



# EMPLOYMENT PATHWAYS

All courses aim to provide the skills pathway to work, study and life.



warragulcommuntyhouse.org.au

## Working with Numbers

**Date/Time** Wednesday 21 July 6pm - 8pm  
x 8 weeks

**Cost** \$50 T&C's apply

**Description** This Course is designed specifically for:

- Anyone who needs to polish up on their everyday maths to increase employment opportunities; or,
- To assist with everyday living
- Increase knowledge and develop clarity across measurement, mental maths estimating decimals and a whole lot more.



**KNOWLEDGE**



## Easy Steps To Computers - For Beginners

**Date/Time** Wednesdays 21 July 9.30am - 12.30pm  
or 1.15pm - 4.15pm x 7 weeks

**Cost** \$50 T&C's apply

**Description** This beginners course will get you up and running with the basics! It will show you how to find your way around a computer screen, use the mouse and identify icons. It also covers file & folder management, internet and email, browsers & search engines, and includes the basic functions of Microsoft Word and Excel.



**SKILLS**



## Digital Matters - Connecting in the Digital World

**Date/Time** Mondays 19 July 1.30pm - 3.30pm  
x 4 weeks

**Cost** \$50 T&C's apply

**Description** Learn how to set up your device, connect with WiFi, undertake websearches and more. Become more confident in searching online for employment or study. Learn how to connect and catch-up with others using Zoom, Facebook and other media platforms.



**SKILLS**



## Intermediate Computers - for Work and Home

**Date/Time** Mondays 19 July 9.30am - 12.30pm  
x 7 weeks

**Cost** \$50 T&C's apply

**Description** This course is an Intermediate Course for those wanting to gain a deeper understanding of computer use for work, study and home! You will explore Microsoft Word and Excel applications along with some aspects of cloud computing. You must have completed the Easy Steps for beginners computer course, or have some basic knowledge.



**KNOWLEDGE**





# EMPLOYMENT PATHWAYS

## Empowering Financial Freedom - For Women

**Date/Time** Thursdays 29 July 1.30pm - 4.00pm x 8 weeks

**Cost** \$50 T&C's apply

**Description** Learn how to take control of your financial well-being. Develop a greater understanding of money management skills to develop a better financial future for you and your family! Topics include, budgeting, investing, minimising costs, banking, avoiding debt, managing bills, and insurance.



TEACHING



## Up-Skill for a Career in Customer Service and Retail Environments

**Date/Time** Wednesdays & Fridays from 4 & 6 August 9.30am - 3.00pm x 6 weeks

**Cost** \$50 T&C's apply

**Description** Want to develop skills to work effectively and confidently in a customer service and retail environment? Learn how to apply great customer service skills and maximise sales opportunities. This 6 week course is ideal as a pathway to employment, and to enhance your opportunities within your current workplace.



SKILLS



## Let's learn English - Walk Forward with Confidence

**Date/Time** Fridays 16 July 12.45pm - 2.45pm x 8 weeks

**Cost** \$50 T&C's apply

**Description** Suitable for people speaking a language other than English - who wish to connect, engage, or gain employment in their local community.



DEVELOPMENT

Learn in a safe and encouraging environment. Classes are tailored to learner needs and abilities.



## Women In The Workforce - Commit To Your Future Now!

**Date/Time** Thursdays & Fridays 29 & 30 July 9.30am - 3.00pm x 4 weeks in Longwarry

**Cost** \$50 T&C's apply

**Description** The practical course focusses on preparing women for employment. It is tailored to those who are entering the workforce for the first time or have had a break. This course will build the job seeking and people skills needed to confidently engage in the workforce.



LEARN



Warragul Community House is a not for profit local community organisation and registered Learn Local provider.

**Terms and Conditions:** Employment Pathways courses are run under Learn Local which are registered and funded by the Community (Australian Community for Further Education). To be eligible for funding students must be undertaking the course to upskill for work, get a job, or to pursue a further course of study. Students must also hold permanent residency, otherwise the nonsubsidised rate is required- estimate cost \$200-300.

**CANCELLATIONS AND WITHDRAWALS:** Participants are required to give 5 working days notice to withdraw from a class to receive a refund. Warragul Community House reserves the right to cancel a class. Refunds will be provided via card or direct bank deposit.

For further information visit our website [www.warragulcommunityhouse.org.au](http://www.warragulcommunityhouse.org.au)

### Contact us

Monday to Friday 9.00 am to 4.30pm

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