Explore Your Options

Are you......
- Looking for your first job?
- Looking for a change of occupation?
- Returning to work after a break?

Do you need to improve your skills and confidence to......
- Get the job that you’ve always wanted?
- Maintain your current employment?
- Return to study?

If you answered yes to any of these questions, this course is ideal for you!

This is a flexible 7 week program which helps you to discover who you are and what you have to offer.

We investigate:

Career Planning
- Interests and hobbies
- Personal skills
- Jobs and skills matching
- Action planning
- Practice cover letters and resume writing
- Employer/employee expectations

Work Skills
- Employability skills
- Workplace communication
- Excursion to work sites
- Gaining experience & benefits of volunteering
- Preparing for study

Pathways:
Participation in Explore Your Options will assist you in determining career pathways and requirements to gain your ideal employment position. In addition, we will provide you with support to investigate learning options and refer you to suitable learning programs to help you achieve your goals.

Delivery:
Rosebud: Thursday & Friday 9.30am – 3pm for 7 weeks (75 hours)
Hastings: Monday & Tuesday 9.30am - 3pm for 7 weeks (75 hours)
Mornington: Tuesday & Wednesday 9.30am – 3pm for 7 weeks (75 hours)

Course fees:
There are no hidden course costs. No extra resource or amenities fees apply to our courses.
Tuition Fee: $75.00
Concession: $15.00

For further details and enrolments:
Phone: 5986 4623
Email: admin@advance.vic.edu.au
Web: www.advance.vic.edu.au

The student tuition fees are subject to change given individual circumstances at enrolment. Individuals with a disability are encouraged to apply. This course is funded by the Victorian Government through Adult, Community and Further Education (ACFE)
For more information
Telephone Advance on 5986 4623 or call in to 1/16 Henry Wilson Drive Rosebud West.

Why Choose Us
All of our trainers have ‘real world’ experience and are focused on catering to diverse learner needs and styles.
Our programs have been specifically designed to develop practical skills that can easily be put into action in a workplace setting.
We know you will be confident as well as competent when you complete one of our courses.
Our small class sizes mean that you will get the individual attention and assistance you require as soon as you need it.
Our learning is flexible and can quickly be adapted to suit every requirement.

Refunds
Refunds based on deferment or cancellation of a course by Advance -
Advance reserves the right to defer or cancel a course, change course start dates, or change course curriculum/programs at any time. In the case where Advance cancels a course prior to its commencement date all monies paid to Advance will be refunded within 10 working days.
Where Advance cancels a course before its expected end date, the balance of fees paid for that portion of the course not yet delivered will be refunded within 10 working days.
In the case of a course start date being deferred, and the new date is unacceptable to the student, all monies paid to Advance will be refunded within 10 working days of notice of the rescheduling.

Refunds based on student requests -
If a student withdraws, by written notice at any time up until 4 weeks after the scheduled commencement date of the course, Advance will refund all fees and charges paid by or on behalf of the student.
If a student withdraws from only part of an enrolment Advance will refund only the portion of the fees applicable to that part of the training.
If a student has paid a fee for tuition that is no longer required because of RPL, Advance will refund an amount equal to the difference between the tuition fee paid and the tuition fee payable for the adjusted hours of tuition that are to be undertaken.

Advance reserves the right to change or cancel courses and/or change dates, fees and times when necessary.