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## PROGRAMME OVERVIEW

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### **Employment Coaching and Work Placement**

**Programme Length: Up to 13 Weeks**

**Monday to Friday**

**9.00 am—3.00 pm**

*(30hrs per week)*

This programme is designed to place the job seeker into employment. All areas of effective job seeking are covered including creating resumes and Curricula Vitae, application letters, interviewing skills, the various methods and techniques of finding work in New Zealand.

Job seekers will also learn how to identify and talk about their skills, how to present themselves for an interview and how to understand employability skills in the New Zealand workforce.

**\*A travel allowance may be available**

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## WHO IS ELIGIBLE

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Clients of Work and Income who are:

- ◇ Issued a referral letter from their case manager
- ◇ 18 years or over
- ◇ Wanting to work
- ◇ Willing to apply for a variety of jobs
- ◇ Prepared to accept any reasonable job offered to them
- ◇ Committed to attending the programme throughout its 13 week duration

**\*MSD Criteria apply**

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## ABOUT THE PROGRAMME

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- ◇ Hands-on training
  - ◇ Client focused
  - ◇ Well experienced coaches
  - ◇ Friendly and stimulating learning environment
  - ◇ Up to date and various job seeking tools and resources
  - ◇ Free 12 months Office 2013 Subscription
  - ◇ Institute established in 1988
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## SKILLS COVERED

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- ◇ Driving Licences
- ◇ Forklift Licences
- ◇ Traffic Control
- ◇ First Aid Certificate
- ◇ Site Safe Passport
- ◇ NZQA Approved Unit Standards
- ◇ CV preparation
- ◇ Interview skills
- ◇ Personal presentation
- ◇ Customer Service
- ◇ Health and Safety in the Workplace

**\*MSD Criteria apply**

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## WHERE TO FIND US

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**Active Institute**  
**23 Norman Spencer Drive**

**Manukau**

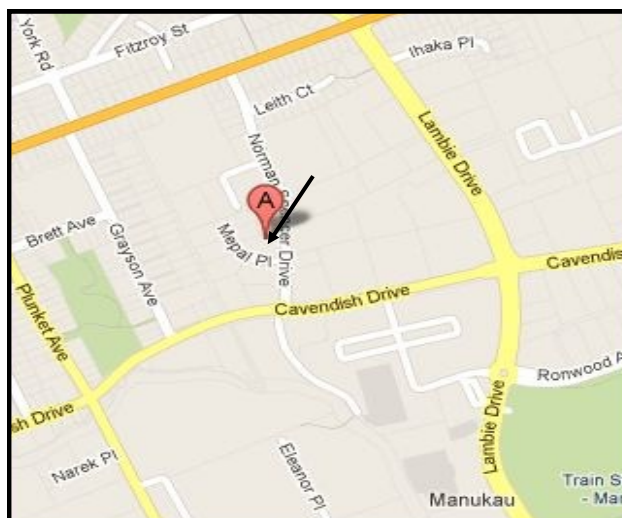
Phone: (09) 278 0849

Fax: (09) 278 0890

[www.activeinstitute.co.nz](http://www.activeinstitute.co.nz)

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

Time: \_\_\_\_\_



Active Institute New Zealand  
*Learn, Achieve, Succeed*

# Training for Work

*a*  
**FREE**  
Employment  
Programme  
At

**ACTIVE INSTITUTE**

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