




Centre for Social Inclusion

*because everyone can
learn and discover.*





Literacy - Numeracy

English Language Skills

If English is your second language and you're headed to college or a job, this course will teach you the grammar, spelling and structure of the English Language that you'll need to succeed. You will also come away from this course speaking more fluently. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWEREC106A Comprehending and telling spoken recounts

WESTFIELD PENRITH

Thursday 25 October 2018, 6:30 pm to 8:30 pm

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

English Language Skills - Advanced

Certificate III in Spoken and Written English is an advanced course 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.

SWEINT304A Comprehending and participating in interviews

WESTFIELD PENRITH

Thursday 25 October 2018, 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 II in Spoken and Written English. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWEINF204A Comprehending and giving spoken information

WESTFIELD PENRITH

Tuesday 23 October 2018, 9:30 am to 11:30 am

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

WESTFIELD PENRITH

Tuesday 23 October 2018, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding. \$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 Spoken and Written English. For people who satisfy certain requirements as determined by the Government, this course fee may be reduced.

SWEINS108A Comprehending written instructions and completing a short form

WESTFIELD PENRITH

Thursday 25th October 2018, 12:00 pm to 2:00 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.

SWEPRN008A Giving basic personal information

WESTFIELD PENRITH

Tuesday 23 October 2018, 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.

SWEWRD006A Writing words and simple sentences

WESTFIELD PENRITH

Friday 26 October 2018, 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.

SWEWRD006A Writing words and simple sentences

WESTFIELD PENRITH

Friday 26 October 2018, 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 aims to increase confidence in reading, writing and spelling skills in a relaxed atmosphere. It is aimed at those who would like to improve their literacy and numeracy skills for employment purposes.

PENRITH HIGH SCHOOL

Tuesday 23 October 2018, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding. \$0 or \$150 for non-permanent residents.

KATOOMBA CENTRE

Tuesday 23 October 2018, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding. \$0 or \$150 for non-permanent residents.



**WE'D LOVE TO ADD VALUE TO YOUR SERVICE WITH EDUCATION AND TRAINING.
CALL US TO DISCOVER HOW YOU CAN CRAFT PROGRAMS TO PUT YOUR CLIENTS ON PATHWAYS.
FUNDED PLACES UNDER THE CSO PROGRAM CALL US ON 02 4724 9000**



Digital - Literacy

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.

BSBITU101 Operate a personal computer

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

BSBITU203 Communicate electronically

WESTFIELD PENRITH

Wednesday 24 October 2018, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

KATOOMBA CENTRE

Friday 26 October 2018, 2:30 pm to 4:30 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Thursday 1 November 2018, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

WESTFIELD PENRITH WEEKEND

Saturday 3 November 2018, 10:00 am to 4:00 pm

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

Computers : Excel Level 1

This course aims to give the new spreadsheet user a thorough grounding in the basics of creating spreadsheets and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques and sound formatting and design principles.

BSBITU101 Operate a personal computer

BSBITU202 Create and use spreadsheets

WESTFIELD PENRITH WEEKEND

Sunday 4 November 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Excel Level 2

Microsoft Excel 2010 Level 2 is the second of a 3-Level study program for Microsoft Excel 2010. This level extends your basic knowledge of Excel and provides you with the skills and knowledge to produce more effective and productive workbooks. It covers formulae and function techniques, more intricate formatting, setting complex printing options, using intricate charting features and working more effectively with existing worksheets and workbooks.

BSBITU304 Produce spreadsheets

BSBWOR204 Use business technology

WESTFIELD PENRITH WEEKEND

Sunday 18 November 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Excel Level 3

This course will provide you with the skills and knowledge to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, Pivot Tables, data consolidations, goal seeking and Solver and create and use macros.

BSBITU402 Develop and use complex spreadsheets

WESTFIELD PENRITH WEEKEND

Sunday 2 December 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Excel Workshop

Using Microsoft Excel learn how to create a basic spreadsheet including graphs and charts, writing formulae and formatting options. Basic computer experience required.

BSBITU101 Operate a personal computer

BSBITU202 Create and use spreadsheets

KATOOMBA CENTRE

Saturday 3 November 2018, 9:30 am to 5:30 pm

Duration: 1 day, \$152 Workshop, no concessions

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.

BSBWOR204 Use business technology

BSBITU203 Communicate electronically

WESTFIELD PENRITH

Wednesday 14 November 2018, 10:00 am to 4:00 pm

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

Job Ready Workshop

Have you been unsuccessful in gaining the job of your dreams? Do you want to know the "secret" that will turn that around? This workshop will prepare you to be job ready. You will gain confidence in communication and interview techniques as well as how to write your job application letter and resume.

BSBLED101 Plan skills development

VU20009 Participate in job seeking activities

WESTFIELD PENRITH

Friday 31 August 2018, 10:00 am to 4:00 pm

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



Ready to register?

See pages 30-31 for Registration info plus form and venue addresses.



Employability

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 nine units of competencies from Certificate I, II in Business and Certificate III in Business Administration. 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

BSBMM201 Communicate in the workplace

BSBWOR203 Work effectively with others

BSBWOR202 Organise and complete daily work activities

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

WESTFIELD PENRITH

Monday 22 October 2018, 10:00 am to 4:00 pm

Duration: 10 Weeks



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

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.

BSBITU101 Operate a personal computer

Digital Hub Westfield

Monday 22 October 2018, 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.

BSBITU101 Operate a personal computer

Digital Hub Westfield

Tuesday 30 October 2018, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

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 11 December 2018, 12:30 pm to 2:30 pm

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 11 December 2018, 10:00 am to 2:00 pm

Duration: 1 Day, \$100

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 27 November 2018, 10:00 am to 12:00 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 6 November 2018, 10:00 am to 12:00 pm

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 6 November 2018, 12:30 pm to 2:30 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 20 November 2018, 10:00 am to 12:00 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 20 November 2018, 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

Tuesday 27 November 2018, 12:30 pm to 2:30 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

Tuesday 4 December 2018, 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 4 December 2018, 10:00 am to 11:00 am

Duration: 1 Lesson, \$25

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 13 November 2018, 10:00 am to 12:00 pm

Duration: 1 Day, \$50

PENRITH CITY COUNCIL LIBRARY

Digital Help Desk

Penrith City Library offers a drop-in Help Desk service available 7 days a week from 10am - noon for minor technology issues and questions such as:

- using your computer
- connecting to Wi-Fi
- searching the internet
- using Penrith City Library's online resources, and
- help with new technology like iPads, smart phones, e-readers, etc.

No need to book - the Digital Help Desk is run on a first-in, first-served basis. You are encouraged to bring along your own equipment for help desk support.

(This service is for technology training only.

Technical support for faults and repairs on the Library's public PC network should be referred to staff at the Library's main Service Desk.)



NSW GOVERNMENT FULLY FUNDED TRAINING

AM I ELIGIBLE?



I live or work
in NSW

I'm an Aust or NZ citizen,
permanent resident or
IMMI Card holder

15+

I'm 15 years
or older & not
at school



Are **ANY** of the following barriers
for me to complete training?

Do I own or work in a
Small Business that ...

I'm an Aboriginal or
Torres Strait Islander

I'm on a Centrelink
Benefit
(Except Family Benefit Part B)

I live in
Social Housing

I struggle
with reading

I struggle to keep a job

I'm physically ill

I struggle with
conversation

I struggle
with numbers

I can't afford transport
for training out of area

I have a
mental illness

Has 20 or less
employees

Turnover
of under
\$2,000,000

YOUR COURSE IS **FEE FREE!**