



**Glenroy  
Neighbourhood  
House**

# ACFE Program



## 2023 - Term 4

**5B Cromwell St, Glenroy**  
**[www.gnh.org.au](http://www.gnh.org.au)**  
**9304 3910**



Skills for study  
work and life

## Digital Essentials 1

**Tuesday**  
**3hrs p/wk**  
**9.30am - 12.30pm**  
**10 Weeks starting 3/10/23**

Do you know how to use your phone, tablet and computer? Are you curious about the internet, but worried about safety?

This course is designed to help learners understand the basics of various areas of technology, including different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet.

BYO tablet/laptop or use one of our desktop computers.



### Cost

\$50 term payment

### Location

5B Cromwell St, Glenroy

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## Introduction to Microsoft Word and Excel

**Tuesday**  
**2hrs p/wk**  
**1.00pm - 3pm**  
**10 Weeks starting 3/10/23**

This course aims to provide learners with the confidence and skills to keep in step with innovation and requirement changes in the workplace. It also aims to give learners the confidence to embrace digital skills.

Introduction to using MS Word for the workplace. Includes using templates, exploring the key features of MS Word, and using tables. Using templates to create a resume and cover letter. Focuses on recycling language from a position description to help get a resume or cover letter through an ATS and attaching documents to emails.

Introduction to using MS Excel in the workplace for simple tasks.

Includes timesheets; sorting and ordering information; using basic SUM formulas; calculating tax; exporting and printing MS Excel sheets.



### Cost

\$50 term payment

### Location

5B Cromwell St, Glenroy

# English as an Additional Language Skills for the Workplace

## Literacy & Numeracy for Work and Life

Wednesday  
3hrs per week

9.00am - 12.00pm

**10 Weeks starting 4/10/23**

This course gives participants the opportunity to develop their existing Literacy and Numeracy skills. The focus is on community participation, volunteer work, employment and/or participation in future study.

Some of the topics covered are goal setting, time management, using calendars, healthy lifestyle choices, employment legislation and so much more. Students will have the chance to engage with local employers, industry professionals and guest speakers.



### Cost

\$50 term payment

### Location

Glenroy Community Hub  
50 Wheatsheaf Rd

## Conversational English for Work and Life

Wednesday

2.5hrs per week

12.30pm - 3pm

**10 Weeks starting 4/10/23**

Learn how correct use of Australian grammar can make securing employment, volunteer opportunities and maintaining relationships easier.



### Cost

\$50 term payment

### Location

Glenroy Community Hub  
50 Wheatsheaf Rd

Enrol in  
both  
Wednesday  
EAL courses  
for \$60



# Skills for the Workplace

## Looking to Enrol in a certificate at TAFE in 2024?

### Pathways & Preparation for TAFE

## Gaining the Edge at TAFE Program

**Wednesday & Thursday**  
**10hrs per week**  
**9.30am - 3.00pm**  
**8 Weeks starting 9/10/23**

This course is designed for adult learners who are embarking upon a new Tafe course and is designed to ease transition and assist in smooth transition to learning at TAFE Covering;

- Digital literacy
- Resilience
- Prepare for placement & employability skills
- Learning to learn



#### **Cost**

\$50 term payment

#### **Location**

5B Cromwell st, Glenroy

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## Introduction to Early Childhood Education

**Thursday & Friday**  
**10hrs per week**  
**9.30am - 3.00pm**  
**10 Weeks starting 12/10/23**

This course address various aspects of the early childhood education industry. The course will focus on the literacy and numeracy aspects of the following topics:

An introduction to Early Childhood Education sector; Early Years Learning Framework ; Routines in the workplace; Duty of Care; Policies, procedures, and the National Quality Framework.

Meet local employers and learn about pathways into TAFE or directly into employment.



#### **Cost**

\$50 term payment

#### **Location**

Glenroy Community Hub  
50 Wheatsheaf Rd

# Skills for the Workplace

## Looking to Enrol in a certificate at TAFE in 2024? Pathways & Preparation for TAFE

### Introduction to Aged Care

**Thursday & Friday**  
**10hrs per week**  
**9.30am - 3.00pm**  
**10 Weeks starting 12/10/23**

Secure your future with a rewarding career. Learn about pathways into Aged Care as a career and have an increased empathy for the elderly while gaining a better understanding of their needs. This course includes eight hours of workplace visits.



**Cost**  
\$50 term payment

**Location**  
Glenroy Community Hub  
50 Wheatsheaf Rd

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### Ready for Hospitality

**Wednesday**  
**5hrs per week**  
**9.30am - 3.00pm**  
**10 Weeks starting 6/10/23**

Join us for a practical, hands-on introduction to hospitality. These sessions address various aspects of the hospitality industry covering: food handling, hygiene, customer service, communication skills, and espresso coffee making. Develop your knowledge, skills and work towards the final pop-up café (live service) session.



**Cost**  
\$50 term payment

**Location**  
5B Cromwell st, Glenroy

# Literacy & Numeracy

## Literacy & Numeracy for MID Learners

Friday  
5hrs per week  
9.30am - 3.00pm  
10 Weeks starting 6/10/23

This course will focus on increasing Literacy and Numeracy skills for students with mild intellectual disabilities (MID). Focusing on strategies to assist in becoming more confident with communication in community, volunteering, employment, or study.



### Cost

\$100 for 20 weeks  
(Terms 3 & 4)

### Location

5B Cromwell st, Glenroy

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# Term 4 Timetable

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Digital Essentials 1 9.30am-12.30pm	Ready for Hospitality 9.30am-3pm		Literacy & Numeracy for Work and Life - MID 9.30am-3pm
	Literacy & Numeracy for Work and Life 9am-12pm	Introduction to Aged Care 9.30-3pm	Introduction to Aged Care 9.30-3pm
	Conversational English for Work and Life 12.30-3.30pm	Introduction to Early Childhood Education 9.30am-3pm	Introduction to Early Childhood Education 9.30am-3pm
	Gaining the Edge at TAFE Program 9.30am-3pm	Gaining the Edge at TAFE Program 9.30am-3pm	

# How to Enrol

**Enrol online via our website:** <https://gnh.org.au/classes-and-courses>

**Enrol In Person:** visit us at 5B Cromwell Street, Glenroy

**Invoices:** ACFE courses can be billed via invoice upon request

**For more information:**

phone 9304 3910

email: [deputy@gnh.org.au](mailto:deputy@gnh.org.au)