

**Narre Community Learning Centre Inc.
and
Fountain Gate Secondary College
Reading, Writing and Communication Skills - English for Parents
Course Information Term 4 2018**

Welcome to our Reading, Writing and Communication Skills - English for Parents program at Fountain Gate Secondary College. I wish you success and hope you enjoy the course! Please read the following information:

Course: Reading, Writing and Communication Skills - English for Parents

Educator: Clea Nicol

Class times: Wednesday 4:00pm - 6:00pm

Start date: Wednesday 7th November 2018

End date: Wednesday 5th December 2018

Venue: Fountain Gate Secondary College
45 Josephine Avenue
Narre Warren

Fees:	\$25.00	tuition
	\$15.00	materials
	<u>\$10.00</u>	registration
	\$50.00	total

A refund will be given if the course is cancelled by Narre Community Learning Centre.

Enrolment: You will be able to complete your enrolment form either on or before your first day of class. Please bring your Medicare card and a document that shows your date of birth, for example, your driver's licence or passport. If you have a concession card, please bring this with you.

Class materials: You will be provided with a notebook to write in and a pencil. You can bring a folder to file learning materials and worksheets in and a dictionary.

Fountain Gate Secondary College will provide tea and coffee.

Assessment: As the Reading, Writing and Communication Skills - English for Parents course is a pre-accredited course, students do not complete formal assessments. However, progress is monitored throughout the course and samples of student work are collected for recording purposes. Students receive a Certificate of Participation at the end of the course.

If you have any questions or need further information, please see me during class. I can also be contacted on 9070 3831 or 9704 7388 at Narre Community Learning Centre. Once again, I wish you success in your studies!

Yours sincerely

Clea Nicol
Literacy Co-ordinator/Compliance Assistant
Narre Community Learning Centre Inc.