



Career Keys Training Schedule

July - December 2010

Providing training, lifestyle and professional development opportunities for schools and the community.

Specialising within the core sectors of:

- Career Development
- Coaching for Life and Business
- Community Services
- Computer and Business
- Education (Teacher Aide)
- Employment Services
- Job Preparation
- Youth Work

"Where it's all about you!"

Careers - Employment - Training - Support

Career Keys Course Summaries

Visit us at www.careerkeys.com.au or phone 07 3200 2700

Accredited Training

Cert IV in Training and Assessment

Our program is specially structured to provide a flexible training opportunity with a combination of both face to face and self paced learning aimed at people seeking employment as a trainer in the VET sector. RPL only available.

Cert IV in Career Development

Our program offers the opportunity to learn the application of a career development framework to assist clients to gain knowledge, skills, attitudes and behaviours that underpin a self directed approach to life, learning and work.

Cert IV in Employment Services

This qualification is for workers who provide a range of programs and services to clients and employees to support them in locating, securing and maintaining suitable employment. Suitable for those working or seeking work as an Employment Consultant, Training and Placement Officer, or Job Search Training Consultant.

Cert IV in Coaching for Life and Business

Reported to be the 2nd fastest growth industry in the world, Life Coaching is all about assisting and empowering a person, organisation or team to achieve their desired outcomes. This course will help you to develop your 'natural' mentoring, leadership and communication skills and develop them into a structure to 'coach' people professionally.

Cert IV in Youth Work

Our program is aimed at people seeking a career within the Community Services Industry as a Youth Support Worker, Youth Housing Support Worker, Intake and Referral Worker or Youth Case Worker.

Cert III in Community Services Work

This qualification applies to community work delivered through a broad range of services which provides support to individuals and groups. At this level workers may provide day to day support in a community setting and/or provide assistance under the direction of others.

Cert III in Education Support

Get the qualification, skills and knowledge to become a Teacher Aide in a Prep, Primary or Secondary school environment. Our flexible training caters for people currently working as an unqualified Teacher Aide and would like to gain qualifications through Recognition for Prior Learning (RPL) or for people who have limited or no experience in a school setting.

Short Professional Development Courses

Educational Stream

Supporting Students with Learning Difficulties

F.A.T City - Frustration, Anxiety, Tension - These are familiar feelings for people with learning difficulties and their families, friends, teachers and employers. This unique workshop provides a learning experience from the perspective of the person with the learning difficulty to facilitate understanding, demonstrate alternative teaching, coaching and support strategies, and skills to manage improved learning engagement.

Writing Accurate Anecdotal Records

The writing of objective and factual anecdotal records is a necessary expertise for all Teacher Aides. This half day workshop develops skills in the writing of anecdotal records that are meaningful, relevant and concise, and can be used to fulfil legal requirements.

Customer Service within a School Context

Are you looking to take your school Administration Team's customer service to an exceptional level? The new Career Keys 'Customer Service within a School Context' workshop will assist your team to identify internal and external customers, map out how to clearly provide exceptional customer service to both types of customers and actually draft and complete a Customer Service Standards procedures document at the end of the workshop. (Best delivered if 2+ participants from the same school are in attendance)

Community Services Stream

Introduction to Case Management

This workshop provides new case managers in the community services and employment sectors with practical tools to effectively make an initial assessment of clients' needs and develop service delivery plans, write objective case notes and support clients' progress towards achieving goals and case closure.

Advanced Case Management

Experienced case managers will strengthen their skills in engaging clients with challenging and multiple barriers, discuss strategies for handling multiple complex needs and multiple clients, and explore the duality issues of integrating client centred strategies with project objectives.

Self Care In Our 'People' Industry

Within the 'people' industry, workers in health, community, education, and care jobs need to balance the demands of challenging work assisting others for extended hours each day. This course helps workers develop effective skills to survive and thrive in the people industry through developing skills in self care including personal management, emotional resilience and healthy work life balance.

Handling Potentially Difficult Situations

Concerned about how to address anger and aggression in your people? Looking for strategies to diffuse potentially harmful situations? Want to learn more about how to de-escalate violent behaviour. A practical and very 'hands on' workshop will use realistic scenarios to provide you with a toolkit of strategies to minimise the risk of harm to yourself and others.

Group Facilitation Skills

Facilitation skills can be seen as a toolbox of skills required for giving form and substance to group process. This workshop will focus on strength based group activities appropriate for different stages of group development and will teach participants how to assist people to engage more fully in the learning activity.

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	All prices	include GST	July	August	September	October	November	December
Accredited training								
TAA40104 Cert IV in Training and Assessment – RPL only	\$500	External	☎	☎	☎	☎	☎	☎
CHC42108 Cert IV in Career Development	\$1,450	External	☎	☎	☎	☎	☎	☎
CHC42008 Cert IV in Employment Services	\$1,450	External	☎	☎	☎	☎	☎	☎
39118QLD Cert IV in Coaching for Life and Business	\$1,450	External	☎	☎	☎	☎	☎	☎
Special Offer – Any combination of the above courses – Career Development, Coaching for Life & Business, Employment Services	\$1,950	External	☎	☎	☎	☎	☎	☎
CHC41808 Cert IV in Youth Work	\$1,450	External	☎	☎	☎	☎	☎	☎
CHC30108 Cert III in Community Services Work	\$ 950	External	☎	☎	☎	☎	☎	☎
30613QLD Cert III in Education Support - Face to face training various venues	\$1,450	20 weeks	☎	☎	☎	☎	☎	☎
- Correspondence	\$1,450	External	☎	☎	☎	☎	☎	☎
- RPL	\$ 850	External	☎	☎	☎	☎	☎	☎
30626QLD Cert I in Work Education	Nil	16 weeks	☎	☎	☎	☎	☎	☎
Short Professional Development Courses (minimum number required for all workshops)								
Education Stream								
Supporting Children with Learning Disabilities (Various venues – Includes F.A.T City)	\$70	4 hours			☎			
Customer Service within a School Context	\$60	3 hours	☎			☎		
Writing Accurate Anecdotal Records	\$50	2 hours		☎				
Responding to Potentially Dangerous Behaviours	\$140	Full day	☎			☎		
Community Services Stream								
Introduction to Case Management	\$80	Half day				☎		
Advanced Case Management	\$140	Full day	☎					
Group Facilitation Skills	\$80	Half day			☎			
Self Care in our People Industry	\$80	Half day					☎	
Responding to Potentially Dangerous Behaviours	\$140	Full day	☎			☎		
Job Preparation – Fee for service								
Resume Services	From \$30	Ongoing	☎	☎	☎	☎	☎	☎
Queensland Government Funded Programs for Jobseekers								
Job Preparation								
Work Readiness – Marsden / Crestmead	Nil	10-12 wks	☎	☎	☎	☎	☎	☎
Work Readiness – Inala / Forest Lake	Nil	10-12 wks	☎	☎	☎	☎	☎	☎
Work Readiness – Salisbury / Moorooka	Nil	10-12 wks	☎	☎	☎	☎	☎	☎
Work Placement	Nil	17 wks	☎	☎	☎	☎	☎	☎
Cert II in Business	Nil	6 wks	☎	☎	☎	☎	☎	☎
Cert III in Community Services Work	Nil	10 wks	☎	☎	☎	☎	☎	☎
Get Set for Work – Taste 'n Style Marsden (15-19 year olds)	Nil	16 wks	☎	☎	☎	☎	☎	☎
Career Club – Weekly (please ring and book in)	Nil	Ongoing	☎	☎	☎	☎	☎	☎
Community Literacy Program – Blended Program	Nil	10 wks	☎	☎	☎	☎	☎	☎



Please call us on **07 3200 2700** or email enquiries@careerkeys.com.au for dates and further information.

Career Keys is a not for profit community organisation that offers:

- Training and Skills Development
- Career and Employment Services
- Community Support Programs

With site offices in Hillcrest, Inala, Marsden and Salisbury, in addition to delivering outreach services to both youth and adults within Logan and surrounding regions, Career Keys is experienced in understanding and meeting the transition needs of community members who are aiming to enter or re-enter the workforce.

As a Registered Training Organisation, Career Keys delivers a range of training courses throughout the year under the facilitation of industry experienced and qualified training staff.

When delivering any of our training programs we provide:

- Student support to enable each person to reach their full potential.
- A mixture of theory and practice that allows students to demonstrate their skills, knowledge and understanding.
- Support to gain 'hands on experience' in the workplace (where relevant to the course being undertaken).
- Students are able to apply for Recognition of Prior Learning and Credit Transfer for all Nationally Recognised training courses.



For further information please contact:

Marsden Community Training Centre

31-37 Barklya Place

Marsden QLD 4132

P: 07 3200 2700

F: 07 3200 9800

E: enquiries@careerkeys.com.au

W: www.careerkeys.com.au

Salisbury Community Training Centre

Suite 2.3 Ian Barclay Building

Construction Training Centre

460-492 Beaudesert Road

Salisbury QLD 4107



**Queensland
Government**

Skilling Queenslanders for Work
is a Queensland Government initiative