

Back to Learning



PRE-ACCREDITED TRAINING TERM 2 2018

ENGLISH SKILLS

ENGLISH FOR FURTHER STUDY **NEW**

A course with a focus on improving reading, writing, speaking and listening skills, which can provide a pathway to further study in the Australian education system.

- Practice speaking through oral presentations and group work
- Explore writing styles, note taking and reading analysis
- Research pathways and create a timeline for application into accredited courses

Runs: Every Thursday, 19 April to 28 June, 10am – 2pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Annabel Mounsey

Course code: 18ALNEFS

WRITERS' WORKSHOP

Develop writing skills to transform your ideas into publishable works.

- Story formulas, story structures and language techniques
- Character development
- Undertake a writing project

Runs: Every Wednesday, 18 April – 27 June (except ANZAC day, April 25), 10am – 1pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Tanya Vessey

Course code: 18ALNWW

READING BETWEEN THE LINES NEW

Love reading? Improve your ability to read and understand books within a supportive group environment.

- Discuss and interpret stories as part of shared reading
- Improve your vocabulary by understanding the way language works
- Develop techniques and practices to keep reading for understanding and appreciation

Runs: Every Thursday, 19 April to 28 June, 10am – 1pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Tanya Vessey

Course code: 18ALNRBL

ENGLISH FOR COMMUNITY ENGAGEMENT

A course for learners from culturally diverse backgrounds which builds English language skills to support participation in the Australian community.

- Extend your reading, speaking & listening skills to improve community engagement
- Opportunities to practice conversational English with discussions on current issues

Runs: Every Wednesday, 18 April – 27 June (except April 25), 9:30am – 2pm

Cost: Concession: \$33.30 or Full Fee: \$110.70

Location: City Campus

Teacher: Lidia Ostepeev

Course code: 18ALNECG

BUSINESS SKILLS

START UP IN BUSINESS

A supportive introduction to essential business skills for people who want to set up a micro, online or home-based business.

- Develop a business plan
- Financial planning, money management & tax
- Create an online retail outlet
- Learn about marketing on social media
- Formalise ideas through microfinance or social enterprise models

Runs:

Group 1: - Every Tuesday, 17 April – 26 June, 5pm – 8:30pm (City)

Group 2: - Every Wednesday, 18 April – 27 June (except April 25), 5pm – 8:30pm (Box Hill)

Cost: Concession: \$29.60 or Full Fee: \$98.40

Locations: City Campus – Group 1, Elgar Campus – Group 2

Teacher: Jennie Todd

Course code: 18ESSUP

STUDY SKILLS

MATHS MADE EASY **NEW**

Develop and improve your mathematical knowledge to prepare for numeracy testing for pathways into certificate courses including nursing and police entrance exams.

- Study arithmetic, financial skills, data and statistics, shape and measurement and mathematical problem solving
- Learn how to use a scientific calculator and other electronic devices
- Understand future pathway options available as a result of improved numeracy skills

Runs: Every Monday, 16 April – 25 June
(except June 11), 10am – 2pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Mark Bennett

Course code: 18ALNMME

PREPARE FOR VISUAL ARTS

A Visual Arts course that can provide a pathway into the Certificate III in Visual Arts (CUA31115) at CAE. Learn from award winning artist, Mia Schoen.

- Prepare an art portfolio using a range of mediums and materials
- Understand accredited course expectations and assessments
- Visit exhibitions and meet guest artists

Runs: Every Friday, 20 April – 29 June, 1pm – 5pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Mia Schoen

Course code: 18VOCPVA

Note: Learners must provide their own art materials.

DIGITAL SKILLS

ROBOTS, DRONES & CODES **NEW**

Learn how to write code, program robots and fly drones in this innovative course.

- Explore computer programming step by step
- Experience hands-on interaction with robots and drones
- Take part in the end of term robot challenge

Runs: Every Tuesday, 17 April – 26 June, 2:30pm – 5:30pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Leanne Tite

Course code: 18VOCCR

INTEL® LEARN EASY STEPS (Beginners)

Learn computers at your own pace with lots of support. No prior experience needed!

- Learn basic computer skills
- Get introduced to Microsoft Office software
- Begin using email and the Internet effectively

Runs: Every Monday 16 April – 25 June (except June 11), 10am – 2pm

Teacher: Leanne Tite

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Course code: 18ESILES

COMPUTERS FOR WORK (Intel® Intermediate)

Extend your ability to use computers for work through this intermediate level program.

- Microsoft Office 2010 (Word, Excel & PowerPoint)
- Internet and advanced email functions
- Create work-related documents

Runs: Every Friday, 20 April – 29 June, 10am – 2pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Vivian Della Valle

Course code: 18ESCWI

ADVANCED COMPUTER SKILLS (Intel® Advanced)

Develop advanced user skills in a range of Microsoft Office programs including:

- Excel (functions, formulas, references, data fields, pivot tables)
- PowerPoint (3D pop-outs, designs, animations and videos)
- Word (header/footers, table of contents, track changes, mail merge)

Runs: Every Tuesday, 17 April – 26 June, 10am – 2pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Vivian Della Valle

Course code: 18ESACS

WEBSITES & BLOGS

Always wanted to be a blogger or create your own website for business or fun?

- Learn how to set up your own blog and website
- Discover online support
- Get help with establishing followers and monetising content
- Manage social media for self-promotion

Runs: Every Wednesday, 18 April – 27 June
(except April 25), 2pm – 5:30pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Tanya Vessey

Course code: 18VOCWB

INTERNET SEARCH SKILLS

Improve your digital skills to navigate the internet, using it for study, life and work. Undertake a personalised program that meets your level in a supportive environment.

- Improve your search skills and customise emails
- Explore online security and e-commerce
- Learn to use a range of online applications and computer software

Runs: Every Monday, 16 April – 25 June
(except June 11), 2:30pm – 5:30pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Leanne Tite

Course code: 18ESISS

KNOW YOUR GIZMO

Use digital devices in the home, office or for creative purposes.

- Digital cameras, video cameras
- Tablets, iPads and computers
- Smartphones and portable devices

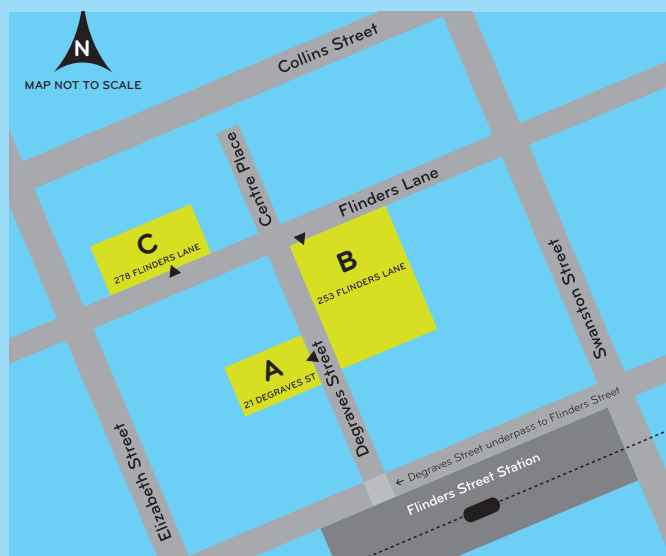
Runs: Every Tuesday, 17 April – 26 June, 10am – 2pm

Cost: Concession: \$29.60 or Full Fee: \$98.40

Location: City Campus

Teacher: Leanne Tite

Course code: 18ESKYG



2 minutes from Flinders Street Station

FREQUENTLY ASKED QUESTIONS

WHAT IS PRE-ACCREDITED TRAINING?

Pre-accredited training is designed to help adult learners gain confidence and skills. The focus is on creating pathways to accredited training, employment or community participation. Pre-accredited training is supported with funding from the Victorian Government.

WHO IS IT FOR?

Pre-accredited training is targeted at people who have experienced barriers to participating in training and education in the past, supporting them to achieve personal success. It includes:

- Women, including young mothers, women seeking to re-enter the workforce
- Women who have experienced or are experiencing family violence
- People in low socio-economic status localities
- Early school leavers
- Indigenous people
- Low skilled and vulnerable workers
- Unemployed/underemployed people
- People from a culturally or linguistically diverse background
- People with a disability
- At risk young people

AM I ELIGIBLE?

You need to be an Australian citizen or permanent resident to be eligible for a government subsidised enrolment.

FEE CONCESSIONS

Fee concessions are available for learners with a valid Health Care card.

WHERE ARE CLASSES HELD?

Classes are held at the CAE in Melbourne CBD.

HOW DO I ENROL?

Go to CAE Customer Service, Level 2, 253 Flinders Lane, Melbourne. Bring valid identification (e.g. Medicare card, birth certificate, permanent visa, current passport) and proof of concession.

WHEN DO TERM 2 COURSES START?

Term 2 pre-accredited courses will commence the week beginning 16 April.

For further details, please visit cae.edu.au. The information contained in this flyer is correct at the time of publication (March 2018). Centre for Adult Education reserves the right to alter, amend or delete details of course offerings, fees, or other information provided in this document. © Centre for Adult Education.

For more information phone CAE Customer Service on 9652 0611 or email enquiries@cae.edu.au

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