



Walk With...

PROGRAMS FOR JOB SEEKER & DISABILITY EMPLOYMENT SERVICES

*At Nepean Community College we offer classes in a supportive environment that builds confidence to assist participants to overcome any barriers they may be experiencing in small steps
Classes cater to small numbers of students allowing a more personal and friendly approach*

Computer Basics

A computer beginners course to help you operate a personal computer. Learn the components of a computer, what are peripheral devices, how to activate your computer, system security and go on a live tour of a personal computer learning the basics. Plus we take a look at Be Connected where you can further your online training when you get home.

BSBTEC101 Operate digital devices

WESTFIELD PENRITH - Weekend - Saturday 6 August 2022,
10:00 am to 4:00 pm - Duration: 3 Weeks

WESTFIELD PENRITH - Wednesday 17 August 2022,
10:00 am to 4:00 pm - Duration: 3 Weeks

Computers: Office Skill Set*

Learn how to utilise the most common Microsoft Office programs: Word, Excel, PowerPoint and Publisher. This is ideal for the beginner and/or people who would like to get a better understanding of how these programs work. Basic computer experience is essential.

BSBTEC101 Operate digital devices

BSBTEC201 Use business software applications

BSBTEC202 Use digital technologies to communicate in a work environment

BSBTEC203 Research using the internet

WESTFIELD PENRITH - Saturday 27 August 2022,
10:00 am to 4:00 pm - Duration: 4 Weeks

WESTFIELD PENRITH - Wednesday 7 September 2022,
10:00 am to 4:00 pm - Duration: 4 Weeks

Job Interviews Demystified

This one-day workshop is designed to help people looking for jobs to be better prepared and confident about attending their next job interview. It starts with the preparation and looks at all aspects of job interviews. Things like dress, body language tips, and some insight on the interview not always being about the person being interviewed. The interviewer/company is also on show and we talk about this during the workshop. There will also be an opportunity for role play to practice being interviewed in a safe environment.

WESTFIELD PENRITH - Monday 1 August 2022,
10:00am to 4:00 pm - Duration: 1 Day

WESTFIELD PENRITH - Monday 15 August 2022,
10:00 am to 4:00 pm - Duration: 1 Day

Job Seeker Essentials*

This course is for Job Active and/or DES providers who require their clients to fulfil Job Plan requirements and utilise NSW Government JobSearch as a pathway to employment. These clients may have difficulties engaging with myGov, linking and using their JobSearch dashboards and writing resumes and cover letters for job applications.

FSKLRG002 Identify strategies to respond to short and simple workplace problems

BSBCMM211 Apply communication skills

BSBTEC201 Use business software applications

CM001122 Use, communicate and search securely on the internet

FSKDIG001 Use digital technology for short and basic workplace tasks

WESTFIELD PENRITH - Monday 25 July 2022,
9:30 am to 2:30 pm

Duration: 4 Weeks,

This Course is run on a Monday, Thursday & Friday.

WESTFIELD PENRITH - Monday 22 August 2022,

9:30 am to 2:30 pm - Duration: 4 Weeks,

This Course is run on a Monday, Thursday & Friday.

Literacy Skills for Job Seekers*

This course is for Job Active and/or DES providers who require their clients to fulfil Job Plan requirements and utilise NSW Government JobSearch as a pathway to employment. These clients may have difficulties due to their literacy skills engaging with myGov, linking and using their JobSearch dashboards and writing resumes and cover letters for job applications.

VU22363 Engage with simple texts to participate in the community

VU22351 Create short simple texts to participate in the community

VU22364 Participate in simple spoken interactions

VU22379 Identify community options VU22381 Identify features of the health care system.

WESTFIELD PENRITH - Monday 22 August 2022,

9:30 am to 2:30 pm - Duration: 4 Weeks,

This Course is run on a Monday & Friday.

* These courses are approved by Services Australia for Student Payments

To Enrol call 4724 9000

For more details see http://ncc.nsw.edu.au/Job_Seeker_Program.html

RTO 1223

