

GET JOB READY WITH OUR **FREE** SKILL SET TRAINING



Wanting to build your confidence and get a head start into employment?

This Program and Work Ready Skill Set will give you the skills and knowledge required to follow work health and safety (WHS) and emergency procedures and instructions, use computer software, and apply time management to your working tasks.

And the best part? It's completely **FREE** for Australian Citizens and Permanent Residents no longer at school! The skills you'll learn are transferable into every industry – so there'll be no shortage of job opportunities!!

Start on the path to success with our Job Ready Skill Set today!

MOORDITJ DANJOO
“STRONGER TOGETHER”



We go the extra mile



Connected by community



We deliver with care



We give and receive trust



We take pride in all we do



VOCATIONAL TRAINING SERVICES



SKILLS READY
Boost your skills for the future



WHY CHOOSE THE JOB READY SKILL SET?

- **Improved Job Readiness:** Start your new role with confidence! Our intensive program ensures that you are fully prepared, reducing onboarding time and enhancing immediate productivity
- **Better Performance:** With our training, you'll have the skills to excel from day one. Studies show that effective training can increase performance by up to 20%
- **Reduced Turnover:** Our training shows potential employers your commitment to professional development, increasing job satisfaction and reducing turnover

DELIVERY

Two and a half weeks face-to-face classroom delivery.

WHAT YOU WILL LEARN

AE378 BUSINESS READY SKILL SET UNITS OF COMPETENCY

BSBWHS211 Contribute to health and safety of self and others

Understand the importance of workplace health and safety, learn to identify hazards and contribute to a safe work environment.

BSBOPS203 Deliver a service to customers

Learn how to build relationships, identify customer needs, and effectively process feedback.

BSBPEF202 Plan and apply time management

Enhance your ability to handle multiple tasks, meet deadlines and manage your time efficiently in a fast-paced work environment.

BSBTEC201 Use business software applications.

Gain hands-on experience with key business software and learn how to organise electronic information and data.



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