

EMPLOYABILITY LEVEL 1 ENTRY LEVEL

WHAT'S IN IT FOR ME WHY SHOULD I TAKE THIS PROGRAM

- Obtain a guarantee of employability skills
- Only take those modules that you require
- Obtain a competitive advantage by providing employability report to employer
- Employers use this program to hire the right employee
- Bridge the gap between what is needed and what you have with employability skills

LEARNING OUTCOMES EMPLOYABILITY Communication

Follow Instructions

Read and understand simple text

Read and understand technical text

Interpret a schedule or timetable

Complete a form

Give basic instructions

Listen and understand others as they speak

Relate information to another person

Present informally to small groups

Record information (manually)

Write technical documents

LEARNING OUTCOMES EMPLOYABILITY Interpersonal

Conflict Resolution

Appropriate language

Civility towards others

Assertiveness

Respect for authority

Team work

Customer service

Courtesy and respect

Negotiation

Community Conscious

LEARNING OUTCOMES EMPLOYABILITY Personal Traits

Speaks and behaves with integrity

Participates in personal growth opportunities

Maintains physical health

Maintains mental health

Maintains Spiritual health

Dress appropriately

Good work ethic

Personal hygiene

Accountable for personal behavior

Health and safety conscious

Problem solving skills (troubleshooting)

Housekeeping

Time management

Goal setting

Make Decisions

Ability to learn

Effective memory

Transportation ability

Stress reduction

Knowledge of addictive tendencies

Independent living

Perseverant

Deal with adversity

Show Initiative

LEARNING OUTCOMES EMPLOYABILITY Technical

Mechanical Aptitude

Electronic equipment

Hand tools

Financial skills

Basic arithmetic

Basic algebra

Measurement

Sense of direction

Interpret graphs and maps

LEARNING OUTCOMES EMPLOYABILITY Technological

Basic computer literacy

Use internet

e-mail

Word processor

Spreadsheet

Presentation software

Graphics

Operating systems

Communicate electronically