



*Workplace Training & Support Service*

## WORKPLACE LIFE SKILLS PROGRAM

Life Skills Supporting Apprentices, Trainees  
and Young Workers



### Launceston

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### Hobart

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## Introduction

An initial six day Course in Life Skills was developed to assist apprentices, trainees and young workers in their personal resilience development through providing life skills and tools to support both their health and wellbeing, and cope with life's difficulties that often detract from their ability to reach their full potential.

Feedback from employers, training participants and industry representatives involved in the Six Day Program revealed a need to provide participants with specific skills required during the transition from school to the workplace and a desire to shorten the program to support workplace implementation.

This resulted in commissioning an academic study by the University of Tasmania called the Transitions Model, through which key elements of the Course in Life Skills were intersected with the fundamental skills required by apprentices and young workers to thrive rather than languish, during their transition from school into the workplace. This model recognizes that transition involves four stages – comprehension, engagement, role and personal development, and environmental mastery.

The resultant three-day Skills for Life course takes these stages into account by providing the relevant skills at the right place and time during the first year of transition.

Whilst initially focused at supporting apprentices and trainees in the workplace, components of the Course in Skills for Life are being undertaken within training environments to support apprentices and trainees irrespective of industry background, undertake and complete their training.



## Course Outcomes

The focus of the course is to provide essential Skills for Life that support apprentices and young workers while they transit from school. This includes the ability to understand, improve and manage a range of difficulties that arise as a result of leaving school and entering the workforce or tertiary training environments.

The course has therefore been structured over four main themes

### 1. Managing Transition

- Transition
- Values and beliefs
- Needs and wants
- Bullying and harassment

### 2. Communication, Teamwork, and Problem Solving

- Communication
- Conflict resolution
- Team building
- Mentoring

### 3. Health and Wellbeing

- Addictions
- Mental health awareness
- Crisis intervention
- Anger and aggression management
- Understanding emotions
- Nutrition

### 4. Financial Learning and Personal Life Planning

- Financial literacy
- Budgeting
- Career life planning (pathway planning)
- Goal setting

**For further information please visit our Website**  
[www.ozhelptasmania.org.au](http://www.ozhelptasmania.org.au),  
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