



Pre-accredited courses

Government Funded Course

(Eligibility criteria apply)



Learn Local Organisation

1. Introduction to Aged Care

This course will help learners understand the Australian aged care sector, aged care environment, duty of care, and WHS. They also get to know their employment opportunities in the aged care industry.

Pathway: Further training in Certificate III in Aged Care offered through AVWA.

Delivery Mode: Classroom based

Duration: 8 sessions (9.30am – 2.30pm)

2. Introduction to Childcare

Learners will understand the Children's Services Sector, the importance of working co-operatively to achieve the goals of the service, child protection, duty of care, and WHS. They also get to know their employment opportunities in the Children's Services industry.

Pathway: Further training in Certificate III in Early Childhood Education and Care offered through AVWA.

Delivery Mode: Classroom based

Duration: 8 sessions (9.30am – 2.30pm)

3. Job Search, Resume Building & Interview Preparation

Learners will understand their career path, know how to search a job matching their skills, and be able to build their own resume and prepare well for an interview to win the job.

Pathway: Ability to looking for Job

Delivery Mode: Classroom based

Duration: 2 sessions (9.30am – 2.30pm)

4. English for Daily Activities

This course will help learners develop their basic English language skills and to build their confidence when communicating in English.

Pathway: Further training in Certificate I in EAL

Delivery Mode: Classroom based

Duration: 15 sessions (9.30am – 2.30pm)

5. English for Work

This course is carefully balanced and structured to develop non-native speakers' basic English communication skills in work situations.

Pathway: Further training in Certificate I or II EAL

Delivery Mode: Classroom based

Duration: 10 sessions (9.30am – 2.30pm)

6. Use internet, and create and retrieve email using web browser.

Learners will know how to access and search the Internet, how to create email account, send and organise message.

Pathway: Further training in Certificate II in IT.

Delivery Mode: Classroom based

Duration: 8 sessions (9.30am – 2.30pm)

7. Produce simple word processed documents

This course is designed to provide learners relevant skills and knowledge for word processing such as

creating new documents, working with a document, font and paragraph formatting, header and footer, and printing.

Pathway: Further training in Certificate II in IT.

Delivery Mode: Classroom based

Duration: 10 sessions (9.00am – 2.30pm)

Funding Eligibility

This training is delivered with Victorian and Commonwealth Government Funding through Adult, Community and Further Education Board. *Eligibility criteria apply.*

Fees

Free tuition fee.

Eligibility criteria apply.

ENROL TODAY

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