrests.

Stationary is provided or participants are welcome to bring their own.

Sensory Guide General Classrooms

Feel

- **Breeze from fan**
- **Different ground surfaces**
- **Heating/Cooling**
- **Shared personal space**

Sounds

- **Computers**
- **Fans humming**
- **Heater/Cooling**
- **On-screen presentations**
- **People**

- **Printers**
- **Telephones**

Sights

- **Glare**
- **Flickering screens**
- **Oscillating fans**

Smells

- **Food/Drink**

Church Site

Church Hall

The Church Hall is located inside the Uniting Church, on the left.

First, Church entry is via an accessible manual door, opening outward.

Then, entry to the Church Hall is via accessible doors, opening outward.

The Church Hall is used for exercise classes and community lunches as well as other activities.

There are chairs with backrests and folding tables.

Complimentary tea and coffee are available.

Studio

Studio entry is via an 8-metre access ramp with handrail.

Room access is via a manual sliding door with an 880mm clearance.

Activities in the Studio include social and friendship groups.

Chairs with backrests and tables are provided.

Complimentary tea and coffee are available.

Capacity of this room is 20 - 30 people.

Cottage

Cottage entry is via a manual door, opening inward with a 770mm clearance.

Participants may require assistance with access.

Structured programs take place in the Cottage.

Chairs with backrests and tables are provided.

Complimentary tea and coffee are available.

Capacity of this room is 8 - 10 people.

Accessibility

An internet booking system is available for some courses.

Acceptance of Companion cards and Australian pension cards.

Wide self-opening reception entrance door.

Ramped and stepped access throughout.

Low height reception counter.

Visual Communication Board at reception.

Hearing Awareness Card at reception to support hard of hearing or Deaf visitors.

Staff available to read information if required.

Pen and paper for exchanging information available at reception.

Accessible parking for scooter users available – see reception staff.

Accessible storage area for mobility aids – see reception staff.

Accessible raised garden beds in Community Garden.

MDLC can provide some assistance to make classroom resources more accessible – please advise staff prior to attending if required.

Assistance animals welcome.

Main Centre: For participants who may require a break, a quiet space is available in the Kitchen, other areas of the garden or the seated area at the front of the centre.

Church site: For participants who may require a break, a quiet space is available in the Church foyer or front veranda.

ReadSpeak facility available online providing audio message about events, services and facilities. Click the following link.

<http://www.knox.vic.gov.au/learnlocal>

Safety

Throughout both MDLC sites there are:

Doormats placed on floor at entry/exit points and throughout buildings.

Varied terrain throughout (grass, concrete, paving stones, carpet, vinyl, wood). Some surfaces with slightly varied and uneven gradient.

No TGSi installed prior to steps or access ramps throughout with the exception of main entry/exit steps.

Signage for wet floors may be displayed.

If first aid is required, please see staff.

A defibrillator is located behind reception in main centre.

In the Main Centre there are:

Handrails installed on entry/exit steps and access ramp.

TGSi installed prior to main entry/exit steps.

Additional lighting at entry/exit point when dark.

Contrast band on entry/exit door.

Emergency exits are signed.

In the Community Garden there is a sloped concrete access pathway with gradient to garden, varied

garden ground levels and protruding and overhead objects on pathways.

In the Craft Room there are handrails installed on access ramp, a small raised edge at room entry/exit and toilet entry/exit and overhanging craft objects.

On the Church Site there is sloping and uneven ground leading from Studio/Cottage to Church.

In the Church there is a small raised edge into foyer toilet entry/exit and dulled lighting throughout.

Emergency exits are signed.

In the Cottage there is a small raised edge at entry/exit and dulled lighting throughout.

In the Studio there is a handrail installed on access ramp and a small raised edge at entry/exit.

In the event of an emergency, staff will help and direct participants and visitors. If there is to be an evacuation, participants and visitors will be directed to the nearest exit and designated assembly area.

Access Ability Australia logo.

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go to the following link.**

<https://accessabilityaustralia.com/access-keys-2/>

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<https://accessabilityaustralia.com/contact-us/>

**Please complete our short survey on the following
link to help us ensure continuous improvement.**

<https://www.surveymonkey.com/r/F666XYK>

We really appreciate your feedback.

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