



# Employability Skills for Jobseekers

This is an AQF accredited Language, Literacy and Numeracy course which provides a pathway for students who require employability skills to become work-ready and therefore suitable for job placement.

## Who is it For?

To be eligible for this course, job seekers need to be:

- Aged 18–59
- Registered with a jobactive provider
- Receiving income support payments and have a mutual obligation requirement

## How it is Delivered

Students receive face-to-face training over 26 weeks in a friendly and supportive environment. There are fortnightly rolling starts into this course.

Because this course is a language, literacy and numeracy course, it supports jobseekers to achieve their Annual Activity Requirements (AAR) when they are in the Work for the Dole phase. This also provides an educational outcome to Disability Employment Service providers as it is a Certificate II qualification.

The course includes training in four key areas:

- Literacy and numeracy
- Vocational skills
- Employability: communication, teamwork, problem-solving, technology, initiative and enterprise, planning and organising
- Pre-employment: resume writing, interviews, career planning, cold calling, volunteering, canvassing letters and networking

At the end of the course, participants will have:

- Statement of attainment or Certificate II in Skills for Work and Vocational Pathways (FSK20113)
- BSBWHS201: Contribute to the health and safety of self and others
- BSBCMM201: Communicate in the workplace
- BSBCUS201: Deliver a service to customers



## How to Apply

To apply for this course or to find out more, call MTC Australia  
on **1300 981 901** or go to [mtcaustralia.com.au](http://mtcaustralia.com.au)

## Why Choose this Course?

### ► Flexible learning

You can study at a location and time that suits you best. Your learning will be tailored to your needs and delivered by experienced and friendly trainers.

### ► Hands-on experience

You'll have the chance to get out of the classroom and into the real world through opportunities like work experience and workplace excursions.

### ► Respect

You will always feel welcome, safe and supported. MTC Australia celebrates the things that make us all unique – including language, culture, age and education level – and we encourage clients to learn from each other.

### ► Confidence to take your next step

SEE is designed to give you the knowledge you need to confidently make your next move – whether that's into the workforce or further study.

## About MTC Australia

MTC Australia is a thriving social enterprise that provides pathways for people of all backgrounds and life stages to create new life opportunities. We offer high impact employment, learning and youth programs delivered from more than 20 locations across NSW. As a social enterprise, we reinvest surplus into innovative social impact initiatives that support and empower at-risk Australians.

MTC helps more than 20,000 people every year to build self-worth, gain skills for employment and entrepreneurship, and enable possibilities for transformative change.



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