****[**www.orbostedcentre.org.au**](http://www.orbostedcentre.org.au)[**https://www.facebook.com/orbosteducationcentre**](https://www.facebook.com/orbosteducationcentre)

|  |
| --- |
| *Detailed course flyers are available from our office**Expressions of interest to attend any of our courses can be registered* at our office at any time.Any courses not listed please discuss with our staff.Nationally Accredited Training |
| The following courses are run at the centre on a regular basis: **First Aid Courses**CPRFirst Aid Level IIAnaphylaxis Management Asthma Management**Hospitality Courses**Safe Food HandlingResponsible Service of Alcohol***Please call the centre on 51541788 for more information or to book a place.*** |



|  |
| --- |
| Course Guide*Proudly part of the community since 1976* |

# Take your next step with us!

As a Learn Local organisation, we offer a range of education and training programs designed to meet your learning needs. We can help you return to study, improve your reading, writing and maths skills, receive a qualification, gain employment or learn something new.

 Leaning Changes Lives….

#


#  Pre-Accredited Courses

 **A Taste of Hospitality*:*** *(10 weekly sessions from 10 – 3pm)*

 Would you like to build on your cooking skills? The focus of this

 course is to develop your confidence in the kitchen. The course will

 include: working with others; planning healthy meals;health & safety

 in the kitchen; safe food handling.

**Computers/Ready to Work:** (*10 weekly sessions from 10 – 3pm)*

Are you thinking about going back to work? Ready to Work/Computers is a work skills program that will help you impress future employers. Course sessions include: introduction to word; internet & email; job interview skills & resume preparation & writing.

 **Grow with your Garden: (***10 weekly sessions from 10 – 3pm)*

 Want to learn new skills, start your own business or enrol in further

 study? Come on down and learn in a fun garden environment.

 Sessions will include: install garden irrigation; lay paving; plant trees

 & shrubs; garden safety; identify plants and propagate cuttings.

 **Introduction to Floristry:** (*7 weekly sessions from 10 – 3pm)*

 Would you like to learn how to create hand tied posies & stunning

 centre pieces? Start your career in floristry? This course covers:

 flower identification & storage; basic flower handling & use of floristry

 tools.

 **Intro to Construction & Painting***: (10 weekly sessions from 10 – 3pm)*

 Climb the ladder to a colourful career. Work with your hands while you

 learn new skills. This project-based program will include: plan organise

 work; use of small hand tools; work safety; preparing surfaces for

 painting & staining.

.

**Try a Trade for Woman:** (*10 weekly sessions from 10 – 3pm)*

Want to experiment and receive insight to various trades such as automotive, carpentry and bricklaying? Learn how to use small hand tools

and engage in hands-on activities to build your skills, knowledge and

confidence.

**Intro to Hairdressing and Nails:** (*18 weekly sessions from 10 – 2.30pm)*

Always wanted to try your skills in the Hairdressing Industry? Want to

start your career in a hair and beauty environment? Now is your chance.

Course content includes: OHS; teamwork; analysing hair & nails; basic

manicures preparing clients for shampooing; head massage; blow drying

techniques & working with clients.

**Working in Retail:** (*6 weekly sessions from 10 – 1pm)*

Looking at starting a career in the retail industry? In this course you will gain skills and knowledge in a variety of areas, including understanding the day to day operations of a retail business and point of sale (POS). Working effectively in a team environment, communicate in the workplace, customer service and selling techniques.

**Becoming a Barista:** (*1 session from 10 – 3pm, Term 1 & 4))*

Becoming a Barista is an introduction into the hospitality industry. Join us in this one-day short course to gain skills and knowledge in customer service, basic coffee making including different coffee styles like cafe latte, cappuccino, and machine maintenance.