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**Workforce Plus helps you find your pathway into work.**

**Our promise to you:**

**Trust:** We will actively build trust by listening to you and by being clear, honest, respectful and fair.

**Genuine co-design:** We will work with you to co-design your Job Plan and pathway into work.

**Consistency:** We will provide you with a stable and reliable service in a safe and supportive environment.

**Flexibility:** We will adapt our services to meet your needs should your circumstances change.

**Place based:** We will use local partnerships and linkages to get the best education, job and career outcomes for you.

**In-Person, Face2face:** We will build a strong relationship with you through in person and face to face services.

**Transition To Work Service Delivery Plan for *Job Seekers***

**If you are 15-24 years old and not in school or work, Workforce Plus** **can help you discover your unique strengths, build your skills and provide you with a pathway into paid work, including through apprenticeships or traineeships.**

**With your own Job Coach, you will be supported to:**

* Know your unique strengths and build confidence and resilience
* Gain insights into the world of work and plan your career path
* Get the practical skills employers want
* Start learning or working, or both
* Overcome personal, health and work-related barriers
* Get work, stay in work and celebrate your successes

**How will we do this?**

1. We have offices in Sale, Warragul, Leongatha and Bairnsdale and we also provide services in Drouin, Wonthaggi, Lakes Entrance and Orbost.
2. If you contact us, we will respond within the next business day.
3. We will use our local networks with employers and industries across Gippsland.
4. We will source additional supports through local services and agencies.
5. We organise work experience, volunteering and other work exposure options and use resources, such as digital career exploration tools and interactive Virtual Reality, to help you work out what you want to do.
6. We offer a range of vocational training courses that will help you create a career.
7. We will be in touch regularly, in person, by phone and digitally, to check on how you are going.
8. We listen. You take the lead and are encouraged to tell us if you want to change direction, give feedback, or share concerns.
9. We stay beside you, once you have started learning or working, to support you for six months.

**In return, your responsibilities are to:**

* Treat other clients, employers and our #NextGenWork staff in a respectful manner.
* Provide all the necessary information so that we can support you.
* Attend appointments (and let us know ASAP if you are unable to attend).
* Commit to your chosen training and work opportunities.
* Accept responsibility for your personal decisions and actions.

**Join us today**

**1800 118 244**

**info@workforceplus.com.au**