

**MORE
THAN
JUST
ENGLISH**



**Talk to AMES Australia about
learning English, training courses
and for help finding a job**

 **AMES
Australia**
www.ames.net.au

Helping you secure your future



AMES Australia offers an extensive range of adult education, training and employment programs for refugees and migrants – whether you arrived in Australia recently or a number of years ago. Our aim is to help you improve your job opportunities, engage with your local community and adjust to the Australian culture by offering a large range of English, training and vocational courses to suit your level of English language skills.

You are eligible for a range of free or very low fee courses if you are a permanent resident or have an approved provisional visa. Simply check with AMES Australia to see if you qualify.

Services include:



Education – Learning English

Join a friendly and supportive environment to help you learn English for your life in Australia.

- Adult Migrant English Program (AMEP)
- AMEP Special Skills courses
- Learn Local courses

Vocational Training and Pathways to Employment

There is a broad range of training courses to help you with your pathway to employment and your settlement into the Australian way of life.

- Courses to develop your English for the workplace
- Courses that help you understand workplace culture and practices
- Courses that provide practical job skills
- Accredited training courses for jobs in specific industries

AMES Australia can assist you with transition to employment by providing courses to improve your language, literacy and numeracy skills and support in gaining work in your profession.

- Workplace Skills courses
- Industry Certificate courses
- Skills for Education and Employment Program (SEE)
- Skilled Professional Migrants Program (SPMP)

Job Seeker Support

AMES Australia delivers the Federal Government's jobactive contract through a large network of offices in Melbourne and western Sydney.

You will get:

- access to training
- recruitment professionals
- resources
- the support you need to find and keep your job.

Our services are free to eligible job seekers in Victoria and western Sydney.

Learning English at AMES Australia



Adult Migrant English Program (AMEP) General English Courses

- 510 hours of free English tuition to new migrants with an eligible visa
- Special Youth programs also offered, at some sites
- Beginner to intermediate levels
- Learn English for living studying and working in Australia
- Courses run throughout the year on 10 week cycles
- Courses available full time or part time, on weekdays or in the evening
- Other learning options are with a Volunteer Tutor or through online learning with a teacher.

AMEP courses are offered at many centres across metropolitan Melbourne.

The AMEP is based on accredited curricula delivering 10361NAT Course in Preliminary Spoken and Written English, 10362NAT Certificate I in Spoken and Written English, 10363NAT Certificate II in Spoken and Written English, 10364NAT Certificate III in Spoken and Written English.

This course is part of the AMEP and is free to eligible AMEP students. The Adult Migrant English Program (AMEP) is funded by the Australian Government Department of Education and Training.

AMEP Special Skills Courses

These are short, part-time courses to help you with your specific English language goals, such as, pronunciation or grammar. Or you may wish to learn the English for your individual needs or for specific purposes such as job seeking or computers and the internet.

AMEP Special Skills courses are for students who want to do a special short course and will use some of your 510 hours.

Learn Local Courses

These courses provide students with a range of skills for living in Australia including English language courses focusing on speaking, pronunciation and listening.

Other courses include:

- Computer skills for internet and email
- Basic literacy and numeracy
- Job search strategies
- Hands on training for hospitality

These courses provide an informal option for those not yet ready to undertake accredited courses.

Learn Local courses are funded by the Victorian Government. These courses are not accredited.

Choose a Career and Get Training



Workplace Skills Courses*

AMES Australia can help you choose a pathway to employment that matches your skills, interests and level of English.

Learners who have low levels of English can do Workplace Skills courses that prepare them for entry level jobs in a number of industries. The focus of these courses will be on practical hands-on training. At the same time you will be learning more English, including vocabulary (and how to talk to your workmates). In some cases bilingual support is available.

If you already have a profession, but need some English support to prepare you for work and assist you with job searching, there are Workplace Skills for Professionals courses also available.

Our Workplace Skills programs combine three important skill areas:

- Australian workplace communication - including industry related vocabulary, forms, report writing
- Australian work culture and practices - including job search skills and technologies
- Practical work skills specific to the industry – including work safety

All Workplace Skills courses include a two week (40 hours) work placement organised by AMES Australia.

*These courses are part of the AMEP.

Skills for Education and Employment Program (SEE)

This program will help you improve your English speaking, reading, writing and maths skills to build your confidence when applying for jobs or undertaking further study.

Whilst offering classes to suit a range of learners, AMES Australia offers specialist support for students from non-English speaking backgrounds.

SEE provides free, accredited training to eligible jobactive clients.

The program will include courses and activities in:

- English language skills (Initial, Basic and Advanced levels) based on nationally recognised certificates
- Workplace communication, employability and Information Technology skills
- Integrated job skills training available in Community Services and Hospitality
- Practical work placement or work observation in local business and industry

This program can provide opportunities to a pathway into a full Industry Certificate course.

Full and part-time courses are delivered over a full year. Call AMES Australia on 13 AMES (2637) to find out about course dates, locations and times.

More Career Support



Industry Certificates

AMES Australia offers fully accredited Certificates to help you learn the skills for specific jobs, such as looking after children or older people. You will learn all the practical skills that employers require for the job, with a strong emphasis on how to work safely. But work skills are not enough - migrants often have difficulties getting good jobs because of poor communication skills. AMES Australia courses teach you more than skills for work - we also teach you the communication skills relevant to the industry or profession you have chosen to work in.

AMES Australia also organises a minimum of 120 hours work placement (unpaid work) for you with local employers. We recognise that migrants do not have professional networks to organise their own work experience. A work placement will give you a chance to put your training into practice and demonstrate your skills to the employer.

AMES Australia offers two Industry Certificate courses*:

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC33015 Certificate III in Individual Support (Ageing, Home and Community)

These training courses are delivered with Victorian and Commonwealth Government funding. People with a disability are encouraged to apply.

For subsidised funding, eligibility criteria apply.

Skilled Professional Migrants Program (SPMP)

For skilled professionals, this program helps recently arrived qualified migrants to develop the skills, knowledge and confidence to overcome the difficulties that can prevent them from finding a suitable job.

The SPMP is a 4 week intensive workshop that covers a range of topics such as understanding the Australian workplace, resume writing, job applications and interview skills.

Research with participants from the SPMP in 2013 indicated that 81% had found work within 12 months of completing the Program.

The Program also offers vocational counselling and access to the Professional Mentor Program.

The SPMP is available at AMES Australia Flagstaff only.

It is essential to attend an Information Session prior to the course commencement. To find out the dates and times of upcoming information sessions go to **www.ames.net.au**.

This training is a Learn Local course delivered with Victorian Government funding.

Job Seeker Support



Get help to find the right job

AMES Australia Employment provides you with access to job vacancy information and job search facilities. With the support of our dedicated Into Work Team you can develop job search techniques, discover career options and choose from industry training packages to assist with your vocational goals.

AMES Australia will support you through all stages of the employment process.

- Identifying skills and abilities
- Updating your skills and qualifications
- Resume and job applications
- Interview techniques
- Access to local employers
- Access to job searching facilities
- Mentoring and coaching

Supporting you to keep the job

- Work clothing and essentials
- Workplace visits

AMES Australia Employment has locations at:

Victoria

Bacchus Marsh	Epping	Springvale
Box Hill	Flagstaff	St Albans
Broadmeadows	Footscray	Sunbury
Coburg	Glenroy	Sunshine
Craigieburn	Kinglake	Werribee
Dallas	Melton	Whittlesea
Dandenong	Preston	

NSW

Auburn	Cabramatta
Bankstown	Liverpool

Visit www.ames.net.au/find-sites for more details.

Contact Details

AMES Australia Education has many locations around Melbourne where you can learn English or attend training courses.

Box Hill

34-36 Prospect Street

Noble Park

60 Douglas Street

Dandenong

280 Thomas Street

Oakleigh

1a Palmerston Grove

Flagstaff

255 William Street,
Melbourne

Springvale

Corner Boulton Street and
Springvale Road

Footscray

289 Barkly Street

St Albans

16 Victoria Square

Melton

Suite 3, 3 Alexandra Street

Werribee

Suite 7 & 8, Level 1,
75-79 Watton Street

Further information

Contact AMES Australia Education and Training:



13 AMES (2637)



enquiries@ames.net.au



www.ames.net.au

AMES Australia is a Registered Training Organisation TOID 0590

