

## Free Training & Work Experience!

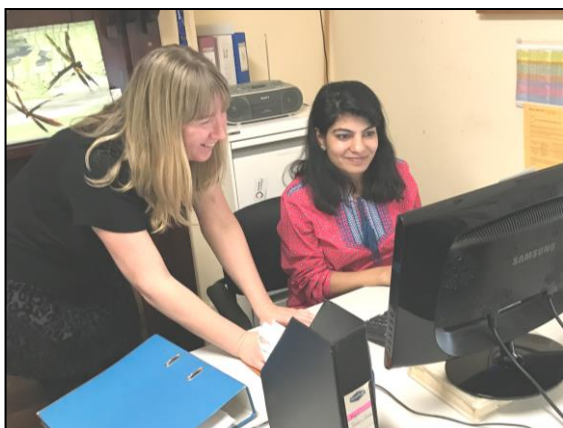
### Applied Reception & Customer Service Course (ARCS)

This enjoyable and practical course will support you to develop your skills, experience and confidence. Not only will you learn knowledge and skills, you will also gain professional experience and references. If you want to move toward paid work, further study, or skilled volunteering, this is the perfect next step.

The ARCS course has been specifically designed for adult learners and has produced great outcomes for participants over the last 8 years. We take a holistic, interactive and practical approach to learning and development. Our teachers and staff will support you throughout the program and help you determine your pathway forward.

Through the course you will develop skills and experience in:

- ✓ Reception work
- ✓ Technology
- ✓ Planning & Organising
- ✓ Customer Service
- ✓ Communication
- ✓ Job seeking
- ✓ Community Sector
- ✓ Wellbeing
- ✓ And more...



This half year program includes one classroom session and one reception work experience shift at our Centre each week. Work based projects are also offered, depending on your own interests and goals.

Participants receive a Certificate of Completion and a professional reference. There is no formal assessment.

**Next course starts  
Thursday July 26<sup>th</sup> 2018**

**Contact us for information and enrolment**

*This course is free if you are a permanent resident with a concession card (otherwise fees do apply).*

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