Certificate I in Work Education (22128VIC):
- General
- Ignition Theatre
- Hospitality

Certificate I in Transition Education (22129VIC)
Our courses are for those interested in:

- discovering and creating opportunities for further work, training or community activities
- developing goals and the skills to achieve them
- investigating a range of local support services and facilities
- boosting communication skills and self-confidence
- increasing independent travel skills
- building familiarity with technology including phones, appliances, computers and the internet
- developing safe work skills
- career planning.

An individual education program plan is developed for each student.

The plan sets outs goals and the objectives needed to achieve them, which can include:

- developing independence, health and well-being
- improving social networks and recreation opportunities
- extending vocational studies and community participation
- exploring job choices
- developing language, literacy and numeracy skills
- undertaking training and practical placement.

At the end of the course, students leave with an exit plan to facilitate future success. The plan may include formal arrangements with employment services and other services.
Practical placements

Practical placement is vital for the successful completion of the Certificate I in Work Education, allowing students to gain valuable work skills and experience in industry. The practical placement teaching team works with the student to arrange placements and accompany them to interviews.

Travel routes and times are discussed and travel training needs are identified. During practical placement the teaching team continues to support the student and maintain contact with employers. After completing their placement, students receive written reports detailing their tasks and skill development.

Certificate I

**CODE: 22128VIC**

**Certificate I in Work Education Foundation (General)**

This course is suitable for students with disabilities, particularly those with individual learning needs. The general stream develops employability and work readiness skills in a supportive environment. Students will have the opportunity to develop and improve communication skills for the workplace. Students have the opportunity to select from vocational industry electives.

**Course duration**

Full-time: one or two years
Part-time: available through flexible delivery to meet students’ needs.
CODE: 22128VIC
Certificate I in Work Education Foundation (Ignition Theatre)

The Ignition Theatre stream is for students with a broad range of disabilities and individual learning needs. The programs teaches skills relevant to working or volunteering in the performing arts and theatre industry, as well as, entry level skills into a broad range of other industries. Students learn about theatre and performance, set design and construction, staging and production, basic literacy and numeracy skills. Practical placement and links to employment services are also provided, so that students can plan for future employment, study or volunteering pathways.

Course duration
Full-time: two years
Part-time: available through flexible delivery to meet students’ needs.

CODE: 22128VIC
Certificate I in Work Education Foundation (Hospitality)

This course is suitable for students with disabilities, particularly those with individual learning needs, with an interest in working in the hospitality industry. Students will have the opportunity to develop employability and work readiness skills in a supportive environment. They will consider personal goals in job choice, literacy, numeracy and practical placements. Students will have the opportunity to visit and work with
organisations, kitchens and in front of house environments, which may lead to work at the end of the course. They will also study: food preparation, general housekeeping, kitchenhand work and Hygiene for Food Handler’s Certificate.

**Course duration**

Full-time: two years
Part-time: available through flexible delivery to meet students' needs.

**CODE: 22129VIC**

**Certificate I in Transition Education Foundation**

This course is for people with disabilities who would like to develop their independence, decision making and self-confidence as they explore and participate in voluntary work and community activities to enhance their full potential. Students participate in a range of electives through hands on practical skills and project based learning.

**Course duration**

Full-time: one or two years.
Part-time: available with flexible delivery to meet students' needs.

“This course helped my son a lot. He is more mature and aware of employer expectations. He obtained casual work at Bunnings.”

*Parent of Work Education student, A.M.*
Study pathways

Students who complete the Certificate I in Work Education may move on to:

- Certificate I in Transition Education
- Course in Vocational Education and Training
- Certificate I in Vocational Education and Training
- Certificate II in Vocational Education and Training
- Certificate I in Vocational Studies (Food Industry)
- Certificate II in Vocational Studies (Food Industry)
- Certificate I in Vocational Studies (Transport and Distribution)
- Certificate I in General Education for Adults (Introductory)
- Certificate II in Retail Baking (Assistance)

Students who complete the Certificate I in Transition Education may move on to:

- Certificate I in Work Education 22128VIC
- Certificate I in Hospitality (Kitchen Operations) SIT10213
- Certificate I in General Education for Adults (Foundation) 22235VIC
- Certificate II in General Education for Adults 22237VIC.

“The Certificate I in Transition Education has helped me become more independent. I am not as shy as I used to be, I made friends and reached all my goals. I’m now doing a Certificate II course and all is going well.”

Student, D.B.
How to apply

Applicants must fill out and return an application form, and attend an interview. All applicants will be acknowledged via mail and contacted to attend an interview.

Application forms can be obtained from the Work Education Centre or the Melbourne Polytechnic website: www.melbournepolytechnic.edu.au/work-education/

Fees

Enrolment fees apply. Up-to-date fee information will be provided at interview.

For further information

For further information or to discuss our programs, call the Work Education Centre on 03 9269 8391.

Businesses which support the Work Education Centre's practical placements include:

- Coles
- Target
- K-mart
- Bunnings

“As an employer of a student who completed Melbourne Polytechnic’s Certificate I in Work Education at Preston, I congratulate all of the team at the Work Education Centre. What a wonderful job you all do for these students!”

Steve Bryant, Manager, Bunnings Northland.
Melbourne Polytechnic is a vibrant hub designed for industry training and innovative learning. The Work Education Centre is located in High Street, Prahran, close to Chapel Street and also St Georges Road, Preston.

Prahran Campus
144 High Street, Prahran VIC 3181

Preston Campus
77 St Georges Road, Preston VIC 3072

www.melbournepolytechnic.edu.au/work-education
03 9269 8391

Check out our social media sites
facebook.com/melbournepolytechnic
youtube.com/user/melbpoly

This training may be delivered with Victorian and Commonwealth Government funding. Information correct at July 2015 © MELBOURNE POLYTECHNIC

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