



# NSW AMES SKILLMAX



Pathways to  
Employment

SKILLMAX  
RESOURCE  
GUIDE 2012



**AMES**



# General introduction

This resource guide supports the Skillmax Program which is available to skilled migrants and refugees with an English language level of IELTS 6.5 or equivalent. The primary aims of the five-week intensive courses are to:

- orient participants to the Australian career landscape and jobseeking processes
- assist them to apply for positions in their areas of expertise

## Content

**The following seven units are core units.**

**Unit 1** The Australian career landscape

**Unit 2** Reading job advertisements

**Unit 3** Résumé preparation

**Unit 4** Covering letters

**Unit 5** Telephone skills

**Unit 6** Prepare for a job interview

**Unit 7** The job interview

**The following two units are optional.**

**Unit 8** Public sector job applications

**Unit 9** Psychometric testing

## Credentials

The content within this resource is broad but as Skillmax courses are short in duration, assessment is restricted to the following two modules within the Certificate IV in Spoken and Written English – Employment.

## Module E

**E1** Prepare a résumé

**E2** Modify résumé in response to job advertisement requirements

**E3** Prepare a covering letter to accompany résumé

**E4** Complete a complex job application form

The complex job application can be an online job application. Participants who successfully complete assessment tasks will be awarded a Statement of Attainment.

## Module F

**F1** Prepare for a job interview

**F2** Participate in an interview for employment.

Participants who successfully complete the assessment tasks for the two learning outcomes in this module can be awarded a statement of attainment.

## Acknowledgements

This resource has been adapted from the Skillmax Modules 2005 and 2006.

NSW AMES would like to acknowledge the contributions of Skillmax teachers and students.

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# Self-assessment forms

The following forms should be distributed to the students on:

**Day 1:** Self-assessment information sheet

**Week 3:** Self-assessment information sheet

**Last day:** Final self-assessment information sheet

Final action plan