

COURSE	START DATE	TIME	M	T	W	T	F	S	COST
<b>TECHNOLOGY/ADMIN SKILLS</b> **An assessment is necessary to evaluate eligibility into this class									
Business Admin Skills	Wednesday 21/04/2021 – 23/06/2021	10 weeks – 30 hours 9:30am – 12:30pm			✓				\$65
Xero	Wednesday 05/05/2021 – 23/06/2021	8 weeks – 20 hours 5:30pm – 8:00pm			✓				\$100
Basic Computers & Beyond	Thursday 29/04/2021 – 17/06/2021	8 weeks – 20 hours 9:30am – 12:00pm				✓			\$65
Intermediate Computers**	Thursday 29/04/2021 – 17/06/2021	8 weeks – 20 hours 1.00pm – 3:30pm				✓			\$65**
MYOB Beginners	Tuesday 04/05/2021 – 22/06/2021	8 weeks 20 hours 5:30pm – 8:00pm		✓					\$100
Introduction to the Internet	Monday 28 <sup>th</sup> June & 5 <sup>th</sup> July 2021	2 session - 10 hours 9:30am – 12:00pm	✓						\$25
<b>HOSPITALITY</b>									
Cooking up Jobs	Mondays <b>AND</b> Thursdays Monday 19 <sup>th</sup> April - Monday 28 <sup>th</sup> June 2021 <b>P/Holiday 14<sup>th</sup> June 2021</b>	9 weeks – 90 hours Mon AND Thurs 9.00am – 2.30pm	✓			✓			FREE
Commercial Kitchen Skills	Tuesday 27/04/2021 – 15/06/2021	8 weeks – 48 hours 9:00am – 3:30pm		✓					\$35*
Prepare Food Safely	Tuesday 25/05/2021 – 22/06/2021	5 weeks – 15 hours 12:30pm – 3.30pm		✓					\$50
Become a Barista	Saturday 1 <sup>st</sup> May 2021	1 session – 5 hours 9:30am – 3:00pm						✓	\$25*
Gateway to Hospitality	Wednesday & Friday 02/06/2021 – 02/07/2021	5 weeks – 40 hours 10am – 2:30pm			✓		✓		\$35*
Become a Barista	Saturday 12 <sup>th</sup> June 2021	1 session – 5 hours 9:30am – 3:00pm						✓	\$25*
Find a Job: Hospitality	Mon, Tues & Wed 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> June	3 sessions – 15 hrs 9:30am – 3:00pm	✓	✓	✓				\$25
<b>ENGLISH AS A SECOND LANGUAGE (ESL)</b> **An assessment is necessary to evaluate eligibility into this class									
Prepare for IELTS**	Wednesday 28/04/2021 – 16/06/2021	8 weeks – 20 hours 9:30am – 12:00pm			✓				\$25
ESL Level 2**	Thursday 29/04/2021 – 17/06/2021	8 weeks – 20 hours 9:30am – 12:00pm				✓			FREE
ESL Level 1**	Friday 30/04/2021 – 18/06/2021	8 weeks – 20 hours 9:30am – 12:00pm					✓		FREE

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<b>SKILLS FOR LIFE</b> <b>**An assessment is necessary to evaluate eligibility into this class</b> <b>*This course may be free for Jobs Victoria Work and Learning Centre Clients</b>									
Literacy through Art	Monday 26/04/2021 – 05/07/2021	10 weeks – 30 hours 12:30pm – 3:30pm	✓						\$25
Become Work Ready	Monday 26/04/2021 – 01/06/2021	8 weeks – 20 hours 9:30am – 12:30pm	✓						FREE
Practical Literacy & Numeracy**	Tuesday 27/04/2021 – 15/06/2021	8 weeks – 20 hours 9:30am – 12:00pm		✓					\$25
Literacy through Gardening**	Wednesday 28/04/2021 – 16/06/2021	8 weeks – 20 hours 12:30pm – 3:00pm			✓				\$25
Sewing for Intermediate	Wednesday 28/04/2021 – 16/06/2021	8 weeks – 20 hours 9:30am – 12:00pm			✓				\$25
Sewing for Beginners	Wednesday 28/04/2021 – 16/06/2021	8 weeks – 20 hours 12:30pm – 3:00pm			✓				\$25
SARA - Financial Wellbeing for Women (Over Term 2 & 3)	Friday 21 <sup>st</sup> May – 18 <sup>th</sup> June 2021 & 16 <sup>th</sup> July – 13 <sup>th</sup> Aug 2021	10 weeks – 30 hours 9:30am – 12:30pm					✓		FREE
Volunteer Induction	Tuesday 18 <sup>th</sup> May 2021	1 session – 5 hours 9:30am – 3:00pm		✓					FREE
One Life Many Careers*	Tuesday 25 <sup>th</sup> May 2021	1 session – 5 hours 9:30am – 3:00pm		✓					\$10*
Customer Service Skills	Tuesday 15 <sup>th</sup> June 2021 Monday 21 <sup>st</sup> June 2021	2 sessions – 5 hours 9:30am – 12:00pm	✓	✓					\$25
Volunteer Induction	Tuesday 15 <sup>th</sup> June 2021	1 session – 5 hours 9:30am – 3:00pm		✓					FREE
Find a Job: Cleaning	Tues, Wed & Thursday 29 <sup>th</sup> , 30 <sup>th</sup> June & 1 <sup>st</sup> July	3 sessions – 15 hrs 9:30am – 3:00pm		✓	✓	✓			\$25

**Ballarat Neighbourhood Centre**  
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**Phone: 5329 3273**

**Email: [reception@ballaratnc.org.au](mailto:reception@ballaratnc.org.au) - Website: [www.ballaratnc.org.au](http://www.ballaratnc.org.au)**

**Learners can now use online enrolment via our partnership with Social Planet.**

**Click here to find out how to enrol <https://www.ballaratnc.org.au/how-to-enrol.php>**