

## A genuine pathway to work or training ...

If this programme isn't for you, there may be another programme that would better suit you and your needs.

**WORKstart** programmes include:

- Community Care
- Construction Skills
- Focus - Learning Adventures
- Horticulture
- Hospitality
- Mechanical Trades
- Natural Beauty
- Retail Sales
- Salon Assistant

**WORKnow** programmes include:

- Workplace training
- Industry Focused Training
- Work Focused Training

Give us a call to find out how we can help get you working.

## You'll find us here:

387 Manchester Street, Christchurch



## Directory

Christchurch 387 Manchester Street, Christchurch  
PO Box 21-199, Christchurch  
Ph (03) 366 3489 Fax (03) 366 7934  
Email [info@chch.academy.ac.nz](mailto:info@chch.academy.ac.nz)

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Website [www.academy.ac.nz](http://www.academy.ac.nz)

## Eligibility

Our WORKstart courses are government funded through the Tertiary Education Commission, so there is no cost to you. You may also receive a Travel Allowance to cover your costs of getting to and from the course.

There are eligibility criteria for this training.

For more details, or to find out if you are eligible, either give us a call at the Christchurch Academy on 366 3489, or talk to your Case Manager at WINZ.

Academy New Zealand is registered as a private training establishment by the New Zealand Qualifications Authority pursuant to the 1990 Education Amendment Act.



Part-Time Training  
For Work

# HANDS-ON LEARNING TO GET YOU EARNING

## It's all about getting jobs

It is vitally important that your reason for training with us is to get a job and that you are prepared to do what it takes to get that job!

Throughout this programme, you will be taught the skills needed to find great part-time, or even full-time employment. This support is continued following the introductory module, with help finding that job or throughout the rest of your part-time vocational course here with us.

As part of your training, you will be placed into the industry for work experience. Many of our students gain employment within these organisations.

You finish WORKstart when you gain employment (a maximum of 26 weeks training). However this may be extended in some instances for Youth Training job seekers.



## WORKstart is

- Practical hands-on training
- CV preparation or updating
- Work experience
- Career planning and job search
- Personal development to further enhance your skills for the workplace. You'll be able to develop essential attributes such as time keeping, personal presentation, cultural and community awareness, team work, dealing with stress and communicating in a working environment

## WORKstart offers

- Literacy and numeracy support
- NZQA units standards
- Opportunity to complete NCEA up to Level 2

If you're looking for new direction and ways to improve your skills, we can provide you with the opportunity! We are offering part-time training to lead to part-time work.

## What you could achieve

The Academy assists every job seeker to set learning goals and plan steps to gain employment. When in employment support is given to ensure the transition to earning & independence is successful.

All unit standard based learning gained from this programme is recorded with the New Zealand Qualifications Authority. These achievements remain with you forever and can be added to at any time.

## WORKstart Part-time Training for Work includes

We'll do more than have you on the course - we'll help you set your own goals, work with you to overcome any problems, and provide you with a mentor to help you every step of the way.

Our part-time programme has been designed with the needs of solo parents in mind. The hours are 9.30am to 2.30pm to fit in with school and crèche hours, and could be flexible to cope with some of the school holidays.

An introductory module especially for solo parents will be run by your mentor to help you settle into a work and training environment.

We'll help you to investigate different career options, develop some skills to help you in the home, and find out about the support that's out there.

- Setting your goals - what kind of job suits you, who can help you, what training you might need, organising child-care
- Getting a job - CVs, visits and guest speakers, dressing for success, interview skills
- Domestic skills such as budgeting, car & home maintenance, even learn how to grow veggies
- First aid and nutrition
- Introduction to computers
- Heaps of support from, your mentor and the staff here at the Academy in a supportive atmosphere

We hope you'll stay with us, on a part-time basis, and leave when we help you find your job!