Computer Skills

**Basic Computers & Beyond:** Great place to start if you are a beginner. Master the Internet, emailing, attachments, social media (e.g. Facebook) and Skype.

**Intermediate Computers & Beyond:** Learn how to complete functions in Word, PowerPoint and Excel then move on to EBay, blogs, online forms and using graphics. Expand further into simple web design.

**Introduction to MYOB:** Learn to create a new company file, purchasing, invoicing, sales, GST, payroll and banking. Suitable for those in small business or looking to work in Administration. Basic computer skills and book keeping knowledge required.

**Multimedia:** Create professional photo presentations, slideshows, photo and web albums and DVD movies. Gain skills in Adobe Photoshop Lightroom 4, Pinnacle, Picassa and several other photo editing software programs.

**Intermediate Multimedia:** Improve your photo quality, learn more advanced techniques in Lightroom, organizing your photos and use sound, music and presentations to take your displays from great to brilliant.

Literacy & Numeracy

**Practical Literacy & Numeracy:** Become more confident with reading, writing and using numbers in everyday situations such as banking and shopping. Gain basic computing skills.

**Community Gardening:** Develop your reading, writing and measuring skills in a more practical way by working in the community garden. Includes practical tasks and classroom work.
The Next Steps Work & Learning Centre Ballarat

The five Work & Learning Centres across Victoria help job seekers develop and implement a plan for their pathway to employment. Different for each person, the plan can include identifying career goals, identify training options and work experience. Importantly, for each person it includes making a plan and linking with local employers.

“Working In” Ballarat

To help job seekers network with employers we have designed a series of industry specific short courses that focus on the growing industries in Ballarat including Hospitality, Retail, Aged Care, Disability and Administration. In each course you will learn about the following:

- What the industry looks like and who is employing in Ballarat
- The practical and personal skills needed to be successful in your industry of choice (e.g. the importance of team work in hospitality and communication in retail)
- Visits to work sites so you can observe the reality of the industry and learn what it is really like to be an employee e.g. aged care, hospitality etc.
- Presentations and opportunities to network with local Ballarat employers
- An opportunity to work on your resume and writing cold calling cover letters to help you with job search efforts after the course
- An allocated Work & Learning Advisor to help you for as long as you want before, during and after the course

For more information on any of the courses and services in this flier or to get a copy of our comprehensive 2016 Course Guide please contact us at the Ballarat Neighbourhood Centre.

Phone: 5329 3273
Email: admin@ballaratnc.org.au
Web: www.bschub.com.au

Pam’s Story

After moving to Ballarat from Melbourne, Pam looked for work for 12 months before finding the Ballarat Work & Learning Centre (WLC).

The WLC refreshed her knowledge of how to look for work, including learning about the local economy and areas of jobs growth and sprucing up her resume and cover letter. However what she valued most was, “that they gave me motivation. I enjoyed going in there”, she says.

Pam’s Work & Learning Advisor, Jan, brought local employers in to mentor her and other job seekers, advising on the skills they look for in workers, such as teamwork and problem solving and coaching them in how to do job interviews. “In everyday life you don't get that opportunity”, says Pam.

After six months Pam landed a job. Long interested in working in the corrections system or in the court system, she is now employed as an administration support officer in the medical centre of a prison near Ballarat.

Looking back on the support from the WLC she says: “I enjoyed every minute of it...It gave me a purpose. I treated looking for a job like a job”.

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