

AT A GLANCE | WORK READINESS SHORT COURSE

Looking to prepare yourself for entering the job market? Work Readiness Short Course is pre-employment course which will give you an understanding of the needs and expectations of employers, equip you with the right information about different employment and career options, and give yourself the edge and improve your chances of employment.

OVERVIEW

Start your journey with this foundational program, designed to equip you to identify and document current skills and plan future skills development in preparation for work.

You will develop an understanding of expectations of the workplace, become proactive in own personal development, enhance your skills and refine your goals for seeking employment.

Successful completion of the course provides you with an understanding career options, workplace expectations and planning for your employment.

WHAT YOU WILL GAIN

Learning Outcomes | Through a mixture of theory and practical course work, learn to:

- Seek advice on future work goals and work planning
- Assess own skills, knowledge and attitudes for work goals
- Prepare for skills development and employment
- Evaluate attitudes and values
- Strategies for ongoing improvement and personal development

Course Outcomes | Gain practical skills for work readiness and preparation to enter the workforce:

- Work and career options
- Workplace expectations and employability skills
- Resume/CV and portfolio of evidence for skills development
- Action Plan for improvement and self-development

WHAT YOU WILL STUDY

The successful achievement of this short courses requires you to complete two (2) unit of competency:

- BSBPEF101 Plan and prepare for work readiness
- BSBPEF302 Develop self-awareness

Students who successfully complete all requirements will be issued a nationally recognised Statement of Attainment.

HOW YOU WILL STUDY

Study Delivery

Blended or Mixed Mode is a combination of face-to-face and self-paced training and assessment is typically used to support courses that have practical elements. Learn through a combination of classroom based and self-paced learning. You will attend the course and participate in scheduled classes, have an element of self-directed learning and receive training and assessment from an industry qualified trainer.

Face-to-face learning provides traditional classroom-based learning with both students and trainers attending in-person. Learning collaborating and communication between students and trainers will occur at set times and locations which students will be advised of upon enrolment.

Students are expected to undertake self-paced learning to complete the requirements of the course. This flexible approach minimises the time needed in the classroom to support students with busy lives.

Duration

The duration of this course is four (4) weeks to complete the required theory and practical components, comprising of:

- 4 weeks of face-to-face classroom training (theory and practical) equalling, 2 days per week totalling 13 hours per week, consisting of:
 - 7hrs per day, consisting of:
 - 6.5 training and or/assessment
 - 0.5 lunch break
- Self-paced theory learning totalling: 2 hours per week over the 4-week delivery.
- All scheduled classes are mandatory for students to attend. If student is unable to attend schedule class, they must contact their Trainer/Assessor as outlined in the ***Student Handbook***. Students are expected to attend all scheduled training and assessment. All student enrolments for each intake are active for 3 months after scheduled completion date.

Study Locations

VICTORIA

MEGT Footscray – Shop 40A Level 1, Metro West Shopping Centre, Cnr Paisley & Albert Street Footscray VIC 3011

MEGT Sunshine – 141 Harvester Road Sunshine VIC 3020

MEGT Werribee – 89-91 Synnot Street Werribee VIC 3030

MEGT Melton - 45 Unitt Street Melton VIC 3337

MEGT Altona - Lot 6/40 Borrack Square, Altona VIC 3025

QUEENSLAND

MEGT Southport – Level 1, 5 Hicks Street Southport QLD 4215

MEGT Coomera – 10/334 Foxwell Road Coomera QLD 4209

IMPORTANT INFORMATION

Entry Requirements

There are no formal entry requirements for this course. All students will complete a Language, Literacy and Numeracy Assessment during Orientation Week, prior to the course commencement.

All students are required to be:

- An active job seeker signed up with a Workforce Australia provider

Fees and Charges

For registered job seekers or participants of Workforce Australia (WFA) and/or Transition to Work (TtW), direct assistance or financial support with the cost of training including course fees and costs can be assisted by the WFA or TtW Provider. Speak to your Employment Consultant and/or Youth Coach to discuss cost of training assistance.

Course Fees

For individual students who will be covering the cost of their course, will be provided with a Statement of Fees outlining the amount and when each set of fees will be due. Fee payment will commence once the student has attended their first unit of competency. For more information, please refer to our Fees and Charges Policy and Student Handbook.

Fees and charges can be subject to change.

Course Fee: \$750.00

Required resources

All required resources for face-to-face classroom delivery are provided by MEGT Education & Training. This includes:

- Access to a computer/ laptop equipped with the Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player.
- Reliable internet access

- Hardcopy Learners Guides and Learner Assessment Pack at the commencement of each unit of competency

Students also have access to a computer/ laptop equipped with the Microsoft Office, Adobe Acrobat Reader, Adobe Flash Player and internet at all MEGT Education & Training delivery sites outside of their scheduled class times, but access is limited to our operating hours.

Student required resources

- Students will need to have access to a video and audio recording device (e.g., smart phone) and email address for the full duration of their course.
- For the self-paced study aspect of this course, students must have access to a computer/laptop equipped with the Microsoft Office, Adobe Acrobat Reader, Adobe Flash Player and a reliable internet connection to facilitate learning outside of classroom hours. If a student does not have their own computer/laptop (with the required software listed above), MEGT Education & Training will assist in providing this where possible. Additionally, we will collaborate with Workforce Australia and/or Transition to Work providers to ensure students have home internet access for completing their self-paced studies.

All other material, equipment and resources required to complete this course are provided to students by MEGT Education & Training.

STUDENT SUPPORT SERVICES

Everyone's journey is different and sometimes you need some extra support, which we are here to help. Throughout your training you will have access to support from our student support staff and trainers via phone, email or in-person.

Student support services are available to all students before enrolment and during your course. MEGT Education & Training is committed to providing advice about the requirements and determine existing skills and competencies of students before enrolment. Where support is identified MEGT Education & Training will ensure you are provided the relevant support and/or referred to our network of specialist support providers, services and facilities inclusive of:

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| ▪ Learning support | ▪ Career and program counselling |
| ▪ Disability services | ▪ Success and wellbeing |
| ▪ Indigenous participant support | ▪ Job ready support |

MEGT Education & Training trainers can provide further information on these support services and facilities. All requests for support are treated confidentially.

ASSESSMENT METHODS

Skills and knowledge are an essential step in progressing through your course. You may be assessed in a number of ways while you are studying at MEGT Education & Training, including observation, written questions, questioning, portfolios, third-party feedback, case studies, and through Recognition of Prior Learning. For more information about assessment methods, refer to the Student Handbook.

CREDIT TRANSFER

MEGT Education & Training recognises Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment that have been issued by other registered training organisations. Credit Transfer may be applied to units of competency and related qualifications that have been studied in the past. Students are encouraged to submit any requests for credit from previous studies at the time of enrolment to ensure they are not enrolling in units they may not need to undertake. For more information about the Credit Transfer process, please refer to the Student Handbook.

COMPLAINTS AND APPEALS

MEGT Education & Training is committed to identifying and responding to any issue, complaint, grievance or appeal concerning any aspect of its business operations. MEGT Education & Training treats complaints and appeals from staff, partner organisations, students, and other parties very seriously and will deal with these in an effective and timely manner. All stakeholders are entitled to an efficient mechanism to raise and settle complaints, grievances and appeals. For more information about our Complaints and Appeals process, please refer to the Student Handbook.

OUR QUALITY COMMITMENT

MEGT Education & Training is committed to providing high quality training and assessment that is relevant to students, employers and industry and meets the requirements of the Standards for Registered Training Organisations (SRTOs 2025). MEGT Education & Training is required to systematically monitor, evaluate and improve its training and assessment practices through continuous improvement practices.

MEGT Education & Training issues AQF certification to those students who meet the required outcomes of a qualification, unit of competency, as specified in their course.