

Enrolment

STEP 1: Submit referral

- All students wishing to apply must be referred by an 'Approved Participation Referral Agent', listed on the Participation Referral Agent List, published on dtwd.wa.gov.au/vet-jswa at the time of recruitment.
- The Referral form to fill in with the prospective student is available at wapcyc.com.au/institute-of-training.

Agency referrals are not required for students who identify as Aboriginal or Torres Strait Islander.



STEP 2: Attend meet and greet

- If the referral is progressed, the young person is required to attend a meet and greet, at least three weeks prior to the course starting, with the Youth Worker and Trainer.

This provides an opportunity for the young person to view the training environment, find out more information and meet the team!

- During the meet and greet, prospective students will be asked questions about their experiences with schooling, future goals and why they would like to attend this course.

If the student is happy to proceed, enrolment paperwork can be provided at the meet and greet. A parent and/or legal guardian is required to be present for the completion of enrolment paperwork.

STEP 3: Complete enrolment paperwork

- After the meet and greet, students will be invited to complete enrolment paperwork, this consists of:
 - Enrolment Form
 - Language, Literacy and Numeracy Assessment
 - Student Behaviour Contract
 - Student Fees and Payment Form (Payment Plans are optional)

The Trainer and/or Youth Worker can assist students to complete this paperwork if required.

STEP 4: Enrolment outcome notification

- Once the meet and greet and enrolment pack have been completed and submitted, students and the referring agency will be notified of the outcome. If a student is successful in securing a place, the student will be provided an official Offer of Place letter. This letter includes all the information they need to know about their course.
- Youth Workers will be in contact with each student one week prior to course commencement.

Please be aware, students will not be able to commence training unless all documentation has been provided.

Completed Notice of Arrangement or Certificate of Approval and Exemption forms are required to be submitted to iotadmin@wapcyc.com.au no later than two weeks prior to the course start date.

Fees and charges

The concession fee for this course is \$65.10



PCYC Institute of Training is a Government Contracted Training Provider and complies with the fees annually determined by the Department of Training and Workforce Development Fees and Charges Policy.



To find out when and where the next course is running:



9277 4388



iotadmin@wapcyc.com.au



wapcyc.com.au/institute-of-training

In partnership with



Certificate I in Leadership



52878WA – RTO Provider No. 50901

Further study options after graduating

- Certificate II in Leadership
- Certificate II in Outdoor Leadership
- Diploma of Leadership and Management

Career industries

- Accommodation and food services
- Retail trade
- Sales
- Community and personal service work
- Labour work

certificate
LEADERSHIP I

IGNITE YOUR FUTURE

Certificate I in Leadership is a bridging course that assists young people to progress to further education, training or employment through the development of leadership skills and increased community participation.

certificate LEADERSHIP I

UNITS

	Investigate fundamentals of leadership LWALDR102
	Participate in a team project LWAPRO102
	Contribute to the health and safety of self and others BSBWHHS211
	Investigate personal role in society LWADIV102
	Solve routine problems LWASRP102
	Plan personal development and care needs LWADEV102
	Use personal management strategies for independent living GATPMG102
	Undertake career planning GATCDV102
	Use Business Resources BSBOPS101



**Four days a week
over 12 weeks**



Skills

- ✓ Improve your verbal and written communication skills
- ✓ Learn effective teamwork strategies
- ✓ Evaluate your own strengths and areas for development
- ✓ Identify actions that contribute to a community
- ✓ Identify and describe the leadership style of a historic figure
- ✓ Identify problems and suggest solutions
- ✓ Create simple written documents for planning



**You will be
provided with**

- ✓ A pick-up and drop-off service from nominated public transport locations
- ✓ Breakfast and lunch every day
- ✓ Assistance with résumés
- ✓ Mentoring
- ✓ Personal Protective Equipment (if required)

"I've been inspired to continue my studies
and will sign up for the Certificate I in Automotive at Kensington PCYC next, as I've always liked cars."



"I look forward to building up my résumé
and starting to volunteer."



"The trainers teach each student in a different way if they need it."

We speak of work as if it is an activity: how can what we learn help us outside, in real life situations."



"The atmosphere is more relaxed than at school
– there is less pressure to get everything right."



FEEDBACK ON THE COURSE



"At PCYC, trainers can adapt to everyone's learning ability".

