Glenroy Neighbourhood House



Glenroy Neighbourhood House
5B Cromwell Street, Glenroy
www.gnh.org.au
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Learn Local

Skills for study work and life

Digital Classes

Digital Skills for Employment

Looking for work?

Program includes word, excel, communicating online email, job searching and online applications.
This program is suitable for Job Seekers both new and returning to work, those who wish to re-fresh their professional skills, beginners and those who wish to build on existing knowledge.
This course will give the learner the skills and confidence to apply for paid and/or volunteer positions.

Wednesday and Thursday 9.30am-3.00pm (11 hours per week over 7 weeks)
Cost; $35 per person, paid on enrolment. ** Eligibility criteria exists*

Digital Essentials 1

Are you looking to stay connected to your friends and family? Do you know how to use your phone/tablet? Are you curious about the internet but worried about safety?

Digital Essentials 1 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.

This program introduces the basics of technology. Topics include:

- Using your smartphone, SMS, photos, etc
- Staying safe online Connecting and working safely
- Navigating the Internet, email and social media
- Everyday technology, using apps and software

Tuesday 9.30am-12.30pm (3 hours per week over 10 weeks)
Cost; $50 per person, paid on enrolment. ** Eligibility criteria exists*

Digital Essentials 2

Build on your knowledge and skills to feel confident online!

Digital Essentials 2 is a program designed to build on exisitng skills and knowledge. This program will enhance your understanding of technology, digital devices and software. Use these devices to connect with others, service and access services over the Internet.

This program covers broad areas of technology in an introductory sense. Topics covered include:

- Online safety
- Building email skills
- Creating in Word
- Finding information online
- Being social
- Managing information using the cloud

Tuesday 1.00pm - 4.00pm (3 hours per week over 10 weeks)
Cost; $50 per person, paid on enrolment. ** Eligibility criteria exists*

Vocational

Ready for Hospitality

Did you know that hospitality is the largest employer of young people in Australia? Join us for a practicle, hands on introduction to the hospitality industry.

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

Wednesday 9.30am – 3.00pm (5.5 hours per week, over 10 weeks)
Cost; $50 per person, paid on enrolment. ** Eligibility criteria exists*

Intro to Aged Care

Aged Care is one of the largest growth sectors and hosts a diverse range of employment opportunities. Secure your future with a rewarding career.

Learners in this course will focus on literacy and numeracy as it applies to the Aged Care sector. You will acquire the knowledge and understanding of working in Aged Care, 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 to give students an opportunity to talk to staff, observe their work routines and familiarise themselves with equipment and technology that is used on an everyday basis.

Thursday 9.30am – 3.30pm (6 hours per week, over 12 weeks)
Cost; $60 per person, paid on enrolment. ** Eligibility criteria exists*

Literacy and Numeracy

Conversational English for Work and Life

Do you need to improve your spoken English skills? Learn how correct use of Australian grammar can make securing employment and maintaining relationships easier.

This course focus's on increasing students' conversational skills. You will focus on strategies to become more confident with spoken language in the workplace and community.
Students will develop their use of Australian language in workplace and life settings. Using your new language skills you will explore and discuss appropriate content in both work and life contexts. You will also build on knowledge of Australian workplaces with the introduction of relevant legislations such as OHS, National Employment Standards (NES) and Child Safety.

Tuesday 12.00pm-3.00pm (3 hours per week, over 10 weeks)
Cost; $50 per person, paid on enrolment. ** Eligibility criteria exists*

English for Parents + Homework Club

Would you love to improve your own literacy and numeracy so you can assist your child with their homework? Does your child need some homework support while you learn? We can help.

Join us for a course that will focus on increasing your reading, writing, speaking and conversational skills. Develop strategies to assist your child with their school work.

Whilst you are improving your own skills, your child will be receiving assistance with their homework from our dedicated teacher and volunteers.

This homework club is only available for children of enrolled parents.

Tuesday 4.00pm – 7.00pm (3 hours per weeks, over 10 weeks)
Cost; $50 per parent, paid on enrolment. ** Eligibility criteria exists*
Homework club kids - gold coin donation each week

Literacy and Numeracy for Work and Life

Refine your written and spoken language, number skills and their applications. Developing employability skills that set you apart from other job seekers.

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.

Wednesday 9.30am – 3.30pm (6 hours per week, over 10 weeks)
Cost; $50 per person, paid on enrolment. ** Eligibility criteria exists*

Literacy and Numeracy for MID learners

Set at an accessible pace, this program supports those with additional needs to perfect the fundamentals.

This course will focus on increasing Literacy and Numeracy skills for students with mild intellectual disabilities. Learners will focus on strategies to assist them in becoming more confident with communication requirements in the community, volunteer work, employment or participation in future study.

Friday 9.30am – 2.30pm (5 hours per weeks, over 20 weeks)
Cost; $50 per person, paid on enrolment. ** Eligibility criteria exists*