

# Centre for Social Inclusion

*because everyone can  
learn and discover.*





# FOR JOB NETWORK PROVIDERS

If you work for a Job Network and have people who are just needing some additional skills or improved communication, these courses have been designed with your clients in mind.

If you think they might work but need tweaking to your particular client group call Eric on 02 4724 9000 to explore your ideas and begin a custom program design.

## Computer : Beginners

This course has been designed as an introduction to computers for people with little to no experience or confidence in computer use. It will provide the foundational skills and knowledge to safely and confidently operate a personal computer, employ word processing applications and use, communicate and search securely on the internet, to embrace technology and provide learners with the ability to advance to the Computers Office Skill Set course and further their skills for employment.

ICTICT101 Operate a personal computer

ICTICT102 Operate word-processing applications

ICTICT103 Use, communicate and search securely on the internet

### KATOOMBA CENTRE

Monday 10 February 2020, 11:30 am to 1:30 pm

Duration: 8 Weeks, \$195

### WESTFIELD PENRITH

Wednesday 12 February 2020, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

### WESTFIELD PENRITH

Thursday 20 February 2020, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

### WESTFIELD PENRITH WEEKEND

Saturday 22 February 2020, 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.

FSKDIG001 Use digital technology for short and basic workplace tasks

BSBITU213 Use digital technologies to communicate remotely

### WESTFIELD PENRITH

Wednesday 25 March 2020, 10:00 am to 4:00 pm

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

## Business Skills for Work

This course is designed for job network clients or those who are currently not working yet are thinking about employment and further education. The program will cover seven job functions from Certificate II in Business ((BSB20115). This course will give you skills in communication, working with others, organising your work and computer skills - essentially a suite of marketable work skills.

BSBWHS201 Contribute to health and safety of self and others

BSBITU213 Use digital technologies to communicate remotely

BSBCMM201 Communicate in the workplace

BSBWOR203 Work effectively with others

### WESTFIELD PENRITH

Monday 10 February 2020, 10:00 am to 4:00 pm

Duration: 10 Weeks

## Literacy Skills for Work

This course is designed for job network clients or those who are currently not working yet are thinking about employment and further education. The program will cover skills in communication, working with others and computer skills, resume writing and employment applications - essentially a suite of marketable work skills.

FSKOCM007 Interact effectively with others at work

VU22362 Engage with simple texts for employment purposes

VU22367 Create simple texts for employment purposes

FSKRDG007 Read and respond to simple workplace information

FSKWTG006 Write simple workplace information

BSBCMM201 Communicate in the workplace

BSBITU211 Produce digital text documents

ICTICT103 Use, communicate and search securely on the internet

### KATOOMBA CENTRE

Friday 14 February 2020, 10:00 am to 2:00 pm

Duration: 15 Weeks



NATIONALLY RECOGNISED  
TRAINING

# Accredited Training

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

Are you  
over 50?



Would you like to improve your  
digital literacy skills?

Contact the College to find out how  
we can help you today on 4724 9000

NOT JOB READY? START HERE!



## Literacy - Numeracy

### Pathways to Work COME MONDAYS

#### Written English for Work

During this course you will develop learning goals and engage in written English to assist you in job seeking.

VU22358 Develop learning goals

VU22359 Conduct a project with guidance

VU22362 Engage with simple texts for employment purposes

VU22350 Create short simple texts for employment purposes

VU22367 Create simple texts for employment purposes

#### WESTFIELD PENRITH

Monday 10 February 2020, 9:30 am to 11:30 am

Duration: 8 Weeks

### Pathways in the Community COME TUESDAYS

#### Written English for Community Engagement - 2

If you have had limited exposure to English and would like to develop your written English skills to participate in the community this course will teach you to write documents for community agencies.

VU22387 Engage with texts of limited complexity for learning purposes

VU22394 Create texts of limited complexity to participate in the community

#### WESTFIELD PENRITH

Tuesday 11 February 2020, 9:30 am to 11:30 am

Duration: 8 Weeks

### Pathways to Advanced English COME WEDNESDAYS

#### English : Resumes and Cover Letters

During this course you will learn the skills required to write your own resume and cover letters by producing simple word processed documents. This course is for learners who have had formal English training and who wish to develop their skills.

BSBCMM201 Communicate in the workplace

BSBITU211 Produce digital text documents

ICTICT103 Use, communicate and search securely on the internet

#### WESTFIELD PENRITH

Wednesday 12 February 2020, 9:30 am to 11:30 am

Duration: 8 Weeks

Morning

#### Formal Spoken English at Work

During this course you will build on your formal English training and develop your skills in more complex discussions for the workplace.

FSKOCM007 Interact effectively with others at work

VU22390 Participate in spoken interactions of limited complexity

#### WESTFIELD PENRITH

Monday 10 February 2020, 12:00 pm to 2:00 pm

Duration: 8 Weeks

#### English : Written English for Employment

If you have had limited exposure to English and would like to develop your written English skills for employment.

VU22388 Engage with texts of limited complexity for employment purposes

VU22393 Create texts of limited complexity to participate in the workplace

#### WESTFIELD PENRITH

Tuesday 11 February 2020, 12:00 pm to 2:00 pm

Duration: 8 Weeks

#### Written English for Work

During this course you will develop learning goals and engage in written English to assist you in job seeking.

VU22358 Develop learning goals

VU22359 Conduct a project with guidance

VU22362 Engage with simple texts for employment purposes

VU22350 Create short simple texts for employment purposes

VU22367 Create simple texts for employment purposes

#### WESTFIELD PENRITH

Wednesday 12 February 2020, 12:00 pm to 2:00 pm

Duration: 8 Weeks

Afternoon

#### Written English for Work

During this course you will develop learning goals and engage in written English to assist you in job seeking.

VU22358 Develop learning goals

VU22359 Conduct a project with guidance

VU22362 Engage with simple texts for employment purposes

VU22350 Create short simple texts for employment purposes

VU22367 Create simple texts for employment purposes

#### WESTFIELD PENRITH

Monday 10 February 2020, 9:30 am to 11:30 am

Duration: 8 Weeks

#### English for Community Engagement

This course is for you if you wish to develop your spoken English skills for community engagement. During the class you will participate in spoken interactions and identify community options and features of the health care system.

VU22364 Participate in simple spoken interactions

VU22379 Identify community options

VU22381 Identify features of the health care system

#### WESTFIELD PENRITH

Tuesday 11 February 2020, 6:30 pm to 8:30 pm

Duration: 8 Weeks

#### Advanced Classroom English

Learn to develop your formal training in English and improve your written skills.

VU22411 Research pathways and produce a learning plan and portfolio

ICTICT103 Use, communicate and search securely on the internet

BSBITU313 Design and produce digital Text documents

VU22414 Engage with a range of complex texts for learning purposes


VU22419 Create a range of complex texts for learning purposes

#### WESTFIELD PENRITH

Wednesday 12 February 2020, 6:30 pm to 8:30 pm

Duration: 8 Weeks

Evening

 **Literacy  
- Numeracy**

**Pathways to Conversation  
COME THURSDAYS**

**English : Reading to Children**

Providing functional literacy skills for everyday life in the context of reading to your children or grandchildren. Literacy skills development embedded in a reading group. Reading with expression and dramatic flair to children.

FSKLRG004 Use short and simple strategies for work-related learning

FSKOCM002 Engage in short and simple spoken exchanges at work

**WESTFIELD PENRITH**

Thursday 13 February 2020, 9:30 am to 11:30 am

Duration: 8 Weeks

**English : Spoken English**

Do you need to improve your English to enable you to access public transport more easily? This course will give you the confidence to recognise, give and follow simple and highly familiar directions.

VU22353 Recognise, give and follow simple and familiar directions

**WESTFIELD PENRITH**

Thursday 13 February 2020, 12:00 pm to 2:00 pm

Duration: 8 Weeks

**Written English for Community  
Engagement - 1**

If you have had some limited exposure to English but would like to develop your skills to be able to participate in the community this course will teach you to write simple documents for community agencies.

VU22363 Engage with simple texts to participate in the community

VU22351 Create short simple texts to participate in the community

**WESTFIELD PENRITH**

Thursday 13 February 2020, 6:30 pm to 8:30 pm

Duration: 8 Weeks

**Reading and Writing**

**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.

VU22384 Develop and document a learning plan and portfolio

**WESTFIELD PENRITH**

Friday 14 February 2020, 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.

VU22384 Develop and document a learning plan and portfolio

**WESTFIELD PENRITH**

Friday 14 February 2020, 12:00 pm to 2:00 pm

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



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