

INTRODUCTION

SACE WorkOz Programme is offered to students on Working Holiday Visas enrolled at the Whitsundays College of English and South Australian College of English. SACE WorkOz assists students in finding paid jobs, such as hospitality and farm work.

WORKOZ GOLD OPTION

SACE Great Barrier Reef Whitsundays Students have the option to enrol in the new WorkOz Gold Programme which involves them completing a 'Food Handlers Certificate' or 'Essential Restaurant Skills Training Certificate' at TAFE during their course.

COURSE AIMS

- Prepare student for full-time / part-time employment
- Accelerate English Language proficiency

WORKOZ COURSE DESCRIPTION

- English Language course:
 - Minimum of 4 weeks General Intensive English Course (Includes Special Studies options Business English / IELTS Preparation / TOEIC Preparation / Vocabulary Development Options).
- WorkOz Programme:
 - Students will meet with the WorkOz Co-ordinator during their first week. They will receive a WorkOz job kit with useful templates, instructions and activities to assist them with finding work. Student will need to submit completed activities and liaise with the WorkOz Co-ordinator throughout the course.

Students will be given assistance in the following areas:

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|--------------------------------------|---|
| ○ Preparing a resume | ○ Extensive job interview practice |
| ○ Preparing a letter of application | ○ Applying for a Tax File Number |
| ○ Useful vocabulary | ○ SACE will arrange two job interviews (for temporary / part-time work positions) |
| ○ Job interview guide and activities | |
| ○ Opening a bank account | |

Students completing the WorkOz Gold Course will also complete:

- Food Handlers Certificate or Essential Restaurant Skills Training Certificate

COURSE STRUCTURE

- Enrol in English Language course of choice (minimum enrolment 4 weeks) or Cambridge FCE / CAE / CPE 10 or 12 week duration
- Interview with WorkOz Co-ordinator Week 1
- Student preparation of job application documents
- Completion of TAFE Food Handlers Course or Essential Restaurant Skills Training
- Job interview

ENTRY REQUIREMENTS

- Minimum age - 18 years
- Minimum English Course 4 weeks
- Visa - Working Holiday or Student Visa
- Minimum English Proficiency – Intermediate (on completion of English Course)

COST

- | | |
|---------------------------------|-----------------------|
| • WorkOz Standard Placement | \$360.00 |
| • WorkOz Gold Placement Fee | \$500.00 |
| • English Language Course Costs | Refer to Fee Schedule |

PAST WORK PLACEMENTS

- | | |
|------------------------------|-----------------------------|
| ○ Restaurant / Café work | ○ Fruit / Vegetable Picking |
| ○ Kitchen Hand | ○ Cleaning |
| ○ Hotel Housemaid / Cleaning | ○ Bar work |

WORKOZ APPLICATION

Name:

Address:

Age: Qualifications:

Hobbies / Interests:

Computer Skills:

English Language Level:

Previous Work Experience:

Work Preferences:

Please list 3 work experience preferences

1.

2.

3.

Please read the following carefully.

- Please forward this completed Application Form with your enrolment form to SACE.
- The WorkOZ Placement is organised on completion of your English course.
- SACE Colleges try as far as possible to organise the WorkOZ job interviews to match the students request.
- The South Australian College of English and Whitsundays College of English accepts no responsibility for any claim arising from a WorkOZ placement.
- SACE guarantees to organise two job interviews per student.