



Victorian Deaf Education Institute Learning Centre

Information and Guidelines





The Victorian Deaf Education Institute (VDEI) Learning Centre

The VDEI Learning Centre is available for hire by following the booking procedures outlined in this document.

Policy Principles

An integral part of the VDEI Learning Centre is the provision of professional learning opportunities which develop the skills and capacity of the educational workforce who support deaf and hard of hearing students. VDEI's learning spaces have been fitted with high quality lighting, recording, amplification and acoustic materials that enhance participants' access to learning events. Deaf and hard of hearing participants are also provided with access to assistive technology that links to their personal wireless listening devices, hearing aids and cochlear implants.

Customised microphone systems have been installed that capture clear and intelligible speech signals throughout the room so that all participants enjoy a comfortable listening experience without interference from background noise. Volume is controlled remotely by our IT Specialist who is in attendance at every VDEI learning event.

Auslan interpreters and live captioning are provided when requested by deaf and hard of hearing participants and special attention is given to the control of glare and ambient noise in the learning spaces and environments.

All events are live streamed, with a record of the full session being made available on a Youtube video after the event. Presenters have the option of having their presentation edited in accordance with their wishes and made available for future viewing on VDEI's website or Learning Management System.

In order to conduct its Professional Learning Programs and program objectives, VDEI will have priority use of the venue.

All types of use are subject to approval of all terms and conditions by both parties. VDEI reserves the right to decline bookings based on priority of existing bookings.



Hirer obligations

The hirer or booking organisation must:

- Be fully responsible for all persons it invites and brings onto the premises
- Avoid changing screen and room settings on wall-mounted touch panels
- Organise and pay for other services such as interpreters, live captioning and catering
- Comply with all Departmental Policies and Guidelines which deal with the safety or health of persons on the premises or otherwise under its control
- Observe the fire and emergency evacuation precautions, and
- At all times exercise due care, skill and judgement and act with propriety

Acceptable Use and Liability - Property and Insurance

The Department does not hold insurance for personal property brought onto the premises and has no capacity to pay for any loss or damage to such property. Each individual is responsible for their own belongings.

General Requirements

Smoking is prohibited on the premises, including the car park and all areas surrounding the site.

Rates

Fees for hiring the VDEI Learning Centre will be charged according to the published schedule of rates. The VDEI Learning Centre is operational Monday to Friday 8:30am to 4:30pm. Subsidised rates are available for Department of Education and Training (DET) Divisions.

Cancellation or Postponement

If, for any reason, the hirer or booking organisation is unable to proceed with any booking of the VDEI Learning Centre, they must contact the Victorian Deaf Education Institute to formally cancel the booking.

Any cancellation or postponement request made within 48 hours of the event will be charged the full amount of the Learning Centre booking, as well as any other fees incurred from external service providers (catering, Live Captioning, Auslan Interpreting etc.)

Any cancellation or postponement request made outside 48 hours of the event will not incur any cancellation fee, however other fees related to external booking or service fees may apply.



2020 Rates

Formal Learning Spaces	Booking Duration	Non-DET Rate (GST excl.)	DET Rate (GST excl.)
Learning Centre 1 Capacity- 40 lecture style, 24 workshop style	½ Day	\$800	\$350
	Full Day	\$1,000	\$500
Learning Centre 2 Capacity- 30 lecture style, 15 workshop style	½ Day	\$750	\$300
	Full Day	\$900	\$450
Full Auditorium Capacity- 80 lecture style, 48 workshop style, 30 boardroom	½ Day	\$900	\$450
	Full Day	\$1,500	\$750
Meeting Room Capacity- 2 to 6 meeting style	½ Day	\$300	\$200
	Full Day	\$400	\$300



Learning Centre 1



Learning Centre 2





Full Auditorium (Learning Centre 1 & 2)



Meeting Room





Services

- Charges are incurred for bookings to cover operational costs, technical services and equipment maintenance. Trained VDEI staff will assist in supporting all internal and external bookings.
- Additional services required on request such as Auslan Interpreting Services or Live Captioning, will be charged at cost rate to VDEI, including booking fees. VDEI will include these additional items on any quotations to booking organisations for payment.
- Projector and Electronic whiteboard systems with Internet access are included in VDEI's default booking. For Video Conferencing, Audio or Video recording and live Captioning, VDEI must be notified in advance to organise extra IT Support.

Catering

VDEI uses local and onsite suppliers and recommends them for all bookings. With the exception of corporate/professional bookings, catering orders need to be organised by the hirer or booking organisation, and payment needs to occur directly with the suppliers, not through VDEI. For DET corporate bookings only, VDEI will include catering within quotations and invoices.

Below are catering options. All external bookings may arrange their own catering with any other suppliers, as long as it is served in either of the two approved areas, including the foyer or decking areas. It is encouraged that all book

Tradeblock Café - Onsite

A fully operational cafe run by Victorian College for the Deaf as part of the VCAL program and Deaf adult employment program. The café serves high quality coffee, homemade soups, pastries and gourmet sandwiches and offers a delicious range of cakes, biscuits and slices. The menu changes daily, with items made fresh, using organic produce.

Contact: Amanda Joyce
Tuesday to Friday 8:30am- 2:30pm (school terms only)
(T) (03) 9510 1706
(E) joyce.amanda.m@edumail.vic.gov.au

EARL Canteen Catering

Delicious and fresh menu on St Kilda Road
Phone: (03) 9421 3221
Email:
catering@earlcanteen.com.au

Amici Bakery

Beautiful fresh menu on Chapel Street
Phone: 9529 7770
Email:
Catering@amicibakerycafe.com.au

Café Piato

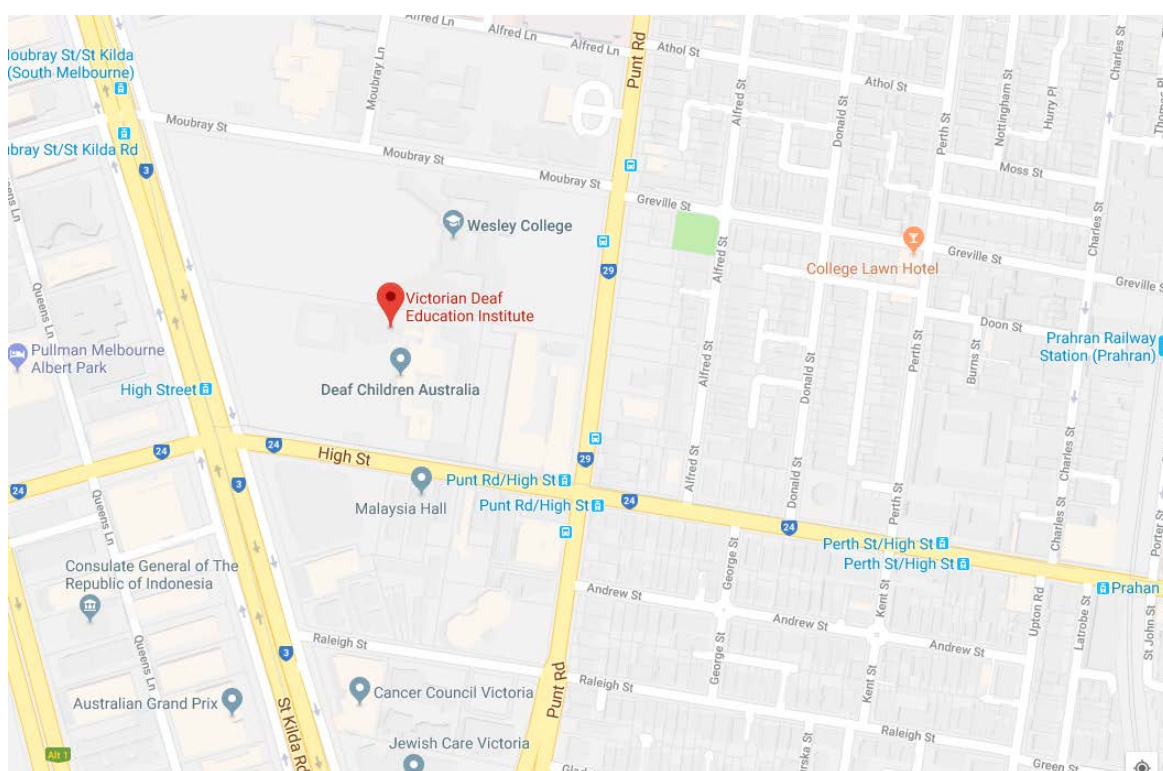
Conveniently located and timely service
Phone: (03) 9510 6766
Email:
cafe-piato@bigpond.com

VDEI Location

597 St Kilda Road

Melbourne VIC 3004

(Corner of High Street and St Kilda Road)



Transportation and Car Parking

Unfortunately, there is no parking at VDEI. However, there are many public transport options which surround the site, as well as metered street parking and secure all-day parking nearby.

Limited disabled parking is available on request.

Public Transport

- Train- Prahran Train Station (Sandringham Line), Approximately 12 minutes' walk
- Tram- Numbers 3, 5, 6, 16, 63, 64 or 67 from Flinders Street Station to VDEI (on St Kilda Road). Exit at Tram Stop 27, High Street (corner St Kilda Road and High Street)
- Metered Parking- St Kilda Road and High Street
- All day paid car parking is available at The Pullman Hotel Albert Park on Queens Road, or Wilson Carpark on Queens Lane. Please contact directly for early bird and general parking rates



Contact

For all bookings, enquires or any further information, please contact VDEI.

(T) (03) 9032 6400

(E) vdei@education.vic.gov.au

Postal Address

Victorian Deaf Education Institute
597 St Kilda Road
Melbourne, VIC 3004

Hours of Operation

8:30am to 5:00pm
Monday to Friday