

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

Term 4
2020

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.

Due to COVID-19 restrictions, theoretical knowledge is now delivered online. Practical assessments of approx. 1.5 hours will be scheduled for small groups.

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

Practical Assessment dates and times

Monday 12 October, 2020 – 9.30–11.00am, 11.00am–12.30pm & 1.00–2.30pm

Wednesday 28 October, 2020 – 4.30-6.00pm

Friday 30 October, 2020 - 9.30–11.00am, 11.00am–12.30pm & 1.00–2.30pm

Monday 9 November, 2020 - 9.30–11.00am, 11.00am–12.30pm & 1.00–2.30pm

Monday 30 November, 2020 - 9.30–11.00am, 11.00am–12.30pm & 1.00–2.30pm

COST \$140.00 (No concessions available)

HLTAID001 Provide cardiopulmonary resuscitation

CPR training provides participants with the knowledge and skills required to perform resuscitation, if required, until medical aid arrives. Requires completion of learning activities **prior** to attending the program.

Due to COVID-19 restrictions, theoretical knowledge is now delivered online. Practical assessments of approx. 1/2 hour will be scheduled for small groups.

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

CPR is delivered in partnership and under the auspice of Australian Volunteer Coast Guard Assoc Inc (RTO 1588). CPR accreditation is valid for one year only.



Practical Assessment dates and times

Monday 12 October, 2020 – 9.30–10.00am, 11.00am–11.30am & 1.00–1.30pm

Wednesday 28 October, 2020 – 4.30-5.00pm

Friday 30 October, 2020 - 9.30–10.00am, 11.00am–11.30am & 1.00–1.30pm

Monday 9 November, 2020 - 9.30–10.00am, 11.00am–11.30am & 1.00–1.30pm

Monday 30 November, 2020 - 9.30–10.00am, 11.00am–11.30am & 1.00–1.30pm

COST \$75.00 (No concessions available)



Portland WorkSkills
PO Box 188, Portland VIC 3305

RTO 4030
03 5523 1645

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.



Under current COVID-19 restrictions, class sizes are restricted to be consistent with 4sqm per person rule and available space.

COST \$85.00 (No concessions available)

RSA2041 Monday 19/10/20 9.00am – 1.00pm

RSA2042 Monday 16/11/20 5.30pm – 9.30pm

RSA2043 Thursday 3/12/20 12.30pm – 4.30pm

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)

Are you interested in studying in 2021?

Register your interest NOW for:

CHC33015 Certificate III in Individual Support

CHC43015 Certificate IV in Ageing Support

CHC43115 Certificate IV in Disability

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

Term 4
2020

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.

Under COVID-19 restrictions, class sizes are restricted to 5 participants.

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

Monday and Wednesday afternoons 1.00 – 3.30pm

12/10/20 – 25/11/20

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

English as an Additional Language



English as a Second Language is available to anyone wanting to improve their English speaking, reading and writing skills.

Due to COVID-19 restrictions, a flexible delivery of phone and mail is currently being utilised.

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

Thursdays 1.00 – 3.00pm

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.



Portland WorkSkills
PO Box 188, Portland VIC 3305

RTO 4030
03 5523 1645

Neighbourhood House Program

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

Portland Local Services Guide

Pop into WorkSkills to get a FREE Local Services Guide.

Includes: local information, 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 Inns and Hotels self-guided walk

Collect your copy of the walk tour from Portland Workskills in Pioneer Plaza or by emailing pnhp@workskillsemployment.com.au for a copy to be emailed to you. Enjoy your walk and the historical facts about each site.

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 or find us on facebook.

