

COURSE	START DATE	TIME	M	T	W	T	F	S	COST
IT TECHNOLOGY/ADMIN SKILLS **An assessment is necessary to evaluate eligibility into this class									
Business Admin	Monday 8 th Nov – 13 th Dec 2021	6 weeks – 30 hours 9:30am – 3.00pm	✓						\$65
MYOB Account Right Beginners	Monday 8 th Nov – 20 th Dec 2021	7 weeks - 20 hours 12:30pm – 3:30pm	✓						\$100
Xero	Wednesday 10 th Nov – 22 nd Dec 2021	7 weeks – 20 hours 5:30pm – 8:30pm			✓				\$100
Basic Computers & Beyond	Thursday 11 th Nov – 16 th Dec 2021	6 weeks – 20 hours includes homework 9:00am – 12:00pm				✓			\$65
Basic Computers & Beyond (PM)	Thursday 11 th Nov – 16 th Dec 2021	6 weeks – 20 hours includes homework 6:00pm – 9:00pm				✓			\$65
Intermediate Computers**	Thursday 11 th Nov – 16 th Dec 2021	6 weeks – 20 hours includes homework 12:30pm – 3:30pm				✓			\$65**
Introduction to the Internet	Wednesday 24 th Nov & 1 st Dec 2021	2 sessions – 5 hrs 9:30am – 12:00pm			✓				\$25
Customer Service Skills	Monday 6 th & 13 th December 2021	2 session – 5 hrs 9:30am – 12:00pm							\$25
HOSPITALITY									
Cooking up Jobs (Pre-requisite to Commercial Kitchen Skills)	Mondays AND Thursdays 11 th Oct – 9 th Dec 2021	9 weeks – 90 hours Mon AND Thurs 9:00am – 2:30pm	✓			✓			FREE
Commercial Kitchen Skills (Must have completed Cooking Up Jobs)	Tuesday 19 th Oct – 14 th Dec 2021	8 weeks – 48 hours 9:00am – 3:30pm		✓					\$35*
Prepare Food Safety	Tuesday 9 th Nov – 7 th Dec 2021	5 weeks – 15 hours 12:30pm – 3.30pm		✓					\$50*
Gateway to Hospitality	Wednesday & Friday 10 th Nov – 10 th Dec 2021	5 weeks – 40 hours 10:00am – 2:30pm			✓		✓		\$35
Become a Barista	Saturday 13 th November 2021 27 th November 2021 4 th December 2021 11 th December 2021	Each session – 5 hours 9:30am – 3:00pm						✓	\$25*
ENGLISH AS A SECOND LANGUAGE (ESL) **An assessment is necessary to evaluate eligibility into this class									
Prepare for IELTS** ONLINE	Wednesday 13 th Oct – 1 st Dec 2021	8 weeks – 20 hours 9:30am – 12:00pm			✓				\$25
ESL Level 2** ONLINE	Thursday 14 th Oct – 2 nd Dec 2021	8 weeks – 20 hours 9:30am – 12:00pm				✓			FREE
Baking with Language	Wednesday 10 th Nov – 22 nd Dec 2021	7 weeks – 20 hours 12:30pm – 3:30pm			✓				\$25*

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SKILLS FOR LIFE *This course may be free for Jobs Victoria Work and Learning Centre Clients **An assessment is necessary to evaluate eligibility into this class									
Practical Literacy & Numeracy**	Tuesday 12 th Oct – 7 th Dec 2021	8 weeks – 20 hours 9:30am – 12:00pm		✓					\$25
Literacy through Community Gardening	Wednesday 13 th Oct – 1 st Dec 2021	8 weeks – 20 hours 12:30pm – 3:00pm			✓				\$25
Find a Job: Cleaning	Wed, Thurs & Friday 3 rd , 4 th & 5 th Nov 2021	3 sessions – 15 hrs 9:30am – 3:00pm			✓	✓	✓		\$25
Become Work Ready	Monday 8 th Nov – 20 th Dec 2021	7 weeks – 20 hours 9:30am – 12:30pm	✓						FREE
Literacy through Art	Monday 8 th Nov – 20 th Dec 2021	7 weeks – 28 hours plus 2 hrs homework 12:00pm – 4:00pm	✓						\$25
Knitting for Beginners	Tuesday 9 th Nov – 21 st Dec	7 weeks – 20 hours 12:30pm – 3:30pm		✓					\$25
Prepare for Study	Tuesday 9 th Nov – 21 st Dec 2021	7 weeks – 20 hours 12:30pm – 3:30pm		✓					\$25
Sewing for Beginners - Tues Class	Tuesday 9 th Nov – 21 st Dec 2021	7 weeks 9:00am – 12:00pm		✓					\$25
Sewing for Beginners	Wednesday 10 th Nov – 22 nd Dec 2021	7 weeks – 20 hours 1:00pm – 4:00pm			✓				\$25
Sewing for Intermediate	Wednesday 10 th Nov – 22 nd Dec 2021	7 weeks – 20 hours 9:00am – 12:00pm			✓				\$25
Getting your L's	Friday 12 th Nov – 17 th Dec 2021	6 weeks – 30 hours 9:30am – 3:00pm	✓						\$25
Find a Job: Age Care	Wed, Thurs & Friday 17 th , 18 th & 19 th Nov 2021	3 sessions – 15 hrs 9:30am – 3:00pm			✓	✓	✓		\$25
Find a Job: Retail	Mon, Wed & Friday 6 th , 8 th & 10 th Dec 2021	3 sessions – 15 hrs 9:30am – 3:00pm	✓		✓		✓		\$25
One Life Many Careers	Tuesday 14 th December 2021	1 session – 5 hrs 9:30am – 3:00pm							\$10*
Volunteer Induction	Date To Be Confirmed	1 session – 5 hrs 9:30am – 3:00pm							FREE

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

Ballarat Neighbourhood Centre
11 Tuppen Drive, Sebastopol 3356 – Phone: 5329 3273
Email: reception@ballaratnc.org.au – Website: www.ballaratnc.org.au
Learners can now use online enrolment via our partnership with Social Planet.