

Community Max Opportunities At Workforce

How the Community Max Opportunities Programme Works

Workforce Development is an experienced provider of education programmes in a range of contexts and settings. This includes delivery of literacy and numeracy, full NZQA national certificates, career planning and work placement support. Workforce Development is proud to be able to support the local community and councils through Community Max Opportunities.

Component One - Liaison

We work with your community, council and Community Max Advisor to:

- Determine training options that align to community project opportunities
- Develop an understanding of the client's employment interests and needs
- Look at their previous skills and needs assessments identifying development areas and possible barriers to success
- Carry out initial testing - for literacy and numeracy if required, and
- Record personal goals

Component Two - Training

A series of training modules to prepare participants for work, including unit standards.

The topics covered in this component are:

- Food Handling - A comprehensive look at food hygiene and safety
- Comprehensive First Aid - Build confidence to respond to an emergency
- Health & Safety (OSH) - Level 1 - Legislation, hazard management and workplace safety approaches
- Defensive Driving - Driving hazards and risk reduction strategies
- Success Builder - Produce a CV, learn interview skills and build a plan for your future direction
- Living Skills - Learn how to budget and the implications of independent living, including renting and flatting

Career Support

This includes further development of career plans, which include options for further career development pathways, such as obtaining more responsibility and qualifications.

Need More Information?

This programme is the right choice for you! Call to talk to a Training Advisor at Workforce Development today. Freephone **0800 833 5581** or email: study@workforce.ac.nz. Also check out our Website – go to: www.workforce.ac.nz, click on 'Training Programmes'.