

Phoenix Society

Phoenix Society is a **Registered Training Organisation**.

A Registered Training Organisation is an organisation registered with the relevant Australian Training Authority to provide either:

Training Delivery Services which incorporate training, assessment and issue of nationally recognised qualifications and Statements of Attainment.

or

Skill Recognition Services which incorporate assessment and issue of nationally recognised qualifications and Statements of Attainment.

We are also bound by the Australian Quality Training Framework to ensure that our practices and policies meet the requirements of our Registering Body.

There are three Standards for Registered Training Organisations and nine Conditions of Registration. Government Auditors are responsible for auditing Registered Training Organisations to determine their level of compliance and areas for improvement.



NATIONALLY RECOGNISED
TRAINING

Certificate I in WorkSkills for Life
(91234NSW)



PHOENIX

Accredited Training
Programme

Training Programme

Certificate in Work Skills for Life

This course has been developed specifically for people with intellectual disabilities. It gives them access to a formal qualification that generally these people are denied in the course of their secondary education due to their disability. It aims to develop skills across 17 areas identified as being critical to becoming an effective employee in the workplace.

The delivery of this certificate or part of can be conducted in partnership with a complimentary schools programme, where each module is incorporated as part of the school curriculum subjects. Practical application is then applied and assessed in the workplace through the transition programme, where students are then guaranteed a job when they complete school. Delivering this course through the schools programmes will make the student 'work ready' and can eliminate many weeks/months and costs to the organisation.

The course modules are:

- What is work?
- Dress and Hygiene
- Apply Basic Communication Skills
- Our Relationships
- Being Assertive in the Workplace
- Protective Behaviors
- Anger Management (*elective*)
- Sexuality in the Workplace
- Workplace Literacy
- Money Management
- Occupational Health and Safety
- Equal Employment for Women in the Workplace/ Equal Employment Opportunity
- Working Independently
- Work with Others
- Being Supervised
- Punctuality and Attendance
- Travel Training

The mapping of learning outcomes to Mayer Key Competencies has been completed with reference to the particular needs of the students who undertake this programme. Participants will typically have an intellectual disability and as such, it is expected that ongoing support in the workplace will be required to achieve sustainable skill development with consideration for individual need. For the same reasons the specific elements of performance criteria identified are met at a basic, introductory level.



PHOENIX

Training Programme

Certificate in Work Skills for Life (continued)

Course Structure

- The course consists of 17 modules with 57 learning outcomes.
- Nominal duration is 105 hours.
- Course delivery is typically over a period of approximately 2 training sessions (40-240 minutes) per week for 43 weeks.
- The course may be delivered in a more condensed or extended mode to meet the needs of individuals and specific organisations / schools curriculum or, on a one to one basis as required.
- Students who do not complete all 17 modules of the course are able to gain Statements of Attainment for those individual modules they do complete.

Entry Requirements

There are no entry requirements. Participants are typically persons who have significant learning difficulties as a function of an intellectual disability, cultural background, level of mainstream education and other personal barriers.

Customisation

The course (including the training and assessment materials) may be customised to meet the specific needs of an organisation and/or individual provided the customisation is consistent with the course rules. Individual modules may also be customised with additional content, use of organisation specific equipment, facilities or learning resources. Additional modules may also be included in the course.

The type of modules which may be added could aim to develop skills and knowledge in the following areas:

- interview skills
- preparing a resume
- job search skills

Ideally, the programme is delivered in a small group setting however it may be modified for individual facilitation. The time schedule and sequence of modules may be modified according to individual and organisational need.

Delivery

The course is best delivered in a training/classroom environment, which allows the effective implementation of group exercises such as; group discussions, case studies, role plays, demonstrations and problem solving activities. Access to community resources will also be necessary. Pictorial prompts feature significantly throughout the course as an effective means of directing and maintaining participant attention to the specific aspects of the discussions and to meet the range of literacy and numeracy needs.



PHOENIX

Training Programme

Certificate in Work Skills for Life (continued)

Assessment

The assessment strategy for the Course in Work Skills for Life is competency based and aims to assess the participants' skills and knowledge through the following:

- Participation in various activities; role plays, pictorial multiple choice exercises and pictorial case studies.
- Participation in questionnaires/exercises for each module (pre, mid and post topic duration) utilising pictorial prompts as required by the individual.
- On the job observations.
- Practical/'real life' exercises.

The course includes workplace assessment that may be undertaken as part of the participant's work experience programme. The purposes of the workplace assessment are to validly and reliably, assess the participant against the performance criteria in the most appropriate setting. Generalisation of skills and knowledge from one environment to another is a major barrier for many people with intellectual disability and it is critical to making the right assessment decision that the participant is observed in the appropriate/'real' environment wherever possible.

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**Australian
Disability
Enterprises**
More than just good business