



**Learn Local**  
with  
**Portland WorkSkills** (RTO 4030)  
&  
**Portland Neighbourhood  
House Program**  
**Term 1**

2022

**Enrol or Register your Interest NOW**

**5523 1645**

**Shop 14 Pioneer Plaza**

**[www.workskillsemployment.com.au](http://www.workskillsemployment.com.au)**

**email: [admin@workskillsemployment.com.au](mailto:admin@workskillsemployment.com.au)**

Government funded courses are made possible through funding by the  
Victorian and Commonwealth Governments.

Supported by:

DET (Participation Branch – South Western Victoria) & DFFH

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Portland WorkSkills is a community-based not-for-profit organisation which has provided services to Portland and district for more than 30 years.

Portland WorkSkills currently operates as a:

- Registered Training Organisation (4030) – delivering quality training in Nationally Recognised units to meet industry requirements
- Learn Local Organisation – providing pre-accredited Vocational training, Digital Literacy, Literacy & Numeracy and employability skills
- Neighbourhood House Program – a range of recreational and educational programs catering for people of all ages and abilities from pre-schoolers to grandparents.

Programs are delivered from our training complex in Pioneer Plaza and at 38 Waratah Street. See the program for specific details.

### **Student Information**

**Enrolment:** Learners under 18 years of age must have a parent/guardian sign the Enrolment Form. Enrolments are confirmed upon completion of an enrolment form and payment of fees which may be undertaken at our main office at Shop 14 Pioneer Plaza.

**Unique Student Identifier (USI):** All students enrolling in nationally recognised training require a USI. Visit [www.usi.gov.au](http://www.usi.gov.au) to create one or speak to WorkSkills staff.

**Fees & Charges:** Tuition fees are determined by a person's eligibility for government support and/or concession, the course and the unit/s in which a student enrolls. Invoices will be provided, itemising tuition fees, materials and General Service fee. Any materials purchased will become the student's property.

**Fee Concession:** Students enrolling in government-funded courses will be eligible for a concession fee on presentation of a valid concession card (Health Care Card, Pension Card or Veteran's Gold Card). The concession fee is 20% of the full funded tuition fee. Students experiencing financial difficulties may make an Application for Special Consideration for Fee Concession, whether they hold a concession card or not.

**Refunds:** See [www.workskillsemployment.com.au](http://www.workskillsemployment.com.au) for Refund Policy

**Portland WorkSkills reserves the right to cancel courses, or adjust dates and times.**

**This is particularly relevant under COVID-19 restrictions.**

**Student tuition fees as published are subject to change given individual circumstances at enrolment.**



**Portland WorkSkills is a COVID safe organisation**

Evidence of full vaccination is required for participation in classes

*hands ~ space ~ face ~ trace*

## Training Programs – Learn Local

### Literacy & Numeracy Capers

Literacy! Numeracy! And Craft activities! A six-month program of activities aimed at people with disabilities.

**COST \$32 concession / \$80** (includes General Service fee \$20) Plus materials \$5 per week

**GENED2211** from 02/02/2022 to 22/06/2022

Wednesday mornings (excluding School holidays)

**Time:** 9.30am – 11.30am



### Literacy & Numeracy Consolidation

Do you want to improve your literacy and numeracy skills? Enrolment requires attendance in class two mornings per week where students will be guided through a range of literacy and numeracy activities aimed at the individual's level and to meet their learning goals.

**COST \$40 concession / \$120** (includes General Service fee \$20)

**GENED2211** Tuesday, Wednesday & Thursday mornings 1/02/2022 – 23/06/2022

**Time:** 9.15am – 11.45am



### Career Development

Need assistance with résumé preparation, writing letters of application or interview preparation? Phone for an appointment and get individualised, professional support to meet your needs.

**COST \$29 concession / \$45** (includes materials \$25) Additional material costs may apply



### 'Year 13'

Gap year? Looking for work? School is over and you want a job? This program is aimed at school leavers but open to others looking for work or preparing for further study. It provides participants with a range of skills to get a job. Includes: food handling, RSA, Barista Basics and individualised career development *plus more!*

**COST \$100\* / \$180** (includes materials \$60, General Service fee \$20)

**YEAR13-2211** 1/3/22 – 6/4/22

6 x Tuesdays plus 2 x Wednesdays (30/3/22 & 6/4/22)



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## Computers & Digital Literacy



### Computers 101

Do you want to take that first step into learning computing? This short program will provide participants with some introductory skills for computer use. Small group!

**COST \$34 concession / \$50** (includes materials \$10, General Service fee \$20)

**BCOMP2211** 8/2/22 – 17/2/22 (4 sessions – Tuesday & Thursday mornings)

**Time:** 9.30am – 12.00noon

### Computers – The Next Step

Consolidate your basic computer skills. Using Microsoft Windows, improve skills in word processing, formatting, file management, spreadsheets, using email and the Internet. Also includes an introduction to desktop publishing, including working with digital images.

**COST \$53 concession / \$101** (includes materials \$16, General Service fee \$25)

**BCOMP2212** 22/2/22 – 7/4/22 (14 sessions - Tuesday & Thursday mornings)

**Time:** 9.30am – 12.00noon



### Social Media

Facebook, Twitter, WhatsApp etc. What's it all about? Could this be a useful tool for you to stay connected or to promote your business?

Delivered across 6 sessions this program will provide you with skills to effectively use social media. Learn how to protect your personal information, safely connect with others via social media, promote products and events online and more!

**COST \$47 concession / \$71** (includes materials \$16, General Service fee \$25)

**BCOMP2141** 2/3/22 – 6/4/22 (6 sessions)

Wednesday mornings

**Time:** 9.30am – 12.00noon



Portland WorkSkills reserves the right to cancel courses, or adjust dates and times.

**NB:** People holding a current, valid Concession Card (Health Care Card, Pension Card, Veteran's Gold Card) and those that identify as being of Aboriginal or Torres Islander origin will be eligible for the concession fee on enrolment.



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### Barista Basics

Understand the role of a barista! Learn how to use and maintain an espresso machine and make a perfect coffee. Course blends theory with practical application. Small class sizes!

**COST \$44 concession / \$60** (includes materials \$30 General Service Fee \$10)

**COFFEE2211** Wednesday 30 March 2022 **Time:** 9.00am – 3.00pm



### RSA - SITHFAB002 Provide responsible service of alcohol

Gain the industry recognised RSA certificate and a nationally recognised Statement of Attainment. The program provides liquor service staff with skills to responsibly serve alcohol in licensed premises, including community settings with temporary licenses.

**COST \$85.00** (No concessions available)

**RSA2211** Thursday 17 February 2022 **Time:** 5.00 – 9.00pm

**RSA2212** Tuesday 8 March 2022 **Time:** 9.00am – 1.00pm



### Food Handling - SITXFSA001 Use hygienic practices for food safety

Nationally Recognised Training covering all aspects of *Food Safety* – the Food Act, food handling practices, contamination, personal hygiene, storage and cleaning. Suitable for any workers in the food industry, or volunteers in community organisations.

**COST \$95.00** (No concessions available)

**FOOD2211** Wednesday 6 April 2022 **Time:** 9.00am – 3.00pm



### HLTAID009 Provide cardiopulmonary resuscitation and/or

### HLTAID011 Provide First Aid

Gain skills and knowledge to effectively manage a wide range of first aid emergencies and accidents, including skills to perform resuscitation. Requires completion of learning activities **prior** to attending the program. **NB:** Participants must be able to deliver CPR on the floor to achieve competency.

First Aid is delivered in partnership and under the auspice of Australian Volunteer Coast Guard Assoc. Inc. (RTO 1588). Due to COVID-19 restrictions, theoretical knowledge is now delivered online. Practical assessments will be scheduled for small groups.

#### FIRST AID Practical Assessment dates and times

Friday 4/02/2022 **Time:** 9.30am – 12.00noon, 12.30pm – 3.00pm

**COST \$150.00** (No concessions available)

#### CARDIOPULMONARY RESUSCITATION Practical Assessment dates and times

Friday 4/02/2022 **Time:** 9.30am – 10.15am, 12.30pm – 1.15pm

**COST \$80.00** (No concessions available)

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## Neighbourhood House Program

### History walk – ‘A Part of Percy Street’

A guided walk tour of a part of Portland’s main street. A short walk that includes historic banks, buildings, businesses and personalities from Portland’s past. Conducted by Bernard Wallace.

**Venue:** Meet in front of the former ANZ bank, corner of Percy and Julia Streets, Portland.

Book now on 5523 1645 or [admin@workskillsemployment.com.au](mailto:admin@workskillsemployment.com.au)

**HFTT2211** Friday 25 February 2022 **Time:** 11.00am



### History Talk – Portland Writers & Poets

A commentary on writers and poets linked to Portland. Bernard Wallace will consider a number of significant - and insignificant – authors linked to Portland & district in the early years.

**Venue:** Portland Library, Bentinck Street

**HFTT2212** Friday 10 March 2022 **Time:** 11.00am



### Creative Crafts

Designed specifically for adults with special needs, we venture into some fun activities to foster creativity and independence, while building self-esteem.

**Cost \$60** (includes materials)

**Venue:** Waratah Centre, 38 Waratah Cres.

**CREAT2211** Thursdays 17/02/2022 – 24/03/2022 (6 sessions)

**Time:** 4.15pm – 6.15pm



### Friday Crafters

Do you enjoy knitting, crocheting, colouring or craft of any kind? Then this is for you! Pick up new patterns and ideas and enjoy the company of like-minded people.

Fridays 10.00am – 2.00pm from 14/01/2022



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### **Portland Local Services Guide**

Pop into Portland WorkSkills to get a FREE Local Services Guide - Health Services, Mental Health Services, Drug & Alcohol Services, Housing & Emergency Accommodation, Financial Planning, Disability Services, Legal Assistance, Training Services, Employment Services, Community Groups, recreational opportunities.

### **Portland Youth Referral Guide**

Portland Youth Referral Guide includes youth-focused information on employment, training, consumer advice, advocacy and related matters. Developed and supported by a Commonwealth Bank Grassroots Grant. Contact us for a copy.

### **Portland Inns and Hotels self-guided walk**

Collect your copy of the walk tour from Portland WorkSkills in Pioneer Plaza or by emailing [admin@workskillsemployment.com.au](mailto:admin@workskillsemployment.com.au). Enjoy your walk and the historical facts about each site.

**Portland WorkSkills will cease delivering First Aid/CPR soon BUT we will happily pass on your name and contact details to the new provider – WDEA Training.**



**So, give us a call on  
5523 1645**

**or send us a line at [admin@workskillsemployment.com.au](mailto:admin@workskillsemployment.com.au) and  
we'll pass on your details**

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### **Portland Community Centre**

General support and referral, photocopying, internet access, crafts etc. 40 Waratah Crescent  
Mon & Fri 1.00 – 4.00pm;  
Tues, Wed & Thurs 10.00am – 4.00pm.  
Ph. 5523 6955

### **Friday Sewing Group**

Do you enjoy sewing? Bring along your sewing machine and sewing projects and spend the day in a relaxed, friendly atmosphere. Fridays 10.00am – 4.00pm at 38 Waratah Crescent. Open to beginners through to experienced stitchers. Contact Sarah on 0447 066 472

### **St John Ambulance**

Learn vital first aid skills while contributing to your community. Meetings once a month. Contact Ceri on 0459 419 521 or Michelle on 0428 236 967.

### **3RPC-fm Community Radio**

Portland's Community Radio. Learn panel operation, music presentation, public speaking and production skills. Improve your self-confidence.  
Ph. 5523 4333

### **Portland Leisure & Aquatic Centre**

Heated indoor & outdoor pools, sauna. Group Fitness, Health Club, Personal Training.  
Ph. 5521 7174

### **Portland District Health Services**

Range of exercise options, health promotion programs & screenings. Ph. 5522 1180

### **Wattle Hill Creek CWA**

CWA encourages the contribution of community service, friendship, awareness of social issues, personal development, leadership and crafts!  
Ph. Jill on 0438 564 543 or Nancy on 0400 085 300

### **Julia Street Creative Space**

Printing, woodturning, lead lighting, fibre, quilting, photography & painting studios. Ph. 5523 6566 or [www.facebook.com/juliastreetcreativespace](http://www.facebook.com/juliastreetcreativespace)

### **Portland Library**

Books, magazines, DVDs, talking books, CDs. Newspaper, internet & study area. School holiday activities and special events. Ph. 5522 2265

### **Portland Men's Shed**

Be socially active and engage in manual crafts such as wood and metal working. Contact Gerry on 5521 0333

### **Great South West Walk**

Enjoy the beauty of our local scenery with a walk along parts of the GSWW. Visit [www.greatsouthwestwalk.com](http://www.greatsouthwestwalk.com)

### **Portland Arts Centre**

Glenelg Shire Arts Program, CEMA, community arts groups. Range of touring performances, exhibitions & community arts activities. Ph. 5522 2301 or [https://www.glenelg.vic.gov.au/Arts\\_Glenelg](https://www.glenelg.vic.gov.au/Arts_Glenelg)

### **Portland Field Naturalists Club**

Environmental walks each Wednesday morning to local areas and evening meeting on 4<sup>th</sup> Wednesday of each month at Scots Hall, Tyers St. All welcome. Contact Ruth on 5529 5335 or 0429 533 549. (Please leave a message on the mobile phone number).

### **Portland District U3A**

Mah Jong, book chat, armchair travel, history/research and more. Email [portlanddistrictu3a@gmail.com](mailto:portlanddistrictu3a@gmail.com) or [www.u3aportlanddistrict.org.au](http://www.u3aportlanddistrict.org.au)

### **Promoting Portland Maritime Heritage Inc.**

Whaleboat rowing – social and competitive. Contact Gordon on 0438 012 352

### **Portland Community Garden**

A fantastic focal point of people sharing skills and making real connections. 81 Henty St. Contact Wayne Barrett on 0419 351 558

### **Portland Women in Business (PWIB)**

Any women working in business, industry or leadership, women involved in local businesses, organisations or community groups. All welcome. Contact [admin@committeeforportland.com.au](mailto:admin@committeeforportland.com.au)

### **Portland Young Professionals Network**

To give young Portland leaders the opportunity to exchange ideas, grow professionally & share common interests in a relaxed environment. Contact [ypr@committeeforportland.com.au](mailto:ypr@committeeforportland.com.au)



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