

# SHORT COURSES

Courses can be designed  
and tailored to suit your  
participants.

\* Terms and conditions apply

Places available for  
eligible students

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# SHORT COURSES

## Wellbeing at Work:

### Outcomes:

Develop skills and knowledge to advocate for and feel empowered about personal wellbeing in the workplace. Understand what factors may influence wellbeing at work, both positively and negatively and what support you can seek. You will also have opportunities to practice being your own advocate and communicating your needs in a calm and supported environment.

### Course Structure:

To receive a statement of attainment for this course you must complete a total of 1 unit.

### Units:

BSBPWF201 - Support personal wellbeing in the workplace

### Training pathways:

Once completed students may progress to a Certificate I or II in Workplace skills.

### Delivery Mode:

Options for Face to face learning, live streamed classrooms and online


### Duration of Training:

Nominal Hours 50

Flexible and customised to meet client needs

### Eligibility:

ACE and Smart and Skilled Eligibility



Looking to develop other skills? We can customise a course to suit learner needs, contact us today for more information.

# SHORT COURSES

## Presentation Skills:

### Outcomes:

Offers a supported environment where students will increase their confidence to speak and engage in conversations at work. They will learn how to present themselves in the workplace face to face and online. Gaining valuable tips for interviews and develop their confidence to use verbal and non-verbal communication skills.

Suitable for SWS participants.

### Course Structure:

To receive a statement of attainment for this course you must complete a total of 2 units.

### Units:

FSKOCM002 - Engage in short and simple spoken engagements at work

FSKOCM003 - Participate in familiar spoken interactions at work

### Training pathways:

Once completed students may progress to a Certificate I or II in Workplace skills.

### Delivery Mode:

Options for Face to face learning, live streamed classrooms and online


### Duration of Training:

Nominal Hours 16

Flexible and customised to meet client needs

### Eligibility:

ACE and Smart and Skilled Eligibility



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# SHORT COURSES

## Own Your Destination:

### Outcomes:

This course is designed to assist students to identify skills and knowledge required to pursue job pathways and strategies to seek suitable employment. By using digital technology to create an online job profile, assistance with tailoring a resume to a specific job ad, this course will equip students with the tools to be able to apply for jobs that suit their knowledge and skill set

### Course Structure:

To receive a statement of attainment for this course you must complete a total of 1 unit.

### Units:

FSKLRG007 - Use strategies to Identify job opportunities

### Training pathways:

Once completed students may progress to a Certificate I or II in Workplace skills.

### Delivery Mode:

Options for Face to face learning, live streamed classrooms and online


### Duration of Training:

Nominal Hours 15


Flexible and customised to meet client needs

### Eligibility:

ACE and Smart and Skilled Eligibility



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# SHORT COURSES

## Virtual Learning Skills:

### Outcomes:

In a supported environment students will increase their confidence to work and study using technology. Students will learn more about Google Classroom, Gmail, word processing, and more! Students have the opportunity to complete an online quiz to assist with identifying other skill areas for development.

### Course Structure:

To receive a statement of attainment for this course you must complete a total of 3 units.

### Units:

FSKDIG002 - Use digital technology for simple workplace tasks

FSKDIG001 - Use digital technology for basic workplace tasks

FSKWTG002 - Write short and simple workplace formatted texts

### Training pathways:

Once completed students may progress to a Certificate I or II in Workplace skills.

### Delivery Mode:

Options for Face to face learning, live streamed classrooms and online


### Duration of Training:

Nominal Hours 30

Flexible and customised to meet client needs

### Eligibility:

ACE and Smart and Skilled Eligibility



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# SHORT COURSES

## Workforce Readiness:

### Outcomes:

This course will develop various workplace skills and help you discover your employment pathway. You will have the opportunity to build confidence, develop digital skills for work and strengthen interview and communication skills while creating a career plan in line with your goals. Participation in work experience is integrated as part of this course.

### Course Structure:

To receive a statement of attainment for this course you must complete a total of 5 units.

### Units:

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.

### Training pathways:

Once completed students may progress to a Certificate II in Workplace skills.

### Delivery Mode:

Face to face learning


### Duration of Training:

25 hours per week for 7 weeks including work experience


Flexible and customised to meet client needs

### Eligibility:

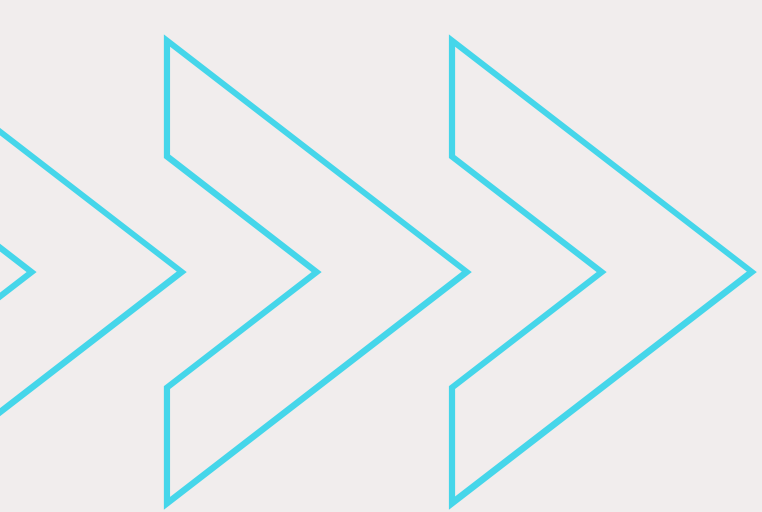
ACE and Smart and Skilled eligibility criteria applied for subsidised places



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# SHORT COURSES

## Food Safety:

### Outcomes:

This course is designed to assist students to become more familiar with the food industry standards when working with food, giving students the opportunity to learn the skills and knowledge required to use personal hygiene practices to prevent contamination of food, identify and control food hazards, reporting of food hazards and cross contamination.

### Course Structure:

To receive a statement of attainment for this course you must complete a total of 1 unit.

### Units:

Statement of Attainment

SITXFSA005 Use hygienic practices for food safety

### Delivery Mode:

Face to face learning


### Duration of Training:

One full day workshop.

Flexible and customised to meet client needs

### Eligibility:

ACE and Smart and Skilled eligibility criteria applied for subsidised places



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# SHORT COURSES

## First Aid:

### Outcomes:

First Aid provides competencies required to recognise and respond to common life threatening injuries or illnesses. This includes providing life -support using cardiopulmonary resuscitation (CPR) and to manage the casualty and incident until the arrival of medical or other assistance. In low risk workplaces, first aiders should be sufficiently trained to perform CPR and treat minor illnesses and injuries.

Disclaimer:

JobQuest does not in any way guarantee that a student will obtain employment by completing this training program.

### Course structure:

To achieve this certificate you must complete a total of 2 units including the written theory component.

### Course Units:

Statement of Attainment

HLTAID011 Provide First Aid

HLTAID009 Apply cardiopulmonary resuscitation

### Important Information:

**Safework NSW** - First aid training requirements

Access to first aid facilities, equipment and resources, including adequate numbers of workers trained to administer first aid, must be provided in the workplace.

Looking to develop other skills? We can customise a course to suit learner needs, contact us today for more information.

This training is subsidised by the NSW Government.  
JobQuest is the trading name of Penrith Skills for Jobs Ltd RTO 90187.





## Types of first aid training:

First aiders should hold a nationally recognised Statement of Attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid unit/s of competency.

## Refresher training for first aiders:

First Aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. Refresher training in CPR should be undertaken annually and first aid qualifications should be renewed every three years.

## Training Pathways:

Upon completion of this statement of attainment learners could use this as part of their training pathway to assist with employment in industries that require first aid.

## Delivery Mode:

1. Self- paced written theory activity to be completed prior to workshop plus One day group workshop with other learners in a classroom type environment. Can be delivered at your workplace.
- 1.2 Day classroom based workshop.

## Duration of Training:

The duration of training will be determined at enrolment.