



**WORK**

**READY**

**KĀPITI**

**PASSPORT  
WORKBOOK**



*clip a photo of  
yourself here*



**NAME:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

Foreword by Bryan Gundersen, Chair of the Kāpiti Youth Employment Foundation  
(commonly referred to as Work Ready Kāpiti)

### **Welcome to the Work Ready Kāpiti Passport Workbook.**

Work Ready Kāpiti's mission is to help Kāpiti youth into jobs by building pathways to employment and thereby assist in the development of the Kāpiti Coast as a strong and vibrant community which is successful both economically and socially.

The Work Ready Kāpiti Passport programme provides a pathway to youth employment; by completing the Passport Workbook you will develop the knowledge and skills that are required by employers and illustrate that you have the work ethic and attitude which makes you "work ready".

We wish you the very best in your endeavours to obtain work.

# INTRODUCTION TO WORK READY PASSPORT

FOR STUDENTS, YOUNG JOB SEEKERS AND PARENTS

## The Work Ready Passport aims to build stronger communities through active employment solutions.

By partnering with local employers, Chamber of Commerce, Council, Rotary, community youth groups, parents, local secondary schools and tertiary education providers to:

- Provide youth with a “work ready” attitude and experience to prove it.
- Support young people to make successful transitions from school into training and employment
- Provide tailored pre-employment assessment tools for employers

Work Ready Passport themes are embedded within the existing school curriculum, so students can achieve NCEA Level 2, therefore it's a smart choice.

All applicants are eligible to collect evidence of their skills and experience in support of 10 employer identified work ready skills.

## 10 employer identified work ready skills

1. Personal Wellness
2. Life Skills
3. Communication
4. Academic Achievement
5. Managing Your Money
6. Drug Free
7. Work Experience
8. Team Work
9. Understanding Workplace Health and Safety
10. Restricted Drivers Licence

## Who is it for?

Led by employers to help school leavers and other young job seekers become ready for work, the Work Ready Passport was developed over several years to identify what is required and how do you prove it.

- If you are seeking part-time or full-time employment, even if you're off to university.
- If you are returning to school and are reviewing your options to achieve NCEA Level 2 leading to employment.
- If you are looking to enter the workforce as an apprentice or cadet.

**>>** Quality assurance is provided by the Kāpiti Youth Employment Foundation (Work Ready Kāpiti) to ensure the programme meets employer needs across the country. The passport can only be achieved by providing all evidence, preferably with a job in mind, and passing the Work Ready Passport interview with employers.

## It's simple, just...

**1**

Collect or download your Passport workbook

**2**

Complete the workbook

**3**

Attach any evidence – e.g references, CV etc

**4**

Submit to your College or the Work Ready Kāpiti team

**5**

Complete your assessment interview

**6**

Graduate!



## Congratulations for choosing to strive for the **Work Ready Passport**.

Completing the Work Ready Passport will assist you to develop the knowledge and skills that are required by employers. **This document can be hand written or using your computer, just click in the spaces provided.**

We suggest you store this document on your computer or School / Provider portal for ease of access.

Just have a chat with your tutor about what is best for you.

**FULL NAME:** \_\_\_\_\_

**EMPLOYMENT GOALS:**

## Contents

### ALL ABOUT YOU

- #1 PERSONAL WELLNESS
- #2 LIFE SKILLS
- #3 COMMUNICATION
- #4 ACADEMIC ACHIEVEMENTS
- #5 MANAGING YOUR MONEY
- #6 DRUG FREE

### ALL ABOUT YOUR EXPERIENCE

- #7 WORK EXPERIENCE
- #8 ABILITY TO WORK AS PART OF A TEAM
- #9 UNDERSTANDING HEALTH & SAFETY AT WORK
- #10 LICENCES HELD
- #11 TARGETED CV (CURRICULUM VITAE)

### WHAT OTHERS SAY ABOUT YOU

- #12 CHARACTER REFERENCES

### FINALLY

- #13 EVIDENCE CHECKLIST
- #14 COMPLETE INTERVIEW REGISTRATION FORM

**The Work Ready Passport captures five key employability skills identified by employers:**

- Resourceful
- Enterprising
- Adaptable
- Drive
- Dynamic

Your Work Ready Passport will help you collect and summarises information for your targeted CV.

To give you the best chance of success present your targeted CV to the panel as questions from the interview will relate to your job of choice. For example, what's your understanding of work place health and safety for the job you have identified?

This panel meets as required so that you can be assessed for the Passport as soon as you are ready.

# PERSONAL WELLNESS

You will be asked questions about your commitment to a healthy lifestyle, including physical activity, eating and drinking habits and your sleep patterns.

Use this space to develop your thoughts in preparation for questions about this crucial area. What sports do you participate in? For example, are you a member of a sports club or gym? If a student, you may find some of the material that you have covered in the Health and Physical Education curriculum useful as you consider your ideas about this.

**How would you stay healthy to maintain your employment?**

**Enter text here:**

## HANDY HINTS

Manage personal diet, exercise and sleeping so you are work ready each day.

# LIFE SKILLS

The ability to cope with stresses and challenges of daily life, using skills such as communication, literacy, decision-making, occupational requirements, problem-solving, time management and planning.

List here any physical, social or community activities you have taken part in which you consider to be key achievements, for example raising money for charity, outdoor education activities or organisation of youth event. Don't forget looking after your family is a very important life skill.

**What did you  
enjoy about working  
on a project?**

**Enter text here:**

## HANDY HINTS

Working in a community.

Think about values and other peoples' perspectives.

How have you balanced family responsibilities.

# COMMUNICATION

Communication is simply the act of transferring information from one place to another whether verbal, written or visual. Think about how you interact with people in conversation. Do you make eye contact with people and do you listen when being spoken to? Consider your written skills and the language you use, both in writing and when speaking. Devices verse face to face – do you prefer to talk or text? If we asked your friends how you communicate what would they say?

**How would you communicate in a workplace to complete a task?**

**Enter text here:**

## HANDY HINTS

Consider your written skills and the language you use when communicating with an employer.

Have you used digital media to communicate? What was the result?

# ACADEMIC ACHIEVEMENTS

Provide details of all academic courses and training you have finished. Your NZQA Record of Learning provides complete information about the achievement and unit standards that you have been assessed against.

Please bring an up-to-date print out of this with you to the assessment. You will be able to access this from your school, tertiary education provider or from NZQA.

**List any courses  
and/or qualifications  
you have completed  
below.**

**Enter text here:**



# MANAGING YOUR MONEY

Consider how you will answer questions about managing your pay-packet for the first 90 days, managing rent, power, food, transport, phone, internet, try using [sorted.co.nz](https://sorted.co.nz).

How does the government and employers contribute to your KiwiSaver?

**Do you know how  
KiwiSaver can  
contribute to buying  
your first home?**

**Enter text here:**

## HANDY HINTS

KiwiSaver is a voluntary, work-based savings initiative to help you with your long-term saving for retirement. Log on to [kiwisaver.govt.nz](https://kiwisaver.govt.nz) and find out more.

Create a budget that keeps pace with your lifestyle using [sorted.co.nz](https://sorted.co.nz)

# DRUG FREE

Explain why it is important to be drug free in the work place. Use the space below to prepare your thoughts around the job you are looking for.

**Why is it important to be drug free in the workplace?**

**Enter text here:**

## HANDY HINTS

Being DRUG FREE is so important.

Use what you have learnt to relate to the job you have researched.

The interview panel will be interested in your comments.

# WORK EXPERIENCE

List here any work placement, or jobs you have done in the past two years. Include part-time work, Gateway placement, work experience, community projects, jobs / responsibilities around home, and school projects. What do you enjoy about your work experience?

**Don't forget  
to attach your  
references**

**Enter text here:**

## HANDY HINTS

This can be any role, even community events.

# ABILITY TO WORK AS PART OF A TEAM

The ability to work as part of a team and communicate in a team environment is important. List here activities such as sport, volunteer work in the community, participation in the arts, kapa haka, work place or peer-support which you have been involved with in the last two years.

**How have you  
used teamwork to  
achieve a goal?**

**Enter text here:**

## HANDY HINTS

A team working well together accomplishes more than an individual. That's why businesses employ the best people.

Talent wins games, but teamwork and intelligence win championships.

# UNDERSTANDING HEALTH & SAFETY AT WORK



HEALTH & SAFETY  
AT WORK ACT

Health and Safety is paramount in all workplaces. The panel will be interested in your understanding of health and safety issues, whether you have a current first aid certificate or other training and education that you have related to health and safety.

Health and Safety processes are provided in a variety of ways e.g work place induction, evacuation training, site signs, records, etc. Provide details and evidence of the ways in which you have been involved with these processes. Use the space below to organise your thoughts.

**How would you  
explain Health & Safety  
to an employer?**

**Enter text here:**

## HANDY HINTS

You could ask an employer about how they manage workplace health and safety in their business.

What effect would H&S have on the role you are applying for?

# RESTRICTED DRIVERS LICENCES CLASS 1 ENDORSEMENT

Many jobs in our area need employees to have a restricted driver's licence and manual driving experience. If there is a legitimate reason why you cannot progress your driver's license please note that here, reasons may include medical conditions or financial hardship. Please bring your NZTA licence endorsements with you and list the details below. Do you have other NZTA licence endorsements for example forklift or motorbike?

Can you confidently  
drive a manual vehicle?  
y / n



Enter text here:

## HANDY HINTS

You can apply for your restricted licence once you have mastered the driving skills you will need to pass the restricted licence test.

# TARGETED CV (CURRICULUM VITAE)

A TARGETED CV is a written overview of a person's experience and other qualifications relevant to a job opportunity you have selected. Typically, this is the first item an employer reads after your cover letter. It provides a clear summary of your learning, so an employer can match your skills and knowledge to the job vacancy. Use the targeted CV as a guide for you during an interview.

Please bring your  
**TARGETED CV** to the  
work ready passport  
interview

Enter text here:

## HANDY HINTS

Create the targeted CV around the job you would like and discuss at the work ready passport Interview.

How would you relate the 10 employability skills from the passport to the job you have selected?

What research have you done about the role?

# #12

## CHARACTER REFERENCES

Please include a copy of your REFERENCES.

Ask someone you have worked for or a teacher or coach who knows you well, to complete a character reference or work placement record for you.

Alternately bring a written reference on business headed paper, which provides evidence of your good character, punctuality and timeliness, your ability to work with others (including those from different culture) and fitness for work. You are welcome to include more than one reference.

Please bring your  
REFERENCES to the  
mock interview

# #13

## EVIDENCE CHECKLIST



Have you provided all evidence before registering for the mock interview?

LEARNING PATHWAYS	✓	ACHIEVEMENT STANDARDS	✓
#1 Personal Wellness		#8 Ability to Work as Part of a Team	
#2 Life Skills		#9 Understanding Health & Safety	
#3 Communication		#10 Restricted Drivers Licences Endorsement	
#4 Academic Achievements		#11 Targeted CV Provided	
#5 Managing Your Money		#12 Character References Provided	
#6 Drug Screen Evidence		#13 Evidence Checklist Completed	
#7 Work Experience		#14 Complete Interview Registration form	

## Tips!

- Create a file on your desktop or digital device. Attach evidence such as photos (save as jpg) of tasks in progress.
- Include photos of yourself in action, surrounded by supporting evidence like tools, health and safety equipment and task been worked on. Even a photo with your work mates.
- These photos are a great memory jogger at the mock interview.
- Focus the targeted CV on your next job. At the interview with employers you will be asked questions about the job you want. i.e how does workplace health and safety relate to your job of choice. How would you get to work?

The text of the original Work Ready Passport Workbook is the work of the Kāpiti Youth Employment Strategy Group which in conjunction with the Kāpiti Chamber of Commerce established the Kāpiti Youth Employment Foundation (commonly called Work Ready Kāpiti). Their contribution to subsequent publications of the Work Ready Passport Workbook, to the extent that the text of the original Workbook is reproduced, is acknowledged.



# REGISTRATION FORM FOR INTERVIEW

**Full name:** \_\_\_\_\_

**NZQA / NSN #:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Gender:** (please tick) Male ☐ Female ☐

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Ethnicity:** (please tick)

NZ Maori ☐ (Iwi): \_\_\_\_\_

NZ European / Pakeha ☐

Pacific Peoples ☐ (please state): \_\_\_\_\_

Other: \_\_\_\_\_

**What job are you looking for:** \_\_\_\_\_

Part-time ☐ Full-time ☐

Which city: \_\_\_\_\_

Date: \_\_\_\_\_

**Have you completed:** (please tick) targeted cv ☐ drug screen ☐ restricted licence ☐

## Disclaimer and permission

I/we acknowledge that (enter name) \_\_\_\_\_ is enrolling in the Work Ready Passport and that this does not guarantee them employment in any way.

I understand that a potential employer may conduct a drug and alcohol test as part of my induction.

Replacement Work Ready Passports cards will be at a cost to the trainee.

The provider and trainee authorise Kāpiti Youth Employment Foundation to collect, hold and release information about the trainee and the programme as appropriate to administer the training programme.

I agree that Kāpiti Youth Employment Foundation may use my video/images/content in marketing materials.

I also agree to my details being held on file for future communications by Work Ready Kāpiti.

I have read and understood the conditions of the programme (please tick) ☐

**Applicant signature:** \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understood the conditions of the programme (please tick) ☐

**Parent / guardian signature (if under 18):** \_\_\_\_\_

Date: \_\_\_\_\_

## GOLD SPONSOR



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## FUNDERS



## KEY PARTNERS



[www.workreadykapiti.com](http://www.workreadykapiti.com)



**HELPING KĀPITI  
YOUTH TRANSITION  
INTO WORK WITH THE SKILLS  
LOCAL EMPLOYERS ARE SEEKING.**

  
**Kāpiti Coast**  
DISTRICT COUNCIL  
Me Huri Whakamuri, Ka Titiro Whakamua

**KAPITI COAST**  
CHAMBER OF COMMERCE  
*Business Vitality*

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