

Choosing a new career is about planning for the future

Work Skills understands not everyone is the same. People have different expertise and talents, and want different things from their careers.

That's why, whether you're just starting out or seeking a new career direction, it's important to make choices that will maximise your expertise and talents. Then you'll build a career that is exciting, satisfying and rewarding.

Work Skills is an all Australian company committed to providing individuals and organisations products, services and training programs that will provide practical and specific ways to increase your personal and professional effectiveness. Work Skills have a range of ways you can begin developing your skills as well as develop a career development plan.

You can:

- Attend short courses that target specific learning requirements (i.e. computer skills, negotiation skills, telephone training, sales training). There are an extensive range of professional development courses that you can select to match your needs.
- Enrol and complete a qualification and then use that qualification to develop your skills at the next level. Work Skills has a range of qualifications in business, media, hospitality, automotive and more ranging from Certificate II level through to a Diploma. Some of these qualifications can be completed through an apprenticeship or traineeship.
- Get recognition for any skills and experience that you have already accumulated. This is called Recognition of Prior Learning (RPL). With this recognition you can complete a full qualification or complete a partial qualification through RPL and receive a "Statement of Attainment".

Enrolling

Three Easy Steps

1. The first step is to review all the courses and qualifications that Work Skills offer.
2. Decide on the course or qualification.
3. **Contact Work Skills 1300360567** to get information on how you can enroll, costing, what training dates are available, locations and the option to visit you in your workplace or a location of your choice. We can answer all your questions instantly.

Course Costings

All courses and qualifications are individually priced. Each course has an information brochure which will outline what the course/qualification covers. Contact Work Skills for costings as it differs depending on the way you choose to have your qualification completed. One of our Consultants will discuss with you all the options and the costs associated.

Both the Australian Federal and Queensland Governments are committed to up-skilling Australians. With this key focus in mind they have developed ways to assist those who may require some incentive and funding assistance to get their skills upgraded and to achieve an Australian nationally accredited qualification. A Work Skills Consultant will be able to assist with this.

