

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

**FREE TUITION* TO
ELIGIBLE LEARNERS IN 2019 IN:**

- CHC33015 Certificate III in Individual Support
 - CHC43115 Certificate IV in Disability
- CHC43015 Certificate IV in Ageing Support
 - And
 - All courses delivered in Portland
 - Excellent trainer-learner ratios
- High employment outcomes for graduates
 - Additional learner supports

**See inside for further details*

TERM 4 2018

Contact Us

Ph: 5523 1645 Fax: 5521 7333

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!



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 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 01/01/18 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 "conc".

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.



General Education for Adults

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

Program 1:

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

GENED1811 07/02/18 – 29/11/18

Wednesdays & Thursdays 9.30am – 12.30pm

Program 2:

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

GENED1812 06/02/18 – 30/11/18

Tuesdays & Fridays 9.15am – 12.00noon

Program 3:

Literacy & Numeracy Capers

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

Plus materials \$6 per week.

GENED1813 07/02/18 – 28/11/18

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)

FOOD1841 Tuesday 23/10/18 9.30am – 3.30pm

FOOD1842 Monday 12/11/18 9.30am – 3.30pm

Food Safety Supervisor's Training

SITXFSA002 Participate in safe food handling practices

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)

LOOK WHAT'S COMING IN 2019

CHC43015 Certificate IV in Ageing Support and/or CHC43115 Certificate IV in Disability

Develop skills as a personal care worker to maintain an individual's wellbeing and to enhance their ability to achieve greater levels of independence, self-reliance and community participation. Participants can opt for a double program or individual program.

Cost: individual cost determined pre-enrolment (plus materials & general service fee)

Dates and times to be advised



CHC33015 Certificate III in Individual Support (Ageing, Home & Community)

Learn the essential skills required to work as a personal carer in an aged care residential facility or provide personal support in a home environment.

Cost: individual cost determined pre-enrolment (plus materials & general service fee)

Dates and times to be advised



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 (plus materials & general service fee)

Dates and times to be advised

*eligibility determined pre-enrolment for free tuition provided by the WorkSkills Education, Training & Support Fund.

Vocational Programs

All First Aid courses are delivered in partnership with Allens Training (RTO 90909)
Full payment is required before course commencement for all fee-for-service programs.
USI required for all First Aid courses.



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)

RSA1841 Wednesday 24/10/18 5.30 – 9.30pm

RSA1842 Monday 19/11/18 1.00 – 5.00pm

RSA1843 Wednesday 5/12/18 1.00 – 5.00pm

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)

FALZ1842 2 x Monday evenings 22/10/18 & 29/10/18
6.15 – 9.15pm

FALZ1843 Thursday 18/10/18 9.00am – 3.00pm

FALZ1844 Tuesday 13/11/18 9.00am – 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

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)

CPR1841 Tuesday 30/10/18 1.00 – 3.00pm

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 / or 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

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.



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.



Advanced Excel

Build on your Excel skills and learn how to analyse your data and graphically represent information. Use Macros, Pivot Tables and What if analysis.

COST \$61 / \$45 conc (includes materials \$16, General Service fee \$25)

BCOMP1841 8/10/18 – 29/10/18

4 sessions. Monday evenings 5.30pm – 8.30pm.

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

BCOMP1842 15/10/18 – 28/11/18

14 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 \$81 / \$49 conc (includes materials \$16, General Service fee \$25)

BCOMP1843 17/10/18 – 28/11/18

7 sessions. Wednesdays 9.30am – 12.00noon

Keep Writing!

Develop your writing skills, improve on the mechanics of writing and explore writing for different purposes. You will be led through more writing activities from planning to publication.

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

WRITE1841 10/10/18 – 28/11/18

8 sessions. Wednesdays 1.00 – 4.00pm.

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 \$45 / \$29 conc (includes materials \$25) Additional material costs may apply

CAREER1811

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

EAL1811 from 8/02/18

Thursdays 1.30pm – 3.30pm

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 \$70 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.

Introduction to Hospitality & Tourism

This program will provide skills and knowledge for employment in tourism, hospitality or customer service. Gain valuable industry skills while learning about our local area. Includes Food Handling, Barista Basics and the industry recognised, Responsible Serving of Alcohol program. Register your interest to ensure there's a place for you. Great value!

COST \$220 / \$140 conc (includes materials \$100, General Service fee \$20)

HOSP1841 8/10/18 – 26/11/18

8 sessions. Mondays 9.30am – 3.00pm

Financial Recordkeeping Skills Workshop

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

COST \$15 / \$11 conc (includes materials \$10)

VOL1841 Tuesday 13/11/18 2.00 – 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 Learner's Permit.

Cost: \$50 / \$34 conc (includes Learner Driver Handbook and General Service fee \$10)

LPERMIT1841 22/10/18 – 26/11/18

6 sessions. Mondays 2.00 – 4.00pm

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 \$40 / \$24 conc (includes materials)

COFFEE1841 Tues 20/11/18, Wed 21/11/18

& Friday 23/11/18 3 sessions 1.00 – 4.00pm

NEW!

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

STUDY1841 from 8/10/18 – 27/11/18

Mondays & Tuesdays 9.30 – 12.00noon

**Now on
Mondays and
Tuesdays!**



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.



Indian Hawkers Workshop

Case studies of district hawkers, sharing information about them, putting names to photos, finding out more about our hawkers.

Cost: FREE (bookings essential ph. 5523 1645)

HTT1841 Friday 26/10/18 10.00am – 12.00noon

Venue: Shop 9, Pioneer Plaza

Treasures of the Locked Cabinet - a guide to Glenelg Libraries Local History Collection

Come along and take a look into the treasures of the locked cabinet. A large collection of local authors and stories from the Glenelg Shire. Presented by Bernard Wallace

Cost: FREE (bookings essential ph. 5523 1645)

HTT1842 Wednesday 14/11/18 5.30pm – 6.30pm

Venue: Portland Library, Bentinck Street

Introduction to Visual Language, Signing & Auslan

Have you ever wanted to learn sign language? Portland Neighbourhood House Program, in partnership with Mpower, is providing an introductory program to explore Auslan. Delivered by Erica Smith, Mpower's Barwon South West Co-ordinator of deaf access.

COST: \$50

AUSL1841 4 sessions

Mondays 15/10/18 – 5/11/18 3.30pm-5.30pm

Venue: Shop 9, Pioneer Plaza



Become a Better You - Building Resilience

Resilience is the process of adapting well in the face of adversity, and “bouncing back” from difficult experiences. Come along and learn some great skills to build resilience in yourself in a relaxed, informal and friendly environment.

COST: FREE

BBY1841 Wednesday 17/10/18 10.00am – 2.30pm

Become a Better You - Assertiveness Skills

Improve your assertiveness. Being assertive is an important communication skill which can reduce your levels of depression and anxiety and improve your self-esteem. Come along and learn these skills in a relaxed, informal and friendly environment.

COST: FREE

BBY1842 Wednesday 24/10/18 10.00am – 2.30pm

Community Fresh Food Swap

Food Swaps are local gatherings where people swap excess home-grown produce and gardening extras. Items may include fruit, vegetables, herbs, seeds, seedlings, gardening tips and seasonal recipes. Come along and enjoy this great weekly community event.

Cost: FREE (All inquiries please call 5523 1645)

CFSWAP1841 Fridays beginning 19/10/18

10.00am – 12.00noon

Venue: Pioneer Plaza



Baby Rhythm & Music

Come along to an interactive music session. Sing, dance and be active in a fun, relaxed atmosphere. Join in and share this great experience with your baby or toddler.

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

BRM1841 09/10/18 – 11/12/18

Tuesdays 11.15am – 12.00pm

Venue: Waratah Centre, 38 Waratah Cres.



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)

CREAT1841 18/10/18 – 22/11/18

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

Come and learn Macramé

Macramé is back in fashion! Have you ever wanted to learn the old school art of macramé? Or would like to get back into it? Come along to these 2 fun sessions and pick up this timeless craft. Learn simple patterns and create your own pieces.

Cost: FREE – Bring your own materials

Friday 12/10/18 & 19/10/18 10.00am – 2.00pm



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 Service.

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. Every first and third Wednesday of the month at 7.00pm at the Fawthrop Centre during school terms. 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

SWAMP

South West Alternative Media Project Inc. – An alternative approach to community health and wellbeing through arts. Call Deb on 5523 3218

Wattle Hill Creek CWA

CWA encourages the contribution of community service, friendship, 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/events

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

Tour Guiding Services

Informative and engaging tours of Portland and district with a tour guide on your bus or coach. Ph. 5523 1645

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