

EAST WORK

ACFE Provider ID No. 10468

Pre-Employment Program (PEP)

This program is delivered over ten weeks. Each week you will be given the opportunity to apply and extend your personal skills and knowledge enhancing your employment prospects. If you are currently seeking employment then this program is for you.

Program workshops are drawn from the following short courses to meet the needs of the client group:

Industry Skills: occupational health and safety awareness is important in any industry or job; develop the industry skills that will enable you to work in a safe manner.

Industry Tasters: develop industry relevant knowledge that will help you obtain work in your chosen career.

Are you ready?: develop work readiness skills that will assist you to obtain and keep your new job.

Employability Skills: identify your employability skills, develop new ones; learn the skills employers are looking for.

Succeeding at Work: develop personal skills to help you succeed in the workplace; improve your confidence and self awareness of your own strengths and abilities.

Computer Confidence: develop computer skills that will assist you in your job search and in the workplace.

Money Minded: develop financial literacy skills that will assist you manage your life and make your first salary or pension go further.

Personal Attributes: identify the personal attributes you have to offer an employer; learn which attributes employers are looking for.



PEP is conducted in a classroom environment over a total of 10 days. Assessment will take place throughout the course and will include the completion of classroom activities. On successful completion of the program you will receive a certificate and a portfolio document which lists the employability skills that you have developed. This program can lead to further study or employment in any industry.

Employability skills that will be developed:

- Communication that enhances personal and workplace relationships
- Teamwork that contributes to productive working relationships and outcomes
- Initiative and enterprise that contribute to innovative outcomes
- Planning and organising that contribute to long and short-term planning and goal setting
- Self-management that contributes to personal satisfaction and growth
- Learning that contributes to personal development and improved workplace outcomes
- Technology that contributes to the effective carrying out of tasks

About Us: Established in 1991, Eastwork is a community based, charity tax exempt not for profit organisation assisting people with disabilities with their employment and training needs.

Investment and Dates: Classes are held throughout the year at Cheltenham, Camberwell and Frankston training rooms refer Eastwork Training Calendar for current dates, locations, course fees and concessions available.

To register your interest and receive further information in relation to PEP please contact (03) 9583 7888 or email courses@eastwork.com.au