

Pre-Accredited Program

*Skills for Work and Study: Community Services

This course will prepare you for working in the community services sector and studying the CHC32015 Certificate III in Community Services at Yarraville Community Centre.

The course aims to develop learners' literacy and numeracy capabilities and understanding of community services as a pathway to the Certificate III in Community Services.

The course includes an introduction to the Community Services sector with a focus on entry level jobs. The core skills of speaking, listening, reading, writing and numeracy are embedded in Community Services topic-based content. Topics are based on general core units in the Certificate.

Topics covered in this course include:

- Jobs in the community services sector
- Skills identification and goal setting
- Reading and writing forms for work
- Privacy and confidentiality
- Codes of conduct
- Community service vocabulary



Where and When?

- 1 day per week
- 20 weeks duration
- Contact YCC for days and times for the next enrolment

**Study in a local, warm
and friendly
environment with
small classes!**

HOW TO ENROL

Please contact Melissa Giffard on
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Yarraville Community Centre

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*Subject to interview