

Understanding Workplace Communication (SLPET Program)

10 week training and placement course for newly arrived refugees and migrants providing students with some of the skills required for employment in an office or other customer service related jobs including work experience with a local employer.



Pathways to Work Program

- Gain local experience and referees
- Build your network of local contacts
- Improve your English
- Learn how to look for work
- Employment coaching to help you perform at your best in job interviews

Who is this course for?

AMEP eligible students who:

- Have at least 1 AMEP hour remaining from their 510 hour entitlement
- Are currently enrolled in the Pre-employment English stream
- Have attended AMEP in the last 12 months
- Have completed 75% or more of their AMEP tuition hours (383 hours or more), or achieved ACSF Level 2 in Learning, Reading, Writing and Oral Communication
- Have good computer skills
- Have not achieved Functional English (ACSF Level 3 in all skills)
- Are ready to work

Childcare Available
for children under five
years of age



What will this course cover?

- Language skills for working in Australia
- Support in preparing for and finding a job (eg. job search, resume, letters of application and interviewing skills)
- Australian workplace culture
- Occupational health and safety
- Workplace communication skills
- Computer skills for work
- Equity and fairness at work.
- A work experience placement
- Identifying career/ work pathway
- Identifying short, medium and long term goals
- Identifying own personal attributes and work based skills

Enquiries or checking
eligibility:

Call 8312 2030

or talk to reception staff
at St Albans or Deer Park