

1. **Name of the Course:** Becoming a Worker.
2. **Duration of the course:** Usually, a participant will move onto the next stage within 6 months. Meaning a participant can finish the Complete Course within 18 months. However, we know people learn at their own pace. You will navigate the course at a speed that suits you.
3. **Purpose of the course:** The purpose of Becoming a Worker is to develop the participants employability skills so that they are truly work ready, empowered, and equipped to be employed.
4. **Course Structure:** To achieve the best results from Becoming a Worker, participants should complete all thirteen learning modules. Becoming a Worker has been structured to build the competency of jobseekers with disability in a logical way but allowing for flexibility as well, e.g., a participant could work through modules concurrently if they chose.

Stage 1 (Foundations) Modules:	Stage 2 (Readiness) Modules:	Stage 3 (Employability) Modules:
<ol style="list-style-type: none"> 1. Developing a Work Aspiration 2. Creating a Work Plan 3. Communication 4. Resume Development 	<ol style="list-style-type: none"> 1. Employer Expectations 2. Work Health and Safety 3. Time Management 4. Workplace Rights and Responsibilities 	<ol style="list-style-type: none"> 1. Developing a Healthy Working Lifestyle 2. Managing Emotions in the Workplace 3. Managing Pay, Work Expenses, and Personal Budget 4. Applying for Job 5. Interview Preparation

5. **Entry requirements:** There are no specific entry requirements. This course seeks to actively promote the access and participation of people with disability to vocational pathways and work. Entry is regardless of age, gender, ethnicity, social or educational background. There are no specifically recommended entry requirements for entry to Becoming a Worker. This course is a starting point for an entrant's future to being employable.

Stage 1 - Foundations

Developing a Work Aspiration

Application	<p>This module covers all aspects of developing a work aspiration. It includes communicating information about, why people want or need to work, what it is like to be unemployed, the different types of employment, work environments and their related work conditions, the motivation to work, different types of work and training opportunities, and assess one's individual desires to work.</p>
Core Outcomes <i>(Core Outcomes describes the essential outcomes of the module.)</i>	Competencies <i>(Competencies describes the competencies the module will help you achieve.)</i>
<p>Identify the positive impacts of being employed.</p>	<ol style="list-style-type: none"> 1. Identify reasons for gaining employment. 2. Identify extrinsic and intrinsic motives of employment. 3. Identify challenges of being unemployed.
<p>Identify different options of employment.</p>	<ol style="list-style-type: none"> 1. Identify types of jobs/volunteering positions. 2. Understand different types of employment, work environment and related work conditions. 3. Identify key tasks and conditions typically associated with preferred option(s). 4. Identify the requirements for preferred employment/volunteering option(s).

Stage 1 - Foundations

Creating a Work Plan

Application	<p>This module covers all aspects of creating a work plan. It includes communicating information about, personal strengths, abilities, interests, limitations, motivation and developing an individualised vocational plan.</p>
Core Outcomes	Competencies
<p>Match own abilities, to preferred employment options.</p>	<ol style="list-style-type: none"> 1. Use everyday language to describe vocational interests, experience, personal abilities and skills. 2. Identify personal strengths, abilities, accomplishments and competency as a potential worker. 3. Identify vocational interests, experience of work, and existing skills and aspirations. 4. Develop strategies to promote personal strengths, abilities, accomplishments and competency as a potential worker. 5. Develop and record actions needed to achieve goals. 6. Identify areas of personal limitations for job seeking and develop strategies to address them.
<p>Develop individualised vocational plan.</p>	<ol style="list-style-type: none"> 1. Identify and record further training to reach goals. 2. Identify local relevant training organisations and community resources. 3. Source information about key local training, employment, and community organisations. 4. Strategies and techniques for maintaining motivation and achieving goals are identified. 5. Complete an individualised vocational plan.

Stage 1 - Foundations

Communications

Application	<p>This module covers the personal, interpersonal and communication skills required to function as an effective team member in the workplace. It includes communicating information about routine tasks, processes, events or skills, suitable types of communication in the workplace, verbal and non-verbal communication and barriers to effective communication.</p>
Core Outcomes	Competencies
<p>Receive and respond to information.</p>	<ol style="list-style-type: none"> 1. Use questioning, observation, and active listening skills to gather information. 2. Use appropriate language, tone and body language to convey information. 3. Modify verbal and non-verbal responses to suit audiences. 4. Identify workplace lines of communication. 5. Identify workplace lines of communication. 6. Follow work team rules and support team members to achieve agreed tasks. 7. Participate constructively in team discussions and problem solving. 8. Identify Multicultural diversity.

Stage 1 - Foundations

Resume Development

Application	<p>This module covers all aspects of resume development including the aim and need of a resume, the various sections of a resume, the development of a portfolio of evidence and the final development of a resume.</p>
Core Outcomes	Competencies
Development of a Resume	<ol style="list-style-type: none"> 1. The aim and need of a Resume are understood. 2. The various sections of a resume are understood including personal details, education, employment, volunteer experience and references. 3. Identify and contact potential referees. 4. Compile and prepare a portfolio of evidence. 5. Development of a resume. 6. Update resume when progress is achieved.

Stage 2 - Readiness

Employer Expectations

Application	<p>This module covers all aspects of employer expectations. It includes communicating information about, working the best of one's ability, avoiding unnecessary personal downtime, the consequences of not working effectively, respecting workplace property, client confidentiality, working conditions and disputes and grievances.</p>
Core Outcomes	Competencies
<p>Identify rights and responsibilities as a worker.</p>	<ol style="list-style-type: none"> 1. Interpret key information on laws for workplace health and safety, anti- discrimination, harassment, and equal employment opportunity. 2. Identify main worker roles, responsibilities, and workplace expectations. 3. Identify consequences of not complying with workplace policies, procedures, and protocols. 4. Award conditions and responsibilities, rights of employer are identified. 5. Award conditions and responsibilities, rights of employee are identified. 6. Identify rights, responsibilities, and processes for taking leave. 7. Identify the difference between disputes and grievances.

Stage 2 - Readiness

Work and Health Safety

Application	<p>This module covers all aspects of work health and safety. It includes communicating information about, following workplace WHS procedures, the functions of Health and safety law, risk management, safety signs, Personal Protective Equipment, Safety Data Sheet (SDS), First aid, Incident Reporting, emergency, and Evacuation Procedures.</p>
Core Outcomes	Competencies
<p>Identify rights and responsibilities as a worker.</p>	<ol style="list-style-type: none"> 1. Interpret key information on laws for workplace health and safety. 2. Identify unlawful working conditions. 3. Identify main worker roles, responsibilities, and workplace expectations. 4. Complete workplace documentation; SDS, Incident Reports.
<p>Develop safe work practices.</p>	<ol style="list-style-type: none"> 1. Key requirements for workplace health and safety and duty of care. 2. Maintain personal health and safety. 3. Workplace procedures, policies and instructions relating to role.

Stage 2 - Readiness

Time Management

Application	<p>This module covers the skills and knowledge needed to maintain effective time management while at work. It includes communicating information about, checklists, task prioritisation, personalizing your workspace and meeting deadlines.</p>
Core Outcomes	Competencies
<p>Apply positive strategies for a healthy working lifestyle, including self-management techniques.</p>	<ol style="list-style-type: none"> 1. Strategies for managing time and tasks at work are identified. 2. Strategies to personalise a workspace are identified. 3. Identify personal matters and workplace organisational routines. 4. Strategies for managing issues that affect personal performance at work are identified. 5. Develop and implement strategies for maintaining satisfactory work performance. 6. Apply strategies for dealing with work deadlines.

Stage 2 - Readiness

Workplace Rights and Responsibilities

Application	<p>This module covers the basic rights and responsibilities of workers and employers and workplace behaviour expectations. It includes communicating information about, leave entitlements, unapproved leave, award conditions, superannuation, unions, discrimination, workers compensation and rehabilitation.</p>
Core Outcomes	Competencies
<p>Identify rights and responsibilities as a worker.</p>	<ol style="list-style-type: none"> 1. Identify rights, responsibilities, and processes for taking leave. 2. Identify entitlements of a paid worker. 3. Identify main worker roles, responsibilities, and workplace expectations. 4. Identify consequences of not complying with workplace policies, procedures, and protocols. 5. Key requirements of anti-discrimination, harassment, and equal employment opportunity legislation are identified. 6. Industrial relations disputes and grievances issues and advisory services are identified. 7. Interpret key information on laws for workplace health and safety, anti- discrimination, harassment, and equal employment opportunity.

Stage 3 - Employability

Developing a Healthy Working Lifestyle

Application	<p>This module covers the skills and knowledge needed to maintain a healthy balance of work/life, fitness, hygiene, and personal presentation while working. It includes communicating information about, physical health, lifestyle changes, dieting, smoking, alcohol and other drugs, hygiene, grooming and creating a personal lifestyle plan.</p>
Core Outcomes	Competencies
<p>Apply positive strategies for a healthy working lifestyle.</p>	<ol style="list-style-type: none"> 1. Importance of maintaining health and fitness while working is identified. 2. Effects of health and fitness on work performance is identified. 3. Effects of work on lifestyle changes are identified. 4. Work demands that may change own lifestyle are identified. 5. The benefits of regular health checks are identified. 6. Ways of maintaining a good diet when working are identified. 7. Reasons for maintaining good hygiene in the workplace are identified. 8. The rights & responsibilities of sick leave are identified.
<p>Develop a personal lifestyle and work plan.</p>	<ol style="list-style-type: none"> 1. A personal lifestyle and work plan is developed.

Stage 3 - Employability

Managing Emotions in the Workplace

Application	<p>This module covers the skills and knowledge needed to manage emotions in the workplace. It includes communicating information about, workplace relationships, workplace behaviours, workplace language, complaints procedures, workplace emotions, conflict resolution, and appropriate behaviours on leaving or losing employment.</p>
Core Outcomes	Competencies
<p>Apply positive strategies for managing workplace emotions.</p>	<ol style="list-style-type: none"> 1. Identifying appropriate relationships at work. 2. Ways to build positive relationships at work are identified. 3. Ways of coping with loneliness at work are identified. 4. Appropriate language at work is identified. 5. Unacceptable workplace behaviour is identified. 6. Sources of advice for difficult work situations are identified. 7. The process for making a complaint at work is identified. 8. Developing tools for dealing with negative workplace emotions are identified. 9. Work situations that may lead to stress are identified. 10. Personal stress triggers and strategies to deal with these are identified. 11. Steps for conflict resolution are identified. 12. Sources of personal support are identified. 13. Identifying appropriate behaviours when leaving or losing a job.

Stage 3 - Employability

Managing Pay, Work Expenses, and Personal Budget

Application	<p>This module covers the skills and knowledge needed to manage emotions in the workplace. It includes communicating information about, workplace relationships, workplace behaviours, workplace language, complaints procedures, workplace emotions, conflict resolution, and appropriate behaviours on leaving or losing employment.</p>
Core Outcomes	Competencies
<p>Apply positive strategies for managing your pay.</p>	<ol style="list-style-type: none"> 1. The entitlements of a worker and payslip components are identified. 2. A budget for personal and work expenses is developed.

Stage 3 - Employability

Applying for a Job

Application	<p>This module covers the use of a range of common job search techniques, identifying and accessing a range of employment services, identifying, and applying for potential job and/or volunteer opportunities. It includes communicating information about, research methods, government and non-government agencies/services, and application criteria.</p>
Core Outcomes	Competencies
<p>Apply a range of job search techniques.</p>	<ol style="list-style-type: none"> 1. Use formal and informal research methods to Identify and access advertised and non-advertised work opportunities. 2. Identify characteristics and implications of non-genuine advertisements. 3. Identify and access government and non-government agencies/services that can assist with job search and career advice.
<p>Identify potential jobs and/or volunteer opportunities of interest.</p>	<ol style="list-style-type: none"> 1. Identifying suitable potential jobs and volunteer opportunities. 2. Identify key roles and tasks involved in job and /or volunteer vacancy of interest. 3. Access specific work conditions and demands of the potential job and/or volunteer vacancy.
<p>Apply for a job or volunteer opportunity of interest.</p>	<ol style="list-style-type: none"> 1. Access application criteria and related conditions of engagement. 2. Complete application form and letter addressing required criteria.

Stage 3 - Employability

Developing a Healthy Working Lifestyle

Application	<p>This module covers the skills and knowledge needed to maintain a healthy balance of work/life, fitness, hygiene, and personal presentation while working. It includes communicating information about, physical health, lifestyle changes, dieting, smoking, alcohol and other drugs, hygiene, grooming and creating a personal lifestyle plan.</p>
Core Outcomes	Competencies
<p>Apply positive strategies for a healthy working lifestyle.</p>	<ol style="list-style-type: none"> 1. Importance of maintaining health and fitness while working is identified. 2. Effects of health and fitness on work performance is identified. 3. Effects of work on lifestyle changes are identified. 4. Work demands that may change own lifestyle are identified. 5. The benefits of regular health checks are identified. 6. Ways of maintaining a good diet when working are identified. 7. Reasons for maintaining good hygiene in the workplace are identified. 8. The rights & responsibilities of sick leave are identified.
<p>Develop a personal lifestyle and work plan.</p>	<ol style="list-style-type: none"> 1. A personal lifestyle and work plan is developed.