

CAREER ENTRY



BURAWA

**NATIONAL INDIGENOUS
CAREERS CENTRE**

**MOVING OUR MOB
UPWARDS**



Are you motivated to begin a career, but not sure where to start?

Knowing which career to choose, and then pursuing it, can be confusing and overwhelming. This course can guide and support you to find a career that interests you and help you to begin the journey towards the job you want.

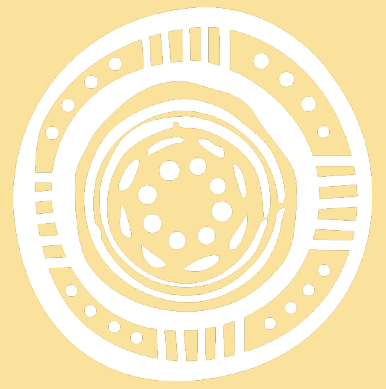
We can walk together to take these first steps. Burawa will show you how to write great cover letters and resumes, build your confidence for interviews, perform well in the workplace, and understand your working style.



WHO IS THIS COURSE FOR?

People just starting out in their careers:

- *Recent high school graduates*
- *Recent graduates of TAFE or other courses*
- *People about to graduate*
- *People who have not worked before and want to begin a career*



WHAT WILL I LEARN?

Basic professional skills including:

- *Cover letter and resume writing – user-friendly template and tips*
- *Finding your strengths – uncovering your skills and interests*
- *Looking for a job – how and where to search for jobs, responding to advertisements*
- *Building confidence – learning to believe in yourself and follow your instincts*
- *Interview skills – guiding you for interview presentation and practice*

COMMITMENT

Learning is ONLINE and will take place over 5 days (one-week, short course) – A total of 8 modules.

Each day, for 5 consecutive days, you will do about 2.5 hours of online facilitated training via MS Teams.

After the online classroom work, you will do 1-2 hours of take home/self-paced activities to develop your skills, in preparation for the next online session.



CAREER ENTRY MODULES

DAY 1

- APPLYING FOR THE JOB - RESUME TIPS AND TRICKS

DAY 2

- APPLYING FOR THE JOB - WRITING A COVER LETTER
- APPLYING FOR THE JOB - INTERVIEW PRACTICE QUESTIONS

DAY 3

- APPLYING FOR THE JOB - QUESTIONS TO ASK
- SELF-AWARENESS- UNDERSTANDING YOURSELF AND CHARTING YOUR DIRECTION

DAY 4

- SELF-AWARENESS - COMMUNICATING POWERFULLY AND EFFECTIVELY
- PROFESSIONAL SETTINGS - MANAGING YOURSELF AND WORKPLACE ETIQUETTE

DAY 5

- WORKING WITH OTHERS - UNDERSTANDING INDIVIDUAL AND TEAMWORK STYLES



ALL OUR COURSES INCLUDE THE
8 WAYS OF ABORIGINAL LEARNING WITH VISUAL
CONTENT, VIDEOS, AUDIO, FACT SHEETS,
TEMPLATES, GROUP ACTIVITIES AND A VARIETY
OF SUPPORTING MATERIALS AND RESOURCES.

MENTORING

For participants who complete this short course, we also offer access to the Burawa Mentoring Program. We will pair you with a mentor who can provide career specific guidance and support, helping you along your journey to enter the workforce. For more information [click here](#).

HOW DO I APPLY?

Simply [click here](#) and fill out an Expression of Interest.



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