



Peninsula Training and Employment Program

For Employment Service Providers

Training Courses

Business

- (BSB20107) Certificate II in Business
- (BSB30407) Certificate III in Business Administration

Community Health

- Occupational Health and Safety (CHC30102) (PCA) Certificate III in Aged Care Work
- (CHC30402) Certificate III in Children's Services
- (HLT32507) (PSA) Certificate III in Health Services Assistance
- (CHC30202) (PCA) Certificate III in Home and Community Care
- (HLTFA301B) (HLTCPR201A) First Aid / First Aid (CPR Upgrade)
- (CHCCS305A) Assist Clients with Medication
- (HLTAP301A) Recognise healthy body systems in a health care context.

Education

- (TAA40104) Certificate IV in Training and Assessment

Horticulture/Construction

- (Landscape) (RTF30403) Certificate III in Horticulture
- (Parks and Gardens) (RTF20703) Certificate III in Horticulture
- (RTC2304A) Chainsaw Operations

Hospitality

- (SITXOHS002A) Food Handling Safety
- (SITXSFA001A) Food Safety Supervisor
- (RSA) (SITHFAB009A) Responsible Service of Alcohol
- (RSG) (SITHGAM006A) Responsible Service of Gambling
- (SIT20207) Certificate II in Hospitality
- (SIT30707) Certificate III in Hospitality

Traineeships

- (SIT20207) Certificate II in Hospitality
- (SIT30707) Certificate III in Hospitality
- (PCA) (CHC30102) Certificate III in Aged Care Work
- (BSB30407) Certificate III in Business Administration
- (CHC30402) Certificate III in Children's Services
- (PCA) (CHC30202) Certificate III in Home and Community Care

Apprenticeships

- (RTF30403) (Landscape) Certificate III in Horticulture
- (RTF20703) (Parks and Gardens) Certificate III in Horticulture
- (RTF30603) (Wholesale Nursery) Certificate III in Horticulture

Pre-accredited Training

- Introduction to Computers
- Computer Applications

Community VCAL

- Victorian Certificate of Applied Learning
- For students not looking to go to University
- Up to 2 years full time
- Industry skills (VET), Literacy and Personal Development
- Hands on learning
- Provides a pathway to employment, Traineeships or Apprenticeships

ACFE

- Adult, Community and Further Education
- For all learners

Courses in

- Introduction and advanced use of computers
- Literacy and Numeracy
- Food Handling Safety
- Responsible Service of Alcohol (RSA)
- Responsible Service of Gambling (RSG)

VJEC

- Victoriaworks for Jobseekers with Employment Challenges
- Funded by State Government (DIIRD)
- Intensive assistance for youth aged between 16 and 24 to get a job:

- Resumes
- Job applications
- Presentation
- Job leads
- Skills development through training

- Contact **Jeff** on **0431 949 721** for more information.

Work Experience Activities

Work Experience Activities provide job seekers with the opportunity to gain new skills and experience while assisting the local community.

If you would like PTEP to sponsor a Work Experience Activity please contact us on **5986 4623**.

Please visit ptep.com.au for more information.

Funding Options

There are currently a number of funding options available to jobseekers looking to return to work through education.

Education Entry Payment

Centrelink currently provides a one off payment to those who have commenced or are starting a training course after January 1st 2009. Jobseekers are to contact Centrelink to determine eligibility.

Free training for retrenched workers

Retrenched workers aged over 25 years may be entitled to a training place for a government-subsidised Vocational Education and Training qualification. PTEP invites jobseekers to look through our training courses and contact us to determine eligibility.

Skills Victoria

If a jobseeker is under 20 years of age or looking to obtain a higher course qualification than they already have, the jobseeker may be entitled to a government subsidised training place. Contact us to determine jobseeker eligibility.

Parents Returning to Earning

Parents planning to return to work after being at home caring for children can apply for a grant. This grant will entitle you to training and related expenses up to the value of \$1,000. PTEP provides training opportunities that are ideal for this type of program. We currently have two courses aimed specifically at parents returning to work in two locations, Rosebud and Hastings.

Victoria carers returning to work grant

If you have clients that have been absent from the paid workforce or from education and training for more than 2 years and caring for someone with a disability, with a mental illness, with an illness or chronic health issue, who is aged, they may be eligible for a Victoria carers returning to work grant. Grants of up to \$1000 can be provided to cover any costs with approved training such as books and materials, course fees, transport, childcare and respite care.

Contact

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Mornington

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Hastings

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