

EDUCATION & TRAINING

Course Name/Description	Venue/Date/Time	Cost/Contact
<p>Thinking Thursdays Lunchtime information sessions for women in paid employment. Presented by professional guest speakers, providing information and basic strategies on current issues affecting women's lives. Topics include: communication skills in the work place, self esteem and assertiveness, managing life /work responsibilities, health and wellbeing, goal setting and more.</p>	<p>WIRC, Gr FI, London Court Bldg, 13 London Cct, Canberra City</p> <p>Usually 3rd Thursday of the month 12.30pm – 1.30pm</p> <p>23 Feb, 29 Mar, 26 Apr, 24 May and 28 June</p>	<p>Free</p> <p>Women's Information and Referral Centre Ph: 6205 1076</p> <p>wirc@act.gov.au www.women.act.gov.au Ring for bookings and further information</p>
<p>Relationship Separation Information Sessions A joint project between Women's Legal Centre and WIRC. This session is designed for women facing the process of separation. Topics presented will be on general Family Law issues. Referrals for individual issues can be given after the session.</p>	<p>Venue and dates TBA</p> <p>1.00 – 2.00pm 1 –1.30pm – Property Settlement 1.30 – 2pm – Children's matters</p> <p>Bookings essential</p>	<p>Free</p> <p>Women's Information and Referral Centre Ph: 6205 1076</p> <p>wirc@act.gov.au www.women.act.gov.au</p>
<p>Career Information Sessions A series of four consecutive information sessions conducted by professional facilitators. The sessions include: "Getting Yourself Ready for the Workforce" - bridging the out of work gap, "Getting the Skills for the Job" - training and work opportunities, "Getting the Job" - career objectives and resume writing and "Preparing for interview and Interview skills". The workshops are presented as a package and women are encouraged to attend all four.</p>	<p>WIRC, Gr FI, London Court Bldg, 13 London Cct, Canberra City</p> <p>Dates & Times TBA</p>	<p>Free</p> <p>Bookings essential</p> <p>Women's Return to Work Grants at Women's Information and Referral Centre</p> <p>Return to Work Coordinator Ph: 6205 2885</p> <p>rtw@act.gov.au www.women.act.gov.au</p>
<p>Certificate IV in Breastfeeding Education The Australian Breastfeeding Association is a registered training organisation that offers breastfeeding education training (counselling or community education streams). Certificate IV qualified volunteers can also access training and assessment qualifications. Supported by the ACT Government.</p>	<p>Venues dates and times TBA</p> <p>Via distance learning with local study group support and some face to face training</p>	<p>Free to ABA subscribers.</p> <p>Australian Breastfeeding Association ACT / SNSW Ph: 02 6162 2716</p>
<p>Certificate II in Access 10 An alternative Year 10 course which provides for the needs of learners by delivering accredited, flexible learning units with tutorial assistance from a teacher. The course provides a solid base in key subject areas and a range of learning opportunities for further study and training.</p>	<p>CIT Bruce Campus and Southside (Phillip) Campus Tuggeranong Learning Centre and Gungahlin Learning Centre</p> <p>Date and times TBA</p>	<p>General CIT fees Concessions available</p> <p>CIT Vocational College</p> <p>Ph: 6207 4800 Cit.vocational.college@cit.act.edu.au</p>

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ACT Year 12 Provides for the needs of learners by: <ul style="list-style-type: none"> • building learning skills and confidence for work and further study, • achieving or improving a Year 12 Certificate, • gaining an ATAR for university entry or a start on a vocational pathway. 	CIT Bruce Campus Dates and times TBA	General CIT fees Concessions available CIT Vocational College Ph: 6207 4800 Cit.vocational.college@cit.act.edu.au
CIT Vocational Year 12 A special Year 12 for young people who are motivated to begin training in their chosen career at the same time as achieving an ACT Year 12 Certificate.	CIT Campuses (primarily Bruce) Dates and times TBA	General CIT fees Concessions available CIT Vocational College Ph: 6207 4800 Cit.vocational.college@cit.act.edu.au
Return to Work Courses for Women A fifteen week course, nine hours per week during school hours. Topics include: writing and maths for work, computing skills, job seeking strategies, resume, selection criteria, interview techniques and a work experience placement.	CIT Southside Campus and Bruce Campus - depending on demand Two intakes per year Feb and Aug	Approx \$37 per semester CIT Vocational College Ph: 6207 4800 Cit.vocational.college@cit.act.edu.au
Language Literacy and Numeracy Program (LLNP) For jobseekers registered with Centrelink who need to improve their English, literacy, numeracy and computer skills to help them gain employment. This is a DEEWR funded program. Contact your nearest Centrelink office to be referred.	CIT Campus, Bruce and Southside Mon - Fri 9.30am – 2pm Ongoing assessments and enrolment. Clients must be referred by their Centrelink Officer	Free CIT Vocational College Ph: 6207 4800 cit.vocational.college@cit.act.edu.au
English for Employment, Study and Life Certificates 1 - 4 English for Migrants. Four mornings per week. Available full time or part time. Ring or email for information and requirements for enrolment.	CIT Campus, Reid Gungahlin Learning Centre (intermediate level) Dates and times TBA	General CIT fees apply Concessions available CIT Vocational College Ph: 6207 4800 cit.vocational.college@cit.act.edu.au
Certificate IV in Spoken and Written English English for migrants. Preparation for job-seeking or further education. Available full time or part time. Ring or email for information and requirements for enrolment.	CIT Campus, Reid Dates and times TBA	General CIT fees apply Concessions available CIT Vocational College Ph: 6207 4800 cit.vocational.college@cit.act.edu.au

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Evening English Classes English for Migrants. Levels 1 - 4 available. Ring or email for information and requirements for enrolment	CIT Campus, Reid Dates and times TBA	General CIT fees apply Concessions available CIT Vocational College Ph: 6207 4800 cit.vocational.college@cit.act.edu.au
Adult Migrant English Program - AMEP This is a Department of Immigration and Citizenship funded program and eligibility criteria apply. A range of English learning activities for migrants and refugees at all levels of ability. Full time and part time, day and evening. These include classes, a distance learning program and the Home Tutor Scheme. Continuous enrolment.	Classes available at CIT Reid Campus and Belconnen Community Centre Dates and times TBA Please ring or email for more information	No cost for eligible migrants and refugees AMEP CIT Vocational College Ph: 6207 4800 cit.vocational.college@cit.act.edu.au
AMEP ACT Home Tutor Scheme Volunteers needed with Home Tutor Scheme to assist adult migrants and refugees with language and support. No prior experience needed. Training provided.	J12 CIT Reid Campus, Constitution Ave 1 – 1 ½ hours per week Dates and times TBA	AMEP, CIT Vocational College Home Tutor Scheme Ph: 6207 4800 cit.vocational.college@cit.act.edu.au
Barnardos Mentoring and Tutoring Program - Training This program matches children aged 6 -16 with volunteer mentors for friendship and/or educational activities. Volunteers receive initial and ongoing training and support. Requires a 12 month commitment involving 3 - 5 hrs per week friendship and 1 - 2 hrs per week mentoring/tutoring.	Barnardos Queanbeyan 24 Thornton Rd Queanbeyan and Barnardos Canberra 2 Atherton St Downer Dates and times TBA	Free training Barnardos Queanbeyan Ph: 6124 3800 kfqbyn@barnardos.org.au Barnardos Canberra Ph: 6228 9500
Red Cross Volunteer Training By Volunteering with the Red Cross you can help the most vulnerable in the ACT and SE NSW communities. Ongoing support, training and development are provided to all our volunteers.	Venue dates and times TBA	Free training Red Cross Volunteer Management Unit Ph: 6234 7634 www.redcross.org.au
A Decent Proposal How to sell your book to an Australian publisher with Rhonda Whitton. Learn how create a convincing book proposal package that's concise and professional. Price includes a copy of Rhonda's book A Decent Proposal.	ACT Writers Centre Workshop Room, Gorman House, 55 Ainslie Ave, Braddon Sunday 5 February 10am - 4pm	Members \$130 Concessions \$120 Non members \$190 (includes 12 months membership) ACT Writers Centre Ph:6262 9191 www.actwriters.org.au

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A Decent Proposal for NESB Writers How to sell your book to an Australian publisher (for NESB writers) with Rhonda Whitton. A Getting Published workshop for people with English as a second language. This workshop has limited space.	Belconnen Arts Centre, 118 Emu Bank, Belconnen Saturday 4 February 10am - 5pm	Free ACT Writers Centre Ph:6262 9191 www.actwriters.org.au
Editing Your Own Fiction and Non - Fiction Learn why, when and how to edit your writing. With Anna Beth McCormack.	ACT Writers Centre Workshop Room, Gorman House, 55 Ainslie Ave, Braddon Saturday 11 February 10am - 4pm	Members \$100 Concessions \$90 Non members \$160 (includes 12 months membership) ACT Writers Centre Ph:6262 9191 www.actwriters.org.au
Going Solo Crafting a comic monologue with Harry Laing. This workshop focuses on how to craft a comic monologue.	ACT Writers Centre Workshop Room, Gorman House, 55 Ainslie Ave, Braddon Sunday 4 March 10am - 2pm	Members \$72 Concessions \$64 Non members \$102 (includes 6 months membership) ACT Writers Centre Ph:6262 9191 www.actwriters.org.au
Creative Non - Fiction What is it? Why write it? With Kim Mahood. This two-day workshop is designed to invigorate all forms of non-fiction writing.	ACT Writers Centre Workshop Room, Gorman House, 55 Ainslie Ave, Braddon Saturday 31 and Sunday 1 April 10am - 4pm	Members \$192 Concessions \$168 Non members \$252 (includes 12 months membership) ACT Writers Centre Ph:6262 9191 www.actwriters.org.au
Book Marketing and Self – Promotion This workshop tackles the issues of marketing your work, self-promotion and brand development, as either an author or illustrator. With Tania McCartney.	ACT Writers Centre Workshop Room, Gorman House, 55 Ainslie Ave, Braddon 5 May 10am-1pm Saturday.	Members \$72 Concessions \$64 Non members \$102 (includes 6 months membership) ACT Writers Centre Ph:6262 9191 www.actwriters.org.au
Writing Short Stories for Publication Targeted at new to intermediate short story writers, this workshop aims to teach participants about structure and elements of short stories. With Ian McHugh.	ACT Writers Centre Workshop Room, Gorman House, 55 Ainslie Ave, Braddon, ACT. Saturday 16 June 10am - 5pm	Members \$100 Concessions \$90 Non members \$160 (includes 12 months membership) ACT Writers Centre Ph:6262 9191 www.actwriters.org.au

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<p>Creativity and Feeding the Muse Learn how to go beyond writer's block and become a more productive writer. With Valerie Parv.</p>	<p>ACT Writers Centre Workshop Room, Gorman House, 55 Ainslie Ave, Braddon</p> <p>Saturday 23 June 10am-4pm</p>	<p>Members \$100 Concessions \$90 Non members \$160 (includes 12 months membership) ACT Writers Centre Ph:6262 9191 www.actwriters.org.au</p>
<p>SoSAFE! Training Provides an introduction for parents and carers to the <i>SoSAFE</i> set of visual tools to teach social safety and relationships to people with moderate to severe intellectual disability, and Autism Spectrum Disorder.</p>	<p>Venue, date and time TBA Please check website</p>	<p>\$255 includes SoSAFE! Manual</p> <p>Sexual Health and Family Planning Disability Team Ph: 6247 3077 www.shfpact.org.au</p>
<p>Introduction Discrimination Law This workshop will:</p> <ul style="list-style-type: none"> • Provide participants with a general understanding of the purpose, scope and operation of the Discrimination Act 1991. • Outline what constitutes unlawful discrimination in the ACT and the difference between direct and indirect discrimination. • Highlight the exceptions to unlawful discrimination. • Define and discuss sexual harassment, vilification and victimisation. Discuss different types of liability and how it affects individuals and organisations. 	<p>Venue dates and times TBA</p> <p>Check the website</p>	<p>No cost for community the sector \$200</p> <p>Human Rights Commission Ph: 6205 2222</p> <p>www.hrc.act.gov.au human.rights@act.gov.au</p>
<p>Human Rights for the Community Sector This workshop will:</p> <ul style="list-style-type: none"> • Provide participants with an understanding of the purpose and operation of the Human Rights Act 2004. • Provide an understanding of the way the Human Rights Act may reasonably limit rights. • Provide information on how to advocate for clients using the Human Rights Act. • Provide details on which community sector organisations might have new responsibilities. 	<p>Venue dates and times TBA</p> <p>Check the website</p>	<p>No cost for community the sector</p> <p>Human Rights Commission Ph: 6205 2222</p> <p>www.hrc.act.gov.au human.rights@act.gov.au</p>

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<p>Introduction to Health Records and Privacy</p> <p>This workshop will:</p> <ul style="list-style-type: none"> • Provide record keepers a clear understanding of their obligations. • Provide health service consumers a clear understanding of their rights. • Provide participants with an understanding of the laws regarding health information, privacy and access issues. • Outline the Commissioner's complaint handling role. 	<p>Venue dates and times TBA</p> <p>Check the website for details</p>	<p>No cost for community the sector</p> <p>Human Rights Commission Ph: 6205 2222</p> <p>www.hrc.act.gov.au human.rights@act.gov.au</p>
<p>Countering Harassment and Bullying</p> <p>This workshop provides comprehensive coverage of this critical workplace issue by:</p> <ul style="list-style-type: none"> • Increasing insight into how harassment and bullying can happen. • Enabling recognition of behaviour that could be harassment and bullying. • Enhancing understanding of the impact of harassment and bullying. • Building knowledge of how harassment and bullying is covered by both the Discrimination Act 1991, and work safety law. • Providing strategies for dealing with, and preventing harassment and bullying. 	<p>Venue dates and times TBA</p> <p>Check the website for details</p>	<p>No cost for community the sector \$200</p> <p>Human Rights Commission Ph: 6205 2222</p> <p>www.hrc.act.gov.au human.rights@act.gov.au</p>
<p>Workplace Contact Officer Training</p> <p>An important part of effectively managing discrimination, harassment and bullying in the workplace is having approachable and trained people in your organisation to provide accurate information, and timely support for people who have concerns about behaviour.</p> <p>This workshop will increase your understanding and knowledge of:</p> <ul style="list-style-type: none"> • The laws that cover workplace discrimination, harassment and bullying. • Options available to people who feel they have been discriminated against, harassed or bullied. • Roles and responsibilities of a workplace contact officer. • Effective communication skills and strategies to help you in your role. 	<p>Venue dates and times TBA</p> <p>Check the website for details</p>	<p>No cost for community the sector \$400</p> <p>Human Rights Commission Ph: 6205 2222</p> <p>www.hrc.act.gov.au human.rights@act.gov.au</p>

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<p>Disability Discrimination</p> <p>The workshop explains the protection of people with a disability under the Discrimination Act in a friendly way, offering a practical approach to help you to understand your obligations. It explains the role of the Disability and Community Services Commissioner and provides strategies to enhance inclusion of people with disabilities in all areas of public life.</p>	<p>Venue dates and times TBA</p> <p>Check the website for details</p>	<p>No cost for community the sector \$200</p> <p>Human Rights Commission Ph: 6205 2222</p> <p>www.hrc.act.gov.au human.rights@act.gov.au</p>
<p>Certificate I in Business for people with a disability</p> <p>A skills recognition/assessment/gap training program for people with a disability covering six units from Certificate I in Business: keyboarding; using a computer; business equipment etc. *Funded by the ACT Department of Education and training.</p>	<p>Capital Careers Pty Ltd L3 Belconnen Churches Centre Benjamin Way, Belconnen</p> <p>Dates and times TBA</p>	<p>\$150*</p> <p>Capital Careers Ph: 6253 0682 www.capitalcareers.com.au info@capitalcareers.com.au</p>
<p>Bridging the Gap</p> <p>Aims to upskill participants in computing packages, customer service, record - keeping and OH & S - all essential skills for working in IT and administration roles. Units taken from Certificate III Business Administration.</p>	<p>Capital Careers Pty Ltd L3 Belconnen Churches Centre Benjamin Way, Belconnen</p> <p>Dates and times TBA</p>	<p>TBA</p> <p>Capital Careers Ph: 6253 0682 www.capitalcareers.com.au info@capitalcareers.com.au</p>
<p>Getting IT Started</p> <p>This course assists participants in preparing for the workforce by providing basic job search, communication and computing skills. It is suitable for anyone who may want to work in an office environment and who may not have any work experience. Nationally accredited Certificate I in Work Preparation and statement of attainment from Certificate II in Business. *Funded by the ACT Department of Education and Training.</p>	<p>Capital Careers Pty Ltd L3 Belconnen Churches Centre Benjamin Way, Belconnen</p> <p>Dates and times TBA</p>	<p>\$150*</p> <p>Capital Careers Ph: 6253 0682 www.capitalcareers.com.au info@capitalcareers.com.au</p>
<p>Certificate II Business</p> <p>A program designed for jobseekers who require enhanced skills in basic IT, customer service and administrative areas so they can apply for entry-level work in administration. *Funded by the ACT Department of Education and Training</p>	<p>Capital Careers Pty Ltd L3 Belconnen Churches Centre Benjamin Way, Belconnen</p> <p>Dates and times TBA</p>	<p>\$250*</p> <p>Eligibility applies Capital Careers Ph: 6253 0682 www.capitalcareers.com.au info@capitalcareers.com.au</p>

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<p>Certificate III Government</p> <p>This program covers entry-level competencies for a career in the public sector, with a particular focus on meeting the ethical and legislative requirements of the public service. Also includes intermediate computing skills, writing selection criteria, preparation and practice for a public service interviews.</p> <p>*Funded by the Productivity Places Program – a joint Commonwealth and ACT Government initiative.</p>	<p>Capital Careers Pty Ltd L3 Belconnen Churches Centre Benjamin Way, Belconnen</p> <p>Times TBA</p>	<p>Free for eligible jobseekers*</p> <p>Capital Careers P/L Ph: 6253 0682 www.capitalcareers.com.au info@capitalcareers.com.au</p>
<p>First Step! Humanitarian Refugee Program</p> <p>A program that provides training in basic work skills, confidence boosting activities and advice and assistance on entering the paid workforce (or voluntary service) for people facing barriers to employment due to their refugee status and lack of generic work skills. Nationally accredited Certificate I in Work Preparation and statement of attainment from Certificate I in Business</p> <p>*Funded by the ACT Department of Education and Training.</p>	<p>Capital Careers Pty Ltd L3 Belconnen Churches Centre Benjamin Way, Belconnen</p> <p>Dates and times TBA</p>	<p>\$150*</p> <p>Capital Careers Ph: 6253 0682 www.capitalcareers.com.au info@capitalcareers.com.au</p>
<p>Links to Learning – Adult Literacy Program</p> <p>A trained volunteer tutor will meet with you for an hour a week to help you improve your reading and writing skills.</p>	<p>Public Libraries or Southside Community Services, Narrabundah</p> <p>Dates and times to suit tutor and student.</p>	<p>Free</p> <p>Southside Community Services</p> <p>Jodie Wright Ph: 61 26 4728 Jodie.wright@sscs.org.au</p>
<p>MURA Interactive Learning Centre MILC</p> <p>An eight week skill building workshop for young people looking to enter employment in office administration or wanting to increase their computer and communication skills. The workshop covers: Basic/Intermediate Word, Basic Excel, Basic PowerPoint, Microsoft Outlook, Resume Writing/Selection Criteria, Interview Skills/ How to make a lasting Impression. Free childcare available.</p>	<p>MURA Lanyon Youth and Community Centre, Sidney Nolan St, Conder</p> <p>Dates and times TBA</p>	<p>YWCA</p> <p>Claudia Ph: 6294 2472</p>

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<p>SPICE Volunteer Recruitment and Training Program</p> <p>Are you a business owner or manager? Would you like to give a young person at risk of dropping out of school a go by providing work experience? The SPICE program gives young people the opportunity of participating in a work placement in an industry of their interest for one day per week, across a five week period. Become a volunteer business mentor and make a positive difference in a young person's life.</p>	<p>Volunteering ACT Canberra Labour Club, Community Chambers Cnr Chandler and Cameron Ave, Belconnen</p> <p>Dates and times TBA</p> <p>Bookings essential</p>	<p>Free Volunteering ACT</p> <p>Jacinta Glen Ph: 6251 4060 spice@volunteeract.org.au www.spice.org.au</p>
<p>ASIST - Applied Suicide Intervention Skills</p> <p>A two day interactive workshop in suicide first aid. Participants learn to recognise when someone may be at risk of suicide and respond in ways that help increase their immediate safety and link them to further help.</p>	<p>OzHelp Foundation, Fyshwick</p> <p>6,7 March or 21,22 June</p> <p>8.45am – 4.30pm</p>	<p>\$260 or \$240 concession</p> <p>OzHelp Community Services Regina Ph: 6251 4166 ocs@ozhelp.org.au www.ozhelp.org.au</p>
<p>SafeTALK - Suicide Awareness Workshop</p> <p>In only a few hours, you will learn how to provide practical help to persons with thoughts of suicide. Expect to leave SafeTALK more willing and able to perform an important helping role for persons with thoughts of suicide.</p>	<p>OzHelp Foundation, Fyshwick</p> <p>1 March or 18 May</p> <p>9.30am – 1.00pm</p>	<p>\$85 or \$65 concession</p> <p>OzHelp Community Services Regina Ph: 6251 4166 ocs@ozhelp.org.au www.ozhelp.org.au</p>
<p>Certificate III in Children's Services</p> <p>An entry level course for a career in Children's Services catering for all learning styles and additional needs such as non-English speaking backgrounds. Includes recognition of prior learning arrangements.</p>	<p>Southside Community Services Centre, Narrabundah</p> <p>Dates and times TBA 12 – 24 months</p>	<p>Ring for information on Government funding Optimum Training and Development Southside Community Services Veronica Ph: 6126 4722 Veronica.shepherd@sscs.org.au www.sscs.org.au/optimum_training</p>

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<p>Certificate II or Certificate III in General Education for Adults</p> <p>An English development course for people who use English as their second language to further their written and oral communication skills.</p>	<p>Southside Community Services Booimbah Cres, Narrabundah</p> <p>Dates and times TBA</p> <p>12 weeks, 198 hours</p>	<p>Ring for information on Government funding Optimum Training and Development Southside Community Services Veronica Ph: 6126 4722 Veronica.shepherd@sscs.org.au www.sscs.org.au/optimum_training</p>
<p>Diploma in Children's Services</p> <p>This course is designed for childcare professionals who already hold a Certificate III in Children's Services and wish to pursue their learning in this profession. Includes recognition of prior learning arrangements.</p>	<p>Southside Community Services Centre, Narrabundah</p> <p>Dates and times TBA</p> <p>18 months – 3 years</p>	<p>Ring for information on Government funding Optimum Training and Development Southside Community Services Veronica Ph: 6126 4722 Veronica.shepherd@sscs.org.au www.sscs.org.au/optimum_training</p>
<p>Advanced Diploma in Children's Services</p> <p>This course is designed for childcare professionals who already hold a Diploma in Children's Services and wish to pursue their learning in this profession. Includes recognition of prior learning arrangements.</p>	<p>Southside Community Services Centre, Narrabundah</p> <p>Dates and times TBA</p> <p>18 months – 3 years</p>	<p>Ring for information on Government funding Optimum Training and Development Southside Community Services Veronica Ph: 6126 4722 Veronica.shepherd@sscs.org.au www.sscs.org.au/optimum_training</p>
<p>TAE40110 Certificate IV in Training & Assessment</p> <p>Would you like a job in training? This qualification will give you all the skills and training needed to work in the VET (Vocational Education & Training) sector also as an: enterprise trainer, enterprise assessor, registered training organisation (RTO) trainer, RTO assessor training adviser or training needs analyst, or vocational education teacher.</p>	<p>MANTRA Training and Development</p> <p>Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrain.com.au www.mantratrain.com.au</p>

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<p>BSB30107 Certificate III in Business Do you want to become a Customer Service Advisor? Or take on the role of: Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator.</p>	<p>MANTRA Training and Development Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>BSB30407 Certificate III in Business Administration How nice would it be to be Receptionist at a law or real estate firm? If this doesn't suit you how about one of these roles: Accounts Receivable Clerk, Accounts Payable Clerk, Clerk, Data Entry Operator, Junior Personal Assistant, Office Administration Assistant, Office Administrator, Word Processing Officer.</p>	<p>MANTRA Training and Development Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>BSB40507 Certificate IV in Business Would Accounts Supervisor sound like a challenging role for you? Then why not complete this course and make it easier or any of the following job roles: Executive Personal Assistant, Office Administrator, and Project Assistant.</p>	<p>MANTRA Training and Development Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>BSB40807 Certificate IV in Frontline Management Are you a Leader or supervisor? Do you want to become one? Become any of the following by completing this certificate: Coordinator, Leadership, Supervisor, Project Manager, or Team Leader.</p>	<p>MANTRA Training and Development Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>BSB40407 Certificate IV in Small Business Management Are you a small business owner? Do you want to manage a small business? This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. This course will help you achieve any of these roles: Small Business Manager, Small Business Owner or Business Consultant.</p>	<p>MANTRA Training and Development Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>

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<p>FNS30107 Certificate III in Financial Services</p> <p>Do you want a career in financial services? Then come along to our Financial services course and learn more about: responding to customer enquiries, sales and service, maintaining financial records, performing clerical duties, applying fundamental skills in broking, distribution, banking, credit management and retail financial services.</p>	<p>MANTRA Training and Development</p> <p>Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>FNS30304 Certificate III in Financial Services (Accounts Administration)</p> <p>Would you like to do payroll and receive that pay rise? Do you work in accounts payable/accounts receivable? Would you suit being a cashier? Then come to Mantra and learn all about it! Other job roles: preparation of trial balance, bookkeeping, EFT/e-business, purchases and sales, manual and computerised systems, preparation of financial reports.</p>	<p>MANTRA Training and Development</p> <p>Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>FNS40207 Certificate IV in Bookkeeping</p> <p>Would you like to become a bookkeeper? This course is designed to cater for people in the role of contract bookkeepers and employees performing the role of a bookkeeper for organisations. You may also benefit from this course if you perform such duties such as: Establishing and maintaining accounting systems, Assisting with Business Activity Statements and other office taxes, Payroll and developing management systems for organisations.</p>	<p>MANTRA Training and Development</p> <p>Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>BSB41307 Certificate IV in Marketing</p> <p>Would you like the opportunity to be a Direct Marketing Officer? Does any of the following roles sound like you? Market Research Assistant, Marketing Coordinator, Marketing Officer, Public Relations Officer. Then why not complete this course?</p>	<p>MANTRA Training and Development</p> <p>Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>SITHFAB009A RSA – Responsible Service of Alcohol (RSA)</p> <p>Would you like to work in hospitality? If you hold a Liquor License in some states, or you are a licensee or nominee of licensed premises, you are required by law to successfully complete an approved RSA course.</p>	<p>MANTRA Training and Development</p> <p>Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>

Course Name/Description	Venue/Date/Time	Cost/Contact
<p>SITHGAM006A RSG - Provide Responsible Gambling Services (RGS)</p> <p>If you hold a Gambling License in some states, or you are a licensee or nominee of Gambling premises, you are required by law to successfully complete an approved RGS course.</p>	<p>MANTRA Training and Development</p> <p>Venue, dates and times TBA</p>	<p>Ring for information on Government Funding. MANTRA Training and Development Ph: 6242 6344 admin@mantratrainig.com.au www.mantratrainig.com.au</p>
<p>Saver Plus</p> <p>Need some help with education costs? Australia's first matched savings and financial education program encourages participants to save for education expenses by matching their savings dollar for dollar, up to \$500 over the course of 10 months.</p>	<p>Woden and Belconnen Venues TBA</p> <p>Ongoing enrolments Dates and times TBA</p>	<p>Free to eligible participants</p> <p>Saver Plus Smith Family Brent Beyer Ph: 6283 7606</p>
<p>Family Law: Children</p> <ul style="list-style-type: none"> • What happens to the children upon Separation? • What is family dispute resolution? • What are parenting plans? • How to make arrangements work • How does the court decide about children's living arrangements? 	<p>8 Piquenit Close, North Lyneham</p> <p>Tuesday 21 February</p> <p>10am - 12 noon</p>	<p>\$30.00</p> <p>Women's Legal Centre</p> <p>Carol Benda Ph: 6257 4377</p>
<p>Employment Law Rights at Work</p> <ul style="list-style-type: none"> • Dismissal, when is it unfair? • Recent changes in Employment law • The National Employment Standards 	<p>8 Piquenit Close North Lyneham</p> <p>Thursday 22 March</p> <p>10am - 12 noon</p>	<p>\$30.00</p> <p>Women's Legal Centre</p> <p>Carol Benda Ph: 6257 4377</p>
<p>Discrimination</p> <ul style="list-style-type: none"> • Sex discrimination • Sexual harassment • Pregnancy 	<p>8 Piquenit Close North Lyneham</p> <p>Tuesday 29 May</p> <p>10am - 12 noon</p>	<p>\$30.00</p> <p>Women's Legal Centre</p> <p>Carol Benda Ph: 6257 4377</p>