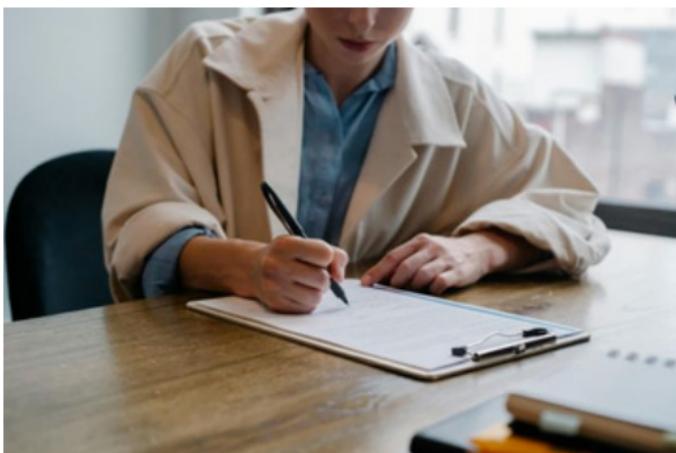


Step Into Employment

Find extra support to gain employment with this free short course designed to help you develop your resume, prepare for a job and identify what further training is available to you.



A course to develop your skills in:

- Identifying your employability skills
- Preparing and producing cover letters and job applications
- Practice your interviewing skills
- Explore training and job pathways

The Commonwealth Department of Education, Skills and Employment endorses this course which counts towards Workforce Australia mutual obligations and points targets, including for Centrelink payment recipients.

We enrich our community by providing opportunities for you to connect, participate and learn in a safe and inclusive space.

As a registered Learn Local, we help you return to study, become work ready, improve your skills or learn something new. We do this by providing education and training programs designed to meet your learning needs. The tuition fees for this training course are funded by the Victorian government ACFE Board. Participants are responsible for materials and administration fees associated with all classes.

This course is 1 session of 5 hours.

For ACFE eligibility, course dates, times, costs and prerequisites refer to the BNC Course Timetable or website.

**Discover Learn Local
Delacombe Community Hub
18 Nandiriog Drive Delacombe**



**Ballarat Neighbourhood Centre
Ph. 5329 3273
E. reception@ballaratnc.org.au
www.ballaratnc.org.au
PO Box 540W, Ballarat. 3350**