



Teens Work KnowHow Program

2023 dates*

Round 1

Expression of Interest final due date	Friday 14 April
Intake period (incl. Coaching session 1)	Monday 17 April – Friday 28 April
Letter of offer sent	Monday 1 & Tuesday 2 May
Letter of offer due date	Friday 5 May
Resume Writing 1	Tuesday 16 May
Resume Writing 2	Thursday 18 May
Mental Toughness	Thursday 1 June
Team-work	Sunday 4 June
Interview Skills	Sunday 11 June
Coaching session 2: Job skills	Monday 13 – Friday 16 June
Mock interview	Monday 19 – Friday 23 June
Work experience placement (Mon, Tue, Thur, Fri)	Monday 3 – Friday 7 July
Coaching session 3	Monday 10 – Friday 14 July

Round 2

Expression of Interest final due date	Friday 14 July
Intake period	Monday 17 – Friday 21 July
Letter of offer sent	Monday 24 & Tuesday 25 July
Letter of offer due date	Friday 28 July
Resume Writing 1	Thursday 10 August
Resume Writing 2	Thursday 17 August
Mental Toughness	Thursday 24 August
Team-work	Sunday 27 August
Interview Skills	Sunday 3 September
Coaching session 2: Job skills	Monday 4 – Friday 8 September
Mock interview	Monday 11 – Friday 15 September
Work experience placement (Mon, Tue, Thur, Fri)	Monday 25 – Friday 29 September
Coaching session 3	Monday 2 – Friday 6 October

* Dates are subject to change as required

