

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



## TERM 3 2019

### Contact Us

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Portland VIC 3305

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

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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!*

# About Us

## **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](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 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 01/01/19 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](http://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. All First Aid courses are delivered in partnership with Allens Training (RTO 90909)



## ICT10115 Certificate I in Information, Digital Media and Technology

This qualification has a strong focus on computer applications using Microsoft Office, covering general computer use, word processing, spreadsheets, powerpoint, digital imagery, internet and email. Flexible start dates available.

**Cost:** individual cost determined pre-enrolment  
**IT1911** from 11/2/19

Mondays & Wednesdays 12.30 – 3.30pm

## General Education for Adults

Improve literacy & numeracy skills in a stimulating and supportive environment. Flexible start dates available.

### Program 1:

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

**GENED1911** 6/2/19 – 28/11/19

Wednesdays & Thursdays 9.30am – 12.30pm

### Program 2:

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

**GENED1912** 5/02/19 – 29/11/19

Tuesdays & Fridays 9.15am – 12.00noon

### Program 3:

#### Literacy & Numeracy Capers

**COST \$50\* / \$162** (includes General Service fee \$22. Plus materials \$6 per week)

**GENED1913** 6/02/19 – 27/11/19

Wednesdays 9.30am – 1.00pm

## 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, by email on [admin@workskillsemployment.com.au](mailto:admin@workskillsemployment.com.au) or find us on facebook.



## 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)

**FOOD1931** Friday 30/8/19 9.30am – 3.00pm

## Food Safety Supervisor's Training

**SITXFSA002** Participate in safe food handling practices Now delivered flexibly! Work through 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)

**RSA1931** Wednesday 31/7/19 1.00 – 5.00pm

**RSA1932** Tuesday 10/9/19 5.30 – 9.30pm



# Vocational Programs

All First Aid courses are delivered in partnership and under the auspice of Allens Training Pty Ltd (RTO 90909)  
Full payment is required before course commencement for all fee-for-service programs.  
USI required for all First Aid courses.

## **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)

**FAL21931** Thursday 1/8/19 9.00am – 3.00pm

**FAL21932** 2 x Wednesday evenings

21/8/19 & 28/8/19 5.30pm – 8.30pm

**FAL21933** Friday 13/9/19 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)

**CPR1931** Thursday 1/8/19 1.00pm – 3.00pm

**CPR1932** Wednesday evening 28/8/19 5.30pm – 7.30pm

**CPR1933** Friday 13/9/19 1.00pm – 3.00pm

## **HLTAID004 Provide an emergency first aid response in an education and care setting**

Gain skills and knowledge required to provide a first aid response to infants, children and adults. This unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

NB. Participants must be able to deliver CPR on the floor to achieve competency.

**COST \$185.00** (No concessions available)

Classes scheduled as needed

## **22300VIC Course in First Aid Management of Anaphylaxis and/or 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace**

This course covers risk management, prevention and first aid management of allergic reactions AND asthma. It is ideal for people working in schools, childcare, or anyone involved with people with asthma and/or severe allergic reactions.

**COST \$160.00 (double program)/\$85 (single program)**

(No concessions available)

Classes scheduled as needed

## **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

**HLTAID004 Provide an emergency first aid response in an education and care setting**

\$160 per person

7 hours plus pre-course requirements

**22300VIC Course in First Aid Management of Anaphylaxis** 2 hours plus pre-course requirements

\$80 per person

**22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace**

\$80 per person

2 hours plus pre-course requirements

*All First Aid courses are delivered in partnership with Allens Training Pty Ltd RTO 90909*

**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.

## 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

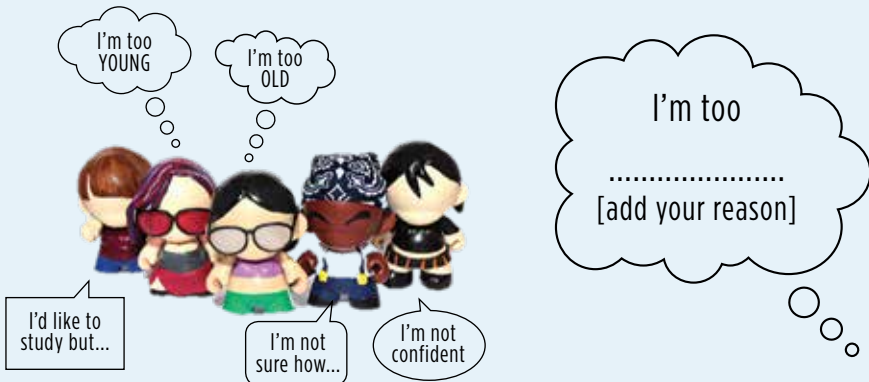
OR

- 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



### Pathways to Further Ed

Need assistance to return to study? Confused by all the jargon?

We can help you explore your options, create a step-by-step plan, develop skills for successful study. Phone for an appointment and get individualised, professional support to meet your needs.

**COST Free to Reconnect participants**

**CAREER1911**

### 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

**CAREER1911**

# 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.



## 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)

**BCOMP1931** 22/7/19 – 31/7/19

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. An ideal stepping stone into Certificate I in Information, Digital Media and Technology.

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

**BCOMP1932** 5/8/19 – 18/9/19

14 sessions. Mondays & Wednesdays 1.00pm – 3.30pm

## Tablets and Smartphones

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)

**BCOMP1933** 30/07/19 – 17/9/19

8 sessions. Tuesdays 1.00 – 3.30pm

## Writing and editing!

You will be led through writing activities to improve on the mechanics of writing and prepare for publication.

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

**WRITE1931** 17/7/19 – 18/9/19

10 sessions. Wednesdays 1.30 – 4.00pm.

## Learners Permit

Need help with understanding the road rules? This step-by-step program will guide you through the rules and prepare you for gaining your Learners Permit

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

**LEARNER1931** 5/8/19 – 9/9/19

Mondays 1.00pm – 3.00pm

## English as an Additional Language

English as a Second 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)

**EAL1911** from 7/02/19

Thursdays 1.30pm – 3.30pm

## 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)

**COFFEE1931** Tuesday 20/8/19 1.00 – 4.00pm &

Wednesday 21/8/19 9.30am – 4.00pm

## 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)

**LEAPHIST1931** Thursday 22/8/19 2.00 – 4.30pm



# 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.



## Play Laugh Grow

Come along to a fun session and enjoy watching your child learn and grow through imaginative and interactive play and activities such as music, dance, song, rhyme and much more. Meet other parents in this relaxed atmosphere and connect with your baby or toddler through play.

**COST \$12\* / \$45** (\$12 each additional child)

**BRM1931** 18/07/19 – 19/09/19

Thursdays 10.00am – 10.45am

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

**NEW**

## Ultimate You = Ultimate Mum

This program is an opportunity for mums to learn more about how to cope with feeling tired, frustrated, uncertain, judged or even feeling alone or disconnected. It's about accessing and adapting tools and coping strategies to fit into your new identity as a mum.

**Cost: FREE**

**ULTME1931** 02/08/19 – 23/08/19

4 sessions. Fridays 10.00am – 12.00noon

**Venue:** Pioneer Plaza

**NEW**

## Scrumple Crochet

Come and learn the fun art of Scrumple Crochet. What is Scrumple Crochet? It's a fun colourful and free form of crocheting by simply joining your pieces together to create bags, blankets and much more!

**Cost: FREE**

**SCRUMP1931** 02/08/19 – 09/08/19

2 sessions. Fridays 11.00am – 12.30pm

**Venue:** Pioneer Plaza

**NEW**

## 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)

**CREAT1931** 08/08/19 – 12/09/19

6 sessions. Thursdays 4.15 – 6.15pm

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

## Friday Crafters

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

**Venue:** Pioneer Plaza

## History Talk - 'The world of wool and Portland's Professor Barker'

Hear from Bernard Wallace about a long-forgotten but impressive Portland personality, Professor Aldred Barker. A textile industry authority of world repute, he established Barkers Textiles in the Portland Drill Hall in the 1940s.

**Cost: FREE** (bookings essential ph. 5523 1645)

**HTT1931** Friday 26/07/19 11.00am-12.00noon

**Venue:** Pioneer Plaza

## History Walk - 'Glimpses of early Gawler Street'

Gawler Street, one of Portland's earliest streets, was once home to numerous businesses and six hotels! Join historian Bernard Wallace for the walk and talk down Gawler Street, from Percy Street to Bentinck Street.

**Cost: FREE** (bookings essential ph. 5523 1645)

**HTT1932** Friday 13/09/19 11.00am – 12.00noon

**Venue:** Meet in front of RSL Clubrooms

## English as an Additional Language

ESL support is available to improve English speaking, reading and writing skills. 1:1 support provided by trained volunteers (Dependent on volunteer availability)

**Cost: FREE**



# 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, spa, sauna. Group Fitness, Health Club, Personal Training. Ph. 5521 7184

#### **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](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 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](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 [ypn@committeeforportland.com.au](mailto:ypn@committeeforportland.com.au)