How to enrol for the Ready for Work programme:

Information about the packages:

Package 1

Career Planning

The Career Planning package consists of five modules to help you plan a successful career and enhance job satisfaction. This package will ultimately help you choose a career, create a career plan, select potential employers most beneficial to your overall career goals, engage in activities to enhance your CV and learn the basics of entering the workplace and/or corporate world.

The modules in this package are:

1. Introduction to Career Planning
2. Researching Careers
3. Researching Potential Employers
4. Enhancing Your CV
5. Basic Conditions of Employment

Go to Package 1

(When you click the link above the first time, you must self-enrol for the package at no cost. Click Enroll, then Submit, then OK.)

Package 2

Job Preparation

The Job Preparation package includes five modules to assist you in looking for job opportunities through digital profiling – either because you want a better job, you are unsatisfied with your current position or you feel you are underemployed in relation to your qualifications and/or experience – and focuses on the skills you need to seek job prospects if you are unemployed.

The modules in this package are:

1. Writing a CV and a Cover Letter
2. Digital Profiling
3. Introduction to Interview Skills
4. Job Searches
5. Job Applications

Go to Package 2
(When you click on the link above the first time, you must self-enrol for the package at no cost. Click Enroll, then Submit, then OK.)

Package 3

Workplace Skills

The Workplace Skills package provides four modules to help you follow instructions more accurately, be aware of what is allowed (and what is not) in the workplace, and how to communicate professionally with all stakeholders in the work environment. In contrast to job-specific skills, work skills provide you with more general aspects that can be applied regardless of your job.

The modules in this package are:

1. Time Management
2. Work Ethics
3. Financial Skills
4. Email Etiquette

Go to Package 3

(When you click on the link above the first time, you must self-enrol for the package at no cost. Click Enroll, then Submit, then OK.)

For Package 4:

- This package's modules consist of standalone workshops and short courses.
- You enrol separately for each module, and for each module a fee is payable.
- Some modules are online, while others are face-to-face or a combination of the two.
- Read a module's description for all the administrative information you need about that module.
- You do not receive a completion certificate for completing all the modules in this package, though each separate module may offer its own reward.

Go to the Package 4 section of this site for more information.

Visit the website below for more comprehensive information:

http://www.enterprises.up.ac.za/ready4work/
Enrolments instructions on ClickUP

http://tinyurl.com/ready4work

The link above will take you to clickUP, where you need to sign in (using your current username and password)

You will see the screen below, click on the “+ Enroll” button.
Next, click on the “Submit” button.

Lastly, click “OK”