

# Foundation Skills for Work Short Course

Do you need to improve or update your reading, writing, maths and computer skills for work? Study with Navitas English starting from 2 hours per week.

## What will the course cover?

Foundation Skills for Work Short Course will help you with:

- Reading and writing emails, incident/accident reports, instructions, policies and procedures
- Basic maths - calculations, working with data in graphs/tables
- Computer skills - web searches, communicating online, privacy and data security

## Eligibility

To be eligible you must be a permanent resident and either working currently or unemployed within the last 9 months.



## Contact us today for more information

✉ [foundation.skills@navitas.com](mailto:foundation.skills@navitas.com)

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