Skills to Apply for Work

FREE

This course is designed to assist people who have been out of the workforce.

Includes where to look for job vacancies, identifying skills, resume writing, cover letter writing plus interview and presentation skills.

Community Bank
Doncaster East and Templestowe Village
Bendigo Bank

Day	Date	Time
Mon	25 July (5 wks)	9.15 - 11.45 am
Cost : FREE		**Code**

How to Enrol

Enrolments can be made either:

- *By phone on **9842 6726** or*
- *By coming into the Centre.*

After enrolment is confirmed, payment is required. A confirmation receipt will be sent to confirm your place.

We accept cash, cheque, eftpos or credit card (Mastercard and Visa only).

Contact Us

📱 9842 6726

📘 Follow us on Facebook and Instagram

▶️ Subscribe to our YouTube channel

📍 1/520 Blackburn Road
Doncaster East VIC 3109
Next to the Pines Shopping Centre

Courses Coming in Term 4

- *Business Administration Skills Plus*
- *Canva Basics*
- *Skills to Apply for Work*
- *XERO Basics*
- *Intro to Medical (F2F)*
- *Cyber Safety for every day*

Please phone Reception on 9842 6726 to register your interest.

For more information visit our website pineslearning.com.au

Our Environment

Pines Learning welcomes people with a disability and those facing barriers to participation.

During enrolment, please share if there is anything which would impact on your participation so that we can put support in place.

ACFE Funded Places

Will only be offered to students with one of the following Citizen or Residency Status:

- Australian Citizen
- Holder of an Australian Permanent Visa
- New Zealand Citizen
- Asylum Seekers

*See **pineslearning.com.au/eligibility-criteria** for full details for categories.*

Acknowledgement of Country

Pines Learning acknowledges the Wurundjeri people of the Kulin Nations as the traditional custodians of the land on which we work and learn. We pay respect to their elders past, present and emerging.

Manningham Learns
www.manninghamlearns.com
facebook/Manningham-Learns.com

Pines Learning
think ▸ grow ▸ evolve ▸ relax

www.pineslearning.com.au

Computer, Employment and Pathway Courses

Term 3
15 July – 30 September 2024

Welcome to Term 3

All courses are delivered in a friendly, supportive environment by qualified and experienced trainers.

Pines Learning uses Windows 10 and Microsoft Office 365.

To see eligibility criteria for the following ACFE Funded courses refer to the ACFE funded places section on the back page or visit our website.

Computer for Beginners *Level 1*

Learn the basics of how to use a personal computer in nine step by step gentle-paced lessons.

Content includes creating and saving documents, file management, using MS Outlook for email and Google Chrome for internet.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Mon	29 July (9 wks)	9.00 am–12.00 pm	Funded: $140 Non Funded: $230	24DLECFBL1

Intro to Medical Terminology (Online)

Enhance your admin skills by developing a working knowledge of terminology relevant to a wide range of medical workplaces. Join our face to face classes to become familiar with word structure, anatomy, vaccines, abbreviations, body parts, procedures, specialist areas plus much more.

Textbook: $42   ACFE Funded

Day	Date	Time	Cost	Code
Thu	18 July (8 wks)	12.30 pm - 3.00 pm	Funded: $95 Non Funded: $170	24EMPIMT

Bookkeeping Basics

Learn the basics of manual bookkeeping in a supportive environment. Content includes the bookkeeping process, the accounting equation, double entry accounting, journals plus much more.

This course pathways to Xero Basics and other employment courses.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Sat	10 July (8 wks)	9.30 am-12.00 pm	Funded: $95 Non Funded: $170	224EMPXER2

Administration Skills for Work

Become job-ready with our comprehensive suite of courses designed to equip you with the skills needed to enter or re-enter the workforce.

Students can enrol in the complete ASFW suite or select individual courses tailored to workplace readiness or personal development.

Register for the information Sessions:

Tuesday 25/6/24 at 10am
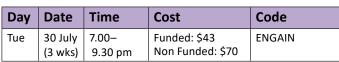
Tuesday 10/7/24 at 10am

Manuals: $120   ACFE Funded

Day	Date	Time	Cost	Code
Tue, Wed & Fri	23 July (9 wks)	9.00 am–3.00 pm	Funded: $383 Funded Conc: $255 Non Funded: $750	24EMPBAS3.1

Understanding Artificial Intelligence (AI)

Join our beginners' guide to demystify and explore the exciting world of AI which has hit the internet by storm. You will experiment with some of the key AI tools and learn how they can impact your everyday life. Basic computer skills required.

ACFE Funded

Day	Date	Time	Cost	Code
Tue	30 July (3 wks)	7.00–9.30 pm	Funded: $43 Non Funded: $70	ENGAIN

Canva Basics

Finding it hard to convert ideas into reality? learn how to use Canva, the free digital tool which is taking the whole world by storm. Canva simplifies the design process by customising templates and providing a wide of features to create your own, to share or print . Basic computer skills required.

Manual: $39   ACFE Funded

Day	Date	Time	Cost	Code
Thu	25 July (8 wks)	12.30-3.00 pm	Funded: $95 Non Funded: $170	24DLECB3

Administration Skills for Work 1

Administration for Work 1 introduces you to essential administration workplace skills.

Students will develop:

• Personal Computer Skills for Work: Learn Windows and Microsoft Office 365

• Work Health and Safety (WHS): Understand safe work practices.

• Information Management: Learn to manage digital files on OneDrive and SharePoint

Administration Skills for Work 2

Administration for Work 2 expands upon the foundations laid in Administration for Work 1 by focusing on the essential functions of administration and reception roles and applying effective solutions.

Getting Ready for Employment WEEK 1 ONLY

Learn where to find job vacancies beyond ads and online agencies.

Identify your Transferable & Portable Skills and understand how they help in securing a job.

Develop effective strategies for targeting suitable job opportunities.

All students do the John Holland Vocational Skills assessment, to learn the employment roles best suited for you.

Microsoft Office 365 Essentials 1 *(Word & Keyboarding)*

Word and keyboarding are essential for many computer-based administrative jobs.
This course is suitable for students who have completed Computers for Beginners Level 2 or have equivalent.

Computer skills and a basic understanding of Word.

Microsoft Office 365 Essentials 2 *(Excel)*

Learn to create and manage spreadsheets and charts using Microsoft Excel 365
This course is for students who have completed Computers for Begin-ners Level 2 or have basic computer skills. No prior Excel knowledge is needed.

Please Contact reception to speak with our E&P LEAD