

YOU DID IT! School has finished, but now what?!

Workforce Readiness Program

NEED HELP TO SEARCH AND APPLY FOR JOBS?

NEED A PROFESSIONAL RESUME TO GET AN INTERVIEW?

TAKE A BREAK THEN COME BACK AND KICK START YOUR CAREER IN 2021 WITH JOBQUEST.

Special Event: 8 Dec 2020, 12pm-2pm
Location: Max Webber Library, Flushcombe Rd & Alpha St, Blacktown NSW 2148

Workshops start: Mid Jan 2021, TBC

To register interest



NOW ACCEPTING EXPRESSIONS OF INTEREST!

Learn about:

- Job search tips & techniques
- Effective oral communication & presentation skills
- fit for the workplace
- Digital skills for work and online interviews
- Create a professional cover letter and resume
- Setting career/further study goals
- Teamwork and complete an engaging project to add to your resume!

What's the program?

- Special Event: Lunch & Program Orientation - 8 Dec 2020
- Workshops over 4 weeks - starting mid Jan 2021
- every Tue, Wed & Thu (dates to be confirmed)
- 2 x one-on-one career coaching sessions (optional)

This training is subsidised by the NSW Government.

JobQuest is the trading name of Penrith Skills for Jobs Ltd RTO 90187.



PROGRAM INFORMATION FOR STUDENTS

1

EXPRESSIONS OF INTEREST

Contact your career adviser to get your name on the expression of interest list or register via the QR Code. Places are limited so act today!

2

ATTEND ORIENTATION - LUNCH & LEARN

Attend orientation. Come for lunch, meet your trainer & participate in engaging job skill activities. Parents are welcome to attend.

3

TAKE A BREAK

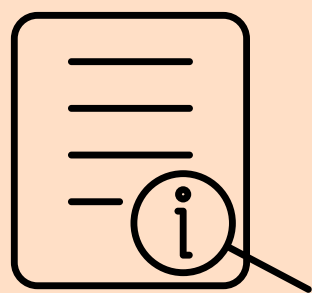
Individual career information will be sent out over the break to help you explore ideas for employment and career options.

4

WORKSHOPS & CAREER COACHING

Starts 12th January 2021

1 on 1 Career coaching session available - dates to be confirmed



WORKSHOP OUTLINE

Fully subsidised

Here is how you will boost your workskills for 2021

Support

- Individualised Career Starter Kits to explore your pathways
- Assistance to apply for jobs and prepare for interviews

Skills

- Develop and tailor professional digital resumes, cover letters & elevator pitches
- Develop & enhance interview, communication and interpersonal skills
- Create & personalise a career plan with smart goals for 3 jobs/training pathways

Success

- Confidence to apply for jobs/courses
- Skills to succeed in the interview process
- Boost Career prospects in 2021

On Successful completion you will obtain a Statement of Attainment:

FSKLRG007 - Use strategies to identify job opportunities, FSKLRG010 - Use routine strategies for career planning

FSKOCM002 - Engage in short and simple spoken exchanges at work, FSKOCM003 - Participate in familiar spoken interactions at work, FSKDIG002 - Use digital technology for routine and simple workplace tasks