

Register Your Interest

Register today to attend one, or all, of the workshops contained in the Ready for Work Program.

The Program runs on a quarterly rotation, with four being held each year. Although the course content is repeated, the workshops are tailored to meet the needs of each individual group.

To book your place in the next rotation, or if you would like further information about the Program, contact Harvey CRC on 9729 1669 or email us at admin@harveycrc.com.au.

A Certificate of Achievement will be presented to participants who complete the full program.



Businesses Supporting this program

Victoria Coyne, Private Educator

Jobs South West, Bunbury

Harvey TAFE

Skillhire Bunbury (Transition to Work Program)

SMYL Bunbury (Parents' Next Program)

Department of Primary Industries & Regional Development (DPIRD)

WA CRC Network



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Harvey CRC Ready for Work Program

Looking for Work?

Get Job Ready!

We can help you with the skills to success!



Your Local Connection...



Harvey CRC Ready for Work Program

Consists of seven modules which address the most important steps related to the job application and interview process and offer participants an opportunity to develop the skills required to successfully apply for and secure employment, or to continue their secondary studies.

Harvey TAFE, Skillhire Bunbury (Transition to Work) and SMYL Bunbury (Parents Next) are collaborating and supporting our introductory Program to prepare their participants to re-enter the workforce with improved skills and job prospects and to assist prospective students to continue their further education.

This program will be suited to school leavers, unemployed, long-term unemployed, mature age re-entry into the workforce and participants who are looking for a change in career direction.

Course Content

Designed and facilitated by talented local educator, Victoria Coyne, the Program consists of...

Job Searches

- Deciding on the job that most matches your skills and experience.
- Where to look for a job; including website searches and setting up job alerts.
- Reading job advertisements and deciding if you're a good match.

Resume Writing

- How to write, update and print a Resume

Cover Letters & Selection Criteria

- How to write a cover letter and adequately address essential criteria.

Presentation (Personal Care & Grooming)

- Basic hygiene standards required to prepare for an interview and moving into full-time work.
- Clothing Library—learn what clothes are best suited to the job you're applying for and also, your particular style.

Duration

- The Program is run over a period of two months per quarter.
- Two sessions per day with a half hour lunch break (BYO lunch).
- Two weeks apart.
- Workshops are all 1.5 hours long.
- Commencing at 9.00m and finishing at 12.30pm.
- Although participants are encouraged to complete the full program, this is optional.

Mock Interviews

Jobs South West, Bunbury are collaborating with Harvey CRC to present

Mock Interviews

- In this final workshop participants are taken through a one-on-one formal interview by a Jobs South West facilitator and then given the opportunity to discuss their strengths and also where they could build on their skills.

Participants, whether completing one workshop or the whole Program, will feel updated, upskilled and empowered to continue their job search (or further education) with courage and confidence.



Personal Care & Grooming — participants enjoy the opportunity to make their own roll-on deodorant