



Stepping Up - Community Services



This 2 part program is designed to provide educational options for people who need some time to decide whether to choose a vocational pathway to employment, or whether they want to set themselves a goal to get back into study.

It is a transition program which will prepare participants to stay engaged in education, support the development of literacy and numeracy skills for work, employability skills and increase confidence.

The learning will give you hands-on experience working in the rewarding field of Community Support **Stepping Up - Community Services** will give participants important skills for work in the NDIS Sector by including work placement for students who are ready and supported work experience for those who need a little more time to develop their work readiness.

This Program includes important COVID-19 training in preparation for the workplace.

4 days per week x 15 weeks 9:30am - 4:00pm

Includes Work Experience

Port Macquarie and Taree locations

Smart & Skilled concessions apply for eligible students

Community Service Obligation subsidies may apply for eligible students



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Step 1



In Step 1, students will set goals and develop a plan that will see them ready to move on to Step 2 in their Pathway Program.

Students will begin to plan their Resumes, take part in team building and communication skills activities and prepare for the workplacement that will come later in the Pathway Program.

The focus will be on important skill development such as communication, working in a team, First Aid and infection control.

Pre vocational learning and Careers Action Planning Activities:

- BSBWHS211 Contribute to the health and safety of self and others
- HLTAID010 Provide basic emergency life support
- FSKOCM003 Participate in familiar spoken interactions at work
- FSKLRG001 Prepare to participate in a learning environment
- FSKLRG003 Use basic strategies for career planning

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HLTSS00066 Infection control Skill Set (Food Handling)

Funded by the NSW State Government



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Step 2



FSK20119 Certificate II in Skills for Work and Vocational Pathways

FSKLRG011	Use routine strategies for work-related learning
CHCDIS003	Support community participation and social inclusion
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTWHS001	Participate in workplace health and safety
BSBCMM211	Apply communication skills
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
FSKNUM016	Interpret, draw and construct routine 2D and 3D shapes for work
FSKNUM017	Use familiar and routine maps and plans for work
FSKNUM018	Collect data and construct routine tables and graphs for work
FSKDIG003	Use digital technology for non-routine workplace tasks
FSKLRG009	Use strategies to respond to routine workplace problems
FSKLRG010	Use routine strategies for career planning
FSKOCM004	Use oral communication skills to participate in workplace meetings
FSKWTG009	Write routine workplace texts



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Feeling nervous about study? Don't be, we will support you....

