



## Time to make your move?

Do you want a course focused on developing the skills you need for employment? Do you want a study plan designed specifically towards your career path? Do you want to study at a pace that suits you? Then this course is for you!

### What will I be learning and doing?

The skills for work programme will focus on developing foundation skills for employment. This includes emphasis on improving literacy and numeracy skills as well as generic employment skills. Specific work skills included in the programme focus on building on the existing skills you may already have and we will offer unit standards along the way. Driving, computing and customer service skills will be included in the programme.

### What qualifications can I gain?

You will have the opportunity to gain credits towards nationally recognised qualifications, including:

- National Certificate in Employment Skills
- National Certificate in Computing (Level 2)
- NCEA (Levels 1, 2 & 3)

The main focus however will be on study modules of workplace and communication skills that will help to prepare you for work.

We can also support you to achieve your Learners, Restricted Drivers or other Licences.

## Contact Us

**Email:** info@karoro.co.nz  
**Website:** www.karoro.co.nz  
**Free Phone:** 0800 WE TEACH  
 (0800 93 83224)

**Address:** 180 Tainui St  
 Greymouth  
 Ph: 03 768 9998

**Contact** Karoro Learning Office staff

## Course Hours

Monday—Thursday  
 8.30am—3.30pm  
 Friday 8.30—12pm



*Climb up, climb up, to the summit of the sky*



Make  
 Your Move  
 With  
 Karoro Learning



Skills for Work—2012

*Learn the skills to help you gain  
 (and keep) a job that suits you*



## FAQ Frequently Asked Questions

### What is the course format like?

This course runs for up to 28 weeks. You must be committed to remain on the programme for at least 14 weeks. You will have a mix of self-paced and whole class learning experiences. Literacy and maths skills will be integrated in your learning. Course topics include: Health and safety in the work place, interview skills, employment rights and many more.

Wherever possible, we will also assist you to participate in appropriate work experience to help you on your way towards employment.

### Are courses NZQA accredited?

All courses offer NZQA unit standards. The units you pass are entered onto your NZQA Record of Learning, so that if you go on to further training with another provider you won't have to redo any work you've done. This course provides an ideal foundation for employment or for anyone progressing on to higher tertiary qualifications.

### How much does it cost?

These programmes are funded by the Tertiary Education Commission and are free to eligible clients of Work and Income.

### Who do I see to apply?

If you are registered with Work and Income you need to make an appointment to see your case manager. If you are 16 -18 and unregistered you should speak to the Academic Manager at Karoro Learning.

*Piki mal, piki mal, te mata-tiki o te rangi*



## How do I apply?

Just call us up or drop in to arrange an interview. If you are eligible you will be accepted so long as:

- We have space and you are over 16 or over 18 and registered with Work and Income
- You are prepared to accept Karoro Learning's rules and policies
- You are genuinely working towards self-improvement and employment,
- We believe we can offer you the skills and support that you need to achieve your goals
- You have not exceeded your entitlement to Foundation Focused Training (Current entitlement is to one FFT course only)

## Travel Arrangements

Discuss your transport requirements when enrolling. We offer a pick up and drop off service in some areas. If you live outside these areas a subsidy may be available to you from the Tertiary Education Commission to help meet your travel costs.

## Course Intakes

30 January 2012  
23 April 2012  
16 July 2012  
15 October 2012

# Karoro Learning offers much more than a course

- Enjoy sharing the learning journey with other learners
- Develop your work ethics and communication skills
- Find your dream job
- Learn to use computers and e-mail
- Build your confidence
- learn Driving, computing customer service skills and more....
- NZQA qualifications
- Learn at a pace that suits your needs and abilities
- Develop a realistic career and training plan
- Pass your drivers licence (Learners & Restricted)
- All training support is at no cost to you
- Literacy and Numeracy support while you train