

Express Interest

On Track Training & Employment also offers the following courses and programs. Please tick any you may be interested in.

ON TRACK EMPLOYMENT

Are you currently employed? YES
Casual Part Time Full Time

ACCREDITED TRAINING

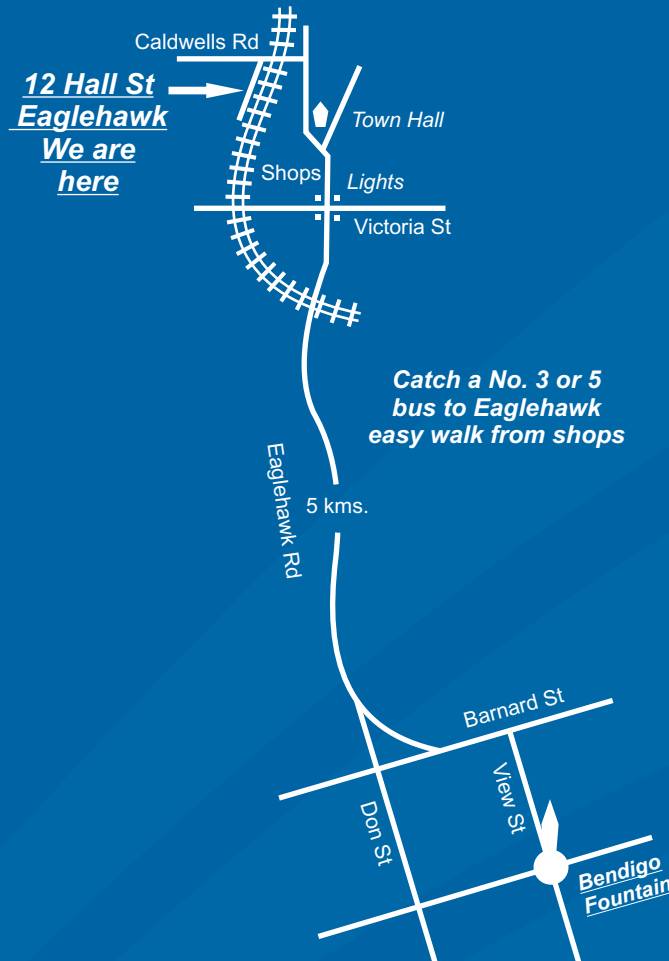
- Certificate III Aged Care
- Certificate III Home & Community Care
- Certificate III Children's Services
- Diploma Children's Services
- Certificate I Retail Services
- Certificate II Engineering
- Certificate IV Leisure & Health
- Certificate IV Training & Assessment
- GAP PROCESS - Upgrade from BSZ40198
- Master Microsoft Office & Administration
- Certificates in General Education for Adults

SHORT COURSES

- Introduction to Computers
- Open Access

On Track offers a variety of short computer courses in special interests areas such as: Microsoft Word, Excel, Publisher, Digital Photography & Internet & email that can be undertaken during Open Access. Please contact our Trainer for details.

How to find us!



25+ years of Community based Training

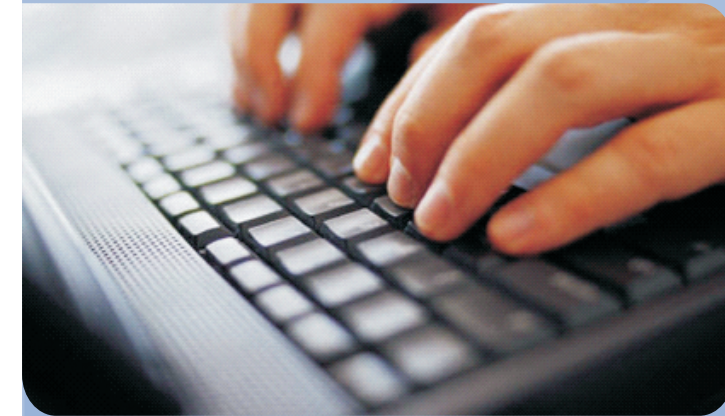
FEO - Winner of the 2008 Bendigo Business Excellence Awards for Not for Profit AND Environmental Sectors



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Short Computer Courses & Open Access



Courses Available

Introduction to Computers

This course is designed for the beginner.

- Start and shutdown computer correctly
- Have an understanding of Hardware/Software
- Use basic computer technology
- Learn how to access and work with Software

10 Week Course

Every Wednesday 10:00am - 12:00 noon

Open Access

At the cost of a **gold coin donation**, computer users can book a computer for any of the sessions listed below. During each of these sessions On Track's computer trainer is available to guide users through any specific difficulties or issues they may be having, or just to answer general questions. Please note these sessions do require users to have at least basic computer knowledge.

Open Access Sessions:

- Wednesday 4:00pm - 7:00pm
- Thursday 1:00pm-3:00pm & 3:00pm-5:00pm
- Friday 1:00pm - 3:00pm & 3:00pm - 5:00pm

BOOKINGS ESSENTIAL - call 03 5446 3477

Short courses are available in the areas listed below. Please note, the following courses run depending on demand.

Please contact On Track to find out availability.

- Intermediate Word Processing
- Microsoft Excel
- Microsoft Publisher
- Digital Photography
- Computer Maintenance
- Internet & Email

Assessment

In undertaking this course, assessments will be conducted in a variety of ways, including:

- Worksheets
- Class activities

These courses are not accredited or nationally recognised, but do provide students with a set of skills which can then be used to move onto further accredited training. Please discuss this with the trainer.

Fees & Charges

These courses are offered on a fee for service basis, or government funded places are available to those who are eligible.

To find out more about the fees and charges for these courses, please contact On Track reception on (03) 5446 3477.

Enrolment

If you are interested in enrolling this course please put forward your expression of interest. This can be done in one of the following ways:

Complete the expression of interest form on the next page and return the form to On Track reception - 12 Hall Street Eaglehawk 3556

Call On Track - (03) 5446 3477

Email: ontrack@feo.net.au

Or visit our website - www.feo.net.au - follow the links and complete our online expression of interest form.

Express Interest

Date: ___ / ___ / ___

Name: _____

Address: _____

Phone: _____

Mobile: _____

Date of Birth: ___ / ___ / ___

Email: _____

YES, I am interested in undertaking the
_____ (Name of computer course interested in)

YES, I would like some more information about this course posted out to me

Are you in receipt of a benefit? YES

How did you first hear about On Track and this course? (please tick)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Website |
| <input type="checkbox"/> Radio | <input type="checkbox"/> TV Advertisement |

Tear-off-flyer
Location: _____

Employment Agency/Other Agency
Which agency?
