

Programme

Job Club



Emphasis

Job Club is designed to offer students a chance to practise their English skills while learning vital skills for finding work in Australia. Students will take part in activities covering a range of practical and useful subjects from writing a resume to interview tips.

Choose this programme if:

- You need help with writing your CV or resume and useful tips on presentation and content
- You need help creating a tailored cover letter or letter of application
- You want to improve your ability to answer interview questions effectively
- You want to build your confidence in interviews and in telephone conversations
- You want to improve your job hunting skills and receive guidance in finding job vacancies
- You want to earn a Responsible Service of Alcohol (RSA) Certificate to enable you to find work in the hospitality industry in Australia

Club facts 2011

Locations

Brisbane, Cairns, Perth and Sydney City and Sydney Manly

Club start dates

Brisbane: Every Thursday, 3.50 - 4.30pm,

Cairns: Every Monday and Wednesday,
1.30 - 2.30pm

Perth: Every Wednesday and Thursday,
4:00 - 5:00pm

Sydney City: Every Wednesday,
4.00 - 5.00pm

Sydney Manly: Every Wednesday and Thursday,
12.30 - 1.20pm

Please see notice boards and reception staff for more information in each school as times may vary

Club entry levels

Cairns and Perth: All levels

Brisbane, Sydney City and Sydney Manly:
Intermediate to Advanced level

Price

Job Club is free to all students

Optional Responsible Service of Alcohol Certificate
Course: AUD 95*

* Students do not need to sign up to the Job Club to undertake the RSA course. Students can book the RSA course directly with the staff at reception.

Club structure

Job Club sessions are flexible and are tailored to the needs of the students in attendance. Students are actively encouraged to nominate which areas they would like most help with within the sessions.

Activities may include:

- Resume and cover letter writing, including language use, correct structure, content and style tips
- Interview techniques, including learning how to be confident in an interview situation by working through typical questions and building conversation confidence
- Interview and telephone conversation role playing, including how to introduce yourself, leaving messages, arranging meetings and dealing with calls from potential employers
- Developing your job hunting skills, including help in searching job websites and sections in newspapers
- Learning about your legal obligations and applying for a Tax File Number, Police clearance and RSA certificate



RSA Course facts

Responsible Service of Alcohol (RSA) Course

Before you start work in the hospitality industry in Australia, you must complete the RSA course to ensure you have the necessary skills and knowledge and conform to the relevant Australian laws. To work in a position that involves the service of alcohol, a RSA is required. The RSA course is a nationally accredited course and training covers the law in each individual state of Australia. After completing a course (which involves training and assessment) you will receive an RSA certificate to show future employers.

Student Support

Weekly flyers promote positions vacant around the region or students can talk to staff at reception for regular updates on local opportunities or more information.