

Applied Personal Skills Foundation Programme

PROGRAMME OVERVIEW

This programme will introduce you to the key employability skills you need to thrive in work. Applied personal skills are the qualities, attributes and character traits that demonstrate who you are as a person.

The Applied Personal Skills Foundation Programme will give you modules on the following:

- Understanding employability
- Professional attitudes and behaviours
- Core communication skills
- Working effectively with other people

Applied Personal Skills are the basis for your employability.

FEE:

\$250

LEARNING HOURS:

40 hours

LEARNING METHOD:

Instructor-led Workshops, Video Content, Experience-based Assignments and Final Assessment

AWARD:

Field Ready Applied Personal Skills Foundation Level Certificate

WHAT YOU WILL LEARN

The Applied Personal Skills Foundation Programme is organised into four modules and will help you answer the following questions:

MODULE 1: UNDERSTANDING EMPLOYABILITY

- What is employability?
- What do employers really want?
- How do I find a job and get a job?
- What are the secrets to successful self-employment?

MODULE 2: PROFESSIONAL ATTITUDES AND BEHAVIOURS

- How do I present myself as a professional?
- How do professionals behave?
- What are acceptable/unacceptable workplace behaviours?
- How do I become the best version of me?

MODULE 3: CORE COMMUNICATION SKILLS

- What are my strengths and weaknesses as a communicator?
- How do I speak (and listen) like a professional?
- What is non-verbal communication?
- How can I become a better communicator?

MODULE 4: WORKING EFFECTIVELY WITH OTHERS

- Why is it important to be a team player?
- How can I contribute to the team from day one?
- What are roles and responsibilities (and why are they vital?)
- How can I become a great team player?

The Applied Personal Skills Foundation Programme is the first step you will take to becoming Field Ready. Once you've completed the Foundation Programme, you can choose to take the Advanced APS Programme. This will build on the Foundation Programme and further develop your Applied Personal Skills.

THE LEARNING EXPERIENCE

The Applied Personal Skills Foundation 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), experience-based assignments and a final assessment.

We run the programme across the course of a calendar month, with the weeks organised as follows:

WEEK 1 (10 HOURS)

LAUNCHING OF THE PROGRAMME

This will be done online

MODULE 1

There will be two 2-hour online workshops to support the programme launch plus an assignment to complete in the first week

WEEK 2 (10 HOURS)

MODULE 2

One guest online workshop from a Technical Commissioner followed by two facilitated group sessions online or face to face; supported by online resources

WEEK 3 (10 HOURS)

MODULE 3

2-hour online workshop followed by self-assessment exercise; online resources; facilitated group session and written assignment

WEEK 4 (10 HOURS)

MODULE 4

One guest online workshop from a Technical Commissioner followed by two facilitated group sessions online or face to face; supported by online resources.

FINAL ASSESSMENT AND CERTIFICATION

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 Foundation Level Certificate