



# Future Forward

## How to prepare for employment

### A 5-Day Workshop

An accredited course to help young South Africans and Africans from all backgrounds engage the daunting yet exciting world of work.

#### **This course:**

- Can be offered on its own or as an elective within a vocationally based qualification
- Contributes to the full development of each young person
- Is important for economic transformation!

*“What I found to be the most interesting thing for me from the training, was skills portability. How I can use my soft and hard skills in different ways to broaden my job search” – Regina Pietersen WCED Overberg District*

*“This training really made me aware of all the opportunities in the employment sector and also on how to get me more employable by equipping myself through obtaining skills and updating my CV regularly”- Zenobia Lott (CSA-Metro North).*

Through this intensive training, young people will be supported, guided and equipped to :

- **Find workplace opportunities that can put them on the path to success:**  
Know where to look in the local community and how to judge whether specific opportunities are appropriate and the best possible choice for each individual.
- **Know how to apply for jobs, professionally and confidently:**  
Know what documentation to prepare and how to follow all applicable procedures on the phone, in writing and during face-to-face interactions.
- **Choose appropriate training programmes to access their chosen employment:**  
Take into account important factors such as personal circumstances and aptitude, and know what the potential for career progression and portability of skills is.



gold [generation of leaders discovered]

# 5-Day training programme core elements:

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1. Explore formal and informal sectors
2. Identify opportunities
3. Choose a training programme
4. Know how to apply for a job

AND ALSO

The following exciting additional aspects ...

- Personal finance management
- My conduct in the workplace: My character and personality
  - How to be the best possible team player
- What are transferable skills, and how do I bring them to the workplace?
  - How to present a great CV

Additional modules can be requested based on group needs

SAQA accredited

Unit Standard: How to prepare for employment

Unit Standard number: 14666 – NQF: Level 1 – Credits: 4



# 5-Day workshop

register for work readiness training

# Bookings Open

Costing would include venue, catering and training materials

Email us for a quote

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