

# AMEP-SLPET Course Information Sheet

## Term 3, January - March 2019

Learn English and gain local work experience through the free\* Settlement Language Pathways to Employment/Training Program (SLPET) courses for AMEP eligible students.

### Childcare

In this course you will learn communication skills for working in a childcare environment, practical skills such as activities for children and employability skills. The course includes work experience in a childcare centre.

### Customer Service

In this course you will learn customer service skills, workplace communication skills and employability skills. The course includes work experience in customer service.

### Warehousing with RF Scanning

In this course you will develop skills to work in a warehouse, including picking, packing and processing orders, loading and unloading goods and dispatching stock. The course includes work experience in a warehouse.

### Timetable

All enrolment sessions will be held at the location where the course will be run. **No childcare** provided at enrolment sessions.

Course	College	Address	Class Time	Enrolment date and time	Course start date	Course end date
Office Skills	Navitas English Cabramatta	Level 1, 2 Hughes Street Cabramatta NSW 2166	Morning	Thursday 6th December 2019, at 2pm	Tuesday 29th January 2019	Friday 5th April 2019
Customer Service	Navitas English Bankstown	2 Jacobs Street Bankstown NSW 2200	Morning	Monday 3rd December 2018, at 2pm	Tuesday 29th January 2019	Friday 5th April 2019
Warehousing with RF Scanning	Navitas English Liverpool	24-30 Scott Street Liverpool NSW 2170	Morning	Tuesday 4th December 2018, at 2pm	Tuesday 29th January 2019	Friday 5th April 2019
Childcare	Navitas English Fairfield	6-8 Alan Street Fairfield NSW 2165	Morning	Wednesday 5th December 2018, at 2pm	Wednesday 30th January 2019	Friday 29th March 2019

Navitas English organises your work experience placement

### Office Skill

In this course you will learn communication skills for working in an office or in customer service, employability skills, understanding Australian workplace culture, basic skills for filing, answering phones and taking enquiries. The course includes work experience in an office or in customer service.

### Eligibility

For all courses, you will need to:

- have at least 1 AMEP hour remaining from your 510 hour entitlement
- be currently enrolled in the Pre-employment English stream
- have attended AMEP in the last 12 months
- have completed 75% or more of your AMEP tuition hours (383 hours or more), **or** achieved ACSF Level 2 in Learning, Reading, Writing and Oral Communication
- have not achieved Functional English (ACSF Level 3 in all skills).

### More Information

For enquiries or to check your eligibility, contact the Employment Pathways Unit or speak to reception at a Navitas English College.

[navitas-english.com.au/slpet](http://navitas-english.com.au/slpet)

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