

Tusaha Xannaaneyayaasha iyo Waalidiinta ee Barashada Goobta shaqo

Ardeyda dhigata dugsiyada dawlada ee NSW
iyo ardeyda qaadnaya koorsooyinka HSC
ee mac-hadyada TAFE NSW



Qaybta 1

Wax ku saabsan Barshada Goobta shaqada

- Barnaamijyada barashada ee Goobta shaqada waxay qayb ka yihiin manhajka dugsiyada sare ee NSW . Barnaamijyadu waxay ku dhiirigelinayaan ardeyda inay ku kharashgareeyaan xilli qorshaysan - badanaa toddobaad-goobtii shaqo ee ay doortaan oo u ah kor u qaadida waxbarashadooda fasalka oo qiime leh.
- Barashada goobta shaqo waxay khuseysaa dhammaan ardeyda dhigata dugsiyada dawlada ee NSW iyo dhammaan heerarka awoodeedba.

Waa maxay sababta ay barashada goobtu u mihimka u tahay?

Barashada goobta shaqadu wuxuu caawinayaa ardeyda inay:

- faa'iidaan aqoon ficil ah oo ku saabsan aduunkan shaqadiisu isbedelayso iyo ganacsiguba
- tijaabiyaan rabitaankooda mihnadeed iyo shaqoba
- dhammeeyaan shaqo koorso ku saabsan isku mihnada ay rabaan
- si toos ah u helaan khibrada iyo waxyaalaha ay raadinayaan loo shaqeeyayaashu
- faa'iidaan xirfadaja guud ee shaqo sida wada xirriirka goobta shaqada iyo 'xirfadaha dadka' iyo/ama xirfado khaas ah oo mihnadeed, sida koorsooyinka kartida waxqabad leh (tababarka iyo waxbarashada mihnadeed (vocational education and training) ee (VET)
- faa'iidaan kalsoonidooda oo korodha iyo qaangaarimo iyo sidoo kale aqoon shakhsiyeed oo weyn iyagoo ka qaybgelaya jawi shaqo dad waaweyn.
- sahamiyaal xirriirka ka dhaxeeya waxbarashada dugsiya, iyo tababarka TAFE NSW ama Ururka tababarka gaarka ah ama bulshadeed ee diiwaangashan (private or community registered training organisation) (P/C RTO), waxbarashada jaamacada, iyo tababarka iyo shaqada mustaqbalka
- maareeyaan ka gudubkooda dugsiya ee ay aadayaan waxbarasho dheeraad ah , tababar iyo shaqo.

Waa maxay labada barnaamij waxbarasho ee ugu muhiimsan goobta shaqada?

Work Experience

- Ardeydu waxay ka qaybgalaan wacyigelin guud oo ku saabsan 'shaqada aduunka' oo badanaa mihnada uu doortay ardeygu . ardeydu waxay eegi karaan shaqoyin kala duwan sidoo kale waxay ka qaybgeli karaan shaqo lagu kormeerayo oo ku haboon heerka xirfadooda.

- Work experience waxay ku dhisantaa shaqo, mihnad iyo barnaamijyada ganacsi waxbarasho iyo sidoo kale koorsooyinka kale ee shaqo iyo waxqabadka qorsheynta mihnada ee dugsiya.
- Barnaamijyadan waxaa badanaa lagu qaataa fasalada 9 ama 10 –naad. Fursado dheeraad ah waxaa sidoo kale heli kara fasalada 11 iyo 12-naad.

Work Placement

- Work placement waxay ku lug leedahay fasalada 11 iyo 12 –naad ee baranaya koorso mihnad ay aqoonsan tahay oo ka qayb ah Shahaadadooda Dugsiga Sare (Higher School Certificate) (HSC). Koorsooyinka waxaa ka mid ah Adeegyada Ganacsiga, Dhismaha, Maddadaalada, Hoteelada iyo soodhaweynta, Macluumaadka Tignoolajiyada, Birta iyo Ingineernimada, mihnadaha lagama maarmaanka ah, Dalxiiska iyo Tafaariiqda.
- Koorsooyinkan mihnadeed waxaa laga yaabaa inuu bixiyo dugsiya ama TAFE NSW machadka, ama marka qaarkood Urur gaar ah oo tababar ama bulsho oo diiwaangashan (private or community registered training organisation) (P/C RTO), iyo sidoo kale loo yaqaan ' tababar bixiyaha gaarka ah' oo uu soo qandaraastay dugsiya si uu u siiyo koorso la xirriirta mihnad ardeyda.
- Work placement waa **shuruud khasab ah ee HSC oo loogu talagalay koorsooyinka kor ku qoran**. Inta lagu jiro work placement, loo shaqeeye marti ah ayaa kormeeraya ardeyda markay ka qaybgaleyaan sidii ka shaqeeye iskaa ah goobta shaqada ee loo shaqeeyaha martida ah, isagoo ku celcelinaya oo fidinaya xirfada mihnada khaaska ah ee ay ardeydu ku baranayeen tababarka shaqada ee dugsiya, TAFE NSW ama P/C RTO.
- Work placement waxaa isticmaala macalimiinta si ay u ururiyaan caddeynta heerka uu ka ardeygu gaarey mihnada. Tan waxaa laga yaabaa in lala sameeyo qiimeeye goob shaqo oo aqoon leh kuna haboon.
- Kartida ardeyga ayaa u jiheynaysa aqoonsi mihnad khaas ah ee VET oo laga aqoonsan yahay Australia oo dhan.

Miyey jiraan barnaamijyo barasho goob shaqo oo kale?

- Haa, kuwan waxaa ka mid ah barnaamijyada waxbarashada ganacsiga , barashada bulshada, iyo barnaamijyada mihnad ka caawinta ardeyga ee ay ku bixiyaan goobta shaqada loo shaqeeyayaashu.

Haddii ay wax dhib ahi kaa heysato fahamka dukumiintigan ama aad jeclaan laheyd macluumaad dheeraad ah, fadlan ka wac Adeega Turjubaanka Taleefanka oo afkaaga ah 131 450, weydii turjubaan afkaaga ah weydiina inay taleefan u soo diraan dugsiya ama meesha macahadka TAFE NSW ee khuseeyaa ku yaal ama P/C RTO. Adeegani waa bilaash.

Qaybtii 2

Siday u shaqeeyso Barashada Goobta shaqadu

- Barnaamijyada barashada goobta shaqo waxaa soo habeeya oo ogolaada dugsiga, iyo meeshii lagama maarmaan ah TAFE NSW ama qandaraaslaha P/C RTO.
- Ardeyda badidoodu waxay heli doonaan fursada ay kaga qaybgelayaan barshada goobta shaqo meel uun intay ku jraan dugsiga sare
- Meeleyn ayaa loo soo ballamiyaa ardeyda iyadoo ku saleysan shaqada koorsadooda, qorshaha mihnada ama barasho kale.
- Ardeydu waxay ka qayb galaan nashaadyo ay u soo diyaariyeen macalimiintu ka hor intaan shaqo lagu meelayn si ay ardeydu si wanaagsan ugu diyaargarobaan khibradaas.
- Ardeyda waxaa kormeeraya loo shaqeeyaha martida ah ama kormeere looga magacaabey goobta shaqada. Shaqadoodu waxaa weeye in la hubiyo in ardeydu ay leeyihiin waxqabad ku haboon oo kicinaya oo tijaabinaya.
- Dugsigaaga, machadka TAFE NSW ama P/C RTO sidoo kale ayaa leh waajibaad ah ku daryeelida ardeyda goobta shaqada. Macalin ayaa sameyn doona booqasho kormeer ah ama taleefan u soo diri doona loo shaqeeyaha martida loo yahay ama kormeeraha goobta shaqo iyo ardeyda si loo eego horumarka wanaaga ardeyda. Dabagalka ardeydu waa inuu sidoo kale dhacaa meeleynta ka dib.

Sidee bay ardeydu ku helayaan boos?

Waa sidaan qaar ka mid ah siyaalaha ardeyda loogu hagaajiyo boosaska.

- Dugsiiga, ama meesha machadka ku khuseeya TAFE NSW ama P/C RTO ayaa soo hela boosaska goobta shaqo ka dibna wey ku meeleeyaan iyagoo u eegaya waxay xiiseynayaan ardeydu iyo shuruudaha loo shaqeeyaha' baahida iyo iyo qorshayaashe kale ee mihnadeed.
- HSC VET **work placements** khasab ah ayaa waxaa laga helaa iskaashiga Bulshada ee Xaafada (Local Community Partnerships (LCPs) oo loo sameeyey inay xirriiriyaan meeleyntan. Macalimiinta ayaa ku meeleeya ardeyda meeleynta tayada leh ee ay bixiso LCP.
- Ardeyda ayaa soo hela boosaskooda **work experience** iyagoo taageero ka helaya dugsiga iyo waalidkood ama xannaaneeyayaasha ka dibna waxay u soo gudbiyaan tan inuu ka ogolaado dugsigu amase meeshii lagama maarmaan ah ee machadka TAFE NSW . Meesha ay ardeydu ka helaan boosaskooda loo shaqeeyayaasha martigelinaya, dugsiga ama machadka TAFE NSW ayaa siin doona tusaalooyin iyo waraaqo horudhac ah loo shaqeeyaha.

Heerkee ayey ardeydu ka qayb geli karaan?

Ardeyda da'doodu tahay 14 sanno iyo ka weyn ayaa ka qaybgeli kara. Waxaa jira xanibaadyo xagga wakhtiga ah marka ardeydu ka qaybgeli karaan haddii ay 15 sanno ka yar yihiin.

Goorma ayey ardeydu sameeyaan barashada goobta shaqada?

- Dugsiga, TAFE NSW machadka ama P/C RTO ayaa go'aamiya marka inta sannadka lagu jiro marka waxqabadka barashada goobta shaqada la sameynayo iyo ardeyda ku lug lahaan doonata, badanaa iyadoo lala tashanayo bulshadooda. Waxaa lagu siinayaa waalid ahaan ama xannaaneeye faahfaahinta ku saabsan barnaamij kasta.
- Ardeyda waxaa laga rajeynayaa inay ka qaybgalaan goobta shaqada maalin kasta oo uu barnaamijku socdo.
- Maadaama barashada goobta shaqadu uu qayb ka yahay manhajka, barnaamijyadu waxay socdaan xilliga dugsiga ama xilliga teeramka TAFE NSW .
- Fasalka 9 iyo ka 10 barnaamijyada barashada goobta shaqada waxay shaqeyn karaan oo keliya wakhtiga teeramka lagu jiro.
- Ardeyda ka yar 15 sanno ma shaqeyn karaan ka hor 7subaxnimo ama 6 fiidnimo ka dib.
- Xaallado laga soo reebayo mooyee oo uu (maamulaha) Principal laga yaabo inuu ogolaado barshada goobta shaqada oo shaqsi ah ardeyda fasalka 11 iyo ka 12 inta lagu jiro fasaxa dugsiga. Tan kuma jirtto fasaxa ciida kiristaanka.
- Barashada goobta shaqada waxaa laga yaabaa in lagu ballaariyo sabtida iyo axada iyadoo uu bixinayo ogolaansho khaas ah Maamuluhu laakiin waa haddii shaqada sabtida iyo axada laqabanayaa ay u tahay shuruud muhiim ah mihnadaan.

Ilaa intee baa ardeydu ay u baahan doonaan inay safraan?

- Meeleynta badidooda waxay noqoneysaa mee fogaanteeda guriga looga lugeyn karo.
- Ardeyda waxaa laga yaabaa in la siiyo ogolaansho khaas ah oo ku saabsan meeleynta ku lugta leh hoy guriga ka fog. Ogolaanshahan khaaska ah wuxuu ku xiran yahay caddeynta ah in qiimaha waxbarasho ee ardeydu ay tahay mid heer sare ah. Waxay sidoo kale ku xiran tahay diyaargarow lagu qanci karo ee kormeerka goobta shaqada, gaadiidka, hoyga iyo kormeerada habeen dhaxa.
- Waa dhif meeleyn ah gobolada kale in la ballan qaado ilaa uu dugsigu ku yaalo mooyee xadka ama meel u dhow

gobol kale amase ayna mihnadani ka jirin NSW. Haddii aad ka fekeraysid meeleynta gobolada kale ah, waa inaad marka koowaad la xiriirtaa dugsi ama machadka ay khuseyso TAFE NSW .

Ka waran habeynta safarka?

- Waadiinta iyo xannaaneeyayaasha waxay u baahan yihiin inay caawiyaan ardeyda inay u qorsheeyaan safarkooda si taxadar leh. Dugsi ama machadka TAFE NSW ama P/C RTO waa inay sidoo kale ka taageeraan ardeyda qorsheynta safarka.
- Ka wac **Transport InfoLine** 131 500 ama ka eeg website ka ah **www.131500.com** wixii jadwal ah iyo macluumaadka kale ee khuseeya gaadiidka dadweynaha.
- Waalid ahaan ama xannaaneeye waa inaad ku qanacdaa in safarka uu ilmahaagu si ammaan ah u maareyn karo. Haddii ay jiraan waxaad saluugsan tahay, waa inaad kala hadashaa qabanqaabiyaha barnaamijka si toos ah.
- Dhammaan kharashka safarka waxaa iska bixinaya ardeyga. Waxaa lagaa rajeynayaa inaad taageerto kharashka safarka ilamhaaga inta uu socdo barnaamijka barashad goobta shaqadu.
- Lacag dhimista safarka gaadiidka dadweynaha ee tareemada, basaska iyo feriyada waxaa la helayaa. Tan laftigeeda waxaa laga yaabaa in laga helo basas gaar ah oo keliya.
- Haddii loo baahdo, dugsi ama aayaa sameyn kara xaqiijinta da'da ama kaadhahka aqoonsiga oo la siinayo ardeyda markay soo codsadaan.

Maxaa caddeymo ah oo loobaahan yahay?

- Dugsi ama aayaa meeshii ay khuseyso ee machadka TAFE NSW ama P/C RTO ayaa ku weydiisanaysa ogolaanshahaaga ardeygu inuu ka qayb galo waxqabad kasta oo ah barashada goobta shaqada ee loo soo jeediyo.
- Waxqabad kasta oo ku saabsan goobta shaqada waa inuu ku qoran yahay Diiwaanka Meeleynta Ardeyga (Student Placement Record) ee la siiyey ardeyga.
- Diiwaanka Meeleynta Ardeyga waa inuu saxiixaa ardeygu, loo shaqeyaha martigelinaya iyo adigu, dugsi ama aayaa meeshii ay khuseyso machadka TAFE NSW ama P/C RTO oo bixinayaa ogolaansha ugu danbeeya. Mar haddii la ogolaado meeleynta, waxaa lagu siin doonaa nuqul ah Diiwaanka meeleynta Ardeyga oo la buuxiyey. Fadlan u heyo si aad si sahal ah ugu tixraacdo.
- Mar marka qaarkood, loo shaqeyaha aad doorbideyso ama wakhtiga aad u codsatay wiilkaaga ama gabadhaada waxqabadkeeda/kiisa ee goobta shaqo lama fulin karo. Waxaad u baahan tahay inaad kala hadasho tan dugsi ama machadka TAFE NSW .

- Dugsi ama machadka TAFE NSW ama P/C RTO waa inuu ku qanacdaa inay meeleynta siineyso ardeyga khibradhku haboon oo ammaan ah iyo in la maareyn karo waajibaadkooda daryeel.
- Loo shaqeyaha martida loo yahay waa inuu ku tilmaamaa Diiwaanka Meeleynta Ardeyga sida ammaanka ilmaha loo ilaalinayo inta uu meeleynta ay socoto.
- Shuruudaha ogolaanshaha meeleynta ee koorsooyinka HSC VET barashada goobta shaqada ee mihnada dhismaha, ardeydu waxaa laga dooni doonaa inay buuxiyaan tababarka ammaanka iyo caafimaadka shaqada (occupational health and safety training) oo gaar ah ka hor intaysan sameyn meeleynta. Wixii macluumaad dheeraad ah, fadlan la xiriir dugsi ama aayaa meeshii ay khuseyso sida machadka TAFE NSW ama P/C RTO.

Ardeygeygu lacag ma helayaa?

- Maya. Ardeydu waxaa ay yihiin 'iska wax u qabso' saa daraadeed lacag lama siin doono. Loo shaqeyayaasha martida loo yahay lagama doonayo inay lacag bixiyaan marka loo eego habka mushaar bixinta Dawlada dhexe iyo ta Gobolka ee khuseysa mihnadaan gaarka ah Sharciga Fasax Sannadeedka ee NSW (NSW Annual Holidays Act) ama Sharciga Magdhawga Shaqaalaha (Workers' Compensation Act).
- Department of Education and Training ayaa bixineysa ceymiska ardeyda ku jirta barnaamijyada barashada goobta shaqada. Si kastaba ha ahaatee, caymisku **ma shaqeynayo** arday kasta oo lacag ku qaata barnaamijka barashada goobta shaqadav.
- Waxaa jira **hal** wax oo laga soo reebayo oo ah haddii wiilkaagu ama gabadhaadu ay ka shaqeyaan shaqo wakhti dhiman leh ama uu/ay isticmaasho/lo shaqadaas shuruuda meeleynta shaqo ee khasabka ee HSC VET .
 - Waa in lagala hadlaa loo shaqeyaha habkaan oo uu ogolaadaa dugsi, iyo meeshii ay khuseyso sidoo kale machadka TAFE NSW ama P/C RTO.
 - Xaaladaan, ardeygu ma aha iskaa wax u qabso, ceymiska loo shaqeyaha ayaa ardeyda khuseeya.

Ka waran liisamada iyo ogolaanshaha?

- Ardeydu waa inaysan sameyn wax shaqo ah oo u baahan ogolaansho ama leysan ilaa ay haystaan mooyaane ogolaansho shaqeynaysa ama liisan iyo waxqabadkani uu si toos ah ula xiriiro natiijooyinka barashada ee meeleynta.
- Faahfaahinta waxqabadka u baahan ogolaanshaha ama liisanka waa inay ku jirtaa diiwaanka Meeleynta Ardeyga (Student Placement Record) oo ay ogolaadaan dhammaan

dhinacyada oo dhami (oo ay ku jiraan waalidiinta ama xannaaneeyayaashu) ka hor intaan meeleynta la sameyn.

Qaybta 3

Ilaalinta Ammaanka Ardeyga

- Wakhti kasta ammaanka ardeyga iyo ilaalinta ilmaha ayaa ah muhimada ugu sareysa ee Department of Education and Training (Wasaaradda). Tan waxaa ka mid ah markay ardeydu ay ka qaybgaleyaan barnaamijyada barashada goobta shaqada.
- Xirriir wax ku ool ah oo joogto ah oo lala yeesho waalidiinta iyo xannaaneeyayaasha iyo loo shaqeeyayaasha martida loo yahay waa weji muhiim ah oo ay leedahay barnaamijka barashada goobta shaqadu.
- Wasaaraddu waxay siineysaa loo shaqeeyayaasha *Tusaha Loo shaqeeyaha ee Barashada Goobta shaqada (An Employer's Guide to Workplace Learning)* si uu u taageero loo shaqeeyayaasha martida loo yahay si ay u siiyaan fursado ammaan leh oo wax ku ool ah oo ay ardeydu ka bartaan goobta shaqada. *Tusaha Loo shaqeeyaha ee faahfaahsan* waxaa ku jira tallo ku saabsan dadka dhalinyarada ah iyo arimaha ammaanka, waxqabadka aan mamnuuca ah iyo barida ardeyda goobta shaqada ee ay martida u yihiin. Tusuhu wuxuu sidoo kale kooban yahay macluumaad muhiim ah oo ku saabsan arimaha ilaalinta ilmaha. Loo shaqeeyayaasha waxaa laga doonayaa inay hubiyaan in dhammaan shaqaaluhu ay og yihiin masuuliyada khaaska ah la xirriirta la shaqeyanta ardeyda.
- Shaqaalaha wasaaradda waa inay soo sheegaan wixii shaki macquul ah keenaya oo ah in ilmo ama qof dhalinyara ahi khatar ku sugan yahay. Waxaa sidoo laga doonayaa inay soo sheegaan wixii dacwad ah ee dhan ka ah loo shaqeeyaha ama shaqaalahooda xagga ilaalinta ilmaha.
- Fal kasta oo dabeecad galmo leh ee ardey waa waxaan la aqbali Karin waxayna keeni kartaa in tallaabo degdeg ah laga qaado. Loo shaqeeye kasta ama xubin ka mid ah shaqaalaha Wasaaraddu waa inuu wargeliyaa dugsiga (Maamulaha) Principal ama maareeyaha masuulka ka ah machadka TAFE NSW wixii dacwad ah ee ka dhanka ah shaqaale kasta xagga ilaalinta ilmaha. Xaalladaan, shaqaale waxaa ka mid ah loo shaqeeyayaasha.

Maamulaha ama maareeyaha machadka TAFE, waxaa isagana laga doonayaa inuu soo wargeliyo Wasaaradda Unuga Anshaxa iyo Waxqabadka Shaqaalaha (Employee Performance and Conduct Unit) oo arinta tallaabo dheeraad ah ka qaada haddii ay ku haboon tahay. Sidoo kale dacwadaha khatarta ah waxaa loo sheegayaa Department of Community Services iyo/ama meeshii ay khuseyso NSW Police.

- Meesha ay ardeydu qorsheynayaan inay ku qaataan barnaamijka barashada goobta shaqada goob shaqo oo la xirriirta carruur, tusaale, xarunta xannaanada carruurta ama isbitaal waxaa looga baahaninay marka hore buuxiyaan Caddeynta Shaqada aan La ogoleyn (Prohibited Employment Declaration). Tani waa in la hubiyaa oo keliya in dad ku habooni la shaqeeyaan carruurta waana wax layska doonayo oo khasab ah sida ku qoran awaamiirta Commission for Children and Young People. Dugsiga ama machadka TAFE NSW ama P/C RTO ayaa siin doona ardeyda nuqulka caddeynta ee dooneysa inay buuxiyaan.

Ka waran xaaladaha degdega ah?

Iyadoo taxadar laga sameeyey barnaamijyada barashada goobta shaqada sida loo soo habeeyo iyo weliba meelayntu waxay aad ugu dhawdahay inay socdaan dhibaato la'aan, waxaa laga yaabaa inay jiraan xaalado dhif ah ama aan la fileynin oo ay wax si khalad ah u dhici karaan.

Wasaaraddu waxay leedahay waxyaalo ay sameysay si ay u taageerto ardeyda lacala haddii ay xaallad degdeg ah la soo gudboonaato. Midi waa inay ardeydu leeyihiin xaaladaha dedega ah cid lala soo xirriiro saacadaha goobaha lagu meeleeeyey ta kalena waxaa weeye inuu ardeygu leeyahay kaadh yar *Kaadhka Xirriirka Ardeyga- Nidaamka Xaalada degdega ah iyo Ammaanka (Safety and Emergency Procedures – Student Contact Card)* ee iyaga intay meeleynta ku jiraan oo tilmaameysa ciddii lala soo xiriiri lahaa xaalada degdega ah. Kaadhku badanaa wuxuu le'eg yahay kaadhka Credit Card ka waxaana loo isticmaali karaa si aan la ogaan Karin. Wuxuu sidoo kale lahaan karaa tallo ku saabsan xagga ammaanka.

- *Kaadhka Xirriirka Ardeyga- Nidaamka Xaalada degdega ah iyo Ammaanka* waxaa bixiya dugsiga ardeyga, ama meeshii ay khuseyso macahadka TAFE NSW ama P/C RTO. Ardeygu wuxuu buuxinayaa faahfaahinta xirriirka si loogu isticmaalo xaalladaha degdega ah, iyadoo la kormeerayo lagalana soo baxayo macluumaadka ku jira Diiwaanka Meelayanta Ardeyga (Student Placement Record). Ee la buuxiyey. Kaadhka waxaa isticmaalayaa oo keliya ardeyga – iyo xaallada degdega ah oo keliya.
- Inta lagu jiro **saacadaha shaqada ee caadiga** ah, haddii uu qofkaaga dhalinyarada ahi uu si dhab ah u rumeysan yahay inay khatar ku jiraan laakiinse uusan kalsooni dareemeynin si uu arinta cid ugu sheego loo shaqeeyaha martida loo yahay ama goobta shaqada kormeeraheeda, ardeygu waa inuu taleefan u diraa **xirriirka loo magacaabey** ee uu dugsigu siiyey ama meeshii lagama maarmaan ah, ee machadka TAFE NSW ama P/C RTO ee ku qoran Kaadhka Xirriirka Ardeyga. Haddii uu ku dhaco dhaawac weyn waa inay sidoo kale kula soo xirriiraan. Waxaa sidoo kale lagu diiwaangeliyey Kaadhka faahfaahinta xirriirkaaga.

- Haddii aan a helin xubin macalimiinta ka mid ah oo si iskaa ah u yiraahda haddii xaalad degdeg ahi timaado inaga ila soo xirriira, oo ay ka mid tahay inta u dhaxeysa sacadaha fasalada dhammaadaan oo ayna dhammaadaan saacada shaqada ee caadiga ahi, ka meeleynta ma dhici karto saacadahaas inta lagu jiro.
- Caadi ahaan kiisas tiro yar , oo badanaa ah fasalada 11 iyo 12 meeleyntooda ayaa laga yaabaa inay gaadho **waxa ka baxsan saacadaha shaqada ee caadiga ah**. Tan waxaa tilmaami doona dugsiga, ama meeshii ay khuseyso machadka TAFE NSW ama P/C RTO ee Diiwaanka Meeleynta Ardeyga. Haddii uu ardeygu u arko inuu khatar ku jiro waxa ka baxsan saacadaha shaqada ee caadiga ah, waa inay kula soo xirriiraan adiga. **Waalidkood ama xannaaneeyaha**. Lagaama doonayo inaad baadho ama aad xaliso wax arimo ah: si sahal ah uga kaxee wiilkaaga ama gabadhaada khatarta. Waa masuuliyada dugsiga, ama meeshii ay khuseyso machadka TAFE NSW ama P/C RTO si ay u dabagalaan arinta goobta shaqada sida ugu dhakhsaha badan ka dib markaad soo sheegto. Way kuu soo sheegi doonaan natiijada.
- Xilliga keliya **saacadaha caadiga ee shaqada wixii ka baxsan**, waxaad magacaabi kartaa qof kale oo weyn oo masuul ah oo uu ardeygu ku kalsoon yahay inuu noqdo inuu la soo xirriiro adiga bedelkaa. Qofkaas faahfaahintiisa waa in lagu soo qoraa Diiwaanka Meeleynta Ardeyga oo ah midkay saxiixayaan. Xirriirku ma noqon karo loo shaqeeyaha martida loo yahay ama shaqaalahooda mid ka mid ah, amase saaxiibka ama saaxiibada ardeyga.
- **Adigu ama qofka lala soo xirriirayo ee aad magacawdid**, waa inay soo sheegaan wixii xaallad degdeg ah oo ku lug leh ardeyga inta lagu jiro xilliga meeleynta ee ka baxsan saacadaha caadiga ah ee shaqada dugsiga ardeyga, ama meeshii ay khuseyso machadka TAFE NSW ama P/C RTO. Tan waa inay noqotaa sida ugu dhakhsaha badan ka dib markay dhacdo, tusaale, sida ugu dhakhsaha badan ee maalinta ku xigta. Dugsiga ama meeshii ay khuseyso machadka TAFE NSW ama P/C RTO ayaa wax ka qabanaya shilkaan oo qaadi doona tallaabada ku haboon.
- Ka hor ogolaanshaha ugu danbeeya dugsiga. Ama meeshii ay khuseyso machadka TAFE NSW ama P/C RTO, waa muhiim inaad marka hore keento faahfaahinta xirriirka khuseeya iyo **lambarka Medicare** qaybta Diiwaanka Meeleynta Ardeyga ee xannaaneeyaha/waalidka. Medicare lambarku waa lacala haddii loo baahdo arin caafimaad inta lagu jiro meeleynta. Ardeyda aan xaqa u laheyn lambarka Medicare waxay diiwaangelin karaan faahfaahinta dakhtarkooda guud (GP). Caawimaadaada ayaa aad lagaa mahadcelinayaa.

- Lambarka Medicare waxaa sidoo kale loo baahan yahay inuu ku diinwaangeliyo ardeygu *Safety and Emergency Procedures – Student Contact Card*.
- Haddii aad qabtid wax weydiimo ah oo ku saabsan habeynta meeleynta qofkaan dhalinyarada ah, fadlan la xirriir dugsiga ama machadka TAFE NSW . Tan waxaa ka mid ah wixii codsiyaal ah ee meeleynta ah ee ardeyda fasalada 8-10 ee layga yaabo inay ka baxsan yihiin saacadaha shaqada ee caadiga ah.

Qaybta 4 Ceymiska iyo Shuruudaha is beri yeelida

Wasaaraddu waxay leedahay shuruudo badan oo ay ku ilaalinayso ardeyda iyo loo shaqeeyayaashaba, oo ay ku jiraan:

- ceymis u sameynta ardeyda ku dhaawacma intay ku jiraan barashada goobta shaqo, oo ay ku jiraan usii safrida iyo kasoo safrida goobta shaqada. Waalidka iyo xannaaneeyayaasha waxay u baahan doonaan inay marka hore ka codsadaan Medicare iyo lacagaha caafimaadka gaarka ka hor intaan codsiga loo gudbin Wasaaradda si ay u bixiso wixii kharashaad ah ee aan la bixin
- ilaalinta loo shaqeeyayaasha lacala haddii ay dhacdo codsi magdhaw oo ka yimid dhaawac ardeyga soo gaadhay ama magdhowga waxyeelo uu soo gaarsiiyey ardeyga ku jira barnaamijka barashada goobta shaqada alaab. Shuruudo qabanaya ayaa qabanaya.

Haddii ardeyga uu soo gaadhaan dhaawac weyn natiijo ahaan iyagoo ka qaybgalaya barnaamijka barashada goobta shaqada oo la ogol yahay, Wasaaraddu waxay hubineysaa inuusan ka xumaan doonin qof mushaari ah oo kale oo isla dhaawacaas oo kale soo gaadhay oo ay ceyminayo Sharciga Magdhowga Shaqaalaha (Workers' Compensation Act). Sababtaas darteed, Wasaaradda waxay isticmaalaysaa NSW Workers Compensation Act tixraac ahaan si ay ugu magdhawdo ardeyga kharashaadka daawada iyo dhaqan celinta. Sababtoo ah ardeyda mushaar lama siiyo, magdhowgu kuma jiro qofka dakhligiisa oo ka lumay, oo la mid ah shaqaalaha mushaariga ah, ardeydu waxay leeyihiin xaq marka loo eego sharciga guud si ay u raadsadaan magdhow haddii la caddeyn karo in dhaawac soo gaadhay dayacaada loo shaqeeyaha martida loo yahay awgeed, Wasaaradda ama qof saddexaad.

Shuruudahan caymisku waxay qabtaan oo keliya barnaamijka barashada goobta shaqada ee uu ogolaaday dugsiga, ama meeshii ku haboon ee uu ogolaaday machadku TAFE NSW ama P/C RTO meeleynta bannaanka ah oo keliya. Ogolaanshaha waxaa lagu diiwaangeliyey Student Placement Record.

P/C RTO ayaa bixin doonta faahfaahinta habka ceymiska ee ardey kasta oo lagu meeleeey ururkooda gudihiiisa. Si

community learning
career futures
employment related skills
parents carers partnerships
workplace learning

kastaba ha ahaatee, wiilkaaga ama gabadhaada wuxuu sii helayaa taxadar inta uu/ay ka qaybqaadanayso/o ay fulineyso RTO (P/C RTO) bulshodaeed ama mid gaar ah oo la soo qandaraastay si ay u siiyaan koorso ardeyda . waxay si joogta ah ula shaqeynayaan P/C RTOs habeynaya barnaamijyada shaqo ee ardeyda dugsigooda.

Qaybta 5 Siyaalaha ugu fiican ee aad ku caawin karto ilamahaaga

Meeleynta ka hor intaan la sameyn akhri macluumaadka ku saabsan barashada goobta shaqada ee uu bixiyey soo qabanqaabiyuhu kana qayb gal fadhigada macluumaadka la xiriira. Haddii aadan hubin wax ka mid ah, fadlan weydii in lagu sii sharxo.

Wiilkaaga ama gabadhaadu geli inay:

- kaala hadlaan mihnada ay xiiseynayaan iyo meeshay jeclaan lahaayeen inay ka shaqeeyaan
- baaritaan ku samee mihnada ay doorbidayaan, tusaale – adoo isticmaalaya website ka adeega macluumaadka mihnada qaranka ee Australia oo ah: **www.myfuture.edu.au**
- ku buuxi laba bog oo ah Workplace Learning Research *Buugooda Xirfadaha La xiriira Shaqada (Employment Related Skills Logbook)*
- kala hadal waxay qorsheynayaan meeleeyntaan iyo su'aalaha suurto galka ah ee ay weydiin karaan loo shaqeeyahooda martida ay u yihiin iyo kormeerahaba
- raadi wixii kale ee uu u baahan yahay ardeygu inuu sameeyo si uu diyaar ugu noqdo meeleeynta. Tusaale, buuxinta waxqabadka ka horeeya meeleeynta oo uu sameyey dugsigu ama meeshii ay khuseyso sida machadka TAFE NSW ama P/C RTO.

Waalid ahaan ama xannaaneeye waxaad sidoo kale ka caawin kartaa adoo:

- kula talinaya dugsigu meeleyn kasta oo faa'iido leh oo aad ogtahay ama la bixin karo.
- kula talinaya dugsigu, meeshii ay khuseyso sida machadka TAFE NSW ama P/C RTO wixii iin ah, xaalad caafimaad ah, daawo, xasaasiyad ama xanibaadyo saameyneysa ardeyga oo ay muhiim tahay inaan tixgelino, gaar ahaan haddii ay tani saameynayso ammaanka iyo kormeerka ardeyga ee goobta shaqada. Waxaa jira meel bannaan oo aad macluumaadkan ku qori kartid Diiwaanka Meeleynta Ardeyga ama waxaad ku soo lifaaqi kartaa macluumaad diiwaanka. **Haddii ilmahaagu u baahan yahay wax ka bedelaad goobta shaqada si baahidiisa khaaska ah wax looga qabto,**

waa inaad sidoo kale la soo xirriirtaa dugsigu ama machadka TAFE NSW.

Marka boos la soo xaqiijiyo, ka caawi wiilkaaga ama gabadhaada inay ogaadaan:

- dib u dhigitaanka waxqabadka kale si mudnaanta loo siiyo barashadooda goobta shaqo
- dharka iyo wixii kale ee loo baahan yahay si ay uga qaybgalaan meeleeyntan, tusaale – kabo xidhan
- wakhtiga bilowga ah iyo dhammaadka (ardeyda waxaa laga rajeynayaa inay shaqeeyaan saacadaha caadiga ah ee booskan, laakiin aan aheyn wax ka horeeya 7 subaxnimo ama wixii ka danbeeya 6 fiidnimo haddii ilmahaagu ka yar yahay 15)
- waxa ardeygu u baahan yahay inuu ogaado (sida uu u ku imanayo, wakhtiga imaanshaha, ciduu la xiriirayo)
- tasiilaadka cuntada ee laga helayo goobta shaqada, ama mise miyey u baahan yihiin inay cunto soo qaataan.

Inta meeleeyntu socoto ku dhiiri geli ilmahaaga:

- inuu dhameeyo wixii shaqo ah ama joornaal barashada
- inay ula hadlaan qofka ay la xiriirayaan isla markiiba haddii ay jiraan wax dhib ahi, tusaale – ammaanka oo ay saluugsan yihiin, shil, dhaawac, muran shaqo, kadeed ama xoog sheegasho.

Ku dhiiri geli wiilkaaga ama gabadhaada inay kaala hadlaan:

- sida uu u shaqeeyo ururka martigelinaya, arigtidooda
- waa maxay shuruudaha tababar ama waxbarasho ee shaqada/yooyinka
- waa maxay xaaladaha shaqada iyo doorka ururada shaqaaluhu
- Ammaanka iyo caafimaadka shaqada (Occupational Health and Safety (OH&S) ee goobta shaqada
- waa maxay waajibaadka iyo xuquuqda shaqaalaha ee goobta shaqada
- waa maxay waxa wiilkaaga ama gabadhaadu ay ka barayaan waxay ku fiican yihiin, aragtidiisa wuxuu doorbidayo ee ku saabsan ka shaqeynta halkan mustaqbalka.

Isla markiiba ka dib meeleeynta kala hadal wiilkaaga ama gabadhaada wax ku saabsan:

- kala hadal warbixinta loo shaqeeyaha ee adiga iyo macalimiinta ay khuseyso arintani
- buuxinta *Employment Related Skills Logbook*
- dib u eegida mihnada ilmahaaga dhalinyarada ah qorshihiisa iyo shaqada mustaqbalka, waxbarashada, tababarka iyo fursadaha mihnadeed

- dhisida iyo adkeynta xirriiro badan oo tan ku saabsan iyo meeleyn kasta oo kale wixii tallo ah, caawimaad ah iyo fursadaha mustaqbalka. Macluumaadkan waa in loo diiwaangeliyaa si loo tixraaco mustaqbalka.

Qayb 6

Xirriiro muhiim ah

Waad ku mahadsan tahay wakhtiga aad siisay akhrinta macluumaadkan muhiimka ah ee ku qoran *Tusahan*. Waxaan rajeynaynaa inaad daremeyso kalsooni iyo inaad si fiican ugu soo diyaargarowday inaad taageerto ilmahaaga dhalinyarada ah isla markay qaataan fursado barasho goob shaqo oo qiimo leh oo uu bixiyo dugsiga ama machadka TAFE NSW.

Haddii aad qabto wax weydiimo ah fadlan la soo xirriir mid ka mid ah xirriiradan hoose:

- Iskuduwaha barnaamijka barashada goobta shaqada (workplace learning program coordinator) ee dugsigaaga, machadka TAFE NSW ama P/C RTO. Tan waxaa laga yaabaa inay noqoto mihnad kala taliye, iskuduwaha VET ama (iskuduwaha ku shaqeynta dugsiga) School to Work coordinator
- la taliyaha waxbarashada mihnada ee xafiiska gobolka ay khuseyso NSW Department of Education and Training
- la taliyaha machadka TAFE NSW– TVET ee machadka ay khuseyso TAFE NSW.
- Iskuduwaha Sare ee Barashada Goobta shaqada Senior Coordinator Workplace Learning, Vocational Education in Schools Directorate ee taleenkan 02 9244 5071.

Loo shaqeeyaha martida loo yahay ee ardeyga:

(oo lagu buuxinayo meeleynta)

Host business:	
Contact person:	
Telephone:	
Mobile:	
Address:	



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