

**“The capacity to learn is a gift  
the ability to learn is a skill  
the willingness to learn is a  
choice.”**

Banksia Gardens Community Services

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## Course Guide 2024



Join Us



Jobs, Skills,  
Industry  
and Regions







## DIGITAL SKILLS FOR THE WORKPLACE

This is an Intermediate level computer class aimed at developing skills in using standard workplace computer software and functions (Microsoft Word, Excel, PowerPoint, Email and Internet). Learners will also learn effective internet search skills, creating a resume and letter of application as well as accessing job sites and uploading applications. Learn effective internet search skills, become familiar with Google apps and Google Drive, create professional documents.

**Dates:** 17 Apr - 26 Jun 2024 **When:** Wednesday 1:00pm-3:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



## UNDERSTANDING MOBILE DEVICES

This course is ideal for people who would like to learn and explore their smart device for their personal day to day uses, and to improve their digital skills and knowledge to become more confident in using modern technology.

This course will cover everything related to know your device such as buttons and their functions, understanding touch device, adding / deleting contacts & managing call logs, reading, writing, sending and deleting messages, changing device background wallpaper, connecting to a WIFI network, opening & closing apps, using google maps, installing and deleting apps and setting alarms and reminders.

**Dates:** 17 Apr - 26 Jun 2024 **When:** Wednesday 1:00pm-3:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



## UNDERSTANDING DIGITAL DEVICES APPS

Explore the use of different digital devices, their functionality and the ways you can use these to connect with others. Learn how to access services over the internet and gain confidence to transfer your skills to different digital contexts. Includes: Building email and internet skills, creating, saving and file management, using the cloud, being social online (video meetings), downloading templates and security considerations.

**Dates:** 17 Apr - 26 Jun 2024 **When:** Wednesday 1:00pm-3:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



## ENGLISH AS ADDITIONAL LANGUAGE(EAL)

This is a helpful course for adult learners if English is an additional language. Our courses will develop your language and cultural skills needed to live and work in the Australian community, or to get a job or further study. Our classes are small and friendly. You will enjoy the benefits of belonging to a vibrant and welcoming community.

**Dates:** 15 Apr - 24 Jun 2024 **Monday 12:00pm - 2:00pm**

**Location:** Banksia Gardens Community Services

(Other classes are available at different times and locations. Please enquire at the front desk).

**Cost:** \$85.00 or \$50.00 Concession



## ENGLISH FOR CITIZENSHIP

Our Citizenship classes support learners with their preparations to apply for Australian Citizenship. The program assists learners to develop their understanding of test content. The course will slowly work through the citizenship test booklet and will help you understand the content, introduce you to new vocabulary needed for the test and prepare you for the test. Also, you will practice test questions provided to help the students gain more confidence in answering multiple choice questions.

**Dates:** 15 Apr - 24 Jun 2024 **Monday 10:00am - 12:00pm**

**Location:** Banksia Gardens Community Services

(Other classes are available at different times and locations. Please enquire at the front desk).

**Cost:** \$85.00 or \$50.00 Concession



## ENGLISH FOR THE WORKPLACE

This course can help you to prepare for the job market. If you are new to the workforce or want to return to your career, we offer this class that is specifically designed to assist you in improving your workplace communication skills and learn English.

Our English for Work courses will help you learn about workplace communication, culture and practices, improve your computer and internet skills and boost your confidence to find a job.

**Dates:** 18 Apr - 24 Jun 2024 **Thursday 10:00am - 12:00pm**

**Location:** Banksia Gardens Community Services

(Other classes are available at different times and locations. Please enquire at the front desk).

**Cost:** \$85.00 or \$50.00 Concession





## CONVERSATIONAL ENGLISH

This course will help you gain the confidence you need to communicate effectively in English. Our course will provide you with the practical conversation skills you need to communicate effectively in English.

The small class size ensures that you get individual attention and support from our teacher, and provides you with plenty of opportunities to practice your English skills and receive feedback.

You will be able to practice speaking on a range of topics relevant to everyday lives, such as: shopping, banking, family life, food, health, hobbies and interests etc.

**Dates & Location:** Multiple classes are available at different times and locations. Please enquire at the front desk.

**Cost:** \$85.00 or \$50.00 Concession



## ENGLISH FOR DRIVING

The English for driving course will help learner and local residents navigate Australian road culture.

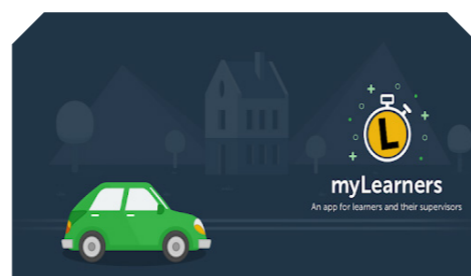
This course will help you to prepare learners from non-English speaking backgrounds to drive safely and confidently on Victorian roads. This program prepares individuals to study for their L plates in English, the hazard perception test and teaches them the English skills required to understand the Australian road culture, road rules, to drive and be a safe driver.

**Dates:** 18 Apr - 27 Jun 2024      **Thursday 10:00am - 12:00pm**

**Location:** Bankisa Gardens Community Services

Other classes are available at different times and locations. Please enquire at the front desk.

**Cost:** \$85.00 or \$50.00 Concession



## LANGUAGE AND LITERACY

This program will help learners with English language and literacy skills to enable them to communicate with confidence and effectively participate in the community, to undertake volunteer work or entry level employment in the future.

You will learn basic literacy skills for everyday tasks. Highly focused on speaking and listening: Following instructions, asking for assistance, listening for directions, spelling words, listening for numbers also practising conversation and communication skills. Also, you will learn reading and writing, read simple texts, letter and number formation, simple writing exercises such as shopping lists, notes and messages.

**Dates & Location:**

Multiple classes are available at different times and locations. Please enquire at the front desk.

**Cost:** \$85.00 or \$50.00 Concession



## SOCIAL MEDIA SAFETY

This program will help learners as parents, educators, community members make better choices regarding online safety.

You will learn “what you need to know now” to navigate the online world with human well-being front and centre. The program is an eye opener for social media users to learn how to secure personal space, account interactions, reduce the risk of unauthorised access to your accounts, manage the impact of bullying attempts or friend’s impact on your digital presence, to navigate hoaxes, scams, online challenges and games and many more tricky social media applications.

**Dates:** 19 Apr - 28 Jun 2024      **When:** Friday 12:00pm-2:00pm

**Location:** Banksia Gardens Community Services/Bethal PS

**Cost:** \$85.00 or \$50.00 concession



## INTRODUCTION TO FOOD SAFETY

The Introduction to Food Safety course is a basic course designed to provide the basics of food handling in terms of the skills and knowledge required to prepare and handle food safely. On completion of this course, you should understand the fundamentals of food safety including: Follow hygiene procedures and identify hazards, report any personal health issues, prevent food and other item contamination, prevent cross contamination by washing hands.

**Dates:** 16 Apr - 25 Jun 2024      **When:** Tuesday 9:30am-11:30am

**Location:** Banksia Gardens Community Services/Broadmeadows Valley PS

**Cost:** \$85.00 or \$50.00 concession



## BUDGET BASICS: FINANCIAL LITERACY

This course will teach learners essential numeracy skills required to successfully create a personal budget, compare financial offers they are exposed to, and live within a budget. The program will provide you with some practical lessons to improve your financial literacy. The course is taught in sessions that address topics from cost-cutting to saving to making investments and can put you on the path to financial freedom.

**Dates:** 15 Apr - 24 Jun 2024      **When:** Monday 12:00pm-1:00pm

**Location:** Banksia Gardens Community Services/Bethal PS

**Cost:** \$85.00 or \$50.00 concession



## DIGITAL LITERACY FOR LIFE

Digital Literacy for Life courses are designed to help learners understand the basics of technology, including different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet. The program supports learners to gain digital skills through practical and applied learning activities. Each module provides opportunities for learners to participate in individual, small group or whole class activities, helping them build confidence and develop their skills

**Dates:** 19 Apr - 28 Jun 2024      **When:** Friday 9:30am-11:30am

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



## ZOOM FOR LIFE AND WORK

This course is for beginners who need to use Zoom for work, to teach, to learn or just to interact with friends. This an easy, step-by-step training to master the Zoom. Zoom has many fantastic tools and functions which can be used . You'll explore the Zoom functions that are relevant to connecting online , such as Zoom's management tools, break-out room function, chat, screen-sharing and the poll function.

**Dates & Times upon request**

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



## HANDS ON MY GOV APP

All about myGov training is to introduce learners to the myGov website and its services and to increase their confidence in accessing and using online Government services.

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 services and claiming rebates. You will learn about Job active reporting and requirements and how to access the Australian Taxation Office and lodge your taxes.

**Dates:** 16 Apr - 25 Jun 2024      **When:** Tuesday 12:00pm-1:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



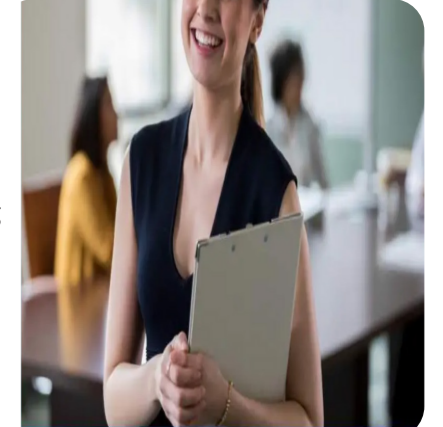
## ADMINISTRATION SKILLS

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.

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



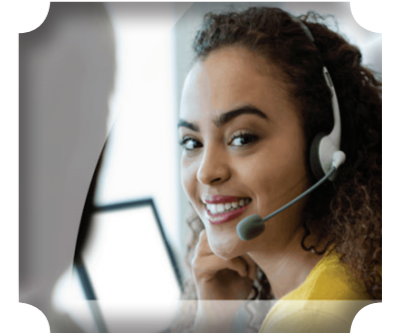
## CUSTOMER SERVICE SKILLS

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 also develop the skills to deal with challenging customers and situations.

**Dates:** 15 Apr - 24 Jun 2024      **When:** Monday 11:00am-1:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



## PASSPORT TO WORK PROGRAM

The Passport to Work program is approved by the Department for Workforce Australia & Transition to Work. It is designed to help job seekers in skills development and practical strategies to support the journey towards sustainable employment. Interactive Training Program – a partnership between Banksia Gardens, AMES, Asuria, Hume City Council and JUNO Institute that will provide you with the skills to: Increase your motivation and energy, Regain your self-esteem and self-confidence, Learn how to communicate to get the results you want, Understand what employers are really looking for, You will also get the chance to have professional Career guides to assist you with accessing the employment market.

**Dates:** March - May 2024      **Mon - Thursday 10:00am - 3:00pm**

**Location:** Banksia Gardens Community Services/ Juno Institute

**Cost:** TBC







## IPAD/TABLET APPLICATIONS

You might be a brand-new iPad user, or you might have been using your device for a little while now and it's time for the next step. In this course your tutor will discuss your current usage and interests to design a program that builds on your knowledge so that you can get the most out of your device. Along the way there will be plenty of hints and tips to help you use your iPad like a pro! Bring your own device or use one of ours to get you started.



**Dates:** 16 Apr - 25 Jun 2024      **When:** Tuesday 12:00pm-1:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession

## DEVELOP A COMMUNITY NEWSPAPER

The community newsletter course is a short course that is designed to help individuals learn how to develop a newsletter “by doing”. A hands-on course in which participants work as a team to produce a newsletter for the Banksia community. Participants learn the basics of editing, design and layout while developing their skills in Microsoft Word, Excel, Publisher, Paint/PaintNet and time management.

Enthusiasm and a willingness to learn are essential. You don't need high level writing skills to start this program. You just need an interest in the world around you, a bit of creativity and a desire to communicate. An interest in art, design or photography would be a bonus.



**Dates:** TBC upon request      **When:** Tuesday 1:00pm-3:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



# COMPUTER & DIGITAL SKILLS

## COMPUTERS FOR BEGINNERS

This absolute beginners computer course is a good precursor to other introductory courses like 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. This course will provide you with a solid grounding in basic computer skills, allowing you to confidently use a personal computer for a variety of ends.



**Dates:** 15 Apr - 24 Jun 2024      **When:** Monday 9:30am-11:30pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession

## COMPUTERS II: INTERMEDIATE

This course covers 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 confidence and increase your knowledge to meet your home and office needs.



**Dates:** 15 Apr - 24 Jun 2024      **When:** Monday 1:00pm 3:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession

## COMPUTERS III: ADVANCED

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:** 16 Apr - 25 Jun 2024      **When:** Thursday 9:30am-11:30am

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession





## WORKSKILLS/JOB READY

This course provides participants the opportunity to enhance their work readiness through skill development and understanding. Our training assists participants to understand the expectations of employers in both the recruitment process and as a new employee in the workplace. This training program is designed to build upon differing skill sets which will help improve your chances at being employed, be it paid or voluntary. Learn to develop resumes, interview techniques, job preparation, interviews, work wear and job seeking skills. This course is a deep dive into learning about obtaining employment that includes role playing and research skills.

**Dates:** 15 Apr - 24 Jun 2024 **When:** Monday 9:00am- 5:00pm

**Location:** Banksia Gardens Community Services

**Cost:** \$85.00 or \$50.00 concession



## INTRODUCTION TO COMMUNITY SERVICES

This is a taster course for those wishing to work in the community sector but have no knowledge or skills on how to go about it. This course has been designed to be an introduction into Community Services courses at TAFE. While taking this course you will be introduced to vocabulary around community services, safety issues and other content that will be addressed in the Community Services TAFE courses. Students will be able to make decisions on future career choices within the sector or further studies. Other education

**Dates:** 16 Apr - 25 Jun 2024 **Tuesday 12:00pm - 2:00pm**

**Location:** Bankisa Gardens Community Services

**Cost:** \$85.00 or \$50.00 Concession



## SEWING FOR LIFE

This course is an introduction to the skills and techniques required to use a sewing machine and how to make your own clothes with ease. It covers machine set up and use, reading patterns, fabric suitability and finishing techniques. Master your overlocker by learning all the aspects of the machine and overlocking such as threading, tension adjustment, seams and hems. Learn to master sewing those tricky buttons, zippers and buttonholes, sewing machine feet options, stabilising techniques, and various types of zippers and button holes.

This course is a great introduction to sewing, fabric handling and garment construction and is taught on user friendly domestic sewing machines. This course will help you to gain confidence in sewing whilst you make a simple garment (such as pyjama pants) and develop sewing skills.

**Dates:** 18 Apr - 27 Jun 2024 **When:** Thursday 10:00am- 12:00pm

**Location:** Banksia Gardens Community Services , 1 Dixie court, Meadow Heights  
Multiple classes are available at different times and locations. Please enquire at the front desk.

**Cost:** \$85.00 or \$50.00 concession



## WRITING SKILLS

This is an English course for learners who have experienced difficulties with professional writing due to lack of knowledge of various aspects of English language usage.

The course focuses on the expectations of the Australian Workplace (writing reports and emails) and aims to further develop advanced grammar and writing skills. Learners will learn how to combine systematic Grammar usage with creative practice of professional Writing Skills, weekly coverage of a particular area of Grammar with examples and practice and varied, stimulating writing activities, such as emails and reports.

**Dates and Location:** Multiple classes are available at different times and locations. Please enquire at the front desk.

**Cost:** \$85.00 or \$50.00 Concession

