

ACFE  
Pre-accredited

# SHORT COURSES 2018

## GETTING JOB READY

### Term 1

29 January to 29 March

### Term 2

16 April to 29 June

### Term 3

16 July to 21 September

### Term 4

8 October to 21 December

For more  
information or to  
book your place,  
call  
**1800 266 675**

Job search skills using technology

Job Applications writing skills

Successful Job Interview skills

English for Work

Understanding workplace rights  
and responsibilities

Job readiness for all abilities

Support Women Enter workforce



# GETTING JOB READY SHORT COURSES 2018

## Job search skills using technology

What you will learn:

- Seek available jobs opportunities
- Time effectiveness
- Improved confidence in using technology for different purposes

Potential pathways to paid/voluntary work; returning to study and subsequently finding employment and/or becoming more active in the community

**Location:**

St Albans, Deer Park and Watergardens

**Cost: \$45**

## Job Applications Writing Skills

What you will learn:

- Writing an effective resume
- Improved interview skills
- Improved confidence in job hunting

Potential pathways to paid/voluntary work; returning to study and subsequently finding employment

**Location:**

St Albans, Watergardens and Deer Park

**Cost: \$45**

## Successful Job Interview Skills

What you will learn:

- Improved interview skills
- Improved confidence in job hunting
- Confidence in using digital technology in communicating

Potential pathways to paid/voluntary work

**Location:**

St Albans, Watergardens and Deer Park

**Cost: \$45**

## English for Work

What you will learn:

- Communication at workplace

Potential pathways to paid/voluntary work

**Location:**

St Albans, Watergardens and Deer Park

**Cost: \$45**

## Understanding Workplace Rights and Responsibilities

What you will learn:

- Understanding duty of care
- Report an injury
- Making a claim
- Resolving health and safety issues

Potential pathways to paid/voluntary work; returning to study and subsequently finding employment and/or becoming more active in the community

**Location:**

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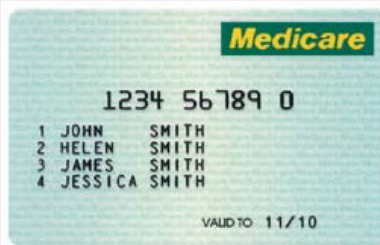
# BOOKINGS & INFORMATION

@ [education@comm-unityplus.org.au](mailto:education@comm-unityplus.org.au)

☎ 1800 266 675

🚶 Level 1, 358 Main Road West  
St Albans

🌐 [www.comm-unityplus.org.au](http://www.comm-unityplus.org.au)



When you enrol, please bring your concession card (if applicable) and **green Medicare card**.

**Individuals with a disability are encouraged to access government funded training**

**commUnity+** is a multi-disciplinary community agency that provides services across Victoria. Our students have the advantage of easy access to a range of programs in addition to adult education. More information is available on [www.comm-unityplus.org.au](http://www.comm-unityplus.org.au).

## Job readiness for all abilities

What you will learn:

- Knowledge of pre-employment process.
- Locate employment opportunities, develop resume / CV writing and interview techniques.

Potential pathways to paid/voluntary work and/or have become more active in the community

**Location:**

St Albans, Watergardens and Deer Park

**Cost: \$45**

## Support Women Enter workforce

What you will learn:

- Developing self-confidence and help with setting goals
- Improve existing skills and explore potential
- Find a job or return to study – guidance on where to start

Potential pathways to paid/voluntary work; returning to study and subsequently finding employment and/or becoming more active in the community

**Location:**

St Albans, Watergardens and Deer Park

**Cost: \$65**