

**Training Package**

N/A

**Qualifications**

21108VIC Certificate I in Work Education

**Competencies**

- VBK 158 Interpersonal skills
- VBK 159 Workplace communication Skills
- VBK 160 Team work
- VBK 163 Career planning (with additional content on workplace ethics)
- VBK 163 Career planning



**Description**

The World of Work is intended mainly for young people who are seeking work or making the transition from school to work. These learners may have limited literacy and social skills needed for the workplace and limited knowledge of work/job requirements. The materials are based on four modules of the Victorian Certificate I in Work Education, which provide learners with the skills required for effective interpersonal and workplace communication.

Although designed for a Victorian qualification, an extensive mapping exercise has shown a high level of relevance to similar courses nation-wide. The table below shows applicable courses.

New South Wales / Australian Capital Territory	Certificate I in Career Access
Queensland	Certificate I in Workplace Preparation & Practices Certificate I in Work Readiness Certificate I in Work Education Short Course for People with Disabilities Certificate I in Work Access
South Australia / Northern Territory	Certificate I in Preparatory Education
Victoria / Tasmania	Certificate I in Transition Education
Western Australia	Certificate of Preparation for Employment

**Toolbox Website**

For further information, online previews, support and purchasing, visit:  
<http://www.flexiblelearning.net.au/toolbox>