



Centre for Social Inclusion

*because everyone can
learn and discover.*



Literacy - Numeracy



Accredited Training

Nepean Community College is a Registered Training Organisation (RTO ID 1223).

English Language Skills - Advanced

This English advanced course is for learners who already have some formal or informal exposure to English. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

FSKWTG04 Write simple informal workplace texts
FSKRDG04 Read and respond to basic workplace information

WESTFIELD PENRITH

Thursday 9 May 2019, 9:30 am to 11:30 am

Duration: 8 Weeks, \$0 or \$150 for non-permanent residents.

English Language Skills - Intermediate

Come and experience spoken and written communication skills including grammar, pronunciation and spelling. This course is for people from a non-English speaking background and will cover modules from Certificate I in Access to Vocational Pathways. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

FSKLRG04 Use basic strategies for work-related learning
FSKOCM03 Participate in simple spoken interactions at work

WESTFIELD PENRITH

Tuesday 7 May 2019, 9:30 am to 11:30 am

Duration: 8 Weeks, \$0 or \$150 for non-permanent residents.

English Language: Beginners

This course is suitable for those who require practice to speak the language in a relaxed atmosphere as well as to obtain reading and writing skills. This course will cover modules from Certificate I in Access to Vocational Pathways. The course fee may be reduced for those who satisfy certain requirements as determined by the NSW State Government.

FSKLRG01 Prepare to participate in a learning environment
FSKOCM01 Participate in highly familiar spoken exchanges

WESTFIELD PENRITH

Thursday 9 May 2019, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$0 or \$150 for non-permanent residents.

WESTFIELD PENRITH

Thursday 9 May 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$0 or \$150 for non-permanent residents.

Pronunciation

This course is for individuals from a non English-speaking background who are interested in learning techniques to improve their English pronunciation and have intermediate to advanced English language skills. The course is delivered through interactive exercises focusing on speech, sounds, intonation and social context. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

FSKLRG01 Prepare to participate in a learning environment

FSKOCM07 Interact effectively with others at work

WESTFIELD PENRITH

Tuesday 7 May 2019, 12:15 pm to 2:15 pm

Duration: 8 Weeks, \$0 or \$150 for non-permanent residents.

Reading and Writing 1 for People with a Mild Intellectual Disability

This course is designed for those with a disability who would like to learn how to read and write. We will use texts in everyday contexts and use computers to support our learning. Please note that carers are required to help during the class. The course fee may be reduced for those who satisfy the requirements determined by the Government.

FSKOCM07 Interact effectively with others at work

WESTFIELD PENRITH

Friday 10 May 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding

Reading and Writing 2 for People with a Mild Intellectual Disability

This course is designed for those with a disability who would like to learn how to read and write. We will use texts in everyday contexts and use computers to support our learning. Please note that carers are required to help during the class. The course fee may be reduced for those who satisfy the requirements determined by the Government.

FSKOCM07 Interact effectively with others at work

WESTFIELD PENRITH

Friday 10 May 2019, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding

Reading and Writing for Adults

This course is designed for those with English as a first language to increase skills in reading and writing in a relaxed atmosphere. It is aimed at those who would like to improve their literacy and numeracy skills for employment purposes. The course fee may be reduced for those who satisfy the requirements determined by the Government.

FSKRDG11 Read and respond to complex workplace information

FSKWTG10 Write complex workplace texts

PENRITH HIGH SCHOOL

Tuesday 7 May 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$0 or \$150 for non-permanent residents.

KATOOMBA CENTRE

Wednesday 8 May 2019, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$0 or \$150 for non-permanent residents.




Employability

**Digital -
Literacy**

**Tech Savvy
Seniors**


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Skills For Work

This program is aimed at young people between the ages of 15 and 24 who are currently not working yet are thinking about employment and further education. The program will cover seven job functions from Certificate I and II in Business. This course will give you skills in communication, working with others, organising your work and computer skills - essentially a suite of marketable work skills.

BSBLED101 Plan skills development

BSBSUS201 Participate in environmentally sustainable work practices

BSBCMM201 Communicate in the workplace

BSBWOR203 Work effectively with others

BSBWOR202 Organise and complete daily work activities

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

WESTFIELD PENRITH

Monday 6 May 2019, 10:00 am to 4:00 pm

Duration: 10 Weeks, \$0

If you work
with people
who experience
barriers to
participation
call us to
explore custom
programs
and pathways.

Computers : Beginners

If you are thinking of buying a computer or just don't know how to use it, this course is the right choice. In this fully accredited course learn about the Windows operating system, virus protection, make a spreadsheet, write a letter and go on the internet in a relaxed and informative environment. No experience is required.

BSBITU111 Operate a personal Digital device

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBITU213 Use digital technologies to communicate remotely

KATOOMBA CENTRE

Monday 6 May 2019, 11:30 am to 1:30 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Wednesday 8 May 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Thursday 16 May 2019, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

WESTFIELD PENRITH WEEKEND

Saturday 25 May 2019, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292 Workshop, no concession

Computers : Internet and Email Workshop

Been using the net for a while and can't find what you're looking for? Want to know about online shopping and how to send an email? Try this course. You will also learn about different types of connections, organising your favourites and many other useful tips. No experience required.

FSKDIG01 Use digital technology for basic workplace tasks

BSBITU213 Use digital technologies to communicate remotely

WESTFIELD PENRITH

Wednesday 22 May 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

Tech Savvy Seniors Computers

Bookings are essential for this course. This is a Tech Savvy Seniors Initiative supported by the NSW Government Ageing Strategy and is funded through a partnership between the NSW Government and Telstra. This course is suitable for those with limited or no computer experience. During this course you will learn basic computer skills, how to set up and use email, use social media such as Facebook, Twitter and YouTube as well as online privacy and security.

WESTFIELD PENRITH

Tuesday 7 May 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$0

TECH SAVVY SENIORS

A NSW Government initiative
in partnership with Telstra



Getting Started with Facebook

Join the world's largest online community and learn how to catch up with your family and friends using Facebook.

Digital Hub Westfield

Tuesday 21 May 2019, 9:30 am to 11:30 am

Duration: 1 Day, \$50

Getting Started with Twitter

Learn how to join Twitter, a huge social networking site where you can follow your friends, family and even your favourite celebrities.

Digital Hub Westfield

Tuesday 21 May 2019, 12:00 pm to 2:00 pm

Duration: 1 Day, \$50

Google Maps

Discover how to use Google Maps, the navigation tool which will let you set a driving route, check out your house with satellite views, street view and more.

Digital Hub Westfield

Tuesday 4 June 2019, 3:00 pm to 5:00 pm

Duration: 1 Lesson, \$50

iPad

Get the most out of your Apple iPad by adjusting settings, learning how to download apps and much more.

Digital Hub Westfield

Tuesday 28 May 2019, 9:30 am to 11:30 am

Duration: 1 Lesson, \$50

iPad II

If you've done the iPad course, this will give you a little extra. Learn about using iTunes cards, downloading Apps and organising your screen.

Digital Hub Westfield

Tuesday 28 May 2019, 12:00 pm to 2:00 pm

Duration: 1 Lesson, \$50

Learn about E-Readers

Learn about the different types of e-readers and their capabilities, so that you can get the most out of it and choose the one that's right for you.

Digital Hub Westfield

Tuesday 28 May 2019, 2:30 pm to 4:30 pm

Duration: 1 Lesson, \$50

Online Banking

Start paying your bills, keep track of your credit cards and look after your finances with this introductory course in online banking.

Digital Hub Westfield

Tuesday 4 June 2019, 12:30 pm to 2:30 pm

Duration: 1 Lesson, \$50

Protect Yourself from Viruses

Gain the skills you'll need to protect your computer from nasty things like viruses, spyware and malware.

Digital Hub Westfield

Monday 20 May 2019, 10:00 am to 12:00 pm

Duration: 1 Lesson, \$50

Shopping Online

Learn how to buy online in this short course, and learn how to be secure and safe while picking up the best bargains.

Digital Hub Westfield

Monday 20 May 2019, 12:30 pm to 2:30 pm

Duration: 1 Lesson, \$50

Skype

Start using Skype, the free voice communication software. Skype will save you a lot of money on calls while allowing you to keep in touch via video or voice.

Digital Hub Westfield

Tuesday 21 May 2019, 2:30 pm to 4:30 pm

Duration: 1 Lesson, \$50

Start Using the Internet

If you haven't used the Internet or find it too daunting, this short course will take you through the steps you'll need.

Digital Hub Westfield

Tuesday 4 June 2019, 10:00 am to 12:00 pm

Duration: 1 Day, \$50



NATIONALLY RECOGNISED
TRAINING

Accredited Training

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Computers for Total Beginners

If you're terrified of a computer, this short course will get you started and give you the confidence to do more.

BSBITU111 Operate a personal Digital device

Digital Hub Westfield

Monday 27 May 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Discover Apple Mac OS X

In this introductory course you will learn how to navigate the Apple computer environment and perform basic tasks.

BSBITU111 Operate a personal Digital device

Digital Hub Westfield

Monday 3 June 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114