

COURSE	START DATE	TIME	M	T	W	T	F	S	COST
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IT TECHNOLOGY/ADMIN SKILLS ****An assessment is necessary to evaluate eligibility into this class**

Business Administration Skills	Wednesday 5 th Oct – 7 th Dec 2022	10 weeks – 30 hours 9:30am – 12:30pm			✓				\$65
MYOB Account Right Beginners	Monday 10 th Oct – 28 th Nov 2022	8 weeks – 20 hours 5:30pm – 8:00pm	✓						\$100
Basic Computers & Beyond (PM)	Tuesday 11 th Oct – 6 th Dec 2022	8 weeks – 20 hours 5:30pm – 8:00pm		✓					\$65
Xero	Wednesday 12 th Oct – 30 th Nov 2022	8 weeks – 20 hours 6:00pm – 8:30pm			✓				\$100
Basic Computers & Beyond	Thursday 13 th Oct – 1 st Dec 2022	8 weeks – 20 hours 9:30am – 12:00pm				✓			\$65
Intermediate Computers	Thursday 13 th Oct – 1 st Dec 2022	8 weeks – 20 hours 12:30pm – 3:00pm				✓			\$65
Navigating Digital Technology - COMPASS	Thursday (PM) 13 th Oct – 1 st Dec 2022	8 weeks – 20 hours 5:30pm – 8:00pm				✓			\$30
Navigating Digital Technology - COMPASS	Monday (AM) 17 th Oct – 5 th Dec 2022	8 weeks – 20 hours 9:30am – 12:00pm	✓						\$30
Customer Service Skills	Dates to be Confirmed	2 sessions – 5 hours 9:30am – 12:00pm							\$30
Xero – Daytime Class	Dates to be Confirmed	8 weeks – 20 hours ?							\$100

HOSPITALITY

Become a Barista	Saturday 17 th September 2022 22 nd October 2022 12 th November 2022	Each session 5 hours 9:30am – 3:00pm						✓	\$35
Cooking up Jobs (Pre-requisite to Commercial Kitchen Skills)	Monday AND Thursday 10 th Oct – 8 th Dec 2022	9 weeks – 90 hours 9:00am – 2:30pm	✓			✓			FREE
Commercial Kitchen Skills	Tuesday 11 th Oct – 6 th Dec 2022	8 weeks – 48 hours 9:00am – 3:30pm		✓					FREE
Cooking for the Community	Friday 28 th Oct, 4 th , 11 th & 18 th Nov	4 weeks – 20 hours 9:00am – 2:00pm					✓		FREE
Front of House	Wednesday & Friday 26 th Oct – 25 th Nov 2022	5 weeks – 40 hours 10:00am – 2:30pm			✓		✓		FREE
Prepare Food Safely	Tuesday 8 th Nov – 6 th Dec 2022	5 weeks – 15 hours 12:30pm – 3:30pm		✓					\$50

ENGLISH AS A SECOND LANGUAGE (ESL) ****An assessment is necessary to evaluate eligibility into this class**

Prepare for IELTS**	Wednesday 12 th Oct – 30 th Nov 2022	8 weeks – 20 hours 9:30am – 12:00pm			✓				\$30
ESL Level 2**	Thursday 13 th Oct – 1 st Dec 2022	8 weeks – 20 hours 9:30am – 12:00pm				✓			FREE

COURSE	START DATE	TIME	M	T	W	T	F	S	COST
INTRODUCTORY SKILLS FOR LIFE **An assessment is necessary to evaluate eligibility into this class									
Practical Literacy & Numeracy**	Tuesday 11 th Oct – 6 th Dec 2022	8 weeks – 20 hours 9:30am – 12:00pm		✓					\$30
Independent Living Skills – Basic Computers**	Wednesday 12 th Oct – 30 th Nov 2022	8 weeks – 20 hours 1:00pm – 3:30pm			✓				\$30
Independent Living Skills – Cooking**	Wednesday 12 th Oct – 30 th Nov 2022	8 weeks – 20 hours 9:30am – 12:00pm			✓				\$30
Literacy through Community Gardening	Wednesday 19 th Oct – 7 th Dec 2022	8 weeks – 20 hours 12:30pm – 3:00pm			✓				\$30
Independent Living Skills – Finances**	Dates to be confirmed	8 weeks – 20 hours							\$30
Independent Living Skills – Gardening**	Dates to be confirmed	8 weeks – 20 hours							\$30

SKILLS FOR LIFE **An assessment is necessary to evaluate eligibility into this class *Free for WLC Clients

Knitting for Beginners	Tuesday 11 th Oct – 6 th Dec 2022	8 weeks – 20 hours 12:30pm – 3:00pm		✓					\$30
Sewing for Intermediate (Tues)	Tuesday 11 th Oct – 6 th Dec 2022	8 weeks – 20 hours 9:30am – 12:00pm		✓					\$30
Sewing for Beginners	Wednesday 12 th Oct – 30 th Nov 2022	8 weeks – 20 hours 9:30am – 12:00pm			✓				\$30
Sewing for Intermediate	Wednesday 12 th Oct – 30 th Nov 2022	8 weeks – 20 hours 12:30pm – 3:00pm			✓				\$30
Sewing for Beginners (Thurs)	Thursday 13 th Oct – 1 st Dec 2022	8 weeks – 20 hours 9:30am – 12:00pm				✓			\$30
Skills for Work & Study Health Services	Monday & Tuesday 17 th Oct – 12 th Dec 2022	8 weeks – 80 hours 9:30am – 3:00pm	✓	✓					\$30
Find a Job: Aged Care	Tues, Wed & Thursday 18 th , 19 th & 20 th Oct 2022	3 sessions – 15 hours 9:30am – 3:00pm							\$30
Become Work Ready	Monday 24 th Oct – 12 th Dec 2022	8 weeks – 20 hours 9:30am – 12:00pm	✓						FREE
Find a Job: Cleaning	Dates to be Confirmed	3 sessions – 15 hours 9:30am – 3:00pm							\$30
One Life Many Careers	Dates to be Confirmed	1 session – 5 hours 9:30am – 3:00pm							*\$10
Prepare for Study	Dates to be Confirmed	8 weeks – 20 hours 9:30am – 12:00pm							\$30
Read Write Now	Dates to be Confirmed	8 weeks – 20 hours 9:30am – 12:00pm							\$30
Volunteer Induction	Dates to be Confirmed	1 session – 5 hours 9:30am – 3:00pm							FREE
Writing Community Newsletters	Dates to be Confirmed	8 weeks – 20 hours 9:30am – 12:00pm							\$30

Ballarat Neighbourhood Centre
11 Tuppen Drive, Sebastopol 3356 – Phone: 5329 3273
P.O. Box 540W, Ballarat 3350

Email: reception@ballaratnc.org.au Enrol: <https://www.ballaratnc.org.au/how-to-enrol.php>