

JOB APPLICATION AND INTERVIEW SKILLS WORKSHOP (CENTRAL HIGHLANDS)

A one-day workshop to help you secure that sought-after job, or career promotion.

This short course is relevant to today's jobseeker - with mock interviews giving a 'real-life' practical experience. It is suitable for anyone, whether you are a novice, or you want to brush up on your skills to remain competitive in the job market. Skills, tips and techniques are covered, including researching positions, how to complete an employment application, presentation and interview skills, and suggestions on how to make a great impression to prospective employers.

Am I eligible?

There are no entry requirements.

What will I receive?

There is optional assessment for this course. If students undertake this assessment, they will receive a Result of Assessment.

NOTE: Students wishing to undertake assessment can discuss this with the teacher in relation to credit towards a unit of competency.

Can I go on to further training?

This course covers a unit from the national training package, so if you undertake the assessment and successfully complete it, you may receive recognition towards general education and training qualifications.

How long will the training take?

The course is a one-day workshop.

Where, when and how can I train?

General Public

Location	Notes
Central Highlands Main Campus	26/11/2009-26/11/2009, Full time, Day, On campus (Classroom / Training Facility), 1 day, Thursday 9:00am-4:00pm

What else might I find useful?

Course outline:

- Researching and analysing vacant positions
- Written application
- Responding to key selection criteria
- Interview techniques and skills
- Tips on selling yourself
- Mock interviews

Information about student support, recognition of prior learning, financial assistance, study and library assistance can be found at:
www.cq.tafe.qld.gov.au/students

Cost is \$30.30 (full fee), \$14.55 (concession fee).
(Cost current as at 15/04/08)

Materials / Other Requirements:

All students must wear covered footwear in accordance with the TAFE safety policy.

Please bring a pen and notepad.

To ensure a place in this course an enrolment form must be completed and full payment received. Concession card must be produced at time of enrolment. Enrolments can be made over the phone with a credit card, in person or via mail. Fees may be paid by credit card, cash, EFTPOS or money order.

Units of competency

Required Units

Unit	Description
WPA104	Participate in job search and job interview activities

How do I apply and where can I find more information?

Phone the Customer Contact Centre on 1300 CQ TAFE (1300 27 8233) or visit our website:
www.cq.tafe.qld.gov.au

Please note: - While competencies listed in the brochure are offered by CQ TAFE, all may not be offered through individual campuses or during the current semester. Unit hours displayed are the typical supervised nominal hours for typical attendance but actual hours can vary. The information contained within this brochure was correct at the time of printing.

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