



# KAB89 Resume Writing Skills Set

National ID: KAB89 | State ID: KAB89

## About this course

### Create a resume that stands out

You will learn how to write and format a resume.

This course is suited for anyone currently looking for employment including school leavers, those returning to the workforce, individuals wanting to upskill or want a career change.

## Course Content

The below nationally recognised unit of competency is included in this course:

BSBWRT301 Write simple documents

## Certification

Upon successful completion you will receive a Statement of Attainment

## Enrolment & Enquiries

To find out more information and to enrol:

**Contact:** Casey McCagh | Lecturer - Geraldton Campus

9956 2863 | 1800 672 700

**Email:** info@crtafe.wa.edu.au

**Enquiry Form:** Complete the course enquiry form below

To find out more about studying with us please also refer to our Course Guide and Student Information Pack.



### Our job ready skill sets are 100% free for the following eligible students.

- Persons aged 15–24 years at the time of enrolment (excluding school students)
- Secondary school-aged persons who are not enrolled at school
- Persons receiving the JobSeeker or JobKeeper payment
- Persons and dependents of persons receiving the Youth Allowance, AUSTUDY or ABSTUDY
- Persons and dependents of persons holding:
  - a pensioner concession card or *Health Care Card*; or
  - a *Repatriation Health Benefits Card* issued by the Department of Veterans' Affairs
- Persons and dependents of persons who are inmates of a custodial institution

Don't meet the eligibility?

That's ok this is skill set is still available for fee paying students. Visit our course list and select the fee paying course page.

## Overview

Training at CRTAFE will be offered with a blended, flexible delivery model to enable social distancing measures during the COVID-19 pandemic. This approach may include a combination of online and classroom based delivery, as well as practical and work experience placements. While the mode of delivery may vary, the content and key learning outcomes of the course will remain the same. Lecturers will provide specific instructions to their student groups on how training will be undertaken and the support available to them.

## Semester 2, 2020

### Geraldton Campus - Resume Writing Skills Set - 26 to 28 August



Duration: **3 Day/s**



When: **Semester 2, 2020**



How: **Face to face (class room)  
Part-Time  
Skill set**

## Fees and charges

Find our Indicative Price List [here](#).

At Central Regional TAFE, three types of fees may be charged.

### Course Fees

The course fee is determined by multiplying the tuition fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit.

### Resource Fees

Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the College to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.

### Other Fees

Other fees may be charged for goods or services that are not essential to the course such as parking, membership to student organisations and security passes.

In addition to these fees students may need to purchase textbooks, uniforms and other course specific equipment. Your Pre Enrolment Information package will provide additional information if these are required.

**Please note, fees are subject to change.**