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Eastwork
Suite 13 Level 2
4-10 Jamieson Street
Cheltenham VIC 3192
Ph: 9583 7888
Fax: 9583 7444

Eastwork RTO
Suite 14 Level 2
4-10 Jamieson Street
Cheltenham VIC 3192
Ph: 9583 7888
Fax: 9583 0155

Eastwork Camberwell
1102 Toorak Road
Camberwell VIC 3124
Ph: 9809 1277
Fax: 9809 1577

Eastwork Glen Iris
1525 High Street
Glen Iris VIC 3146
Ph: 9886 9222
Fax: 9886 9366

Eastwork Oakleigh
Suite 1 & 2,
13 Chester Street
Oakleigh VIC 3166
Ph: 9564 8066
Fax: 9564 8366

Eastwork Frankston
457 Nepean Highway
Frankston VIC 3199
Ph: 9770 1077
Fax: 9770 1177

Eastwork Newsletter

September 2009

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Congratulations to Lucia Roberts the winner of our Client Survey competition. We received over 100 responses from all of our clients with some wonderful suggestions for improvement. Thank you to all clients who participated, we really appreciate your input. If there is any issue that you would like us to follow up on please let us know, or if you would like to view a summary of the results these are available at Head Office for review.



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Participants are settling in and
transitioning to employment. Even-
though not all the staff have seen
improvements in work base skills from all participants. I look forward to seeing
continued improvements and achievements from all. I would like to take this
opportunity to congratulate the following Future Links participants as they start
transitioning into employment.

Adam Collins- Frankston Office

Wayne McLaren- Frankston Office

Korindah Whee- Frankston Office

Jeffrey Hardy . Retallick- Oakleigh Office

Mitchell Bruerton- Oakleigh Office

Andrew Hatfield- Oakleigh Office

A very big congratulations to Steven Ching who has completed his transition
into employment and has gained employment at his local supermarket. Ste-
ven started with us in February 2008, we wish him all the very best for the fu-
ture.

Both Oakleigh and Frankston have now been fully equipped with computers
for participant use. Trainers are now able to extend their training techniques to
incorporate more computer use for participants in each class.

A warm welcome to the following new participants that have started with us
since the Winter newsletter went out.

Frankston Office

Ben Jensen

Zachary Varess

John Quinn

Hailey Jacobs

Oakleigh Office

Tinbic Dang

Hugh McGauran

Trent Parker

William Caldwell

Rachel Rouillon

Continued

In **Cert I in IT ICA10105** you will complete 6 units:

- ICAU1128B Operate a personal computer
- ICAU1129B Operate a word processing application
- ICAU1133B Send and retrieve information using web browsers and email
- ICAU1130B Operate a spreadsheet application
- ICAU1131B Operate a database application
- ICAU2005B Operate computer hardware

Register your interest in developing your IT skills with your Employment Consultant or
contact our training staff direct on 03 9583 7888. All IT programs are funded.

Job Seeker Training Tip:

As part of your job search activities it is important to research career opportunities of
career paths. In this job search training tip we review a website that will help you do
this. Web site review . Job Outlook Website www.joboutlook.gov.au

Job Outlook is a careers and labour market research information site to help you de-
cide on your future career. using the search options you can find a wealth of informa-
tion covering around 350 individual occupations.

Do you know what jobs are in demand at the moment? Follow the Skill Shortages link
to view a list of occupations facing skill shortages, then click on the occupation to find
out information about the occupation and what training and skills you will need. Follow
the Good Prospects link to find a list of occupations assessed as having good pros-
pects in the current employment market.

As per Step 2 of your 10 Step Job Search Plan:

- choose an industry you would like to explore
- find out about the range of jobs available in that industry
- identify and explore a specific occupation

Then search online for job vacancies in that occupation

Debra Pinkerton—RTO Manager



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TRAINING

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...s very positive with 97% of respondents stating that they were satisfied with the courses they had attended at Eastwork had met their needs. With 100% of respondents stating that they were satisfied with the training course overall that they had attended. Thank you for this positive feedback and we will continue to work to provide training to meet our client needs.

Upcoming Courses:

IT skills are important in most occupations and work environments these days. Eastwork will be running IT skills programs from our Camberwell, Cheltenham and Frankston locations to ensure that our clients obtain these obtain these important employability skills. 32% of clients who responded to the recent Training Survey said they were looking for training in IT- we have listened to your requests and additional programs will commence in September.

In **Computer Pre-Employment Program (CPEP)** participants learn:

- About the main parts of a personal computer and basic operations
- How a computer and computer software are used in the workplace
- To use Microsoft Office to develop workplace and job search documents
- To use Microsoft Excel to develop workplace and personal spreadsheets and data records
- To use Windows Internet Explorer and Email as effective job search and workplace tools for research and communication

Participants in CPEP who complete all the CPEP Workbook Activitiesq can attend a 3 day gap program (at no additional cost) immediately following CPEP to up skill their knowledge and receive a Certificate I in IT.

Word Search

I X Y J U Q N T O B M G D F L G P X N X
 I Q T F P N I Z Y Q R I F L W F J P K M
 C C E W F G O L N L Z I W W O J P K C N
 S Y A S H C B G B M X Z M Y S I M V L D
 H L Z G S I Q H Y S S P L Z Y A E B G C
 O L L N L M O F C Y Y U I M X L B P X P
 L C S I S R U T J U W S G Y B J A X L N
 W S G N K O O Q B W R H C S G I A I L V
 R T G R M S T S E R E T N I G N S G V D
 V E N A U C P L A J C R O N W M E T J V
 Q A C E P G W A J J N O I T A V I T O M
 K M H E M P L O Y M E N T E U J T L B C
 K W Z J O P A G O L I A A R N O U G G B
 K O M T M V O P N A R X C V I N D Y D D
 R R B U W U X L R T E L U I T U A G Q I
 S K S A T G G T E X P E D E D R R Z K X
 C N S N V V S E E V X F E W W G V S J Z
 E M X Z K I F Y R C E R S T I L K M V U
 W D J D E G V H A J C D N Z O E O G U N
 T I U X N L G M C H A B O V H A U D T T

CAREER	DEVELOPMENT	DUTIES	EARNINGS
EDUCATION	EMPLOYMENT	EXPERIENCE	GOALS
INTERESTS	INTERVIEW	JOB	MOTIVATION
PAY	SKILLS	TASKS	TEAMWORK
TRAINING	VOLUNTEER	WORK	

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Eastwork Training Team is pleased to announce that our **“Succeeding at Work”** short course has been recognized for its high quality in program design and delivery by the Adult Community and Further Education Board. The SAW Program has been awarded the 2009 Victorian Award for **“Outstanding Pre-Accredited Program Design and Delivery”**. SAW was identified as a quality short course with effective teaching and learning strategies that supported learner pathways. Congratulations to the training team for the work that they have put in to developing and delivering such a quality program.

Karli's Going Away

Cheltenham branch recently farewelled our Client Services Administrator, Karli Salter. Karli is taking time off to become a mother. A lovely afternoon tea was organized for her with fellow workers. Karli will be returning to Eastwork on a part time basis, 2 days a week, once the baby is 3 months old. We will miss Karli immensely but we wish both Karli and Simon all the best for their new adventure.

