

Certificate I in Work Education (30626QLD)

Overview

The course helps to develop the knowledge, skills, capacities and insights regarding workplace culture and practices that young people need to be effective employees when they enter or seek to enter the workforce.

The knowledge and skills underpinning this qualification have been identified by employers as the minimum entry-level point for jobs requiring routine tasks under direct supervision.

The purpose of this course is to increase confidence and competency in:

- considering career options and developing a personal career plan supported by a relevant learning development (education and training) plan
- identifying and evaluating employment opportunities and practicing, applying and interviewing for suitable positions
- following defined occupational health and safety policies and procedures related to work being undertaken while under direct supervision to ensure own safety and that of others in the workplace
- meeting workplace standards for personal presentation, professional behaviour and communicating and interacting effectively with all people in the workplace
- working effectively as part of a team
- gaining a basic understanding of industrial arrangements in the workplace as they contribute to productive workplace relations
- practising the skills and knowledge associated with an appropriate work ethic and acceptable work practice while under direct supervision.

Career opportunities:

Basic pre-vocational skills for any employment.

Requirements for Qualification 30626QLD Certificate I in Work Education

To complete the Certificate I in Work Education you must demonstrate competence in the seven core Units of Competency.

GENOHS101B	Follow fundamental OHS principles and procedures
GENPAS101B	Present a positive image in the workplace
GENPCD101B	Develop career and learning development plan
GENSWL101B	Participate in structured workplace learning
GENENP101B	Apply an enterprising approach in a team project
GENJSI101B	Apply job search and interview skills
GENRRW101C	Develop basic knowledge of rights and responsibilities in the workplace

Assessment: Most of the assessment in this certificate is through practical demonstration of the skills learnt. There are also work booklets, tests and a workplace logbook.