



Job Readiness for Matriculants

Course offered to

Individuals in their final year of Secondary education.

First time job seekers.

Cost

R780 per student

Students are given a Flash drive loaded with course material including class notes and templates.

Course duration

8 hours, divided into two sessions.

Session 1 (4 hrs) – Preparing to find a job

Session 2 (4 hrs) – Entering employment

Practical assignments include Self-evaluation, CV and resume preparation, personal career plan and mock interviews.

Topics covered – Session 1.

Preparing to find a job

Where do I start looking? (Social Media, job Sites and recruitment Agencies)

Self-evaluation and my career plan (practical exercise).

Social media

My online presence

Facebook, Instagram and LinkedIn



My CV or Resume – what is the difference

CVs – the good vs the bad

Different CVs for different positions

The Interview

Preparation

Questions to expect

Tips to stand out

After the interview

Practical assignment

Build a short resume and comprehensive CV.

Topics covered – session 2.

Employment Law in SA – What are my and my employer's rights (realistically)

1. The Basic Conditions of Employment Act.
2. The Labour Relations Act.

Employment contracts

Permanent employment vs temporary placements

Salaries and Tax

Benefits

Medical Aid, Retirement plans.

Other benefits including training, company vehicles etc.



My first work day

Arriving on time

What documents do I take with me?

Lunch and other breaks.

Dress codes

Things that I must/must not do.

My first week

Self-review.

Do I understand my job?

My first three months – why is this important

Probation and work culture.

Cultural fit vs Cultural contribution.

Forward planning.

Etiquette in the workplace

How do I make myself indispensable?

The unwritten rules of the workplace.