



# Job Ready Basics Skill Set (Fee Free)

State ID: AE148

## About this course

### Get ready for a start in the workforce

You will develop soft skills needed by employers to manage your own needs and work effectively with others. This introductory course also helps you begin working with technology and manage your own infection control, both skills that are sought by employers.

This course is ideal for school leavers and those who are starting out on their career path.

### Gain these skills:

- Taking care of health and wellbeing in the workplace
- Personal development
- Basic computer use
- Use infection control procedures to ensure the safety of customers

### Next course dates:

This course is 4 weeks for two days a week on-campus, starting on the below dates.

**Bentley** - Tuesdays 9am to 4pm and Wednesdays 9.30am to 2.30pm starting 13 October or 10 November

## Requirements of the course

This course includes both online study and on-campus practical and theory classes.



Once enrolled, you will receive information about how to login to our [eCampus](#) and you will need to complete a literacy and numeracy quiz to show you can study online. Your study will involve accessing content online for 1 study module, followed by a series of online quiz assessments to test your knowledge.



For the other modules of the course, you will need to attend campus to develop your skills in our classroom facilities.

**SKILLS  
READY**

Boost your skills for the future

This course can help you get ready for your first job, or re-skill quickly for jobs that are available as WA's economy recovers. This course is free for 15 to 24 year olds; or those who are receiving JobSeeker, JobKeeper, Youth Allowance, AUSTUDY or ABSTUDY payments; or concession cardholders. If you're not eligible, you can pay the course fee to gain these skills and become highly employable. See the full eligibility list in the important

information tab below. [Find out more about the initiative.](#)

## Overview

*This course may be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide any specific instructions if your training delivery style needs to change.*

## Semester 1, 2021

### Mandurah - Part Time-Classroom-Local-Skill Set



Duration: **1 Semester**



When: **Semester 1, 2021**



How: **Part Time**



**JOBS &  
SKILLS WA**

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## Semester 2, 2020

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### Bentley - Tuesdays and Wednesdays from 13 October or 10 November



Duration: **1 Semester**



When: **Semester 2, 2020**



How: **Part Time**

## Study pathway



[Job Ready Basics Skill Set \(Fee Free\)](#)



[Certificate II in General Education for Adults](#)

## Important information

### Job ready skill sets are 100% free for the following eligible students:

- People aged 15—24 years at the time of enrolment (excluding school students)
- Secondary school-aged people who are not enrolled at school
- People receiving the JobSeeker or JobKeeper payment
- People and dependents of people receiving the Youth Allowance, AUSTUDY or ABSTUDY
- People and dependents of people holding:
  - pensioner concession card or Health Care Card; or
  - a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs
- Dependents of people who are inmates of a custodial institution

