

CASTLE PERSONNEL

Are you planning to leave school and get a Job?

Do you need help to get the skills that will make you employable?

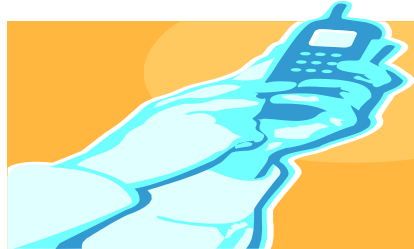


School-to-Work can help you with:

- Personal presentation
- Understanding job requirements
- Interview skills
- Team skills
- Improved confidence and self-esteem

This is a FREE course for people who meet Castle Personnel's eligibility

**For more information
contact your local
Castle Personnel**



Mayfield

242 Maitland Road
Mayfield NSW 2304
Ph: 02 4014 2222
Fax: 02 4014 2233

Maitland

Lot 2 Cinema Centre
Ken Turban Drive
Maitland NSW 2320
Ph: 02 4934 3487
Fax: 02 4934 3022

Salamander Bay

Tomaree Library
Tomaree Town
Centre Circle
Salamander Bay
NSW 2317

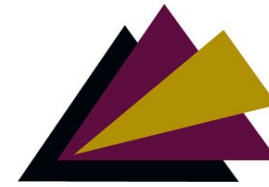
[Email: rto@castlepersonnel.com.au](mailto:rto@castlepersonnel.com.au)

Newcastle

Suite 9
Riverwalk Building
710 Hunter Street
Newcastle NSW 2300
Ph: 02 4929 7712
Fax: 02 4929 7713

Toronto

Suite 1, 2 James St
Toronto NSW 2283
Ph: 02 4959 7222
Fax: 02 4959 7088



CASTLE PERSONNEL



NATIONALLY RECOGNISED
TRAINING



21671VIC – Certificate I in
Transition Education

School-to- Work Program



CASTLE PERSONNEL

These qualifications can assist you to gain employment or move on to further training



Certificate I in Transition Education– School-to-Work Program prepares you for employment and improves your chances of finding and keeping work.

This is a nationally accredited course which means that if you are successful in completing all of the units you will receive a Certificate I or if you complete one or more individual unit/s you will receive a Statement of Attainment.

Units include:

- **Individual plans/goals**
- **Personal development (Career planning)**
- **Travel training**
- **Job Readiness (Exploring adult options)**
- **Community Access**
- **Money management (Functional numeracy)**
- **Effective communication (Personal and work)**
- **Drivers permit**
- **Follow workplace safety procedures**
- **Environment**
- **Provide first aid**
- **Computers**
- **Use business technology**

