



## English Language Skills for the Workplace

### GAIN THE ENGLISH LANGUAGE SKILLS AND CONFIDENCE TO BEGIN YOUR CAREER

#### Who is this for?

- People who would like to increase their English language skills
- Able to commit at least 1 day per week
- People that are keen to develop their skills for work

#### What is Included

- Build confidence reading real workplace documents like policies, safety instructions and rosters
- Increase your speaking and listening skills with fun, practical role-plays and real-world workplace conversations
- Build writing skills for completing forms and reports
- Understand WHS and be able to spot hazards, follow safety procedures, and help keep the workplace safe
- Strengthen communicating in English and customer service skills
- Get hands-on support with job applications, resumes, interview practice, and employer expectations
- Apply for real jobs with guided support
- Develop digital skills for everyday workplace tasks

#### How do I get involved?

- Scan the QR code to register your interest
- Work & Training will contact you to organise a time for a pre-training assessment before commencing the course



#### ATTEND OUR INFORMATION SESSION

Tuesday 17th March, 2026 at 2.30pm

Work & Training - 1 Bowen Road, Moonah

#### COURSE DATES AND LOCATION

Course is Commencing in March 2026

Tuesdays & Wednesdays

9.30am - 2.30pm

Location - Work & Training,  
1 Bowen Road Moonah, 7009

Activity ID 100613819

RTO#1126



### How Will I Learn?

This course is provided face-to-face in a relaxed environment by a qualified trainer with experience working and delivering training for people from a migrant background.

Work & Training provide all learning & digital resources, plus free tea and coffee.

### Eligibility

This course is funded through the Skills for Education and Employment (SEE) Program. To be eligible, you need to:

- be aged 15 and over and have left school
- be either an Australian citizen, or
- a permanent visa holder, or
- on a provisional or temporary visa with working rights and eligible for the Adult Migrant English Program, or
- a Pacific Australian Labour Mobility visa holder.

### Unit Summary

Participants are able to complete the following 2 core units from the Certificate II in Workplace Skills

- CBSBCMM211 Apply communication skills
- BSBWHS211 Contribute to the health and safety of self and others

Selected units from FSK10219 Certificate I in Skills for Vocational Pathways including:

- FSKLRG003 Use short and simple strategies for career planning
- FSKLRG004 Use short and simple strategies for work-related learning
- FSKLRG007 Use strategies to identify job opportunities
- FSKDIG001 Use digital technology for short and basic workplace tasks
- FSKDIG002 Use digital technology for routine and simple workplace tasks

Participants will receive a statement of attainment for units of competence that are successfully completed.

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### Contact Craig for more information

● SEE@workandtraining.com.au

● 03 6214 5177

**workandtraining.com.au**



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