



# HOSPITALITY

## Family Home Cooking

In this budget-conscious class, you will learn recipes from a wide variety of cuisines to give you inspiration to cook at home. Create one savoury and one sweet dish each week. Learn knife skills, hygiene and food prep

**Tuesday** 9:30am – 12:30pm or 1:30pm to 4:30pm  
Starts 19 July 2022 (15 weeks)  
Full Fee \$90 Concession \$40

## Ready for Hospitality

Gain insight into the different areas of the hospitality industry, the skills required to work there, and the confidence to pursue further study such as Certificate II in Kitchen Operations. Visit a hospitality venue, and cater and run a pop-up café at the community centre

**Thursday and Friday** 9:00am – 2:00pm  
Starts 4 August 2022 (7 weeks)  
Full Fee \$120 Concession \$80

## Barista Basics

Learn how to make coffee to help you get a job working in a cafe. You will learn how to use a commercial coffee machine, how to serve coffee, how to make a variety of hot drinks, and OH&S

**Friday** 9:30am – 4:00pm  
Starts 29 July 2022 (1 week)  
Starts 21 October 2022 (1 week)  
Full Fee \$50 Concession \$20

# CONTACT US

All enrolments are booked through the centre

**Call us to book 9212 0236**  
Or drop in at 13a Wingate Ave, Ascot Vale

Courses are free for public housing residents

RTO 6419



# SEMESTER 2 SHORT COURSES

11 July – 16 December 2022





# VOCATIONAL

## Office Skills Level 1

Gain the skills you need to increase your chance of getting entry level office work by learning about customer service, professional communication skills, and using technologies relevant to an office environment

**Thursday** 9:00am – 1:00pm  
Starts 21 July 2022 (8 weeks)  
Full Fee \$60 Concession \$40

## Office Skills Level 2

Gain the skills you need to work in an office, including participating in meetings, digital literacy skills for the office, dealing with complaints, prepare business documents & invoices

**Thursday** 9:00am – 1:00pm  
Starts 13 October 2022 (8 weeks)  
Full Fee \$60 Concession \$40

## Intro to Cleaning Industry

Learn the key skills you need to get started in the cleaning industry. Gain skills to stand out from the crowd when you apply for work and an understanding of industry basics, including infection control, chemical handling, health and safety, and customer service

**Thursday** 1:00pm – 5:00pm  
Starts 11 August 2022 (6 weeks)  
Full Fee \$60 Concession \$40

## Volunteer Voices

Do you want to give back to your community or build employability skills that are transferrable across a wide range of industries? Create networks and clarify pathways into further volunteering, education or employment

**Friday** 9:30am – 1:30pm  
Starts 29 July 2022 (4 weeks)  
FREE

# COMPUTERS

## Computer Fundamentals

This beginner course will help you connect to the digital world. Content includes introduction to Word, email, internet, privacy and security

**Monday** 1:00pm – 3:30pm  
Starts 18 July 2022 (16 weeks)  
Full Fee \$75 Concession \$50

## Advanced Computers

Further your computer skills and improve your employment opportunities. Content includes Cloud, working from home, advanced Microsoft Office

**Monday** 10:00am – 12:30pm  
Starts 18 July 2022 (16 weeks)  
Full Fee \$75 Concession \$50

## Communication + Computers

Improve your English skills while learning computer basics. Have fun exploring new ways of learning. This course is for low level English

**Tuesday** 9:00am – 12:30pm  
Starts 12 July 2022 (20 weeks)  
Full Fee \$40 Concession \$20

## Digital Life Skills

Learn how to use technology to access the most relevant aspects of your life, such as banking, MyGov, online shopping, budgeting, job searching, online forms, emails, and privacy

**Tuesday** 1:00pm – 3:30pm  
Starts 19 July 2022 (8 weeks)  
Full Fee \$50 Concession \$30

## Mobile Know How

This course will improve your knowledge of using your phone or tablet for work or study

**Tuesday** 1:00pm – 3:30pm  
Starts 11 October 2022 (8 weeks)  
Full Fee \$50 Concession \$30