

2025

Job Ready Workshops



We've put together a comprehensive list of job-ready workshops and presentations offered by local organisations and service providers to complement your school's career development programs. Each workshop runs for 45 minutes, can be delivered in-class or online, and can be tailored to meet your students' needs.

[Below is a current list of workshops available.](#)

WORK READINESS WORKSHOPS

- 1. Resume and Cover Letters Workshop:** tips for crafting professional resumes and cover letters to stand out when applying for jobs.
- 2. Interview Preparation:** successfully prepare for job interviews
- 3. Job Searching and Applications:** search tips to get right to the roles you want to find.
- 4. Employability Skills:** employability skills will help you get a job and succeed.
- 5. Employer Expectations:** understand workplace standards, employer expectations, and the skills needed to succeed in a professional environment.
- 6. Accessing the Hidden Job Market** explore alternative ways of finding work in a competitive job market.
- 7. Career Pathways:** guides students in exploring various career options, helping them understand the steps and qualifications required to pursue their desired professions.
- 8. TAFE or University? Which is your best option?**

APPRENTICESHIPS AND TRAINEESHIP

Apprenticeships and Traineeships pathways: Discover the diverse pathways available to young people through apprenticeships and traineeships.

YOUNG WORKERS RIGHTS AT WORK & WORK ETIQUETTE

- 1. Your Rights at Work** – Directed at young people who may be looking to get their first part-time or casual job. It gives important information about how to understand how they are employed, including contracts, payslips and how to find your minimum wage **Apprentice and Trainee Readiness option available**
- 2. Bullying and Discrimination at Work:** covers what constitutes workplace bullying, sexual harassment and discrimination, as well as the tools for responding to these issues.

TRAINING (FEES APPLY)

White Card training (Building & Construction): If you have students interested in pursuing careers in the building and construction industry, consider organising White Card training (CPCWHS1001 – Prepare to work safely in the construction industry). The White Card is a legal requirement for anyone working on a construction site in Australia.

If you'd like to book a session for you students, contact Bret at bmahon@inllen.org.au

