



Newton Moore Senior High School Employment Advantage Course Outline (Endorsed Program 2016



Course Description

The Employment Advantage Program is a five module, structured program that provides participants with essential knowledge of how to secure employment.

The Employment Advantage Program is now endorsed under the Community Organisation category of SCASA Endorsed Programs for one whole unit (5 points).

This program significantly contributes to a student's West Australian Certificate of Education.

The all online Employment Advantage requires students to pass short online questionnaires throughout, module tests and a final exam to ensure they have thoroughly understood the process of finding work.

The Employment Advantage is Endorsed for one unit (5 points) on the WA Certificate of Education through the Schools Curriculum and Standards Authority and it provides the latest skills, knowledge and best practice advice to give each participant a thorough understanding of employer decision making practices and job search processes.

Module 1: Develop Optimism and Motivation in Job Search

- Understanding the Importance of Research
- Recognize Personal Skills & Qualities
- Transfer Personal Skills & Qualities
- Find a Job Title that Fits
- Remain Motivated in the Face of Rejection
- Apply Techniques for Overcoming Obstacles

Module 2: Enhance Personal Presentation and Interview Attire Skills

- Create Positive First Impressions
- Identify Contemporary Workplace Dress Codes

Module 3: Create Work Prospects

- Identify Sources of Employment
- Demonstrate The Ability to Utilise Multiple Job Search Methods
- Develop Confident Telephone Techniques

Module 4: Get the Job You Want

- Develop an Understanding of the Value and use of Key Words
- Create a Professional Resume
- Deconstruct a Job Advertisement
- Create Effective Letters of Application and Introduction

- Develop a Strong Understanding of the Behavioural Assessment Process
- Answer Behavioural Questions Effectively
- Create Effective responses to Selection Criteria
- Apply Successful Interview Techniques

Module 5: Develop and Apply a Positive Work Ethic

- Maintain Motivation and Focus
- Create and Maintain Effective Work Habits
- Think like an Employer

EMPLOYMENT ADVANTAGE ASSESSMENT OUTLINE – ENDORSED PROGRAM

Students must complete all 5 modules to achieve credit towards their WACE.

The program requires students to pass short online questionnaires throughout, module tests and a final exam to ensure they have thoroughly understood the process of finding work.

To maintain the program's integrity all online questionnaires must be completed in six attempts or participants will be locked out of the program. If a student fails the first attempt, they are locked out from re-attempting a quiz for 10 minutes. All questions are changed each time a student re-sits a questionnaire. This encourages students to absorb the material carefully. If a student fails the second and subsequent attempts, they are locked out of quizzes for 6 hours.

The material is delivered in a process of knowledge building from lesson to lesson, module to module so that students absorb the information contained in the program gradually.