

**** Please note: Students are required to have a referral letter from their Job Active Provider – prior to enrolment day. Please ensure you get their Job Active details when enrolling them into the Enrolment day. Then contact their case manager – send them the template and have them complete it. If this has not been received before enrolment day – they will not be able to enrol.**

In the event that they do not have a Job Active Provider – but believe they may be eligible please refer them to the Coordinator. Thank you

Q1: When will my training commence?

A1: Training will commence on Tuesday 14th February 2017 – **Enrolment day on Wednesday 8th February 2017 – 9am – 12pm**

Q2. Where will my training be delivered?

A2. Your training will be delivered at WEA Hunter – 100 Laman Street, Cooks Hill, NSW 2300

Q3: What days do I need to attend the program?

A3. You need to attend training Tuesdays, Wednesdays and Thursdays – 9.30am – 2.30pm

Q4. When does my training complete?

A4. Training continues for 5 weeks and will complete on Thursday 16th March 2017

Q5. Will I need to undertake work placement.

A5. No, there is now work placement as part of this training.

Q7. Will I have to complete assessments at home?

A7. Your trainer may ask you to complete some research in your own time but all assessments will take place in class. Your attendance is essential.

Q8. What do I need to bring to enrolment day?

A8. ID, evidence of any benefits you have declared that you receive, a referral letter from your Job Active Provider, a pen.

Q9. What is the cost of my training?

A9. The program is subsidised by the NSW Government for eligible participants.

Q10. What units will I study?

A10. The units you will study are as follows:

- BSBITU201 – Produce simple word processed documents
- BSBITU202 – Create and use spreadsheets
- FSKDIG02 – Use digital technology for simple workplace tasks
- FSKLRG08 – Use simple strategies for work related learning
- FSKWTG06 – Write simple workplace information

If you have any further questions contact WEA on

49 25 4200