

# MIGRANT ENGLISH

This program will help to further develop your literacy and numeracy skills through an better understanding of english grammar and converastion. The program is for people who have little or no english language skills.

## OUTCOMES:

- Learners will gain skills, knowledge and confidence to participate in the community, being able to participate in the local community is vital to prevent isolation and encourage relationships.
- Learners will increase and improve their English language kills and gain a better understanding of their current environment. This will enhance their Australian experience and enable them a greater access to their local community, workplaces and education opportunities.
- Learners who have children at school will gain skills and the confidence to help their children.

**Date:** Please express your interest

**Time:** 9:30 am — 1.30pm

**Duration:** 1 session per week for 10 weeks

**Funded Course Fee:** FREE **Points:**15pw



Registered Training Organisation TOID: 3776

- ▶ FIRST AID
- ▶ VICTORIAN RSA COURSE
- ▶ SAFE FOOD HANDLING CERTIFICATE
- ▶ PRE ACCREDITED COURSES
- ▶ LANGUAGE, LITERACY & NUMERACY
- ▶ COMPUTERS COURSES
- ▶ CAREERS AND PATHWAYS
- ▶ BUSINESS STUDIES
- ▶ COMMUNITY SERVICES
- ▶ HAIR AND BEAUTY
- ▶ FARM CHEMICAL
- ▶ WHITE CARD
- ▶ MIGRANT ENGLISH

### Child Safe Standards

Murray ACE Swan Hill Inc. is committed to promoting and protecting the interests and safety of children and young people. We have zero tolerance of child abuse. All staff, trainers and volunteers are responsible for the care and protection of children and young people and for reporting abuse.



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# 2025 FREE PRE ACCREDITED COURSES

**Murray ACE Swan Hill Inc.**

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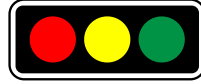
[www.macesh.vic.edu.au](http://www.macesh.vic.edu.au)

(03) 5032 3719

real skills for  
real careers

This training is delivered with Victorian  
and Commonwealth Government funding

## READY SET WORK



The Ready Set Work program is designed to equip learners with the essential skills and knowledge required to start and maintain employment. It focuses on building employability skills, with a structured progression through three key modules:

- Employable Me
- Job Readiness
- Be WORK Ready

This comprehensive program aims to build confidence and competence, preparing learners to succeed in the competitive job market.

**Date:** Please express your interest

**Time:** 9.00 am — 3.00pm

**Duration:** 2 days per week over 10 weeks

**Funded Course Fee:** FREE **Points:** 15pw

## DIGITAL ESSENTIALS

This program aims to provide learners with the confidence and skills to keep in step with innovation and requirement changes in the digital world of today. It also aims to give learners the confidence to embrace digital skills and successfully use technology as a means for gaining or maintaining secure and meaningful employment.

### KEY MODULES:

- Microsoft Word and Excel
- Digital Google Docs and Sheets
- Outlook and Email

**Date:** Commencing Thursday March 6th 2025

**Time:** 9.00 am — 3.00pm

**Duration:** 1 session per week over 10 weeks

**Funded Course Fee:** FREE **Points:** 15pw

## INTRODUCTION TO EARLY CHILDHOOD EDUCATION & CARE

This is a literacy and numeracy program contextualised to the needs of the early childhood education sector. The program will target adult learners who need to develop literacy and numeracy skills to increase their chances of employment or further study within the sector. It will also target people not currently engaged with either work or learning, including young people who have formally exited school and have not re-engaged with their learning or entered paid work.

**Date:** Please express your interest

**Duration:** 2 days per week over 10 weeks

**Funded Course Fee:** FREE **Points:** 15pw



## INTRODUCTION TO AGED CARE

This program will focus on literacy and numeracy contextualised for the aged care sector. It is designed to develop participants industry-specific L&N levels, particularly for learners who are currently below level. The program includes up to eight hours of workplace visits to give students an opportunity to talk to staff, observe their work routines and familiarise themselves with the equipment and technology that is used on an everyday basis.

**Date:** Please express your interest

**Duration:** 2 days per week over 10 weeks

**Funded Course Fee:** FREE **Points:** 15pw

## LIFE SKILLS FOR PEOPLE WITH A DISABILITY

The program will cover a range of learning activities that will focus on assisting individuals with an intellectual disability via a range of practical and social skills. There will be an underlying theme of health and wellbeing, delivered via activities that focus on building literacy and numeracy skills in everyday life.

### TOPICS INCLUDE:

- Goal Setting, planning and time management
- Making decisions and choices in scheduling
- Teamwork
- Basic technology skills
- Keeping up to date with current issues and trends
- Money handling
- Exercise and nutrition
- Problem solving
- Job tasks
- Speaking up and building confidence

**Date:** Please express your interest

**Duration:** 1 session per week over 10 weeks

**Funded Course Fee:** FREE **Points:** 15pw

