

Ignite Your Career!



Establish or reinvent your career with commUnity+ employment programs. Define personal ambitions, apply for employment, and develop your digital skills to connect, communicate, and enhance your employability

To enrol or for further information, call **(03) 8312 2040** or email education@comm-unityplus.org.au.

Develop Your Career

Six (6) weeks

Two and a half (2.5) hours per week

Define personal ambitions, expertise, and values. Understand the employment environment, explore industry trends, and identify suitable positions.

Apply for Employment

Six (6) weeks

Two and a half (2.5) hours per week

Search for employment, prepare cover letters and resumes.

Prepare for Interviews

Six (6) weeks

Two and a half (2.5) hours per week

Prepare for interviews, respond to questions effectively, and understand interview expectations.

Transition to Employment

Six (6) weeks

Two and a half (2.5) hours per week

Communicate effectively in the employment environment, resolve conflict, and recognise local culture and social customs.

Balance Career and Caring

Six (6) weeks

Two and a half (2.5) hours per week

Negotiate flexible employment based on employee rights and responsibilities.

Advance Your Career

Six (6) weeks

Two and a half (2.5) hours per week

Plan career progression pathways, develop networks, and arrange mentoring.

Basic Computer Skills

Eight (8) weeks

Two and a half (2.5) hours per week

Operate a computer and prepare basic documents.

Stay Safe Online

Eight (8) weeks

Two and a half (2.5) hours per week

Communicate safely with friends, families, and employers using email, employment websites, and social media.

Microsoft Office Introduction

Eight (8) weeks

Two and a half (2.5) hours per week

Prepare basic Microsoft Excel, PowerPoint, and Word documents.

Microsoft Office Intermediate

Eight (8) weeks

Two and a half (2.5) hours per week

Prepare detailed Microsoft Excel, PowerPoint, and Word documents.

BLENDING PROGRAM DELIVERY

In the context of the coronavirus pandemic, commUnity+ provides blended program delivery including:

- Conferencing, including Skype and Zoom.
- eLearning, including Google Classroom and Moodle.
- Email and phone support.
- Face-to-face classes with a maximum ten (10) students and two and a half (2.5) hours per class.
- Self-paced learning resources.

Face-to-face classes delivered via video conferencing, including Zoom, pending government announcements regarding onsite coronavirus restrictions.

TIMETABLE

Face-to-face classes will be held for two and a half (2.5) hours each week, either morning or afternoon, with ten (10) people maximum.

Monday:	Basic Computer Skills
Wednesday:	Develop Your Career
Thursday:	Prepare for Interviews
Friday:	Apply for Employment

LOCATIONS

Ballarat Road, Deer Park
East Esplanade, St Albans
Main Road West, St Albans



FEES

Training is delivered by Victorian and Commonwealth Government funding.

Fees payable include an Administration Fee, Materials Fee, and Tuition Fee.

Eligible Students

Students eligible for government subsidised education and training programs pay the following fees.

Administration Fee: **\$5**

Materials Fee: **\$10**

Eligible Students Tuition Fee

Thirty hour (30) Program	\$30
Fifty hour (50) Program	\$50

Ineligible Students

Students ineligible for government subsidised education and training programs pay the following fees.

Administration Fee: **\$5**

Materials Fee: **\$10**

Ineligible Students Tuition Fee

Thirty hour (30) Program	\$276
Fifty hour (50) Program	\$460

ELIGIBILITY

To be eligible to enrol in government subsidised Pre-accredited education and training programs, learners must meet the following criteria:

- Australian Citizen.
- Holder of an Australian permanent visa.
- New Zealand citizen.

A green Medicare card confirms eligibility.