

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



TERM 2 2020

Contact Us

Ph: 5523 1645

Pioneer Plaza (PO Box 188)

Portland VIC 3305

www.workskillsemployment.com.au

email: 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) & DHHS



Find us on Facebook!

Enrol or Register your Interest NOW

ALL WELCOME – People with disabilities are encouraged to participate

Portland WorkSkills is a community-based not-for-profit organisation which has provided services to Portland and district for more than 25 years.

Portland WorkSkills currently operates as a:

- Registered Training Organisation (4030) – delivering quality training in Nationally Recognised qualifications, industry requirements and short courses
- Learn Local Organisation – providing pre-accredited Vocational Education and Training including computers, hospitality, general education and career development
- Neighbourhood House Program – a range of recreational and educational programs catering for people of all ages from preschoolers to grandparents.

Programs are delivered from our training complex at Pioneer Plaza in Percy Street or at 38 Waratah Cres. 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. All enrolments and payments to be completed at our main office at Shop 14 Pioneer Plaza. Enrolments in Nationally Recognised Qualifications require an enrolment interview.

Unique Student Identifier (USI): All students enrolling in nationally recognised training require a USI. Visit 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 qualification level to be undertaken and the units 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.

Eligibility for Government Support: Full qualifications only. To be eligible a person must be:

- an Australian or New Zealand citizen or other eligible resident and
- under 20 years of age on 01/01/20 or seeking to enrol in a Foundation Skills course or upskilling.

An individual is eligible to undertake a maximum of two government subsidised qualifications at the same time, and commence a maximum of two government subsidised courses in a calendar year and two government subsidised qualifications at the same AQF level in their lifetime.

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.

*Concession costs are indicated by an asterisk symbol.

Refunds: See www.workskillsemployment.com.au for Refund Policy.

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

Nationally Recognised Training

All listed qualifications are offered under Skills First funding to eligible participants or on a fee-for-service basis. USI required for all nationally recognised training.



General Education for Adults

Improve literacy & numeracy skills in a stimulating and supportive environment. Students will be enrolled in General Education units and pre-accredited literacy and numeracy modules. Flexible start dates available.

Program 1:

COST \$203* / \$395 (includes materials \$75, General Service fee \$80)

GENED2011 5/2/20 – 26/11/20

Wednesdays & Thursdays 9.15am – 12.15pm

Program 2:

COST \$199* / \$375 (includes materials \$75, General Service fee \$80)

GENED2012 4/02/20 – 27/11/20

Tuesdays & Fridays 9.15am – 12.00noon

Program 3:

Literacy & Numeracy Capers

COST \$50* / \$162 (includes General Service fee \$22)

Plus materials \$6 per week

GENED2013 5/02/20 – 25/11/20

Wednesdays 9.30am – 1.00pm

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)

FOOD2021 Friday 22/5/20 9.30am – 3.00pm

Food Safety Supervisor's Training SITXFSA002 Participate in safe food handling procedures

Now delivered flexibly! Work through provided course material and apply your new skills to your business. When combined with Use hygienic practices for food safety, this course meets the prescribed certification requirements, under some Australian State and Territory food safety laws, for individuals to work as food safety supervisors.

COST \$195.00 includes workplace assessment. Additional costs may apply for assessments outside of Portland.

(No concessions available)

Responsible Serving of Alcohol

The industry recognised RSA 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)

RSA2021 Thursday 7/5/20 9.00am – 1.00pm

RSA2022 Thursday 11/6/20 5.30pm – 9.30pm

HLTAID003 Provide first aid

Gain skills and knowledge to effectively manage a wide range of first aid emergencies and accidents. Suitable for work, home and community environments. Requires completion of learning activities prior to attending the program. NB. Participants must be able to deliver CPR on the floor to achieve competency.

COST \$140.00 (No concessions available)

FAL22021 Friday 24/4/20 9.00am – 3.00pm

FAL22022 Friday 8/5/20 9.00am – 3.00pm

FAL22023 Wednesday 27/5/20 & 3/6/20 6.00 – 9.00pm

FAL22024 Friday 12/6/20 9.00am – 3.00pm

HLTAID001 Provide cardiopulmonary resuscitation

CPR training provides participants with the knowledge and skills required to perform resuscitation, if required, until medical aid arrives. (CPR accreditation is valid for one year only) NB. Participants must be able to deliver CPR on the floor to achieve competency.

COST \$75.00 (No concessions available)

CPR2021 Friday 24/4/20 1.00pm – 3.00pm

CPR2022 Friday 8/5/20 1.00pm – 3.00pm

CPR2023 Wednesday 3/6/20 6.00pm – 8.30pm

CPR2024 Friday 12/6/20 1.00pm – 3.00pm

Commonwealth Bank Youth Referral Service

Information and referral regarding employment, training, consumer advice, advocacy and related matters. Supported by a Commonwealth Bank Grassroots Grant.

Contact us on 5523 1645, find us on facebook or by email on admin@workskillsemployment.com.au



Vocational Programs

Full payment is required before course commencement for all fee-for-service programs.



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

BCOMP2021 20/4/20 – 29/4/20

4 sessions. Mondays & Wednesdays 1.00pm – 3.30pm

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

BCOMP2022 4/5/20 – 17/6/20 NB. No class on Queen's Birthday 8/6/20

13 sessions. Mondays & Wednesdays 1.00pm – 3.30pm

Smartphones and Tablets

Learn to navigate and operate your smartphone or tablet. Course includes a general overview, operations, using the internet, apps and data usage. Bring your phone or tablet.

COST \$49* / \$81 (includes materials \$16, General Service fee \$25)

BCOMP2023 28/4/20 – 16/6/20

8 sessions. Tuesdays 9.30 – 12.00 noon

Excel Basics

This course provides the basics of spreadsheets-worksheets, formatting, applying formulae and creating charts

COST \$49* / \$81 (includes materials \$16, General Service fee \$25)

BCOMP2024 8/5/20 – 26/6/20

8 sessions. Fridays 9.30am - 12.00 noon

Writing with a Purpose

Do you have a book in you?
Or maybe you just enjoy writing.



Explore writing for different purposes, improve your skills and develop your craft. You will be led through writing activities from planning to publication.

COST \$32* / \$80 (includes materials \$10, General Service fee \$10)

WRIT2021 21/4/20 – 23/6/20

10 sessions. Tuesdays 1.00pm – 3.00pm

LEAP into Bookkeeping

Are you a volunteer treasurer or running a small business? This course will provide some introductory skills in keeping financial records and reporting. Improve your knowledge of GST, BAS reporting, responsibilities for Incorporated Associations and more!

COST \$11* / \$15 (includes materials \$5, General Service fee \$5)

LEAPBK2021 Monday 1/6/20

1 session. 1.00 – 3.30pm

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* / \$45 (includes materials \$25) Additional material costs may

apply

CAREER2011

English as an Additional Language

English as an Additional Language is available to anyone wanting to improve their English speaking, reading and writing skills. Classroom environment with support provided by qualified trainer.

COST \$56* / \$120 (includes materials \$20, General Service fee \$20)

EAL2011 from 16/4/20

Thursdays 1.00pm– 3.00pm

Vocational Programs

All classes are held at our Training Complex in Pioneer Plaza unless otherwise stated. Bookings and payments to Shop 14 Pioneer Plaza. Please book early to avoid disappointment.

Reconnect Program

Would you like to take control of your future?
Do you need training or education to help you do so?

If you can tick several of these boxes ...

- 17-19 years old
- Left school before finishing Yr 12

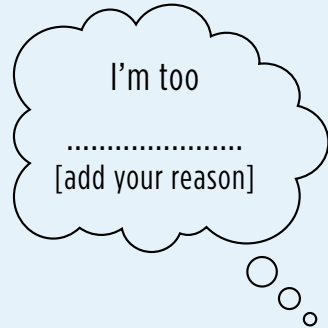
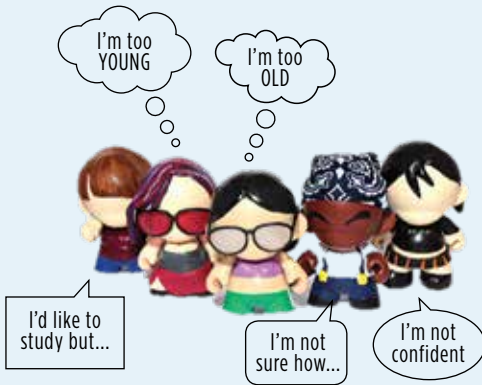
OR

- 20-64 years old
- Didn't finish Yr 12
- Don't hold qualifications above Cert 1
- Unemployed for 12 months

... **Reconnect Program** may be for you. **Call WorkSkills** to find out more.

Through **Reconnect**, we can help you to:

- Explore where you would like to be
- Create a step by step plan to get there
- Build skills you'll need for success
- Navigate the world of funded study
- Access mentoring & support for up to 18 months



Group Rates (prices based on groups of ten or more)

Do your staff/volunteers require training? Organise your own group of **ten or more** for discounted course costs.

HLTAID003 Provide First Aid - Level 2 5.5 hours plus pre-course requirements	\$125 per person
HLTAID001 Provide Cardiopulmonary Resuscitation 2 hours plus pre-course requirements	\$65 per person
SITXFSA001 Use hygienic practices for food safety 1 day or 2 x evenings	\$90 per person
Responsible Serving of Alcohol 4 hours	\$75 per person

Maximum numbers may apply.

Additional charges may apply for courses outside the Portland area.

Vocational Programs

All classes are held at our Training Complex in Pioneer Plaza unless otherwise stated.
Bookings and payments to Shop 14 Pioneer Plaza. Please book early to avoid disappointment.



This is Australia

This course provides an introduction to Australian culture, history and language and the local community. It is ideal for people preparing for the Australian Citizenship test or those who are new to Portland and/or Australia.

COST \$38* / \$70 (includes materials \$10, General Service fee \$20)

AUST2021 5/5/20 – 23/6/20

8 sessions. Tuesdays 1.00pm – 3.00pm



Barista Basics

Gain the skills to use and maintain an espresso machine and make a perfect coffee. Understand the role of a barista, gain knowledge of different coffee options and learn about other beverages. Course blends theory with practical application. Small class sizes!

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

COFFEE2021 Thursday 4/6/20 1.00pm – 3.30pm &

Friday 5/6/20 9.30am – 3.30pm

Study Skills

Achieve success in your studies and get support where you need it. Learn to research, format assignments, structure responses and more! Computer access.

COST \$24* / \$40 (includes General Service fee \$20)

STUDY2021 from 15/04/20

Wednesdays 9.30 – 12.00noon

Introduction to Community Services

Are you interested in a career in Community Services? This course provides an introduction to work in Aged Care, Disability Services, Child Care and Alcohol & Other Drugs as well as topics across all fields of Community Services – OHS, communication, Privacy legislation, diversity and more! This course also includes First Aid and RSA certificates. Great value!

COST \$120* / \$200 (includes materials \$100, General Service fee \$20)

COMMSERV2021 1/6/20 – 23/6/20 NB.

No class on Queen's Birthday 8/6/20

Mondays & Tuesdays 9.30am – 3.00pm

Leap into History

Introduction to the skills to discover more about the history of a house and how to organise and present its story. Presented by Bernard Wallace.

COST \$11* / \$15 (includes materials \$5, General Service fee \$5)

HIST2021 Thursday 28/5/20 1.00pm – 3.00pm

Volunteers Needed!

Have you ever considered volunteering?

Volunteering is one of the most rewarding things to do. Giving a small portion of your time to help enrich and make a difference to another person's life. Portland WorkSkills and the Neighbourhood House Program are currently seeking the assistance of volunteers in a range of areas such as, English as an Additional Language, General Education and art and craft/special skills.

If you feel this might be for you, and have the ability to volunteer, please contact Susan at Portland WorkSkills on 5523 1645

Neighbourhood House

WorkSkills delivers the Department of Health and Human Services' Neighbourhood House Program in Portland. Services include general support and referral, community development initiatives and courses and activities.



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)

CREAT2021 14/05/20 – 18/06/20

6 sessions. Thursdays 4.15 – 6.15pm

Venue: Waratah Centre, 38 Waratah Cres.

Colour and Craft Group

Do you enjoy knitting, crocheting, colouring or craft of any kind? Then this is for you! Come along for a cuppa and chat while enjoying your craft. Pick up new patterns and ideas and enjoy the company of like-minded people.

Cost: FREE

Fridays 10.00am – 2.00pm

National Trust Heritage Festival Events

Historical walk – 'Portland's Post Office Over the Years'

Join historian Bernard Wallace on a walk tour of Portland's post offices over time. Since the establishment of Portland's first post office in 1841, The Portland Post Office has been located at various sites around the settlements, including buildings going back to the 1850's.

Cost: FREE (bookings essential ph. 5523 1645)

HFTT2022 Sunday 26/04/20 2.00 – 3.30pm

Venue: Starts at Portland Library, 32 Bentinck Street
NB. Wear suitable footwear, hat, sunscreen etc.

Historical talk – 'Portland and the Post'

This 45 minute presentation by historian Bernard Wallace considers Portland's rich history over time, including tales of ship mail, the postmaster who went missing, bushrangers and mail coach robberies, Cobb & Co coaches carrying the mail, Portland's first air mail, bush post offices and more!

Cost: FREE (bookings essential ph. 5523 1645)

HFTT2021 Wednesday 06/05/20 5.30pm – 6.15pm

Venue: Portland Library, 32 Bentinck Street

Portland Book Launch – 'A Postal History of Portland 1834-1934'

The publication 'A Postal History of Portland 1834-1934' will be launched some 180 years after the opening of Portland's first post office. Written by historian Bernard Wallace, this book considers how the mail came and went in the early post offices, fascinating early letters, the impact of the telegraph, the first air mail and the centenary celebrations of 1934.

Cost: FREE (no bookings necessary)

HFTT2023 Sunday 17/05/20 3pm – 4pm

Venue: Portland Library, 32 Bentinck Street

Family History Research Workshops / Genealogy

Have you ever wondered about your heritage? You will be assisted to research your heritage and stories and create a family tree. Some computer skills are necessary.

Cost: \$40 (includes USB)

GEN2021 22/05/20 – 12/06/20

4 sessions. Friday 10.00am – 12.00noon

Community Fresh Food and Book Swap

FOOD & BOOKS

Swap your excess home-grown produce and gardening extras - fruit, vegetables, herbs, seeds, seedlings, gardening tips, stories and seasonal recipes or swap a book. Come along and enjoy this great community event.

Cost: FREE (All inquiries please call 5523 1645)

CFSWAP2022 Friday 24/4/20 10.00am – 11.00am

Venue: Pioneer Plaza

English as an Additional Language

EAL support is available to improve English speaking, reading and writing skills. 1:1 support provided by trained volunteers, dependent on volunteer availability.

Cost: FREE

International Harmony Group

Celebrate your culture by attending our International Harmony Group! Bring a plate of food to share and enjoy tasting foods from other cultures while meeting other new Australians and practising your conversational English.

Cost: FREE

CULT2021 Friday's 17/4/20, 15/5/20, 19/6/20

10.30am – 12.00noon

Venue: Pioneer Plaza

Community & Recreational Activities

The Portland Neighbourhood House Program promotes community development and personal development offered by community organisations and services.

Neighbourhood House Program Services

All services available from Shop 14 Pioneer Plaza

Black & white photocopying/printing @ 20cents per A4 copy, 35cents per A3 copy. Colour photocopying/printing @ 50cents per A4 copy.

Free Internet Access for Centrelink returns and other compliance requirements. 9.00am – 4.30pm daily.

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 0423 323 684

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

Fitness & Health

Portland YMCA.

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, and awareness of social issues, personal development, leadership and crafts!

Ph. Rosemary 0412 382 591 or Sue 0409 021 562

Julia Street Creative Space

Printing, woodturning, lead lighting, fibre, quilting, photography & painting studios. Ph. 5523 6566

or 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

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

Portland Field Naturalists Club

Environmental walks each Wednesday morning to local areas and evening meeting on 4th Wednesday of each month at Scots Hall, Tyers St. All welcome.

Contact Ruth on 5529 5335 or Doug on 5526 5440

Portland District U3A

Mah Jong, book chat, armchair travel, history/research and more. Email portlanddistrictu3a@gmail.com or 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

Portland Young Professionals Network

To give young Portland leaders the opportunity to exchange ideas, grow professionally & share common interests in a relaxed environment.

Contact yppn@committeeforportland.com.au