

**EDUCATION TO EMPLOYMENT
BROKERAGE SERVICE**

EMPLOYABILITY PROGRAMME

Vocational knowledge and career
preparation



TAI TOKERAU
TRADES TRAINING

WHAT IS THE EMPLOYABILITY PROGRAMME?



TRANSITIONING TO EMPLOYMENT CAN BE A CHALLENGING TIME FOR ĀKONGA (LEARNER)

Designed to respond to business and industry concerns that ākonga may not be developing the work-readiness skills needed to succeed in the workplace, as well as empower ākonga to succeed on their individual career journeys.

The employability programme enables facilitators to deliver workshops and associated activities that assist in helping ākonga gain work readiness skills that employers have identified they want to see in their potential employees. The Employability programme is designed to give ākonga the tools they need to successfully transition to and sustain long-lasting employment in any industry. The Employability workshops are designed to be flexible and able to be adjusted to suit ākonga needs, in line with Tai Tokerau Trades Training's core values:

“I runga i Te Tika, Te Pono me te Aroha”
It is doing what is right with integrity and
compassion.

We do so by embracing the following principles within our everyday practice.

Whakamana

- Empowerment promoting strength and confidence

Whakawhanaungatanga

- Establishing relationships and bringing the whakapapa to life

Manaakitanga

- Looking after and supporting each other Aroha – love, empathy, and compassion

Awhi

- Help and cherish Tautoko Support and help Tuākana /Tēina



HOW DOES IT WORK?



HOW THE DELIVERY CAN LOOK FOR YOUR KURA (SCHOOL) AND ĀKONGA

- Our Employability Programme offers a set series of interactive workshops focusing on core employability skills
- We have developed eight 1hour workshops for you to choose from
- Your kura can choose 5 of the 8 workshops, selecting the workshops which best align to your ākonga needs and stages of their transition journey
- Each workshop is 1 hour, or one class period in length
- Our team facilitate face to face delivery, in your kura
- In total, this programme is 5 hours worth of delivery
- Our team will work with you and your kura to develop a programme delivery timetable for the term
- The programme is to be delivered to a set group of ākonga, no more than 20, for the 5 full sessions

ZERO
COST
DELIVERY

EMPLOYABILITY PROGRAMME WORKSHOPS



OUR 8 WORKSHOPS - CHOOSE YOUR TOP 5!

WORKSHOP OUTLINES:



**Ko wai ahau?
Who am I?**

Ākonga will focus on developing a sense of where they see themselves within the working world.



**Willingness
to learn**

Ākonga will learn how having a Willingness to Learn improves their standing in the workplace, and how to cultivate this skill.



Goal Planning

Ākonga will learn the value in goals and how to make them SMART!.



Team Work

Ākonga will learn the importance of being a team player and building trust with co-workers to be successful in the workplace.



Communication

Ākonga will learn about the importance of communicating at work and how to do it professionally.



**CV and Cover letter
skills**

Ākonga learn about C.V and cover letter, why they are important and how to construct one for the professional world .



Positive Attitude

Ākonga will gain understanding of what it means to have a positive attitude at work, and learn about the STAR formula to overcome and resolve issues.



Interview skills

Ākonga will learn and practice interview skills, to aid them in their transition to employment

WORKSHOP SELECTION SHEET



SCAN THIS SHEET AND EMAIL IT TO US, WHEN YOU HAVE MADE YOUR CHOICE

PLEASE RECORD YOUR WORKSHOP SELECTION BELOW:

	PROPOSED DELIVERY DATE:	PROPOSED DELIVERY TIME:
1.		
2.		
3.		
4.		
5.		

PLEASE RECORD THE NUMBER OF ĀKONGA YOU WOULD LIKE TO PARTICAPTE (MIN 10 - MAX 20) :

PLEASE RECORD THE YEAR LEVEL OF ĀKONGA :

**THANK YOU FOR YOUR INTEREST IN OUR EMPLOYABILITY PROGRAMME!
ONE OF OUR VOCATIONAL COORDINATORS WILL BE IN TOUCH TO CONFIRM THE DETAILS**



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