



# AMEP Pathways to Employment Program (PEP) Course Information

The Pathways to Employment Program (PEP) will develop your employability and language skills and give you an introduction to the Australian work culture and how to effectively participate in the workplace.

## Courses offered in Term 2, 2024

### Aged Care and Disability – Location: St George

This course will provide you with the skills required to assist people who may require support due to aging or disability. A work experience placement is included in this course. Participants in this course must meet the requirements below.

- Able to obtain a National Police Check
- Must have a current Flu vaccination
- Have completed the minimum of the 1st and 2nd doses plus the 1st booster of the COVID-19 vaccination

### Early Childhood Education and Care – Location: Miller

This course also offers you a pathway to exploring further education for working in the Early Childhood Education and Care sector. A work experience placement is included in this course. Participants must be able to obtain a Working with Children’s Check and have been vaccinated for a minimum of 2 doses of the COVID-19 vaccine.

### Introduction to the Australian Workplace Culture – Location: St Leonards

This course will provide you with an opportunity to learn about the Australian workplace culture and values. It will also develop your workplace communication and job-seeking skills including resume and cover letter writing, interview skills and networking techniques. A work experience placement is included in this course.

### Business Administration – Location: Ultimo

This course will provide you with the skills required for employment in general business operations. You will learn about Work Health and Safety, how to design and produce simple documents and use workplace technology. A work experience placement is included in this course.

#### Duration

10 weeks (full-time)  
 Tuesday, 30 April to Friday, 5 July

#### Week 1 to 8

Classroom based training

#### Week 9 to 10

Work placement

#### Study commitment

20 Hours, 4 days per week

#### Childcare

Free childcare is available for children younger than school-aged.

#### Applications close

Friday, 12 April 2024



## To be eligible for PEP, you must:

- be currently enrolled in AMEP or attended in the last 12 months
- have language skills to participate in a workplace
- be ready to work or go on to further studies
- be able to obtain a Working with Children Check and/or police check (when required)
- be fully vaccinated against COVID-19 (for some courses)

## Information sessions

- Information sessions are held online or at the specific campus delivering the Pathways to Employment Program
- Priority will be given to students who attend a Pathways to Employment Program information session

Session 1		Session 2	
Date	Wednesday, 6 March	Date	Thursday, 14 March
Time	1.30 pm	Time	1.30 pm
Venue	Online	Venue	Online

Please scan the QR code to register for an online information session:



## How to get involved:

Talk to a Pathway Guidance Officer at your local TAFE NSW AMEP delivery site, contact the Pathways to Employment Team on **7920 3275**, email [amep.pep@tafensw.edu.au](mailto:amep.pep@tafensw.edu.au) or visit [tafensw.edu.au/student-services/adult-migrant-english-program-amep/pep](http://tafensw.edu.au/student-services/adult-migrant-english-program-amep/pep)

## How to apply

Please see an AMEP Pathway Guidance Officer at your campus to apply/get an application form

## PEP attendance

All Pathways to Employment Programs courses

- Tuesday, 30 April to Friday, 5 July
- **10 weeks full-time**
- 4-days, 20 hours per week

## Work experience

- 40 hours
- Work the hours and perform the duties of the industry you are studying
- All placements are within 90 minutes to/from home

## Childcare

Free childcare is available for children younger than school-aged

## Applications Close

Friday, 12 April 2024