



# Computer Literacy Skills for Jobseekers

This is an AQF accredited Language, Literacy and Numeracy course which provides a pathway for students who require computer literacy skills to become work-ready and therefore suitable for job placement.

## Who is it For?

To be eligible for this course, job seekers need to be:

- Aged 18–59
- Registered with a jobactive provider
- Receiving income support payments and have a mutual obligation requirement

## How it is Delivered

This course is delivered over 26 weeks. Students receive face-to-face training tailored to their needs in a friendly and supportive environment. There are fortnightly rolling starts into this course.

Because this course is a language, literacy and numeracy course, it supports jobseekers to achieve their Annual Activity Requirements (AAR) when they are in the Work for the Dole phase.

The course includes training in four key areas:

- Literacy and numeracy
- Vocational skills

- Computer literacy: online job search and applications, email and online communications, touch typing and Microsoft Office applications
- Pre-employment: resume writing, interviews, career planning, cold calling, volunteering, canvassing letters and networking

At the end of the course, participants will have:

- 22235VIC Certificate I in General Education for Adults (Introductory)
- ICTICT201\*: Use computer operating systems and hardware
- ICTICT206\*: Install software applications
- ICTSAS208\*: Maintain ICT equipment and consumables

Students will also have the option to go on to complete a Certificate II in Information, Digital Media and Technology (ICT20115).

\*Elective selection may vary according to customer requirements



## How to Apply

To apply for this course or to find out more, call MTC Australia  
on **1300 981 901** or go to [mtcaustralia.com.au](http://mtcaustralia.com.au)

## Why Choose this Course?

### ► Flexible learning

You can study at a location and time that suits you best. Your learning will be tailored to your needs and delivered by experienced and friendly trainers.

### ► Hands-on experience

You'll have the chance to get out of the classroom and into the real world through opportunities like work experience and workplace excursions.

### ► Respect

You will always feel welcome, safe and supported. MTC Australia celebrates the things that make us all unique – including language, culture, age and education level – and we encourage clients to learn from each other.

### ► Confidence to take your next step

SEE is designed to give you the knowledge you need to confidently make your next move – whether that's into the workforce or further study.

## About MTC Australia

MTC Australia is a thriving social enterprise that provides pathways for people of all backgrounds and life stages to create new life opportunities. We offer high impact employment, learning and youth programs delivered from more than 20 locations across NSW. As a social enterprise, we reinvest surplus into innovative social impact initiatives that support and empower at-risk Australians.

MTC helps more than 20,000 people every year to build self-worth, gain skills for employment and entrepreneurship, and enable possibilities for transformative change.



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