

ACFE
Pre-accredited

SHORT COURSES 2019

GETTING JOB READY

Term 1

30 January to 5 April

Term 2

23 April to 28 June

Term 3

15 July to 20 September

Term 4

7 October to 20 December

Job search skills using technology

Develop Successful Job
Interview skills

English for Work

Support Women Enter workforce

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



GETTING JOB READY SHORT COURSES 2019

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: \$35

Develop 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: \$35

English for Work

What you will learn:

- Communication at workplace
- Potential pathways to paid/voluntary work

Location:

St Albans, Watergardens and Deer Park

Cost: \$35

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: \$45

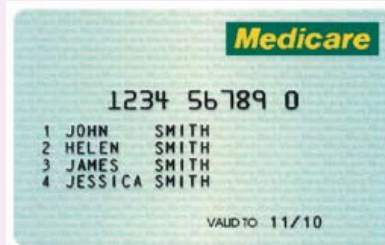
BOOKINGS & INFORMATION

@ education@comm-unityplus.org.au

☎ 1800 266 675

🚶 Level 1, 358 Main Road West
St Albans

🌐 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.