

CONGRATULATIONS ON CHOOSING TRAINING, CAREERS & COMPLIANCE AUSTRALIA

Training, Careers & Compliance Australia (TCCA) RTO Number 45319 is an independent, privately-owned Registered Training Organisation. Peta the Director of TCCA had been the Training and Development Manager of Active Training Specialists for 5 years and worked in the Vocational Education and Training (VET) sector for almost 20 years, across a range of qualifications and Institutes. We offer a common sense, client-focused approach to all training that we design, deliver and assess. Our design and delivery staff are highly experienced, qualified, and continually developing their training, assessment and industry specific skills and knowledge. We provide consultancy services to business to analyse their needs, develop objectives and policies and procedures for their training systems and programs.

COURSE DETAILS:

This unit describes the performance outcomes required to prepare and apply for a job in a range of contexts. It involves the application of skills and knowledge at secondary school level or above.

UNIT CODES AND NAMES

CORE UNITS	NOMINAL HOURS
AUMAFA001 Apply for jobs and undertake job interviews	20

PATHWAYS:

- Employment – part time or full time
- Utilise this unit for credit transfer as part of other full qualifications they may complete

DURATION OF COURSE:

- Distance learners will require 1-2 months to complete
- Classroom – This unit will be delivered over three days for the content. Then each participant by appointment participate in three mock interviews

ENTRY REQUIREMENTS:

There are no entry requirements for this course. All participants need to have the ability to read and write independently. If you require support, please see one of our helpful staff.

TIME VARIATIONS:

Time variations may occur as a result of - Individual assessments (LLN)

LOCATION OF COURSE:

- Onsite at your venue (Negotiated with Director)
- Distance, working online
- TCCA Training Room at Shop 2, 221 Dawson Highway Gladstone QLD 4680

COST:	Contact our friendly staff at the office on (07) 4978 0889 for pricing
TYPE OF ASSESSMENT:	Written knowledge assessment, practical tasks and portfolio of evidence, interview feedback forms for the three interviews and self-evaluation
STANDARD OF DRESS:	Classroom Based Training – Neat, casual attire and closed in shoes
PRACTICAL TRAINING:	Three mock interviews

NATIONALLY ACCREDITED:

Participants who meet the requirements of the accredited training and assessment may be issued with either a Qualification or a Statement of Attainment. Both documents will be clearly identified with the Nationally Recognised Training Logo.

PARTICIPANT HANDBOOK:

Get all the information you need about Training, Careers & Compliance Australia, our student obligations, our policies and general information. You can find the participant handbook through our website – www.mytcca.com.au

CONTACT DETAILS:

	Training, Careers & Compliance Australia 2/221 Dawson Highway GLADSTONE QLD 4680 Ph: (07) 4978 0889 www.mytcca.com.au	
---	---	---