ADULT COMMUNITY EDUCATION

Term 2, 2021

27th April – 2nd July

CITY OF MARION

ACE courses are ONLY for people who:

- Are 17 years and older
- Are actively preparing for work
- Can commit to the time required to complete this course

Positive Mindset

This non accredited course aims to help you build a positive mindset by introducing you to a series of wellbeing and resilience tools and techniques. The focus of this course will be on helping you manage stress, think more optimistically and draw on your own strengths to handle the challenges you may face when looking for work or undertaking study. We also have an online option for this course!

Wednesday 28th April 12.00pm - 2.00pm 10 weeks
Glandore Community Centre 25 Naldera Street, 5037
Want more information about how to participate online contact us!
Tutor: Jodie
NFSKLRG02 - Identify strategies to respond to basic workplace problems
Click for bookings and more information

English for Work Level 1

This non-accredited course will help you build your English language skills for work.It will help you understand new words,terms and phrases that are related to real-life employment and workplace scenarios. You will learn about cultural expectations in Australian workplaces, and have the opportunity to practice and apply this knowledge in roleplays and fun group activities.

Officially starting Tuesday 27th April 5.30pm - 7.30pm however now an ongoing intake. Allow 10 weeks for completion
Cooinda Neighbourhood Centre, 245 Sturt Road, 5047
Tutor: Joudi

NFSKOCM02 Engage in basic spoken exchanges at work
Non-Accredited
Click for bookings and more information

English for Work Level 2

This accredited course builds on the knowledge you have gained in Level 1 and pays more attention to improving your English language skills for job applications and interviews. It will help you develop your confidence to talk to an employer and the ability to better describe your skills, experiences and capabilities in an interview.

Thursday 29th April 9.30am - 11.30am 10 weeks
Glandore Community Centre 25 Naldera Street, 5037
Tutor: Ingrid
FSKOCM03 - Participate in simple spoken interactions at work
Accredited

Click for bookings and more information

These accredited courses are delivered and assessed by Interskills (RTO 6653) which is the issuing registered training organisation. Within each of our accredited courses, a unit of competency from the Foundation Skills Training Package (FSK) is delivered. Each student, on successful completion of an accredited course, will receive a statement of attainment from Interskills Training who are also responsible for the quality assurance of this training.

Interskills TRAINING

ATIONALLY RECOGNISED TRAINING

Government of South Australia

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Career Planning and Job Search Skills

This course will help you better understand and keep up to date with changes in the Australian workforce. With a focus on understanding pathways into different industries, the terminology in job descriptions, the types of jobs available and the different ways to apply for work. You will learn about what employers are looking for and how you can better prepare for employment.

Wednesday 28th April 9:30am – 12:30pm for 10 weeks
Trott Park Neighbourhood Centre 34 Hessing Crescent, 5158
Tutor: Anna
FSKLRG07 Use strategies to identify job opportunities
Accredited

Click for bookings and more information

Preparing for Work Level 2

This accredited course is focused on helping you develop a detailed career action plan. This plan will help you identify and clearly communicate your skills, experiences and work history. You will have the opportunity to practise interview skills, improve your resume and tailor it to different jobs. You will develop a comprehensive resource folder to take away and know more about the supports that are available to you.

Thursday 29th April 12:00pm – 3:00pm for 10 weeks
Glandore Community Centre 25 Naldera Street, 5037
Tutor: Ingrid
FSKLRG07 Use strategies to identify job opportunities
Accredited

Click for bookings and more information

Digital Skills for Work Level 1

This course is for people who already have basic computing skills. It will build your confidence in using computers to search for employment related information, complete various office and work-related tasks. You will learn the basic functions of Microsoft Word and Excel to complete a range of activities related to your chosen field of work.

Tuesday 27th April 9:30am - 12:30pm for 10 weeks
Glandore Community Centre 25 Naldera Street Glandore, 5037
Tutor: Ted
NFSKDIG01 Use digital technology for basic workplace tasks
Non-Accredited

Click for bookings and more information

Computing for Work and Business Level 2

This accredited course is a higher level course. It will cover the more in-depth functions of Microsoft Word, Excel, emailing and scheduling using Microsoft Office. Other topics related to LinkedIn, creating spreadsheets, developing business cards, social media profiles and how to use the various Google platforms will also be covered.

Friday 30th April 9:30am - 12:30pm for 10 weeks
Glandore Community Centre 25 Naldera Street, 5037
Tutor: Ted

FSKDIG02 Use digital technology for simple workplace tasks
Accredited

Click for bookings and more information

Bookings are Essential!
For All Online Bookings Click here
Contact us on 7420 6400 or at ace@marion.sa.gov.au