

SKILLS AND JOBS CENTRES



WHO WE ARE

The Kangan Institute Broadmeadows Skills and Jobs Centre provides people with independent advice on study and employment options.

The centre supports people:

- Looking for training.
- Considering a career change.
- Preparing for employment.

The centre also supports businesses to find and train staff. We focus on local training, jobs and industries, and also connect local students and businesses with opportunities state-wide.

WHAT WE DO

**FOR STUDENTS, APPRENTICES, TRAINEES, JOB-SEEKERS
AND WORKERS IN TRANSITION**

Independent advice to help with:

- Understanding your study options including: TAFE study, university courses, apprenticeships, and traineeships.
- Personal career planning, including the training and qualifications you'll need to make a start or make a change.
- Getting credit for your existing skills and experience and through Recognition of Prior Learning (RPL).
- Learning about jobs in demand and employment trends.
- Finding a job including advice on preparing your resume and how to apply.
- Accessing other support services including financial advice or welfare assistance.

FOR BUSINESS AND INDUSTRY

Independent advice to help with:

- Understanding skills and training outcomes for particular courses and study options.
- Identifying training options for current staff based on employer and industry needs.
- Creating opportunities for industry-TAFE partnerships including collaboration on course content and delivery.
- Understanding skills in demand and employment trends.
- Connecting businesses with skills and qualified job seekers.

FREE JOB SEEKER WORKSHOPS

Our job seeker workshops located at the Broadmeadows Skills and Jobs Centre are designed to help participants to improve their employability skills and their chances of finding their next job.

These consecutive workshops build on the skills from the previous session:

- Job readiness workshop 1 of 4
- Resume and job application guidance workshop 2 of 4
- Job search and networking workshop 3 of 4
- Interview techniques and job maintenance workshop 4 of 4

For more information visit skillsandjobs.com.au/workshops



FIND US

Skills and Jobs Centre
Kangan Institute
Room A121, Building A
Pearcedale Parade, Broadmeadows
Monday - Friday 8:30am - 4:30pm

CONTACT US

Phone: 1300 100 606
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Visit: skillsandjobs.com.au

Walk-ins are welcome within business hours,
call or email today to make an appointment.

