

## Course Information

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### Job Ready Program:

**VU22787 Prepare for employment**

**BSBTWK201 Work effectively with others**

### About the course

This course will be delivered either at your Job active providers premises or via the online virtual platform, Zoom. There are two phases to this program to enhance your skills & knowledge toward securing employment or the option of further study. With our Skills & Jobs Australia team of representatives, you will be fully supported by our Trainer/Assessor in the theory and practical component of this qualification. Furthermore, you will be fully supported by our Reverse Marketers as a pathway towards employment. The Skills & Jobs Australia team of representatives is there to assist you to reach your goal.

The Program consists of two units of competency. These are: VU22787 Prepare for employment and BSBTWK201 Work effectively with others from 22523VIC *Certificate I in Employment Pathways*. This program is designed to focus on the orientation to work options and pathways to further specific vocational education and training. The purpose of this program is to enable you to develop skills and knowledge to improve your employability and work readiness and to assist you to re-engage with learning. It is also an opportunity for you to enter further study if you choose this option. The focus of the program is based around orientation into the workforce and pathways into further vocational study. During the program, your work interests will be discussed, and your career pathway plan will help guide you to take action towards reaching your career goal.

The selected units of competency support the development of foundational skills and knowledge that include:

- preparing for initial work and/or further learning by exploring work preparation options and pathways
- developing and documenting an action plan for career planning
- identifying strategies to enhance personal effectiveness to support you in the workforce or further study

**Location:** The course will be delivered in a venue provided by your Jobactive Provider.

**Venue Name:** Your Jobactive Provider

**Venue Address:** Your Jobactive Provider

#### Timetable Below:

**Week 1** Monday - Friday 9:00am – 5:00pm (Phase 1) Accredited Training

**Week 2** Monday - Friday 9:30am – 5:00pm (Phase 2) Marketing Phase

**Week 3** Monday - Friday 9:30am – 5:00pm (Phase 2) Marketing Phase

#### Enrolment and Information Session:

We will provide you with informative information about the program. This will include the following:

- Enrolment process
- Pre-training Review checklist
- Language, Literacy and Numeracy Assessment to make sure that you are suitable for this level of study to enhance your employment pathway.

**Please not that if the program is being delivered via the online virtual platform Zoom, you do not need to attend the venue address at any time during the course.**

## Program structure

### Phase 1 = *Practice and theory training and assessment (Week 1)*

Classroom based training and assessment with a qualified Skills & Jobs Australia Trainer/Assessor. The training and assessment will occur in the classroom or via the online virtual platform, Zoom.

In addition to the scheduled hours you will be expected to collect evidence to contribute to your assessment tasks, whilst actively job seeking or meeting with your Job active representative.

Week 1, Day 1: VU22787 Prepare for Employment

Week 1, Day 2: VU22787 Prepare for Employment

Week 1, Day 3: VU22787 Prepare for Employment

BSBTWK201 Work effectively with others

Week 1, Day 4: BSBTWK201 Work effectively with others

Week 1, Day 5: BSBTWK201 Work effectively with others

Code	Title	Core/ Elective
VU22787	Prepare for employment	Core
BSBTWK201	Work effectively with others	Elective

### Phase 2 = *Job matching and active job seeking (Week 2 & 3)*

In preparation of Phase 2, our qualified Skills & Jobs Australia Reverse Marketer/s will visit you at the Job active premises prior to the commencement of Phase 2. They will introduce themselves and explain Phase 2 of the program. You will be given a personal profile form to complete your work interests. This information will assist the Reverse Marketers to work behind the scenes to assist you in securing paid employment. When the program is been delivered via online virtual platform Zoom the marketing team will be in regular contact via telephone, email or zoom.

## Am I eligible to enrol?

There are no pre-requisites to enrol in this course. However, you will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment. This is to ensure that the course is suitable for you and that Skills & Jobs Australia can meet your individual needs.

The assessment includes:

- Written questions
- Verbal assessments

To identify that you have past work or study experience, please take responsibility to bring in your resume to the first training session or ensure you have a copy of this of your computer, as this will also be used as your reference in work activities throughout training.

## Will I be able to get a job or study when I finish the course?

When you complete the program with VU22787 *Prepare for employment* and BSBTWK201 *Work effectively with others* from 22523VIC *Certificate I in Employment Pathways* you may have the following options:

- Further study to complete this 22523VIC Certificate I in Employment Pathways
- Undertaking a Certificate II or Certificate III level qualification in your chosen industry
- Undertaking a pre-apprenticeship, apprenticeship or traineeship
- Participating in a VCAL program
- Continue job seeking through your Job active provider or with Skills & Jobs Australia
- Secure employment

## Training & Assessment

You will receive all Learner workbooks and Student Assessment Booklets per unit of competency for the course.

The training & assessment is facilitated by our Skills & Jobs Australia Trainer/Assessor throughout Phase 1. All resources for this phase of theory and practical activities will be provided either at the face-to-face training session or via email prior to the first online training session.

The job matching service is facilitated by our Skills & Jobs Australia Reverse Marketer/s throughout Phase 2.

Your attendance throughout the whole course is very important to ensure that you demonstrate further development in your practical employability skills throughout Phase 1 and Phase 2 of the program.

The course will be delivered in the classroom, or online, for theory-based learning in a simulated workplace environment where you will learn relevant and useful skills and knowledge. There will be no break for holiday terms.

Assessment Tasks will include:

- Projects
- Oral and written questions
- Case studies
- Observations
- Career & personal plans
- Role-plays

The assessment requirements are documented in an Assessment Record Tool and retained by your Assessor.

## How much will this course cost?

**Total Course Fee:**

**This will be funded by Job active provider.**

**RPL Costs:**

Application Fee - \$250.00

Charge per unit of competency - \$300.00.

\*Please refer to your Student Handbook for Addition Fees and Charges and our Refund policy.

## Student Support Services

We are committed to ensuring that you get all the support you need to be successful in your studies. You may not have studied for a while and or you might need help with study skills. You may also need assistance with skills such as reading, writing, and math.

We will conduct a pre-training review and a language, literacy and numeracy skills assessment during enrolment that will help us to identify any support you need. Based on the information you provide in and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs. Please feel free to discuss with us any individual support needs and or personal requirements at any time during your time with us.

Services that we can offer to you include:

- Classes to assist with study skills (classroom based or online)
- Study groups where you can work with your fellow students.
- Referral to relevant external services.
- Specialist support services for students with a disability.

*Skills & Jobs Australia will provide you with a TA2.11 Individual Support Plan should you require any special needs.*

Contact us at 1300 136 975 to discuss your support needs.

## How to enrol

Your Job Active Provider has nominated you to participate in this employment pathway program.

You will receive an email which outlines what you are required to bring to the enrolment session.

## How to contact us

**Phone:** 1300 136 975

**Email:** [info@sajaust.com.au](mailto:info@sajaust.com.au)

**Post:** Level 2, 326 Keilor Road Niddrie Vic 3042