

# Applied Personal Skills Advanced Programme

## PROGRAMME OVERVIEW

This programme will give you all the core employability skills you need to thrive in work and builds on the Applied Personal Skills Foundation Programme. On this comprehensive programme, you will develop the qualities, attributes and character traits that make you employable and that prepare you to thrive in work.

You will master the following:

- Understanding employability
- Getting a job
- Professional attitudes and behaviours
- Core communication skills
- Working effectively with other people
- Becoming a professional
- Problem solving and critical thinking
- Taking the initiative
- Entrepreneurship and enterprise

Applied Personal Skills are the basis for your employability and this programme gives you everything you need to be successful in work.

**FEE:**  
\$495

**LEARNING HOURS:**  
100 hours

**LEARNING METHOD:**  
Instructor-led Workshops, Video Content, Experience-based Assignments and Final Assessment

**AWARD:**  
Field Ready Applied Personal Skills  
Advanced Level Certificate

## WHAT YOU WILL LEARN

The Applied Personal Skills Advanced Programme is organised into six modules and will help you master the following:

### MODULE 1: BUILDING YOUR EMPLOYABILITY

- Understanding employability and what employers want
- Building your own profile
- Finding a job and getting a job

### MODULE 2: BECOMING A PROFESSIONAL

- Understanding yourself, knowing your strengths
- Personal presentation/professional attitudes and behaviours
- Building your network

### MODULE 3: BECOMING A GREAT COMMUNICATOR

- Knowing yourself as a communicator
- Talking and listening/Non-verbal communication
- Presenting to others/the skills of facilitation

### MODULE 4: ADVANCED COLLABORATION SKILLS

- Understanding company cultures/working in mixed teams
- Authority and hierarchy/understanding roles and responsibilities
- Learning from others/successful teams

### MODULE 5: BECOMING THE IDEAL EMPLOYEE

- Solving problems and thinking critically
- Taking the initiative/learning to lead
- Dealing with change, uncertainty, complexity, ambiguity, conflict

### MODULE 6: ENTREPRENEURSHIP & ENTERPRISE

- The mindset and skillset of the entrepreneur
- Setting up and running a business
- Planning, funding, financing and making it happen

The Applied Personal Skills Advanced Programme will provide you with a broad and highly participatory set of learning experiences.

They will make you more employable and help you to understand what you want from your professional life.

## THE LEARNING EXPERIENCE

The Applied Personal Skills Advanced Programme is taught in a blended way. This means that you will experience a mix of direct teaching (face to face or online), digital content (videos/audio), assignments and a final assessment.

We run the programme across the course of 6 weeks with 15-20 hours of learning per week (divided between learning sessions and completion of learning experiences and assignments). The programme is organised as follows:

WEEK 1 (20 HOURS)

### LAUNCHING OF THE PROGRAMME

This will be done either face to face at one of our partner institutions or online depending on your geographical location

### COMPLETION OF MODULE 1

Two 2-hour online workshops to support the face to face launch plus one assignment to complete

WEEKS 2 AND 3 (30 HOURS)

### MODULES 2 AND 3

One guest online workshop from a Technical Commissioner; two facilitated group sessions online or face to face; two assignments to complete

WEEKS 4 AND 5 (30 HOURS)

### MODULES 4 AND 5

Two facilitated group sessions online or face to face; two assignments to complete

WEEK 6 (20 HOURS)

### MODULE 6

One guest online workshop, enterprise project, group coaching session and two facilitated group sessions online or face to face; one assignment to complete

### FINAL ASSESSMENT AND GRADUATION

You will be set a final assessment and asked to complete a video presentation.

On completion and approval of this and all other assignments you will be awarded the Field Ready Applied Personal Skills Advanced Level Certificate.