

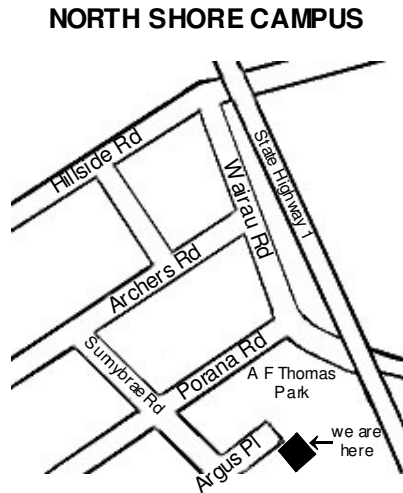
Career Opportunities.....

Offers the chance to build up some skills to assist you with the transition into sustainable employment.

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

You'll find us here:

7 Argus Place, Hillcrest, Auckland



Directory

Christchurch 387 Manchester Street, Christchurch
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Website www.academy.ac.nz

Eligibility

Our WORKstart programmes 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 the training.

For more details, or to find out if you are eligible, either give us a call at the North Shore Academy on 09 443 7640, or talk to your Case Manager at Work and Income.

Academy New Zealand is registered as a Private Training Establishment by the New Zealand Qualifications Authority pursuant to the 1990 Education Amendment Act.



Career
Opportunities

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 shown the skills needed to find employment successfully. This support is continued following the programme, with help finding employment or the appropriate next education programme to further your career.

As a part of your training, you will be placed into industry for work experience. This practical experience gives you real exposure to the work environment and we have found many have gained employment directly from their placements!

You finish WORKstart when you gain employment (a maximum of 26 weeks training).



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 and/or qualifications
- Opportunity to complete NCEA up to Level 2

If you're totally committed to gaining employment, then we're totally committed to helping you!

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 and 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 Career Opportunities includes

- Personal presentation and interview skills.
- Employer expectations and work ethics.
- Customer Service skills - how to greet clients, answer queries and deal with complaints
- Computer skills - inputting text, how to lay out documents, how to use a spreadsheet and how to use a database.
- Communication skills - letter writing, communicating face to face with people from many cultures, and telephone techniques.
- Health and safety plus safe and secure working practices

The WORKstart Career Opportunities programme offers a broad base of skills, essential in any position, ranging through a variety of key industries.

It is ideal for people wishing to enter the workplace

We'll do more than teach you how to operate a computer or process paperwork- we'll also sit down with you to determine the skills and attitudes you need to get working!

