**Proposed Delivery Schedule: Kick Start your Career in the Disability Support Industry**

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|  | MondayFocus; Industry Specific SkillsRaymond St Sale | TuesdayFocus: Digital Literacy for WorkRaymond St Sale | ThursdayFocus: Literacy for WorkFulham Campus | FridayFocus: Financial LiteracyRaymond St Sale |
| Week 123.04 | **Introduction**Intro to Disability Support* Types of disabilities
* What is Disability Support?
* Attributes of Support Workers
 | **Computer skills for work** * Digital Literacy Assessment
* Computer basics
* Trouble Shooting
* Intro to productivity tools
 | **Effective Communication*** Your LLN Assessment
* Effective communication
* Non- verbal communication
* Giving and receiving constructive feedback.
 | **Saving, Budgeting & spending*** Set savings goals
* Create a budget
* Create a savings plan.

**Introduction to MS Excel** |
| Week 230.04 | **Introduction to WHS*** Workplace policy & procedures
* Follow workplace hygiene procedures
* Manual Handling

**Guest speaker** | **Computer skills for work** Productivity tools* Internet and email
* Digital footprint
* Social Media Policy
 | **Reading & writing for meaning*** Workshop position descriptions
* Language of job applications
* Writing covering letters for specific positions
 | **Personal Tax*** Establish a system for storing receipts
* Understand how to prepare a tax return

**MS Excel cont.** |
| Week 307.05 | **Conflict management and self-care** * Effective relationships at work
* Conflict resolution
* Stress management strategies

**Guest speaker** | **Computer skills for work** Productivity tools* Word processing
* Presentation software
 | **Resume writing*** Resume contents & layout
* Developing a resume to reflect industry requirements
* Making your resume standout
 | **Superannuation*** Compare super funds
* Work through a super statement
* Learn to keep track of your super.

**MS Excel cont.** |

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| Week 414.05 | **A day in the life of a disability support worker*** Personal values and attitudes
* Responding to client needs
* Reporting in the Disability sector - Supportability

**Guest speaker** | **Computer skills for work** Productivity tools* + Word processing
	+ Presentation software
 | **Job Applications*** Applying for a position in the Disability Support Industry
* Position descriptions within the industry
* Addressing Key Criteria
* Adapting a resume to reflect industry specific criteria
 | **Debt Management*** Compare debt products
* Learn to manage credit cards
* Find out what to do if debt becomes a problem.

**Insurance*** Investigate car, home and content insurance
* Learn how to choose the right type of insurance and level of cover.

**Guest speaker** |
| Week 521.04 | **Site Visit Noweyung / and or other organisations in Sale.** | **Site Visit Noweyung / and or other organisations in Sale.** | **Getting ready for my** interview * Presentation
* Behaviour
* Communication
* Finalise resume
 | **Mock Interviews** |
| Week 628.05 | Debrief Interviews & reflections on site visits **Smart Study Skills** - Online | Careers in disability and the NDIS**Guest Speakers**  | Pathways planning and next stepsCareers advice / Career voyage**Guest speakers**  | **Celebration & Presentation** |
| First Aid Training  |