

Info Pack

The WorkWise Jobseeker



Duration

1 - 10 day workshop plus self-paced activities



Entry Requirements

No



Delivery

Blended Learning, Live Class



Accreditation

The content of this course contains nationally recognised units of competency

Polish your skills so that you can find, and keep, the job you're dreaming about. Covering job preparation, personal presentation and 'workplace survive and thrive' this course will have you ready to join the workforce.

Who is this for?

It is ideal for job seekers. Blueprint Career Development's "WorkWise" Programs are specifically designed to provide entry level employees with the induction, compliance knowledge and skills needed to be in a better position to secure employment.

What You'll Learn

There are 2 "streams" – Hospitality and Business – with each course consisting of 2-5 units of competence with students "curating" their own custom built course. When you finish this course, and depending on the electives chosen, you'll be able to:

Hospitality Stream

- Use hygienic practices for food safety
- Perform duties safely
- Responsible service of alcohol
- Responsible gambling service
- Prepare and serve espresso coffee
- Prepare and serve non-alcoholic beverages
- Clean, tidy and operate a bar

Business Stream

- Perform duties safely
- Keyboarding
- Create and use spreadsheets
- Produce text and desktop published documents
- Create electronic presentations
- Use business technology

Career Opportunities

With the knowledge and skill obtained in these courses, participants may have an advantage when applying for entry level positions in hospitality, retail and business.

The Hospitality Stream is designed for people interested in becoming a:

- Bar attendant
- Cafe attendant
- Catering assistant
- Food and beverage attendant
- Gaming attendant

The Business Stream is designed for people interested in becoming a:

- Office assistant
- Receptionist
- Data Entry Operator
- Customer service assistant

Entry Requirements

None

Course Materials

Your learning resources will include:

- Training Manual
- Resource Library containing document templates, samples, fact sheets and explainer videos
- Access to live and recorded webinars and online discussion forums
- Access to the Uplearn Learning Management System

You will also be able to access our "Homework Club" tutorials and individual support calls.

Technology Requirements

During your studies, you will need access to the following:

- Computer with compatible operating system (Windows 8 or higher, Mac)
- Printer, scanner and phone
- Current web browser (Chrome, Safari or Firefox)
- Email address and stable Internet connection access (with a reliable speed of at least 5mbps)
- Microsoft Office - including Word, Excel and PowerPoint
- Adobe reader

Assessment

Assessment is a combination of:

- Written questions
- Case studies
- Practical assessment

Further Training Options

If you successfully complete this unit of competency you could continue your studies in hospitality qualifications. These could include:

[SIT20316 Certificate II in Hospitality](#)

[SIT30616 Certificate III in Hospitality](#)

[BSB3415 Certificate III in Business Administration](#)

Units completed within a Blueprint Career Development WorkWise Jobseeker course are credited towards the full qualifications listed above.

Fee Information

Please see our full Fee Schedule for information about unit costs (where applicable), RPL fees and Refund Policy.

Live Class	Blended
From \$270	From \$270

Please contact us to help you curate the ideal course for your needs.



Step into your future

Delivery Options

1. Live Class

- i) Group workshop with a trainer to support and guide you through activities. Ask us for scheduled course dates at locations convenient to you.
- ii) We can also come to your workplace and deliver a customised program to meet your workplace needs (Minimum numbers apply. Contact us to discuss your particular needs).

2. Blended Learning

This is a flexible and efficient way to complete your qualification. It may include live classes, online study, self-paced activities and webinars.

Duration

You have 6 months from course commencement to complete this qualification.

Course Outline

The table below shows a selection of the most common units of competency applicable to the hospitality and business sectors.

Hospitality

Units of Competency	Core/ Elective
SITXWHS001 Participate in safe work practices	Elective
SITXFSA001 Use hygienic practices for food safety	Elective
SITHGAM001 Provide responsible gambling services	Elective
SITHFAB002 Provide responsible service of alcohol	Elective
SITHFAB004 Prepare and serve non-alcoholic beverages	Elective
SITHFAB005 Prepare and serve espresso coffee	Elective
SITHFAB001 Clean and tidy bar areas	Elective
SITHFAB003 Operate a bar	Elective

Business

Units of Competency	Core/ Elective
BSBITU112 Develop keyboard skills	Elective
BSBITU312 Create electronic presentations	Elective
BSBITU313 Design and produce digital text documents	Elective
BSBITU314 Design and produce spreadsheets	Elective
BSBITU306 Design and produce business documents	Elective
BSBITU309 Produce desktop published documents	Elective
BSBWOR204 Use business technology	Elective