

CERTIFICATE I IN EMPLOYMENT PATHWAYS

Vocational Education & Training CODE: VWP

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH IVET INSTITUTE, RTO 40548

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY IVET INSTITUTE

QUALIFICATION: 22280VIC CERTIFICATE I IN EMPLOYMENT PATHWAYS

COURSE OVERVIEW

This course is designed to provide you with the information, knowledge and skills to prepare you for employment in whatever field sparks your interests, whether it be a trade, finance, nursing, teaching, retail etc. Through this course you will conduct study relating to employment expectations, preparing to work, examining your strengths and limitations, career planning as well as participate in job seeking activities.

DURATION

One year

COURSE UNITS

To attain a Certificate I in Employment Pathways, 7 units must be achieved.

UNIT CODE	UNIT NAME
VU21663	Develop personal effectiveness
VU21664	Prepare for employment
VU21665	Develop an action plan for career planning
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBCMM201	Communicate in the workplace
FSKWTG09	Write routine workplace texts

Subject fees for students who undertake a VET Certificate in partnership with an external provider will not be refunded once the transfer of funds has occurred from the College to the external provider, and are subject to each organisation's refund policy and procedure.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."