



TAFENSW



PATHWAYS TO EMPLOYMENT PROGRAM

COURSE INFORMATION SHEET

TERM 3, 2020 – 21 JULY TO 25 SEPTEMBER 2020

Business Administration

The course will provide you with skills required for employment in general business operations. You will learn to design and produce simple documents and use workplace technology. Possible National Police Check cost up to \$60.

Retail

This course will provide you with customer service skills including assisting with customer difficulties and producing a visual merchandise display. Possible cost for safety equipment up to \$60.

Customer Service for Hospitality

This course provides you with the skills required to pathway into work or further education in various hospitality settings such as restaurants and cafés. The hospitality industry is continually evolving with continuous growth providing many full time and casual opportunities.

Community Services

This course will provide you with skills to understand the nature of community work, how to communicate effectively with clients and co-workers, and manage stress at work and home. You will also undertake practical volunteer work. *National Police Check cost up to \$60.*

Information Session

- Information sessions are held to delivering the Pathways to Employment Program
- Students will be provided with educational and employment pathway information
- Priority will be given to students who attend a Pathways to Employment Program information session
- Please submit a resume with your application

Application Form

- Please see an AMEP Pathway Guidance Officer to apply

PEP Attendance

- All Pathways to Employment Programs courses are 4-days per week, full-time
- You must attend all 10 weeks of your course

Work experience 40 hours, you will be required to

- Work the hours of the industry you are studying
- Perform all duties of the industry you are studying
- Travel up to 60 minutes to/from work experience

Childcare

- Childcare is provided for under school aged children

TAFENSW.EDU.AU

For more Information please visit tafensw.edu.au/AMEP
email AMEP.PEP@tafensw.edu.au or call 9942 0933

The Adult Migrant English Program (AMEP) is funded by the Department of Home Affairs
This document is correct at the time of printing: May 2020. *Terms and conditions may apply. RTO 90003.

All Pathways to Employment Programs will run based on demand and all information is correct at time of publishing

Course	TAFE NSW Campus	Information session
Community Services	TAFE NSW Bankstown 500 Chapel Rd BANKSTOWN	Date: Thursday, 11 June Time: 10.00am Venue: Online - Microsoft Teams Session Contact: 9780 5559 Email: amepbankstown@tafensw.edu.au
Customer Service for Hospitality	TAFE NSW Campbelltown 181 Narellan Rd CAMPBELLTOWN	Date: Thursday, 18 June Time: 10.00am Venue: Online - Microsoft Teams Session Contact: 9780 5559 Email: amepcampbelltown@tafensw.edu.au
Retail	TAFE NSW St George President Ave & Princes Hwy ST GEORGE	Date: Wednesday, 17 June 2020 Time: 10.00am or 2.00 pm Venue: Online – Skype (10.00 am) Microsoft Teams Session (2.00 pm) Contact: 9598 6181 Email: ameppgo-stgeorge@tafensw.edu.au
Business Administration	TAFE NSW Blacktown Main Street BLACKTOWN	Date: Tuesday, 16 June 2020 Time: 2.45 pm Venue: Online - Microsoft Teams Session Contact: 9208 1722 Email: amepblacktown@tafensw.edu.au
Business Administration	TAFE NSW Campsie Level 1, 59-63 Evaline Street CAMPSIE	Date: Wednesday, 17 June 2020 Time: 10.00am or 2.00 pm Venue: Online – Skype (10.00 am) Microsoft Teams Session (2.00 pm) Contact: 9217 5963 Email: ameppgo-campsie@tafensw.edu.au
Business Administration	TAFE NSW Ultimo 651-731 Harris Street ULTIMO	Date: Wednesday, 17 June 2020 Time: 10.00am or 2.00 pm Venue: Online – Skype (10.00 am) Microsoft Teams Session (2.00 pm) Contact: 9217 4172 Email: ameppgo-ultimo@tafensw.edu.au

Further Information

Please contact the AMEP Office where you are attending AMEP classes for further information and to register for a PEP Information Session.