

“Committed to the Educational development of the individual”



Professional learning environment



Computers with “Jetstream” internet



Spacious, Modern Facilities

Solomon Group is a Maori Private Training Establishment/Tertiary Education Organisation (TEO), which specialises in the provision of

- Literacy
- ESOL (including English for Migrants)
- Manukau Institute of Technology Foundation Courses (to Level 3)

We work closely with employers, other Training Providers, Auckland Universities and Polytechnics, Work and Income, Tertiary Education Commission, NZQA, Ministry of Education and Social Service providers

Contact Details:

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PANMURE

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ENGLISH FOR EMPLOYMENT
(BEGINNERS)



Come join us and realise your potential
in a friendly and supportive environment
where we care about your needs!



COURSE DESCRIPTION:

This course is designed for Migrants registered with Work and Income who have at least Beginner level English and need to improve their English to access:

- A job or career
- Further training
- Foundation studies at MIT or other Tertiary Institutions
- Other Tertiary training

COURSE CONTENT:

The course is based on individual programmes specifically tailored to your needs. Supportive staff are on hand to offer advice and assist you to meet your career and/or employment goals.

The range of topics may include:

- English for Employment
- Interview Skills
- Speaking and Listening Skills
- NZQA Unit Standards
- Career Planning
- Written Communication
- Kiwi Culture
- CV Preparation
- Maths for Work
- Confidence
- Workplace Issues
- Oral Communication
- Social Service Networks/Assistance
- Job Search
- Basic Computing
- Workplace Safety
- Reading and Writing Skills
- Learner Licence
- And much more



A course based on your individual needs and goals!



Solomon Group work closely with Work and Income Case Managers to help you!



Make new friends!

LOCATION:

This course is located at Solomon Groups **newest branch** - 24 Clifton Court, PANMURE. Phone: (09) 570-5834. This location is due to open on the 9th of January 2006.

START DATE AND TIMES:

In 2006 this course will be available as of the 16th of January. It has a revolving door policy and can be commenced by a student at any time but the numbers are limited – so you need to get in quick to secure a place.

You simply need to contact the Academy to make a time to meet with our Student Liaison Officer. The course runs from Monday to Friday 9am – 3pm and flexibility may be available for those students who have family commitments.

COURSE COSTS:

This course is free for WINZ clients. The Tertiary Education Commission may also be able to assist with a travel allowance.



Give us a call or speak with your Case Manager and let us help you!

REQUIREMENTS:

As this course is provided free by the Tertiary Education Commission and supported by Work and Income, it is expected that you would treat this course as a job and ensure that you:

- Turn up to classes on time and regularly
- Contact Solomon Group if you are going to be absent (message bank is available 24 hours a day)
- Speak with staff if you wish to leave the course

Please note: WINZ expects that you will not leave the course unless you go into employment or further training (or move to another area). Experienced staff can assist you in these choices based on your personal goals and skills. If you leave the course without discussing this first with staff, your benefit may be stopped until you contact the Academy.