



*Banksia Gardens
Community Services*

COURSE GUIDE

Apr - Jun 2019



ENGLISH COURSES

INTRODUCTION TO EAL

Banksia offers EAL classes for different levels, from beginner to advanced. Beginner classes are for those who speak little or no English. These courses provide learners with the opportunity to improve speaking, listening, reading, writing, and grammar and to develop their life skills as well as vocabulary. You will also learn more about life in Australia, and skills to communicate while shopping, banking and interacting with government departments and medical professionals.

The intermediate class is aimed at people who have a basic understanding of English but want to improve their communication skills to sustain conversations. In this class, they will participate in activities requiring better understanding and speaking skills.

The Advanced level course is structured to assist students who want to expand and improve their conversational skills, as well as functional and workplace skills. This course integrates all language skills: speaking, listening, reading, writing and grammar.

Dates:	Beginners: 29 April-24 June 2019	Monday 9:30am-11:30am
	Intermediate: 23 April-25 June 2019	Tuesday 9:30am-11:30am
	Advanced: 24 April-26 June 2019	Wednesday 9:30am-11:30am
Location:	Banksia Gardens Community Services	Cost: \$85.00 or \$50.00 concession

CONVERSATIONAL ENGLISH

Develop your English communication skills in this speaking and listening course. It is vitally important to practice your English to gain greater levels of fluency. Studying Grammar is pointless without having sufficient opportunity to use it in spoken language. Conversation is a central aspect of language acquisition and the activities of this course will help you to sustain an intelligible flow of language as well as encourage listening comprehension.

Our conversational program is aimed at increasing your confidence and active memory through rich and varied discussion around different topics. The sessions typically involve debates, discussions, pair work with other students and presentations. The functional focus is on expressing opinions and preferences, disagreeing and negotiation skills.

Dates: 24 April-26 June 2019	Location: Banksia Gardens Community Services
When: Wednesday 1:00pm-3:00pm	Cost: \$85.00 or \$50.00 concession

ENGLISH COURSES

ENGLISH FOR ASYLUM SEEKERS

This course targets asylum seekers and refugees on a bridging visa who have limited or no English skills. The program is designed to provide asylum seekers the opportunity to improve speaking, listening, reading, writing, vocabulary and grammar. The program aims to assist individuals to feel included, connected and valued in their community, and will build on people's existing skills, strengths, interests and networks. It aims to foster a sense of belonging through participation by making people feel at home in Australia and providing them with information on local life and culture and help to connect them with local services.

Dates: 2 May-27 June 2019

Location: Banksia Gardens Community Services

When: Thursday 1:00pm-3:00pm

Cost: Free

ENGLISH FOR WORK

This course really is about practical every day English that you will need and use for work. Develop your employability skills to get a job or enrol in further study. You will practise job applications and interviews, presentations, discussions and negotiations, formal and informal correspondence, socialising and networking. This is the right course to improve your skills and prepare you for the Australian job market.

This course gives individual attention and thorough training to learners who need to improve their career opportunities and boost their confidence in everyday workplace situations.

Dates: 2 May-27 June 2019

Location: Banksia Gardens Community Services

When: Thursday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

ENGLISH FOR CITIZENSHIP

This course is designed in plain English to prepare you for the Australian Citizenship exam. The course will cover all the test subjects about Australia and its people, the history of indigenous Australians, the modern history of Australian migrants, English colonisation, and Australia's democratic beliefs, rights and liberties and culture.

Learn the values of the Australian society, rights and freedoms protected by law and The government and the law in Australia. It is conducted by a teacher in a classroom situation and is mainly audio-visual with a number of support resources to assist you in understanding important citizenship concepts.

Dates: 24 April-28 June 2019

Location: Off site

When: Wednesday 10:00am-12:00pm OR

Cost: \$85.00 or \$50.00 concession

Thursday 12:30pm-2:30pm OR

Friday 12:30pm-2:30pm





COMPUTER COURSES

COMPUTERS I: ESSENTIALS

If you're completely new to computers, this beginners computer course will get you up-and-running. It cuts through all the clutter and terminology and explains in simple terms how computers work.

This absolute beginners computer course is a good precursor to other introductory courses like beyond basics in Word, Excel, Outlook and Powerpoint. Learn the essentials of using a computer with this beginner course designed for people new to computers, who want to gain hands-on experience and confidence in a small class with a supportive trainer. Topics include operating and navigating the computer, introduction to Microsoft Office suite including Word, Excel and PowerPoint, how to use email and the Internet. The version taught is Windows 10 with Office 2016.

Dates: 29 April-24 June 2019

Location: Banksia Gardens Community Services

When: Monday 11:30am-1:30pm

Cost: \$85.00 or \$50.00 concession

COMPUTERS II: BEYOND BASICS

Our Beyond Basics Computer Skills course is to further build knowledge on simple computer operations. It is suitable for (but not limited to) students who have completed the Essentials computer course. This course will cover a range of intermediate computing skills that will develop the student's confidence in performing tasks such as resume building, installing operating systems and solving basic software issues. You will also learn how to remain safe and secure on your computer and online. Push beyond the basics and expand your skills with this all-inclusive intermediate course, to further explore the Microsoft Office suite including Word, Excel, PowerPoint, Publisher, Access, Outlook and the Internet. Develop your confidence and increase knowledge to meet your home and office needs.

Dates: 24 April-26 June 2019

Location: Banksia Gardens Community Services

When: Wednesday 9:15am-11:15am OR
Wednesday 11:30am-1:30pm

Cost: \$85.00 or \$50.00 concession

COMPUTERS III: ADVANCED

After learning how to use computer operating systems and hardware, you'll develop skills in the use of various software applications and gain an understanding of how to work productively on a computer.

This course can improve your desktop software skills. We will help you learn the latest Microsoft Office upgrades, and gain a good practical knowledge of the basics of the Adobe computer program most widely used by graphic designers to manipulate, edit and on occasions create 'photo-style' images. Become familiar with the tools and features, learn to manipulate photographs and artwork, add text, save and print images.

Dates: 23 April-25 June 2019

Location: Banksia Gardens Community Services

When: Tuesday 9:15am-11:15am OR
Tuesday 11:30am-1:30pm

Cost: \$85.00 or \$50.00 concession

COMPUTER COURSES

INTEL LEARN EASY STEPS

This is a highly flexible course where you 'learn by doing'; completing activities to develop skills that you can start to use immediately. Its simple instructional approach will teach you basic computer literacy which is a key 21st century skill, allowing you better social and economic connected. Learn practical skills including word processing, spreadsheets, multimedia, Internet and email. Additional optional modules focus on Internet based tools and how to use your skills in daily life, employment and study.

Dates: 26 April-28 June 2019

Location: Banksia Gardens Community Services

When: Friday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

ALL ABOUT MY GOV

All about myGov training is to introduce participants to the myGOV website and its services and to increase their confidence in accessing and using online Government services. Participants will be provided with an overview of the myGOV site and all services that can be linked to this website. You will learn how to create an account and how to link member services to enable you access all online accounts through your myGOV account.

You will be guided to navigate myGOV and use the following features: myGOV Inbox, myGOV Profile and update your details, you will also practise lodging a claim, viewing payment details, reporting income, accessing Medicare service and claiming rebates. You will learn about Job active reporting and requirements and how to access the Australian Taxation Office and lodge taxes.

Dates: 24 April-26 June 2019

Location: Banksia Gardens Community Services

When: Wednesday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

MS EXCEL FOR WORK

Learn how to set up a spread sheet in Excel and acquire skills such as budgeting, analysing sales, producing reports, creating simple formulas and managing autofill lists. This course aims to provide participants with the essential skills in Microsoft Office Excel 2013/2016. The course will familiarise learners with different types of software and utilities available in Microsoft Office Software Packages. Customised training manuals are used for this course plus exercise handout notes and online learning activities to expand on sections of the manual.

Dates: 24 April-26 June 2019

Location: Banksia Gardens Community Services

When: Wednesday 11:00am-1:00pm

Cost: \$85.00 or \$50.00 concession

COMPUTER COURSES

APPLY ONLINE

In this course, you will learn basic information about the Internet. What it is, what it is used for, and how you can get connected. You will learn to navigate, search and use the World Wide Web, recognise secure sites, online scams, Internet auctions; Internet safety and shopping online. If you want to keep in touch with friends and family, read the news, follow your hobbies, watch your favourite TV programmes, shop, compare prices, pay bills and much more; enrol in this course!

Dates: 29 April-24 June 2019

Location: Banksia Gardens Community Services and off site

When: Monday 11:00am-1:00pm

Cost: \$85.00 or \$50.00 concession

DIGITAL LITERACY FOR SMART DEVICES

Bring your own smart phone, iPad or tablet and gain an understanding of the features of these versatile devices. Course content includes Settings, Email, Catch Up TV, iBooks, web browsing, FaceTime/Skype, Camera, Photos, iMessage and Calendar. Discover everything you need to know about how to use your smart device. Our smart IT devices course covers typing, adding content, troubleshooting common issues, configuring email or presentations and downloading apps. Learn to use apps for music production, the basics to help you navigate your device, apps and more.

Based on demand, this course can be delivered on a different day upon request.

Dates: 23 April-25 June 2019

Location: Banksia Gardens Community Services and off site

When: Tuesday 1:00pm-3:00pm

Cost: \$85.00 or \$50.00 concession



WORK READY COURSES

WORKSKILLS

With this job readiness program, a successful career is closer than you think! This short course will develop your practical workplace skills and give you the confidence you need to succeed in your job search. Here at Banksia Gardens you will also gain the real world experience that employers are looking for. The course is designed to strengthen the qualities employers value, including strong written and verbal communication, the ability to understand and be a part of the company's culture, the confidence to be productive and show initiative and ability to work independently and as part of a team.

Dates: 29 April-24 June 2019

Location: Banksia Gardens Community Services

When: Monday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

SEWING FOR LIFE

This class is suited to both beginner and intermediate level sewers. In this course you will learn to make trendy clothes and the techniques of top designers. You will learn to fit and adjust commercial patterns to size so that garments look professionally made. Start your journey learning simple skills through making a pair of unisex pyjama pants and then progress through to making a skirt. You will learn:

- Sewing machine familiarity, maintenance and safety.
- Sewing basics, seams, darts, measuring, interfacing, hems, zippers.
- Buttonhole placement.
- Understanding and fitting patterns.

Dates: 2 May-27 June 2019

Location: 1 Dixie Court, Meadow Heights 3048

When: Thursday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

BE HANDY

This is an introductory course that targets unemployed people between 18-65 years old in the Hume region. This course will provide skills across a variety of trades giving unemployed people the opportunity to undertake a range of work as a handyman or enrol in accredited training in the industry. Learners will have the opportunity to learn a range of skills with a great instructor-led hands-on classes. The course will include carpentry, plastering and painting.

Dates: 24 April-26 June 2019

Location: Banksia Gardens Community Services

When: Tuesday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

WORK READY COURSES

ADMINISTRATION SKILLS

The Introduction to Admin WorkSkills program is designed to build familiarity and confidence for learners aiming to pursue work in an administration/office environment. This course is ideal for anyone wishing to update their business administration skills or change career direction. It has been designed to provide the skills and knowledge to work in a variety of administration roles including reception and clerical roles.

Content includes five MS Office programs, office technology, managing information including social media, administration skills, resume writing and interview skills. The course content will cover building effective and professional oral and written communication skills, working as part of a team and completing general administration tasks such as minute-taking, petty cash and using office equipment (e.g. fax, photocopier etc - including WHS).

Dates: 24 April-26 June 2019

Location: Banksia Gardens Community Services

When: Wednesday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

HANDS-ON HOSPITALITY

This course is designed for people of any age, any skill level and any background, to gain the skills and knowledge to be able to obtain employment or establish their small family business in the hospitality industry. This introduction to hospitality course is a great way to get the essential skills and knowledge required in this industry. Focusing on personal hygiene, correct storage temperatures, food preparation areas and food safety, you will learn the basics of food service and handling, workplace health and safety and customer service. This is an opportunity to find out whether hospitality is a pathway to undertake more study or get a qualification in order to get a job.

It is a good pathway for people seeking employment in food service or kitchen operations roles, such as working in cafés, restaurants and retail food outlets or enrolling in an accredited hospitality qualification.

Dates: 23 April-25 June 2019

Location: Banksia Gardens Community Services

When: Tuesday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

RETAIL AND CUSTOMER SERVICE

The main aim of this course is to provide the skills, knowledge and confidence to be able to undertake a wide range of tasks required for working in a retail and customer service environment. The program teaches participants the fundamentals of customer service in both face-to-face and telephone settings. You will learn how to create positive customer experiences that help to build customer loyalty through your behaviour and choice of words. You will also develop the skills to deal with challenging customers and situations.

Dates: 2 May-27 June 2019

Location: Banksia Gardens Community Services

When: Thursday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

WORK READY COURSES

INTRODUCTION TO GARDENING

This course focuses on introductory level skills, providing pathways to accredited courses in Horticulture including Certificates II and III. It provides students with a range of skills to conduct basic gardening or nursery work in a safe manner through guided propagation, plant and stock maintenance, plant identification, WHS basics and relevant computer skills. The aim of the course is to develop basic skills to be able to obtain work assisting others in a garden maintenance or a nursery or landscaping business. Students may also choose to pursue further training in horticulture, landscaping or obtain an apprenticeship/traineeship.

Students will develop computer technology skills to search internet for plant care and identification and create a business card and flyer for marketing purposes using MS Word and MS Powerpoint.

Dates: 29 April-24 June 2019

Location: Banksia Gardens Community Services

When: Monday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

UPCYCLING

Upcycling is the process of reusing and refashioning old or discarded objects, materials or clothing and turning them into something useful and often beautiful. The aim of this course is for learners to develop their skills and to give the learner an understanding of upcycling and what can be achieved by it. It covers details on why we should be upcycling rather than buying new all of the time, and the benefits of taking the time to change and alter old worn items into something wonderful and individual. Upcycling uses a product from your waste stream to create a valuable functional income-generating product.

Training and skills development is an everlasting benefit. Upcycle's approach it is not only teaching someone a skill but also provides personal development, sustainability, motivation and self-worth. People will be trained to use and understand materials to show creativity flows from knowledge to ideas and opportunities. It will develop an entrepreneurial mind set, appropriate skills and market knowledge to convert these ideas and opportunities into economic success.

The course not only teaches the skills but at the same time teaching design, strategy, implementation, marketing and the full array of skills in order to become prosperous self-sustaining entrepreneurs. These courses will be run over three 6-week period taking a participants from a completely unskilled learner to a fully operational upcycler.

Dates: Course will run to groups upon request

Location: Banksia Gardens Community Services

Cost: \$85.00 or \$50.00 concession

WORK READY COURSES

MS EXCEL FOR WORK

Learn the Microsoft Excel skills you need with our trainer led classroom training. Our hands on Excel courses are designed to teach you the skills to master spreadsheets with confidence. You will learn to work with a range of excel tools such as formulas and functions, creating charts, sorting and filtering data, creating reports and much more. You can also extend your Excel skills to an advanced level with pivot tables, data linking and consolidation, lookup functions, macros, Power BI and Visual Basic programming. This course aims to provide the participant with the essential skills in Microsoft Office Excel 2013/ 2016. The course will familiarise learners with different types of software and utilities available on the Microsoft Office software package.

Customised training manuals are used for this course plus exercise handout notes and online activities to expand on sections of the manual. As well, participants will communicate among them and with the tutor via email for any additional tasks or support. Targeted at people looking for, or returning to work in clerical or office administration. The course can lead to accredited courses in office administration and business services.

Dates: 24 April-26 June 2019

Location: Banksia Gardens Community Services

When: Wednesday 9:00am-11:00am

Cost: \$85.00 or \$50.00 concession

E WASTE

This course covers the basics of the e-waste management of electronic devices and their components; the safety concerns, and how it can be used or disposed of correctly. In addition, it offers practical techniques and tips to disassemble laptops, what tools to use and how to assemble jewellery from the components. Participants will have to dismantle the elements, separate the parts, and use a creative mind to design and produce the product. This is your ticket to an exciting opportunity to convert e-waste into fashionable pieces of art.

The program is filled with suggestions to prepare you for an exciting business opportunity in the emerging e-waste jewellery industry. It will help you develop the proper skills and tools to use and the safety precautions to take. You will learn, step-by-step, how to make jewellery safely and properly from the easiest to the most complex stages. You will get insightful tips and images of different types of jewellery to stimulate your imagination. After completing the program, you will have a solid foundation on which you can build jewellery. The goal is to follow the international desire to clean up the environment and supply services to help the world become a better place.

Dates: Course will run to groups upon request

Location: Banksia Gardens Community Services

Cost: \$85.00 or \$50.00 concession



Banksia Gardens Community Services

www.banksiagardens.org.au

9309 8531 admin@banksiagardens.org.au

71-81 Pearcedale Parade, Broadmeadows 3047

ABN 54 264 568 661