

Ready2Work Level 2

Kia rite mo te mahi

New Zealand Certificate in Foundation Skills Level 2

Free 20 Week Programme

What does the programme cover?

This programme will provide youth with work and life skills, preparing them to be ready for work and/or pathway into further study. The programme consists of four courses which help learners develop basic capabilities and competencies to pursue pathways into employment or further education.

Who can Enrol

This is a youth qualification designed for all learners aged 16 – 24 (15 with an exemption) who do not already hold a qualification at level 2 or above.

When can I Enrol?

You can enrol throughout the year but these are our key intake dates:

Term 1 – 27 January & 3 March

Term 2 – 7 April & 26 May

Term 3 – 14 July & 18 August

Term 4 – 6 October & 10 November

Next Steps

- A range of ACE programmes
- Pathway support into employment or further study

Where can I Enrol?

North Island

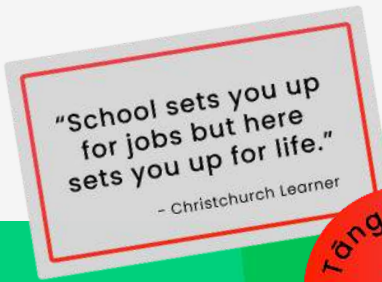
New Plymouth
Palmerston North
Whanganui
Dannervirke

South Island

Ashburton
Christchurch
Oamaru
Timaru
Invercargill

Timetable

Monday to Friday with Friday reserved for self directed learning.



"School sets you up
for jobs but here
sets you up for life."
- Christchurch Learner



Enquire Now

Shape your future, how you want to. Follow your interests, and be supported.
Start your new learning journey by enrolling today.

info@ymcaeducation.ac.nz

Course Modules



Module 1

Kōwae Tuatahi



Diverse Communities

Module one is all about understanding the diversity of your community by learning and using skills such as researching information, conducting a survey and developing and delivering a presentation. By the end of the module, you will have:

- Used digital tools to gather and understand information about the diversity in your community using reliable sources of information.
- Communicated appropriately with people from other cultures.
- Presented information about diversity in your own community to an audience.
- Communicated information and reflected on challenges for others in the community.

Module 2

Kōwae Tuarua



Planning my Future

This programme is all about getting you ready for work. Module two brings this to life by giving you the skills to identify future work and study options that interest you and fit with your interests, skills and attributes. You will also learn about different types of workplaces and the expectations they have of their staff and put it all into practice in a real workplace experience placement. By the end of the module, you will have:

- Researched work, career and study options based on your interests, skills and attributes.
- Reflected on possible future career options based on your research.
- Knowledge of diversity within workplaces and their expectations of their staff around personal presentation, health and safety, your attitude and your role
- Carried out a 5-day work experience placement, putting in practice the expectations of your selected workplace.
- Set goals and a plan to achieve them for your future career aspirations.

Module 3

Kōwae TuaToru



Becoming Work Ready

Module 3 will provide you with the skills and experience to be successful in getting a job, from finding job vacancies, writing your CV, applying for a job and going through a formal interview process. All the key steps to successfully land you into work.

By the end of the module, you will have:

- Used online and offline information sources to find job vacancies that interest you and fit with your skills and experience.
- Explored online CV templates and produced your own CV.
- Knowledge of employment agreements and your employment rights.
- Completed a job application process, including producing a targeted CV and cover letter.
- Prepared for and participated in a formal job interview.

Module 4

Kōwae TuaWhā



Becoming Financially Capable

One of the great things about having a job is the money you receive from your salary/wages. A key skill in life is to be able to manage your money and have the financial capability required to function independently. Module four is focused on developing your financial capability.

By the end of the module, you will have:

- Knowledge of tax and other deductions from your personal income.
- Produced a household budget, set financial goals and adjusted your budget to achieve the goal.
- Knowledge of banking products and services that relate to your personal finances.
- Considered funding options for future tertiary study.