

Proposed Delivery Schedule: Kick Start your Career in the Construction Industry

	Monday Focus: Industry Specific Skills	Tuesday Focus: Computer Skills for Work Incl ASIC Money Smart	Thursday Focus: Literacy for Work	Friday Focus: Numeracy for the workplace
Week 1 4 x 5 hours	<p>Introduction Overview of the Construction Industry</p> <ul style="list-style-type: none"> ▪ Registrations and enrolments ▪ Guest speaker ▪ Tour of a construction site and BBQ lunch ▪ Intro to the program and the sector: <ul style="list-style-type: none"> ○ Scope of the industry ○ Economic importance ○ Careers & Employment opportunities ○ Current trends 	<p>Computer skills for work</p> <ul style="list-style-type: none"> ▪ Digital Literacy Assessment ▪ Computer basics ▪ Trouble Shooting ▪ Intro to productivity tools <ul style="list-style-type: none"> ○ Internet and email ○ Word processing ○ Presentation software 	<p>Effective Communication</p> <ul style="list-style-type: none"> ▪ Your LLN Assessment ▪ Effective communication ▪ Non- verbal communication ▪ • working effectively as an individual and as part of a team ▪ Giving and receiving constructive feedback. 	<p>Numeracy for the construction workplace.</p> <ul style="list-style-type: none"> • Overview of information sources • Types of plans and drawings • Users and uses • Finding the information • Measurements • Gradients • Units of measurement
Week 2 4x 5 hours	<p>Working in the Construction Industry</p> <ul style="list-style-type: none"> ▪ Employment conditions ▪ Employers requirements and responsibilities ▪ Employees requirements and responsibilities ▪ Working safely <p>Guest speaker</p>	<p>Computer skills for work Saving, Budgeting & spending</p> <ul style="list-style-type: none"> • Set savings goals • Create a budget • Create a savings plan. <p>Introduction to MS Excel</p>	<p>Reading & writing for meaning</p> <ul style="list-style-type: none"> ▪ Workshop position descriptions ▪ Language of job applications ▪ Writing covering letters for specific positions 	<p>Equipment for measuring and how to obtain accurate measurement</p> <ul style="list-style-type: none"> • Calculators • Scale rulers • Measuring tapes • How to read accurately • Obtaining measurements • Recording and confirming measurement <p>Practical application outdoors</p>

<p>Week 3 4x 5 hours</p>	<p>Working effectively</p> <ul style="list-style-type: none"> • The importance of planning • Communication skills: receiving & following instructions • Prioritising • Working to plan • Dealing with variations and difficulties <p>Guest speaker</p>	<p>Understanding Personal Tax</p> <ul style="list-style-type: none"> ▪ Establish a system for storing receipts ▪ Understand how to prepare a tax return <p>MS Excel cont.</p>	<p>Resume writing</p> <ul style="list-style-type: none"> ▪ Resume contents & layout ▪ Developing a resume to reflect industry requirements ▪ Making your resume standout 	<p>Using measurements in calculations</p> <ul style="list-style-type: none"> • Uses of different measurements • Calculations • Other units of measurements <p>Practical application outdoors</p>
<p>Week 4 4x 5 hours</p>	<p>Working as a team</p> <ul style="list-style-type: none"> • Construction teams • Individual skills • Working together • Barriers to teamwork • Getting along 	<p>Superannuation</p> <ul style="list-style-type: none"> ▪ Compare super funds ▪ Work through a super statement ▪ Learn to keep track of your super. <p>MS Excel cont.</p>	<p>Job Applications</p> <ul style="list-style-type: none"> ▪ Applying for a position in the Construction Sector ▪ Position descriptions within the industry ▪ Addressing Key Criteria <p>Adapting a resume to reflect industry specific criteria</p>	<p>Calculating quantities</p> <ul style="list-style-type: none"> • Bricks and mortar • Concrete • Tiles • Timber <p>Practical application outdoors</p>
<p>Week 5 4 x 5 hours</p>	<p>Work experience at a construction site</p> <ul style="list-style-type: none"> • Obtaining a white card • Understanding your OH&S responsibilities 	<p>Getting ready for my interview</p> <ul style="list-style-type: none"> • Presentation • Behaviour • Communication <p>Finalise resume</p>	<p>Observational work experience at a construction site</p>	<p>Mock Interviews and presentation preparation</p>
<p>Week 6 4 x 5 hours</p>	<p>Debrief Interviews & reflections on site visits</p> <p>Smart Study Skills - Online</p>	<p>Careers in the construction industry and further study options. RTO presentations Pathways planning and next steps Careers advice / Career voyage Guest speakers - Skills and Jobs centres</p>	<p>Completion of work tasks, work placement debriefs and learner presentation for graduation.</p>	<p>Celebration & Presentation</p>