

SHORT COURSES

Courses can be designed
and tailored to suit your
participants.

* Terms and conditions apply

Places available for
eligible students

Contact JobQuest:

mail@jobquest.org.au

02 4960 9024

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



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. Other Pathway Modules may be added to suit learner needs.

Units:

BSBPEF201 - 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



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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. Other Pathway Modules may be added to suit learner needs.

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

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Eligibility:

ACE and Smart and Skilled Eligibility

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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. Other Pathway Modules may be added to suit learner needs.

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. Other Pathway Modules may be added to suit learner needs.

Units:

FSKDIG002 - Use digital technology for routine and simple workplace tasks

FSKDIG001 - Use digital technology for short and 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 Program:

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. Other Pathway Modules may be added to suit learner needs.

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

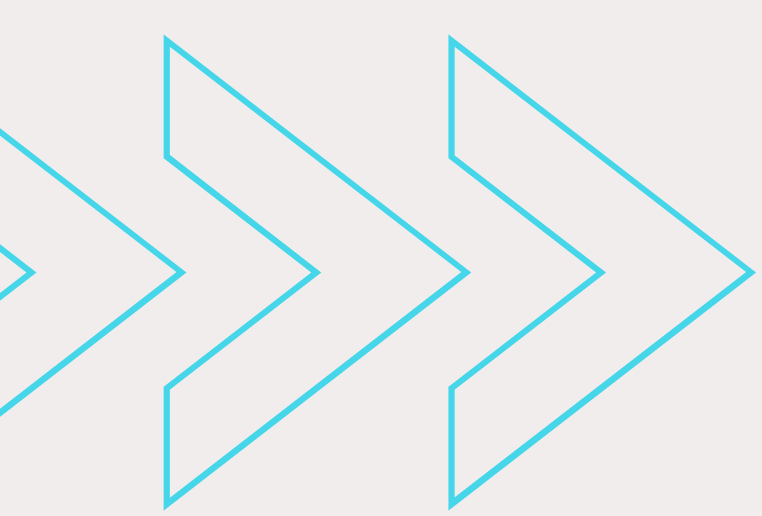


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Eligibility:

ACE and Smart and Skilled eligibility criteria applied for subsidised places



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. Other Pathway Modules may be added to suit learner needs.

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

Work and You (WaY):

Outcomes:

Work and You offers a supported environment for students to discover their skills, employment and training options suited to their goals.

Students will increase their confidence to speak and engage in conversations at work. Learning how to present themselves in the workplace, face to face and online as well as gain valuable tips for managing and building confidence in interviews. They will develop communication skills both verbal and non verbal.

Course Structure:

To receive a statement of attainment for this course you must complete a total of 3 unit. Other Pathway Modules may be added to suit learner needs.

Units:

Statement of Attainment

FSKOCM002 - Engage in short and simple spoken exchanges at work

FSKOCM003 - Participate in familiar spoken interactions at work

FSKLRG007 - Use strategies to identify job opportunities.

Delivery Mode:


Face to face learning

Duration of Training:

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 at Work:

Outcomes:

In a supported environment students will have the opportunity to uncover their potential and help build confidence to work safely with food, read and interpret workplace documents and forms and be able to confidently use digital technology to complete workplace tasks.

Using a practical hands on project based learning students will be able to prepare, organise and run a morning tea as part of their learning.

Course Structure:

To receive a statement of attainment for this course you must complete a total of 4 unit. Other Pathway Modules may be added to suit learner needs.

Units:

Statement of Attainment

SITXFSA005 - Use hygiene practices for food safety

FSKWTG002 - Write basic formatted workplace texts

FSKDIG001 - Use digital technology for short and basic workplace tasks

FSKDIG002 - Use digital technology for routine and simple workplace tasks

Delivery Mode:


Face to face learning

Duration of Training:

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

Ready for Success:

Outcomes:

Students will be supported through a self-discovery journey to identify their skills, employment and training options suited to their goals. They will learn strategies to identify and match their existing knowledge and skills to the capacity of employment options. Students will 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 where they can seek support.

Students will have the opportunity to 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, and gain valuable tips for attending interviews.

Course Structure:

To receive a statement of attainment for this course you must complete a total of 4 units. Other Pathway Modules may be added to suit learner needs.

Units:

Statement of Attainment

FSKLRG007 - Use strategies to identify job opportunities

BSBPEF201 - Support personal wellbeing in the workplace

FSKOCM002 - Engage in short and simple spoken exchanges at work

FSKOCM003 - Participate in familiar spoken interactions at work

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Delivery Mode:

Face to face learning

Duration of Training:

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Eligibility:

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