



About this course

This course will help you discover your employability attributes and skills to help you become more employable and more effective in your future workplace.

This is a pre-accredited course.

Entry Requirements

All participants must:

- Be a minimum of 17 years of age;
- Be an Australian or New Zealand citizen;
- Not be attending school;
- Be able to read, understand and interpret written information;
- Have basic computer and internet skills.

What you will learn

You will learn how to:

- Identify your current skills;
- Understand and apply your transferable skills;
- Identify skills gaps;
- Explore sustainable pathways to further education and/or employment as well as volunteer options;
- Understand skills and attitudes required for obtaining and keeping a job in the modern world of work;
- Use customer service skills;
- Use communication skills;
- Use organisational skills;
- Work in a team.

Delivery

This one day course is delivered from all campuses.

Course Fees

No Cost*

**This course is subsidised by the Victorian Government through Adult, Community and Further Education (ACFE). Eligibility criteria apply.*

How to enrol

How to enrol

Send an email to train@advance.vic.edu.au

Or

Go to our website advance.vic.edu.au and click on course enquiry.

Contact us

Advance Community College (RTO 4016)

6 Henry Wilson Drive, Rosebud | P: **5986 4623**

1973 Frankston Flinders Road, Hastings

43 Mitchell Street, Mornington

If you have a debt from fines (e.g. infringement notices) participation in this course may be able to reduce it.

This course is an approved Work and Development Permit Scheme activity.

This course may count towards your Points Based Activation System (PBAS).