



# READING & WRITING for the workplace

**Are you interested in further study, finding a job or improving skills in your workplace?**

This program can help you;

- improve the language, literacy and numeracy skills specifically needed in industry
- strengthen pathways to work, study, training and apprenticeship opportunities
- build the skills and capabilities of adults that are already in the workforce

This class offers you the opportunity to learn specific industry language and numeracy for the following industries:

- Aged Care
- Building & Construction
- Community Services
- Early Childhood
- Food Services
- Hospitality
- Health Services
- Warehousing & Distribution

**Course Cost:**  
**\$25**

**Course Length:**  
**2.5hrs per week**

**Ongoing during term**

**Join at any stage**



***CONNECT, PARTICIPATE, AND LEARN***

**Wendouree Neighbourhood Centre**

**(03) 5303 0507 | [reception@wnc.org.au](mailto:reception@wnc.org.au)**

**12 Holly Grove Wendouree | [www.wnc.org.au](http://www.wnc.org.au)**

# PROGRAM DETAILS

## What you will learn

Specific skills to an industry of your choice including to be able to understand

Roles and responsibilities of positions

Understanding Safety Data Sheets

Workplace Safety

Writing for industry

Maths for industry

## How to enrol

Calling us on 5303 0507

Scan the QR Code on the front of this flyer

Email us on [reception@wnc.org.au](mailto:reception@wnc.org.au)

[Click here for a link to our course information and booking page](#)

## Eligibility for a funded position

17 years and over and not enrolled at school

Australian Citizen

## Cost

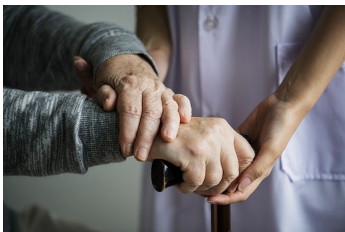
Funded \$50

Funded Concession (Health Care Card) \$25

Non-Funded \$220

## At the end of the course, the Learner will receive

A Certificate of Participation



*Our pre-accredited training is recognised as an 'Other Government Program' and will count towards Job Seeker's monthly points required by Workforce Australia.*

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