

# 22523VIC Certificate I in Employment Pathways



## About the course

The purpose of this course is to enable you to develop skills and knowledge to improve your employability and work readiness skills and to assist with re-engaging with learning. The focus of the course is based around orientation into the workforce and pathways into further vocational study. The course is not occupation specific however the student's occupational interest will be discussed to prepare for succession planning in gaining employment or further study.

The course is intended to provide the student with support and encouragement whilst taking into account their individual needs, backgrounds, and past experience of each learner.

The 22523VIC Certificate I in Employment Pathways supports the development of foundational skills and knowledge in contexts that can 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 them 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

**Enrolment and Information session:** To be confirmed by your Job Active Provider

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.

## 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 LLN assessment includes:

- a written test and
- a verbal component

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

## Course structure

The program consists of 2 phases:

### Phase 1 = *Training and Skills Development – Fulltime Weeks 1-6*

Through a simulated workplace environment in a classroom setting you will practice hands-on employability skills, activities, and theory-based learning. The delivery methods used will assist you to gain confidence, improve your self-esteem, and adapt new skills to secure employment. The skills and knowledge that will be developed in this Phase will include:

Preparing for employment

- Teamwork
- Communication
- Personal presentation
- Reliability
- Digital literacy

Our learning materials enables you to self-reflect, make positive changes toward actively securing employment or further study, implement goal setting plans and learn (through coaching) new life skills and tools to manage and handle challenges.

### Phase 2 = *Skills Development, Assessment and Workplace Matching – Once a week (1 day @ 7 hours) for Weeks 7-26*

In preparation of Phase 2, our qualified Reverse Marketers visit the Jobactive locations, introduce themselves, and explain to you the procedure for Phase 2 of the program. Using a personal profile tool and providing useful information to assist the Reverse Marketers to job match employers with you.

Phase 2 appoints you to meet with potential employer where they can implement the skills learned in Phase 1. The time spent with the Jobactive representative and the Reverse Marketer will provide you with extra mentoring and support throughout the program.

Code	Title	Core/ Elective
VU22786	Develop personal effectiveness	Core
VU22787	Prepare for employment	Core
VU22788	Develop an action plan for career planning	Core
BSBWHS201	Contribute to the health and safety of self and others	Elective
BSBTEC101	Operate digital Devices	Elective
BSBCMM201	Communicate in the workplace	Elective
BSBTWK201	Work effectively with others	Elective

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

Once students have successfully completed the 22523VIC Certificate I in Employment Pathways, they can continue their vocational studies by undertaking a Certificate II or Certificate III level qualification in their chosen industry. Other industry training may be via a pre apprenticeship, apprenticeship/traineeship, or a VCAL program.

Graduates of this course may continue to undertake general job seeking (usually via their Jobactive provider), continue through to Phase 2 of the job ready program or secure employment.

### Training & Assessment

**Duration:** Stage 1: Formal classes conducted over the first 6 weeks fulltime. Stage 2 is one class once a week for the remaining 6 months.

**Delivery mode:** Classroom based

During orientation, you will have face to face discussions with your Trainer or the Skills & Jobs Australia Representative. During orientation, you will become familiar with the training room, housekeeping, meeting your study group, completing administration enrolment documentation and to ask questions about the course.

The course will be delivered in the classroom for theory-based learning and a simulated workplace environment where you can practice your practical skills.

### How much will this course cost?

**Total Course Fee:** Price available upon request. **This will be funded by your Job Active provider.**

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

\*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 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 Assessment, 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:

- One to one support from our trainers/assessors including providing you with their phone and contact details
- Classes to assist with study skills
- 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

Please contact our office by phone or email.

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