

More training opportunities...

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

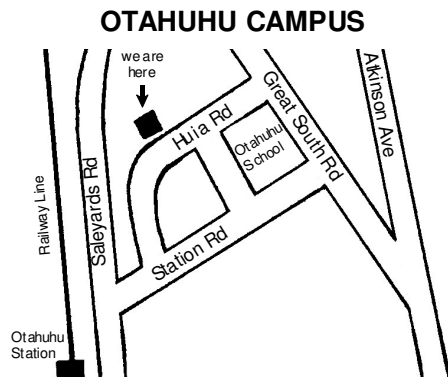
WORKstart

- Business Administration and Computing
- Community Care
- Construction Trades
- Hospitality
- Natural Beauty
- Warehousing and Distribution

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

You'll find us here:

51 Huia Road, Otahuhu, Auckland



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

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PO Box 101-579, NSMC, Auckland
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Otahuhu 51 Huia Road, Otahuhu, Auckland
PO Box 22-871, Otahuhu, Auckland
Ph (09) 276 0576 Fax (09) 276 0570
Email info@manukau.academy.ac.nz

Website www.academy.ac.nz

Eligibility

Our Training for Work courses are government funded through the Ministry of Social Development, 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 Otahuhu Academy on 09 276 0576, 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.

NZWORKS

PLACING & SUPPORTING NEW ZEALANDERS IN THE WORKFORCE



On Job Training

GET EARNING WITH HANDS-ON LEARNING

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 and to be a productive and valued employee.

This support is continued following the programme, with help finding employment.

The WORKnow programme finishes when you gain employment (within 13 weeks).

What kind of work?

Just to give you an idea, WORKnow programmes cover the following industries:

| | |
|------------------|---------------|
| Administration | Construction |
| Community Care | Computing |
| Engineering | Hairdressing |
| Horticulture | Hospitality |
| Retail | Manufacturing |
| Customer Service | Call centre |

Whatever industry you are interested in, we're happy to work with you to find a suitable position.



WORKnow

WORKnow is a great way to get into the workforce. If you are ready to work, but are struggling to find a job, then we match you with a suitable employer in a field of YOUR choice. WORKnow provides you with on-the-job training and work experience.

This programme is aimed at individuals who are focused on seeking 'hands-on' job skills within an industry that they wish to pursue as a career.

WORKnow is ideal for people who are totally enthusiastic about working, but need a little help in getting their lucky break into the workforce. It is also an ideal opportunity for employers to evaluate and train potential staff.



Naturally, most of this programme consists of your period of training with your employer. But, you will also have the opportunity to develop skills in the following areas:

- Personal presentation in the workplace
- Care and timeliness as an employee
- Health & Safety
- Planning for your future
- Preparation of your CV
- Job Search

How it works

- Our WORKnow Co-ordinator will meet with you to discuss all the essentials; the position and industry you would like, your needs, aims and goals
- We'll then place you with an employer and you will both have the chance to meet BEFORE you agree to proceed
- The Co-ordinator and your employer will work together to design a basic training plan especially for you, with your needs, training requirements and job requirements taken into account
- Throughout your training, you'll be assessed according to your training plan
- When in placement there is weekly contact between all parties
- Our staff are available at any time to assist with any problems and to support you throughout this programme

WORKnow programmes include

- Construction Trades
- Service Sector