



WORK READY IN SCHOOLS PROGRAM

Learning Partnerships

www.learningpartnerships.com.au

Phone: 47 281 555

Valid to:

Information Purposes





SUMMARY

LEARNING PARTNERSHIPS SPECIALISES IN HELPING, HIGH SCHOOL STUDENTS SUCCEED THROUGH LIFELONG LEARNING, DEVELOPMENT OF PRACTICAL EMPLOYABILITY SKILLS AND NATIONALLY RECOGNISED QUALIFICATIONS.

This document provides a detailed overview of the content and outcomes to deliver a Work Ready Program and FSK20113 Certificate II in Skills for work and vocational pathways for discussion purposes.

This is a flexible program that provides students with the ability to obtain a nationally recognised qualification that also provides 4 QCE points and addresses the literacy and numeracy requirements of the QCE.

If you would like further information about this program or to discuss delivery, please do not hesitate to contact us.

There are a number of ways to run this program from running it for a full cohort in years 10 or 11 to a program for students at risk of meeting QCE requirements.

This program will also provide valuable credentials and certificates to enable your students to stand out and have interesting valuable inclusions to their resume and portfolio.

All students will receive a Work Ready Completion Certificate and upon completion of the assessments the nationally recognised qualification and certificate of attainment.

They will also build as part of the program their own skills-based resume, Interview confidence kit and conduct some basic personality and skills assessment to support them in their career journey.



EMPLOYABILITY

The key to employability is ensuring that students have practical skills that make them valuable contributors to a workplace and stand out from the crowd. This includes attitude, skills and knowledge in essential skills, preparing for the workforce, participating effectively in the workplace.



COMPANY INFORMATION

ABOUT US

Learning Partnerships RTO 31719 © is a local Townsville and Queensland Training organisation that has been educating businesses and individuals since 2008 in business, innovation and leadership. We have been working with providing High school students with Business and employability skills pathways for five years.

FACILITATOR AND PROGRAM LEAD

This program will be facilitated by Miranda Hamilton principal consultant and program designer at Learning Partnerships.



M Business Psychology
(Currently Studying)
GAICD
B Business (eBusiness)
A Dip Information Systems
Dip Leadership & Management
Dip Project Management
Dip Human Resources


Miranda is an advocate for business growth and development locally in Townsville and North Queensland. Her areas of Expertise include: Innovation and Strategy, Business and Leadership, Governance and Risk Management, Ideation and System Design Principles, Training Program Development, Education and Skills Development, Small to Medium Enterprise

She is a Queensland Government Mentoring for Growth Mentor, Mentor for the Learning Partnerships SME Alliance Program, Governance Consultant and Trainer/

She is a currently serving board member of the Townsville Chamber of Commerce, a Townsville Regional Committee Member for the Australian Institute of Company Directors and has held several past board positions including Chairman of Securus Global at the time of IPO.

Miranda's areas of specialty are strategy, ideation, value creation, innovation and business process reengineering. She has 25 years' experience in startups, business ownership, selling businesses, mergers and acquisitions.

Learning Partnerships provides a range of In Schools Programs including Work Readiness, Innovation, Emotional Intelligence and Resilience. They also provide pathways in Certificate III Qualifications Diploma of Business and Event Management that can be used as ATAR subjects and an FSK20113 that addresses the literacy and numeracy requirements of the QCE.





PROGRAM OVERVIEW

The Work Ready Program provides a multi beneficial program for schools delivering QCE contingency, a nationally recognised vocational qualification and valuable skills for work and life.



SKILLS



PLATFORM



OUTCOME

01/ SKILLS

Students develop understanding and competency in three clusters of important skills for work and life; Essential Skills for Work, Career Planning and Job Preparation and Participating effectively in the Workplace. They also choose one elective most appropriate to them (or a cohort).

02/ PLATFORM

Our platform is Google Classrooms, Google Docs and a library of resources on WordPress.

The platform is designed so students can complete on as little as a smart phone.

03/ OUTCOME

Students receive a FSK20113 Certificate II in Skills for Work and Vocational Pathways upon successful completion of all assessment pieces.

Depending on their elective they may also obtain statement of attainment for mandatory requirements of the workforce.



1

The following units are clustered in this program.

FSKDIG03 - Use digital technology for routine workplace tasks

FSKRDG10 - Read and respond to routine workplace information

FSKLRG11 - Use routine strategies for work-related learning

FSKNUM14 - Calculate with whole numbers and familiar fractions, decimals and percentages for work

FSKNUM15 - Estimate, measure and calculate routine metric measurements for work

FSKWGTG09 - Write routine workplace texts

FSKLRG03 - Use basic strategies for career planning

FSKLRG07 - Use strategies to identify job opportunities

FSKOCM04 – Use Oral Communication to participate in Workplace Meetings

BSBDIV301 - Work effectively with Diversity

FSKRDG01 - Recognise Highly familiar workplace signs and symbols

FSKLRG09 Use strategies to respond to routine workplace problems

FSKOCM07 Interact effectively with others at work

PLUS, ONE ELECTIVE UNIT

2

ESSENTIAL SKILLS FOR WORK

In this block students will learn the following skills and apply them in a range of different work scenarios.

- Use Routine Strategies for Lifelong Learning
- Use Routine Strategies for Numeracy
- Use Routine Strategies for Reading and Writing
- Use Digital Technology for Routine Tasks

3

CAREER PLANNING AND JOB PREPARATION

In this block students will learn the following skills and apply them in a way that helps them to prepare themselves for the workforce.

They will create a skills-based resume, interview confidence kit and participate in mock interviews

- Identifying Career Goals
- Making an Impact
- Job Seeking
- Resumes and Cover Letters
- Interview Skills

4

PARTICIPATE EFFECTIVELY IN THE WORKPLACE

In this block students will learn the following skills and apply them in a variety of workplace scenarios.

- Interacting effectively with others at work
- Use strategies for problem solving
- Working with diversity
- Understand routine workplace signs

CHOOSE ELECTIVE

Select an elective that best suits the needs of your cohort. Provide a service to customers

- Contribute to Workplace Health and Safety
- Use hygiene for food handling
- Participate in work Placement / work experience
- Responsible service of alcohol

We can also credit other units completed elsewhere through school such as Provide First AID or White card.

DELIVERY

This program is fee for service and not covered by VETiS. There are three options for delivery. Please contact us to discuss how we can make this work for your school.

FACILITATED PROGRAM

Students are supported throughout the program and assisted to complete by learning partnerships trainers and undertake practical and fun activities.

we have experience in completing hundreds of students from a broad range of capabilities.

This is the most seamless for the school.

**\$199 PER STUDENT +
\$110 per hour**

SCHOOL DELIVERED

Students are supported through the program by in school educators.

Educator must have completed the FSK2011 and have a valid TAE40116 or equivalent.

The School will enter into a third-party arrangement with Learning Partnerships and the school trainer will undergo an onboarding training.

\$199 PER STUDENT *

ONLINE

Students self-pace online through the program completing assessments independently.

Students are able to log in after school hours for online chats with trainers and coaches and in our virtual study hall.

\$199 PER STUDENT *



AT RISK STUDENTS?

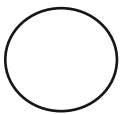
Facilitated Delivery is recommended for at risk students and an accelerated program can be run over three to four weeks.

If considering online or school delivery for at risk students, it is recommended they commence in terms one or two of their final year to provide the best chance of them successfully completing the program.



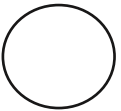
SUPPLEMENTARY INFORMATION

PLEASE NOTE THE FOLLOWING INFORMATION



01/ CONTEXTEXUALISATION

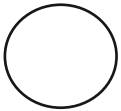
Every school and cohort is different. Please contact us to arrange a no obligation consultation and discussion to see how this program can work in your school.



02/ ENROLMENTS

Students enroll online via the learning partnerships website.

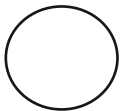
They will require a USI number. Providing us with their LUI number can also speed up delays of their qualification information synching to their QCE Account. Where a whole cohort is enrolling use the group enrolment.



03/ ASSESSMENTS

This assessment is competency based. Students will receive a competent or not yet competent for an assessment submission.

Students have three attempts to complete an assessment satisfactory. Students are able to ask questions prior to the attempt which does not count as an attempt.



04/ RE ENROLMENT

Where a student has excessive attempts and we do not believe they are trying to meet the competency standards, they will need to re-enroll and pay the enrolment fee again. Reasonable adjustment and consideration will be given on a case by case basis.



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