

### Employability Skills Training Block 2

**VENUE:**

Youth Park  
Training Rooms -  
Lot 2 Somerset St  
KINGAROY

**ACTIVITY ID:**

22513952

**WORKSHOP  
DATES:**

29 May - 15 Jun 2018

**TIMES:**

9:00 am - 4:00 pm

**DURATION**

[75 hours]

**COST:**

*This Program is funded  
under the Department of  
Employment's  
Youth Jobs PaTH  
Employability Skills Training*



*"Train today  
for a  
successful  
tomorrow"*

**COURSE OUTLINE:**

Employability Skills Training is a new and flexible training approach which is designed to support young people in gaining the skills they need to get and keep a job. Participants will have the opportunity to identify and improve the employability skills that employers expect along with opportunity to continue to develop their interview and application skills necessary to win jobs.



**COURSE CONTENT:**

- ◆ Identify growth occupations in the local labour market.
- ◆ Identify career pathways in an industry and setting career goals.
- ◆ Identify entry-level requirements for industry including the entry pathways.
- ◆ How to assess personal suitability for a particular job.
- ◆ Planning and organising a job search.
- ◆ Writing and updating résumés.
- ◆ Writing cover letters and addressing selection criteria.
- ◆ Identifying common recruitment methods used in occupations of interest.
- ◆ Online job application skills and techniques.

**Accredited Content:**

SIRXIND004 - Plan a career in the retail industry  
BSBITU201 - Produce simple word processed documents

Plus your choice of a unit from 1 of 4 industry areas!

*A statement of attainment will be issued upon successful completion of the accredited competencies in this course. A statement of attendance for the non-accredited modules will also be issued. NB: Units may change subject to learner needs or local employment conditions.*



**\*Talk to your employment advisor or contact the training team:**

**07 5481 2486**

**admin@regionaltrainingqld.com.au**

**www.regionaltraining.qld.edu.au**

## About Regional Training

Regional Training Services Qld is an organisation dedicated to delivering the highest quality training throughout Southern Queensland. As a Registered Training Organisation [RTO] qualifications completed with Regional Training are recognised nationally. Our management, trainers and support staff are highly qualified with extensive practical industry experience. Every member of the team is committed not only to providing quality outcomes to participants but to also ensuring that all training is both interesting and an enjoyable experience. The blend of cutting edge training techniques developed by the Regional team combined with quality face-to-face training have resulted in student completion rates and employment outcomes that are viewed with envy by many of the much larger institutes.

## For Job Seekers

In block 2 participants will have the opportunities to further strongly develop their ability's in regard to applications and interviews. Using a mix of accredited and non-accredited units students learn strong practical skills in a simulated work environment. Utilising our equipment and facilities, students will gain additional skills and confidence in demand by employers.

## Industry Awareness Experience

Along with gaining skills in the class room and simulated work environments young people participating in the Block 2 Employability Skills Training will have the opportunity to meet and learn from local industry leaders and employers. By taking advantage of the industry awareness experiences participants will gain valuable knowledge and skills in the career fields of their choice.

## Learning outcomes

The training in Block 2 is focused on job preparation, advanced job hunting skills, career development, interview skills and industry awareness experiences. Successful completion of this training block will sharpen the participants understanding of the labour market in order to successfully identify and pursue sustainable employment opportunities, including apprenticeships and traineeships.

## Course Prerequisites

Whilst there are no formal course prerequisites attached to this training program, participants will be required to bring with them a positive attitude and an open mind. Dress standards apply to all training completed on our premises, these standards include closed in shoes along with tidy appearance and clothing suitable for a workplace environment.

## For the Employer

Feedback from many employers has indicated that a considerable proportion of those applying for jobs lacked basic employability skills. In particular this feedback has indicated that young job seekers need to improve their employability skills and their level of work experience. Many employers in the current economic climate have been reluctant to commit to taking on totally unskilled staff and training them up. By employing young people that have completed the Youth Jobs PaTH program or being involved in the program itself, employers are able recruit new staff that are immediately productive within the business and have a demonstrated interest in the industry.

## Further Information

For more information on this program please contact the Regional Training team on:

**Phone:** 07 5481 2486

**Email:** [admin@regionaltrainingqld.com.au](mailto:admin@regionaltrainingqld.com.au)

**Website:** [www.regionaltraining.qld.edu.au](http://www.regionaltraining.qld.edu.au)



**Youth Jobs PaTH is an Australian Government initiative. Regional Training Services Qld is delivering the Prepare component of the initiative. For more information on Youth Jobs PaTH visit [jobactive.gov.au/path](http://jobactive.gov.au/path)**