



# Statement of Attainment in Work Readiness

## Course Overview

This Statement of Attainment is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require development of work readiness skills as a pathway to employment, particularly in the areas of written communication.

## Target Audience

The course is designed for individuals seeking to enhance their written and oral communication skills to meet workplace requirements and those who are experiencing difficulty in obtaining and / or maintaining an operational work role.

## Benefits

This program will increase confidence for study and work.

## Learning Outcomes

On successful completion of the course students will be able to:

- Develop strategies to undertake learning
- Read and interpret routine texts for work
- Prepare to draft, write and finalise routine workplace texts
- Prepare for, participate in and review interactions with others at work

## Entry Requirements

The South Coast Community College has the following entry requirements. Students must:

- Participate in a course entry interview to determine student suitability for the course and student needs.
- Complete a language, literacy and numeracy assessment prior to enrolment. This short assessment will help assist the College to determine the appropriate level of academic support that will be needed to complete the Statement of Attainment.

To access any funding which **may** be available from the NSW Government, students will be:

- at least 15 years of age;
- no longer at school;
- an Australian citizen, Australian permanent resident, Australian humanitarian visa holder or New Zealand citizen;
- living or working in NSW.

Documentary evidence will be required to confirm you qualify for the course.

## Course Duration

This course runs for seven weeks, one day per week. Ideally students will practice their skills in between sessions with approximately 8 hours independent learning.



## Units of Competency

- FSKLRG011 Use routine strategies for work related learning
- FSKRDG010 Read and respond to routine workplace information
- FSKWTG009 Write routine workplace texts
- FSKOCM007 Interact effectively with others at work

## Assessment

Students will be assessed using a combination of theory and practical assessments. These assessments will be completed in class time.

## Accreditation and Award

Students who successfully complete this course and assessments, will be eligible for a Statement of Attainment in Work Readiness for the units detailed above.

## Delivery Locations

We deliver this course in the following locations:

### **Batemans Bay**

## Fees & Funding

This course is subsidised by the NSW Government. To find out more about the course, eligibility criteria or to apply, contact us on 02 4472 9202 or email [admin@southcoastcolleges.edu.au](mailto:admin@southcoastcolleges.edu.au)

