



# TAYLORMADE

## FIRST AID SOLUTIONS TRAINING AUSTRALIA



## 39282QLD Certificate I in Core Skills for Employment and Training – Communication

### Course description

This qualification is designed to provide learners with the opportunity to:

- Gain specific communication and/or learning skills required in vocational or work environments
- Meet communication, learning skills requirements to gain entry into a range of vocational qualifications
- Gain communication skills as they relate to employment skills

Once learners are competent at Certificate I, they have the following broader options available to them:

- Developing more complex learning, literacy skills in Certificates II or III of Core Skills for Employment and Training
- Moving to an academic pathway
- Moving to a vocational pathway
- Obtaining employment

### Course duration

Six (6) weeks, 3 days per week



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#### Package

This certificate course comprising of 1 core unit and 5 elective units.

#### Core Unit:

- QLD190PTA01A – Formulate and review individual training plan

#### Elective Units:

- QLD190MLG00A – Identify personal learning skills
- QLD190RDG00A – Demonstrate a knowledge of basic signs and short texts
- QLD190WRT00A – Write very basic personal information
- QLD190SPK00A – Use simple spoken English words and phrases in highly familiar contexts
- QLD190LST00A – Respond to spoken English related to immediate everyday needs

This certificate serves as a pathway to further learning.

On completion of this certificate learners will have:

- Cognitive skills to access, record and act upon a defined range of information from a range of sources
- Cognitive and communication skills to apply and communicate known solutions to a limited range of predictable problems

On completion of this certificate learners will demonstrate the application of knowledge and skills:

- With some accountability for the quality of own outcomes and some responsibility for own outputs in work and learning
- With limited autonomy and judgement in the completion of own defined and routine tasks in known and stable contexts
- With limited autonomy and judgement to complete routine but variable tasks in collaboration with others in a team environment



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#### Overview of Employability Skills Framework:

The Employability Skills Framework incorporates the following personal attributes that contribute to overall employability.

- Loyalty
- Commitment
- Honesty and integrity
- Enthusiasm
- Reliability
- Personal presentation
- Common sense
- Sense of humour
- Balance attitude to work and home life
- Ability to deal with pressure
- Motivation
- Adaptability
- Positive self esteem

The key skills identified in conjunction with the personal attributes to make up the Employability Skills Framework are:

- **Communication**
  - Listening to and understanding directions and feedback
  - Reading and understanding a narrow range of routine texts
  - Speaking clearly to relay information, give and receive instructions and directions
  - Reading, interpreting and clarifying documentation, such as texts and directions
  - Establishing and using appropriate resources to source information
  - Collaborating with a range of people including learners, teachers and support staffSkills that contribute to productive and harmonious relations between employees and customers.
- **Team Work**
  - Participating in a team meeting
  - Working as an individual and a team member to compare, review and evaluate learning progress
  - Identifying and utilising the strengths of other team members to ensure the best solution to tasks
  - Managing work relationships, seeking and responding to feedback from teachers and colleaguesSkills that contribute to productive working relations and outcomes



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- **Problem-solving**
  - Developing practical solutions to simple problems
  - Showing initiative in identifying simple problems and solving them
  - Applying simple strategies to solve problems
  - Developing creative, innovative solutions
  - Solving problems in teams
  - Applying problem-solving strategies across a range of areasSkills that contribute to productive outcomes
- **Initiative and enterprise**
  - Adapting to new situations
  - Translating ideas into action
  - Developing an attitude towards work and learning that demonstrates a range of creative options
  - Being Creative
  - Identifying opportunities not obvious to othersSkills that contribute to innovative outcomes
- **Planning and organising**
  - Managing time and priorities to meet deadlines
  - Collecting and organising information in a way that demonstrates logical sequencing
  - Planning, prioritising and organising workflow to achieve learning outcomes
  - Determining or applying required resources in a range of situationsSkills that contribute to long-term and short-term strategic planning
- **Self-management**
  - Taking a personal role and responsibility in planning and reviewing or training
  - Monitoring and evaluating own performance in the classroom
  - Completing tasks within defined deadlines
  - Seeking expert assistance when problems arise
  - Being self-motivated to source suitable resources for particular needs and deal unexpected changes within the learning environmentSkills that contribute to employee satisfaction and growth.
- **Learning**
  - Being open to learning new ideas and techniques to encourage learning
  - Taking responsibility for own learning
  - Learning in a range of formal and informal settings
  - Improving techniques through practice
  - Maintaining currency of knowledge and skills
  - Undertaking self-evaluation and reflection practicesSkills that contribute to employee satisfaction and growth
- **Technology** – Using technology and related equipment in the classroom
  - Applying OHS knowledge when using technology
  - Using a range of technology to achieve learning outcomesSkills that contribute to effective execution of tasks.



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### Accreditation

Certificate I:

39282QLD – Certificate I in Core Skills for Employment and Training - Communication

### Cost

Certificate III guarantee funding is available. Taylormade First Aid Solutions Training Australia will help students to access funding, where applicable, through Certificate 3 Guarantee government funding

Non-funded – \$900