

CERTIFICATE I IN WORK READINESS

SUGGESTED STUDY PLAN

Core Units

- GENOHS101B: Follow fundamental OHS policies and procedures
- GENPAS101B: Present a positive image in the workplace
- GENPCD101B: Develop career and learning development plan
- GENSWL101B: Participate in structured workplace learning

Elective Units

- GENCOM101B: Receive and convey messages
- GENENP101B: Apply an enterprising approach in a team project
- GENINF101B: Locate and select relevant information
- GENJSI101B: Apply job search and interview skills
- GENRRW101C: Develop basic knowledge of rights and responsibilities in the workplace
- GENTEC101B: Use appropriate equipment

QUALIFICATION PACKAGING RULES

The Suggested Study Plan (*above*) has been aligned to the following qualification packaging rules.

A total of 7 units of competency must be completed

- Core units must be completed
- Select 3 additional units from Electives

For more information on tailoring a study plan to suit your needs contact a RITE Field Officer

Freecall: 1800 808 782

UNITS OF COMPETENCY – A brief description
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SUGGESTED STUDY PLAN UNITS**CORE****GENOHS101B: Follow fundamental OHS principles and procedures**

This unit covers the skills and knowledge necessary to follow defined occupational health and safety policies and procedures related to work being undertaken in order to ensure own safety and that of others in the workplace. Following fundamental OHS principles and procedures requires the ability to: Comply with workplace procedures in hazard identification, Observe safe work practices during work operations, Participate in arrangements for maintaining the health and safety of all people in the workplace. Also required is knowledge of: Employer and employee responsibilities under ohs legislation, OHS signs and symbols relevant to area of work, Organisational procedures relating to hazards, accidents, fire and emergencies.

This unit is based on Generic Competency A in the *National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards [NOHSC:7025(1998)2nd edition]*.

Generic Competency A describes occupational health and safety competencies applicable for employees working under direct supervision and with no supervisory responsibilities for other people. This includes school-based workers, entry-level employees and trainees and apprentices. This competency complements, and is applicable in combination with, other industry or enterprise-specific competencies.

GENPAS101B: Present a positive image in the workplace

This unit covers the skills and knowledge required to meet workplace standards for personal presentation, professional behaviour and interacting effectively. Presenting a positive image in the workplace requires the ability to: Maintain appropriate personal presentation standards when in the workplace, Demonstrate behaviour that meets professional standards expected in the workplace, Communicate effectively with all people in the workplace.

GENPCD101B: Develop career and learning development plan

This unit covers the skills and knowledge required to consider career options and develop, in conjunction with relevant persons, a personal career plan supported by a relevant learning plan. Developing a personal career and learning development plan requires the ability to: Assess personal knowledge, skills and attributes as well as employment interests and preferences in conjunction with relevant persons; Identify career/occupational preferences and determine appropriate learning pathway to support career aspirations in conjunction with relevant persons; Self-assess progress towards meeting employment requirements in chosen field; Adapt or modify the career and learning plan should circumstances change.

GENSWL101B: Participate in structured workplace learning

This unit covers the skills and knowledge required to organise self, perform tasks, behave responsibly and work effectively as a member of a work group or team while under direct supervision. Participating in structured workplace learning requires the ability to: Demonstrate responsible work practices in areas of Workplace health and safety, Working hours arrangements, Personal presentation standards; Follow instructions to complete tasks to workplace standard; Apply communication protocols, courtesies and skills to interact effectively with people in the workplace; Work cooperatively and productively with relevant people.

ELECTIVES**GENCOM101B: Receive and convey messages**

This unit covers the skills and knowledge required to receive and convey messages to facilitate communication flow in a variety of modes for specified tasks. Receiving and conveying messages requires the ability to: Answer/accept incoming messages in an appropriate manner, Clarify and confirm details of the message, if necessary, Forward/pass-on/deliver the message in an appropriate format to the necessary person or location.

GENENP101B: Apply an enterprising approach in a team project

This unit covers the skills and knowledge needed to work effectively as part of a team to undertake a project which requires initiative and enterprise to be exercised. Applying an enterprising approach in an approved project requires the ability to work collaboratively with others to: Select an appropriate enterprise project, Prepare the project proposal, Plan and prepare for the project's commencement, Produce the product, service or activity, Evaluate the project.

GENINF101B: Locate and select relevant information

This unit covers the skills and knowledge required to locate and select specified information for designated tasks through a variety of sources. Locating and selecting relevant information requires the ability to: Define the specific type of information needed, Identify possible resources for obtaining information, Choose the right resource for obtaining the specific information, Obtain the specific information, Use the information to do the required task.

GENJSI101B: Apply job search and interview skills

This unit covers the skills and knowledge required to research and apply for suitable employment. Applying job search and interview skills requires the ability to: locate and access appropriate information sources relating to employment opportunities, analyse and evaluate job advertisements to determine suitability of employment opportunities in relation to self, utilise a planned approach when preparing a job application, complete a written job application in the format specified in the advertisement, prepare for and participate in an interview, evaluate personal performance in the job application process utilising positive and negative feedback to improve job search, application writing and interview skills.

GENRRW101C: Develop basic knowledge of rights and responsibilities in the workplace

This unit covers the skills and knowledge required to gain a basic understanding of employer and employee rights and responsibilities in the workplace as they contribute to productive workplace relations. Developing basic knowledge of rights and responsibilities in the workplace requires the ability to develop an awareness and understanding of: The basic rights and responsibilities of employers and employees in any workplace, Types of paid employment and key information that must be included on a pay slip for an employee, The basic rights and obligations of employers and employees under workers' compensation, Anti-discrimination principles and procedures in the workplace, Workplace harassment principles and procedures, The basic rights and responsibilities of employers and employees under anti-discrimination and workplace harassment legislation, The role of unions of employees.

GENTEC101B: Use appropriate equipment

This unit covers the skills and knowledge required to select and operate equipment, under direct supervision, to perform specified tasks. Using appropriate equipment requires the ability to: Select the most appropriate equipment to undertake a given task, Follow appropriate procedures for borrowing or booking equipment, Operate the equipment safely and proficiently while under direct, Supervision to complete the task to the required standards, Identify any problems or defects when using the equipment, Report equipment problems, faults or failures to nominated person promptly, Follow the correct procedure for returning and storing portable equipment after use.