

# Skills for Education and Employment

Digital literacy and foundation skills for employment



1800 266 675

Enrol Now

# Skills for Education and Employment

## COURSE CONTENT

You will learn:

- Career development, interview, and teamwork skills.
- Digital Literacy, spoken and written communication skills.
- Practical skills, including arranging appointments, completing forms, and contributing to the local community.

A national certificate will be issued following successful completion.

See: [www.comm-unityplus.org.au/adult-education/our-education-programs](http://www.comm-unityplus.org.au/adult-education/our-education-programs)

## COURSE DELIVERY

commUnity+ offers a range of learning options:

- Classroom based and online courses.
- Full time and part time classes during the daytime.

*Course delivered in Broadmeadows, Craigieburn, Deer Park, Fawkner, Keilor Downs and St Albans. Two (2) to five (5) days per week.*



## FEES

Not applicable. The Skills for Education and Employment program is funded by the Australian Government Department of Employment and Workplace Relations. The program is complimentary for eligible participants.

See: [www.dewr.gov.au/skills-education-and-employment](http://www.dewr.gov.au/skills-education-and-employment)

## ELIGIBILITY

Participants must meet the following eligibility criteria:

- Aged between fifteen (15) years and the pension age.
- Australian citizen or permanent resident or people with employment rights.
- Deemed suitable for training without any barriers preventing successful participation.
- Registered as an employment seeker or volunteer employment seeker.

Referrals via Disability Employment Services providers, Services Australia, and Workforce Australia employment services providers.

*Enrolment in the Skills for Education and Employment program equates to twenty five (25) points under the Workforce Australia Points Based Activation System.*

commUnity+ is a respected education and training provider with a proud thirty (30) year history providing employment, foundation, and settlement programs.

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