

BE AMBITIOUS

# SKILLMAX

## FREE JOBSEEKERS COURSE

Develop job search strategies for the Australian employment market

### Statements of Attainment for modules from the Certificate IV in Spoken and Written English

This qualification is recognised throughout Australia

#### COURSE DESCRIPTION:

This free course will provide qualified professionals with the skills and knowledge to access the Australian job market.

Delivered in part-time classes (15 hours per week) over 5 weeks.

Human resource specialists and employers will provide sessions on the current expectations of finding work and career advice. They will also provide interactive workshops.

#### ENTRY REQUIREMENTS:

- IELTS of 6.5 or equivalent\*
- Permanent residency status
- Overseas professional qualification

\*If you do not have IELTS, your equivalence will be assessed by a qualified teacher.

#### COURSE OUTLINE:

- Developing a greater awareness of workplace culture and trends in the Australian labour market
- Developing a career portfolio including your resume and cover letter
- Strategies to identify employment opportunities
- Preparing for the job interview
- Career management skills
- Marketing yourself effectively

#### REQUIRED DOCUMENTATION:

- Current visa page of your passport
- Your qualifications (English translations)
- IELTS Test Report Form (TRF or equivalent)

#### COURSE SNAPSHOT

**Location:** Available at a range of TAFE NSW campuses across Sydney

**Course:** Statement of Attainment for modules from the Certificate IV in Spoken and Written English

**Cost: FREE**  
Funded by the NSW government for eligible participants

#### CONTACT US TODAY!

**REGISTER YOUR INTEREST** by sending the required documentation ASAP to [nsi.skillmax@tafensw.edu.au](mailto:nsi.skillmax@tafensw.edu.au) or for more information call 9942 3768