

# ADULT COMMUNITY EDUCATION

**Term 4, 2020**  
12th October - 11th December



## Bookings are Essential

### For All Online Bookings:

<http://marioncommunityhubs.eventbrite.com/>

**Contact:** 7420 6400

**Email:** ace@marion.sa.gov.au

## 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.

### Skills for Work Level 1

This non-accredited 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.

**Thursday 8th October,**  
**9:00am - 12:00pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street Glandore, 5037**  
**Tutor: Ingrid**

NFSKRDG07 Read and respond to simple workplace information  
Non-Accredited

[CLICK HERE TO BOOK!](#)

### Digital Skills for Work Level 1

This non-accredited 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 6th October,**  
**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 HERE TO BOOK!](#)

### 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.

**Wednesday 7th October**  
**5.30pm - 7.30pm 10 weeks**  
**Mitchell Park Neighbourhood Centre**  
**1 Cumbria Court, Mitchell Park**  
**Tutor: Ingrid**

NFSKOCM02 Engage in basic spoken exchanges at work  
Non-Accredited

[CLICK HERE TO BOOK!](#)

### 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 practice 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 8th October**  
**12:30pm – 3:30pm for 10 weeks**  
**Glandore Community Centre**  
**25 Naldera Street Glandore, 5037**  
**Tutor: Ingrid**

FSKLRG07 Use strategies to identify job opportunities  
Accredited

[CLICK HERE TO BOOK!](#)

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

FSKDIG02 Use digital technology for simple workplace tasks  
Accredited

[CLICK HERE TO BOOK!](#)

### 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 8th October**  
**5.30pm - 7.30pm 10 weeks**  
**Coinda Neighbourhood Centre**  
**245 Sturt Road, Sturt**  
**Tutor: Ingrid**

FSKOCM03 - Participate in simple spoken interactions at work  
Accredited

[CLICK HERE TO BOOK!](#)

*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.*

