

RTO Code 90171

Skills for Education and Employment (SEE)

Join our **FREE** informative and interactive job skills course and you will:

- Learn basic computing and employability skills, MS Office products, and Australian workplace culture and expectations.
- Have the opportunity to continue to study in a SEE class.
- Build your confidence in understanding job ad language, online search filters, and keywords to increase opportunities.
- Get the confidence to take your next step, whether that's into the workforce or further study.

Job Skills: Get ready for employment opportunities.

When: Every Wednesday & Thursday commencing 12th February, 2025

Time: 9.30am - 2.30pm

Cost: FREE

Where: 1038 Victoria Rd West Ryde.
(ENTRANCE THROUGH GLASS DOORS IN ENDEAVOUR ST OPPOSITE SHELL SERVICE STATION)



Scan the QR Code to enquire



WEST RYDE COMMUNITY CHURCH

A Christ-centered community growing in faith and sharing the Gospel with others.



Eligibility

To be eligible for the SEE Program, an individual must be:

- aged over 15 years and over and have left school, and
- either be an Australian citizen, or a permanent visa holder, or on a provisional or temporary visa with working rights and eligible for the Adult Migrant English Program, or a Pacific Australian Labour Mobility visa holder, and
- not enrolled in the Adult Migrant English Program any other Program as advised by the department from time to time

Job Basics in Australia

- Where to find jobs
- Networking
- Apps
- Building an Online Profile
- Job Advertisements
- Skills & Qualities

Resumes

- Types of Resumes
- How to Write a Resume
- Plan a Resume
- Draft a Resume

Cover Letters

- Job Requirements, Skills & Attributes
- A Close Look at Cover Letters
- How to Write a Cover Letter
- Language Used in Cover Letters
- Plan & Draft a Cover Letter

Job Search

- Job Search Skills
- Interview Skills
- Marketing Yourself
- Preparation for a Job Start
- Review



Customer Care

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