



EMPLOYABILITY ACCELERATOR PROGRAM

Employability Accelerator

RANIA ACADEMY
Course Brochure

Turning AI into Action

RANIA Academy — Real-World Applied Neural Intelligence Academy

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THE PROGRAM

Get job-ready for the Australian workplace

The Employability Accelerator is a practical, supportive program that builds the skills employers actually look for — and that help you thrive once you are hired. Across six focused modules you will strengthen your communication, learn to use AI responsibly, build a standout CV and LinkedIn profile, sharpen your interview performance, and develop the teamwork and resilience that grow a career.

Every module is hands-on, delivered live online, and designed for international students, new migrants, job seekers and learners from culturally and linguistically diverse backgrounds. You leave with real work you can use — and the confidence to use it.

6

Modules

12

Live workshops

36

Hours of learning

1

Digital badge

WHO IT'S FOR

Built for where you're starting from

- **International students** — bridge the gap between study and the Australian job market.
- **New migrants** — understand local workplace expectations and present your experience well.
- **Job seekers** — sharpen your CV, LinkedIn and interview skills so you stand out.
- **Career changers** — reframe your transferable skills and step into a new field with confidence.
- **EAL learners** — clear, plain-English teaching with glossaries and supportive practice throughout.

WHAT YOU'LL ACHIEVE

Skills you'll walk away with

By the end of the program you will be able to:

- ✓ Communicate clearly and professionally at work.
- ✓ Write emails, messages and documents that get results.
- ✓ Use AI tools responsibly to work faster and smarter.
- ✓ Build a tailored CV and a strong LinkedIn profile.
- ✓ Interview with structure and confidence.
- ✓ Work well in teams, stay resilient, and build a professional network.

HOW IT WORKS

Live, practical and supportive

Feature	What it means for you
Live & online	Interactive, facilitator-led workshops you can join from anywhere — two sessions of about three hours per module.
Practical, not theoretical	Every session is built around real examples, hands-on activities and your own job-search goals.
Supportive by design	Plain-English teaching, glossaries for key terms, and reasonable adjustments so everyone can take part.
Evidence of progress	You produce real work — drafts, a CV, interview practice, an action plan — that you keep and use.

THE CURRICULUM

Six modules. One connected journey.

Each module runs as two live workshops with practical activities and supportive feedback. Complete a module to earn a Satisfactory result and progress toward your digital badge.

MODULE 1 Workplace Communication Essentials

Communicate clearly and professionally from day one.

- Speak and listen effectively in a workplace
- Adapt your tone for different situations and audiences
- Handle everyday workplace conversations with confidence

MODULE 2 Business Communication & Professional Writing

Write emails, messages and documents that get results.

- Structure clear, professional written communication
- Match tone and format to your purpose and reader
- Draft, check and improve workplace documents

MODULE 3 AI for Non-Technical Professionals

Use AI tools practically and responsibly — no tech background needed.

- Write effective prompts and review AI output critically
- Protect privacy and avoid common AI risks
- Apply AI to real work and job-search tasks

MODULE 4 CV & LinkedIn for the Australian Market

Present yourself the way Australian employers expect.

- Build a tailored, achievement-focused CV
- Create a strong, consistent LinkedIn profile
- Align your personal brand to your job target

MODULE 5 Interview Skills & Mock Interviews

Turn interview nerves into confident, structured answers.

- Prepare with research and a personal example bank
- Structure strong answers and present professionally
- Practise in a real mock interview with feedback

MODULE 6 Teamwork, Resilience & Networking

Build the habits that grow a career.

- Work effectively and respectfully in a team
- Respond constructively to setbacks and pressure
- Network professionally and build lasting connections

ASSESSMENT & CREDENTIAL

Recognised, verifiable, yours

Each module is assessed through practical tasks — worksheets, a tailored CV, a mock interview, a personal action plan — and graded Satisfactory or Not Yet Satisfactory, always with feedback and a chance to improve.

Earn a verified RANIA digital badge

Complete the program and earn a verified RANIA Academy digital badge you can share on LinkedIn and with employers as proof of your job-ready skills.

WHY RANIA

Why learners choose RANIA

- **AI-forward.** We teach you to use AI responsibly to do real work faster and better — turning AI into action.
- **Australian-market focused.** Every CV, LinkedIn and interview lesson is tuned to what local employers expect.
- **Made for diverse learners.** Inclusive, plain-English delivery for international students, new migrants and EAL learners.

Ready to get job-ready?

Join the Employability Accelerator and build the skills, confidence and connections that get you hired — and keep your career growing.

Enrol today **Web** raniadigital.academy **Email** info@raniadigital.academy **Phone** +61 468 167 862

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