

IMPACT Centre for Learning


IMPACT Make Your Mark
 106-108 Bargara Road
 BUNDABERG QLD 4670

Phone: 07 4153 4233
 Freecall: 1800 179 233
 Fax: 07 4153 1181
 Email: mail@impact.org.au
 Website: www.impact.org.au

TRAINING PROGRAM SCHEDULE : SEMESTER TWO 2009

Updated: 26 October 2009

NOTE: Further eligibility conditions may apply for those receiving Centrelink payments or registered with Job Services Australia

COURSE	CONTENT	TARGET GROUP	DATES
Business Skills with MYOB (ACCESS)  Australian Apprenticeships Access Program Is an Australian Government Initiative	Includes accredited units from Certificate II & III in Business: <ul style="list-style-type: none"> Process accounts payable and receivable Maintain daily financial/business records Produce word-processed documents Create and use spreadsheets Develop keyboarding speed and accuracy 	No cost to eligible participants Eligibility Criteria: Contact Gale 13 Weeks Job Search Assistance following course completion (until 12 March 2010)	Course Starts: 3 November 2009 Course Finishes: 11 December 2009 Training 3 & a half days a week: Tuesday • Wednesday • Thursday • Friday (8:30-12:00)
Café Service Training (SQW) This project has been funded by the Queensland Government, Department of Employment, Economic Development and Innovation under the 'Skilling Queenslanders for Work' Initiative	Includes accredited units from Certificate II in Hospitality (SIT20207): <ul style="list-style-type: none"> Develop and update food and beverage knowledge Prepare and serve espresso coffee Follow workplace hygiene procedures Organise and prepare food Present food 	No cost to eligible participants Eligibility Criteria: Contact Pam	Course Starts: 11 November 2009 Course Finishes: 11 December 2009 Training 3 days a week: Wednesday • Thursday • Friday
CPCCOHS1001A - Work safely in the construction industry (White Card)	<ul style="list-style-type: none"> Mandatory certificate for work in the Construction Industry <p>COST: - \$75</p>	Anyone intending to work in the Construction Industry Pre-Requisite: <ul style="list-style-type: none"> Basic reading and writing skills Queensland resident 	On-going - Monthly (1st Wednesday of month) 6 Hours Bookings Essential
Job Preparation (SQW) This project has been funded by the Queensland Government, Department of Employment, Economic Development and Innovation under the 'Skilling Queenslanders for Work' Initiative	This training is for those who need extra assistance when applying for employment. Training includes: <ul style="list-style-type: none"> Résumé writing Selection criteria Cover letter writing Presentation Interview preparation 	No cost to eligible participants Eligibility Criteria: Contact Pam	Course Dates: As required ONLY 5 PLACES AVAILABLE FOR EACH COURSE! Course runs for 6 hours over 3 days (2 hours per day)