

AMEP-SLPET Course Information Sheet

Term 4, April - June 2017

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

Administration and Financial Services

In this course you will learn communication skills for working in an office, employability skills and financial transactions. You need to be high CSWE 2 or above and have good computer skills. The course includes work experience in administration and finance.

Administration and Real Estate

In this course you will learn communication skills for working in an office, employability skills, basic skills for filing, answering phones and other skills related to administration and property management. You will need to be high CSWE 2 or above. This course includes work experience in administration or the real estate industry.

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. You will need to be high CSWE 2 or above. The course includes work experience in a childcare centre.

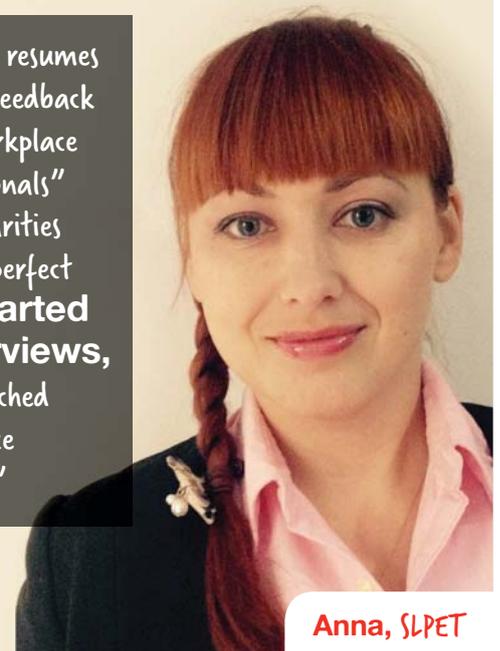
Communication for Professional Pathways

In this course you will learn skills to work in a professional environment and how to network and build new contacts. This course is for people with high level English (CSWE 3) with full or partial qualifications. You need to have good computer skills. The course includes work experience with a local employer.

Community Services

In this course you will learn communication skills for working in health or community services and how to follow safe work practices for direct client care. You will need to be high CSWE 2 or above. This course includes work experience in the community services industry.

"I'd been sending out lots of resumes but had never received any feedback until I joined the course "Workplace Communications for Professionals" and was taught those peculiarities which helped me to make a perfect resume. Eventually I started to be invited to interviews, which I would have never reached without professional assistance provided by Navitas English."



Anna, SLPET

Customer Service

In this course you will learn customer service skills, workplace communication skills and employability skills. You need to be high CSWE 2 or above. The course includes work experience in customer service.

Hospitality

In this course you will learn customer service skills, food safety, barista skills and how to deliver responsible service in the hospitality industry. You need to be CSWE 2 or above. The course includes work experience in a café, restaurant or food services related industry.

Workplace Communication for Qualified Professionals

In this course you will learn workplace communication skills, how to network and build new contacts and how to gain industry specific knowledge. This course is for people with high level English (CSWE 3) with qualifications and previous experience. You need to have good computer skills. The course includes work experience with a local employer.



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

Course	Location	Time	Enrolment date and time	Course start date	Course end date
Administration and Financial Services	Navitas English Parramatta 1/7 Hassall Street Parramatta NSW 2150	Morning class	Tuesday 28th March 2017, at 2pm	Monday 24th April 2017	Monday 26th June 2017
Administration and Financial Services	City East Community College Level 2, 97 Grafton Street Bondi Junction NSW 2022	Morning class	Wednesday 5th April 2017, at 2pm	Wednesday 26th April 2017	Friday 23rd June 2017
Administration and Real Estate	Navitas English Burwood Suite 105, 3 Railway Parade Burwood NSW 2134	Morning class	Wednesday 29th March 2017, at 1.30pm	Wednesday 26th April 2017	Monday 26th June 2017
Childcare	Navitas English Hurstville Level 2, 7-11 The Avenue Hurstville NSW 2220	Morning class	Tuesday 4th April 2017, at 2pm	Wednesday 26th April 2017	Friday 23rd June 2017
Childcare	Navitas English Cabramatta Level 1, 2 Hughes Street Cabramatta NSW 2166	Morning class	Tuesday 4th April 2017, at 2pm	Wednesday 26th April 2017	Friday 23rd June 2017
Childcare	Navitas English Liverpool 24-30 Scott Street Liverpool NSW 2170	Morning class	Wednesday 5th April 2017, at 2pm	Wednesday 26th April 2017	Friday 23rd June 2017
Communication for Professional Pathways	Navitas English Fairfield 6-8 Alan Street Fairfield NSW 2165	Afternoon class	Thursday 6th April 2017, at 2pm	Monday 24th April 2017	Thursday 29th June 2017
Community Services	Navitas English Auburn 3 Mary Street Auburn NSW 2144	Morning class	Thursday 30th March 2017, at 2pm	Wednesday 26th April 2017	Monday 26th June 2017
Customer Service	Macquarie Community College Level 2, 125 Main Street Blacktown NSW 2148	Morning class	Wednesday 29th March 2017, at 2pm	Monday 24th April 2017	Thursday 29th June 2017
Customer Service	Navitas English Bankstown Level 1, 2 Jacobs Street Bankstown NSW 2200	Morning class	Tuesday 28th March 2017, at 2pm	Wednesday 26th April 2017	Thursday 29th June 2017
Hospitality	Navitas English Campsie Level 1, 59-63 Evaline Street Campsie NSW 2194	Morning class	Thursday 30th March 2017, at 2pm	Monday 24th April 2017	Monday 26th June 2017
Workplace Communication for Professionals*	Navitas English Sydney City Level 2, 255 Elizabeth Street Sydney NSW 2000	Afternoon class	Thursday 6th April 2017, at 2pm	Monday 24th April 2017	Thursday 29th June 2017

*You must bring your resume to the enrolment session for this course.

navitas-english.com.au/slpet

Navitas English

Employment Pathways Unit

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