

Employability Skills Training

SERVICE DELIVERY PLAN

Workforce Australia
Employment Services

Delivered by Strategix Training Group



Strategix

Employability Skills Training helps job seekers to improve their employability through training on the basic skills that Employers want, and training on how to find (and keep) a job.

About Strategix

We have been successfully delivering training to job seekers for over 15 years, and in that time we have trained over 65,000 students from a diverse range of cultural backgrounds, levels of education, and age groups.

Our students are at the heart of all we do as we help them to **“change the course of their life”**.

Who is this training for?

This training is for job seekers (aged 15 years and over) that need some extra assistance and support in developing skills to help them gain and maintain employment.

What can you expect?

At Strategix everything we do focusses on your experience. We will:

- Provide awesome trainers that care about you and make the training interesting and fun
- Provide support to help you succeed
- Use a range of teaching strategies like group activities, discussions, case studies, videos, games and practical tasks
- Identify career and education pathways for you
- Focus on personal development skills like attitude, self-belief, motivation and self confidence

What's in the course?

There are two courses (blocks) that you can attend depending on your individual needs and circumstances. Each course has a duration of 75 hours (delivered over three or five weeks):

- **Block 1 – Job Search and Workplace Skills.**
- **Block 2 – Local Jobs.**

Training is relevant, practical, interactive, challenging, engaging and, of course, fun. Learning by doing is a major focus in both courses with workplace based simulations and scenarios included to help prepare you for the workplace.

Block 1 – Job Search and Workplace Skills

Each subject in Block 1 is delivered in an interactive learning environment that includes a mixture of group activities, discussions, case studies, role plays, videos, personal presentations, games and practical tasks. *The subjects covered include:*

- techniques and strategies to seek and apply for work
- how to identify local job opportunities
- understanding employer expectations
- résumé preparation
- job application preparation
- career assessment
- interview preparation
- managing your digital footprint
- online etiquette
- 10 skill areas in the Core Skills for Work Developmental Framework (communication, planning, decision making etc)

Block 2 – Local Jobs

This block will help you understand the industries that are in demand or have job opportunities in your local area. *The subjects covered include:*

- using the most suitable techniques and strategies to seek and apply for or work in the industries covered
- understanding the duties, requirements, career prospects and Employer expectations of the industries covered
- tailoring your résumé to the industries covered
- tailoring a job application to the industries covered
- completing a career assessment online, where relevant, to the industries covered
- preparing for an in person and virtual job interview for the industries covered
- using technology relevant to entry-level Employment opportunities in the industries covered

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Accredited Training

Block 2 also includes selected accredited training units that link with local job opportunities. *These could include:*

- Business
- Retail
- Hospitality (including Barista, Responsible Service of Alcohol, Responsible Service for Gambling)
- Foundation Skills
- Community Services
- Aged Care
- Disability Care
- Youth Work
- Early Childhood Education
- Education Support
- Cleaning Operations
- Food Processing (including infection control & safe food handling)
- Health Services
- Manufacturing
- Supply Chain, Logistics and Warehousing
- Driving Operations

We will include 1-2 subjects from the list above based on the employer requirements within each industry. These subjects will be delivered within the three week course so that you graduate with skills and knowledge that local employers are looking for.

Industry Awareness Experiences

Block 2 includes Industry site tours and attendance at employment expos.

What industries do we operate in?

We maintain close links and partnerships with industry to ensure that our training meets industry needs and you are graduating with actual skills that employers can use straightaway. We have employer connections in the following industries:

- Transport and Logistics
- Manufacturing and Processing
- Hospitality
- Community Sector
- Aged Care
- Youth Work
- Cleaning
- Business
- Early Childhood

How do we review and improve?

It is essential that the training we deliver meets your needs and helps to achieve your goal of finding employment. To ensure this happens we do the following mix of activities to identify what is working and what needs to be changed;

- student surveys - completed at the end of the course
- feedback from employers and Employment Service Providers
- destination surveys for students (after completion)
- outcomes of employment, and completions
- You can contact us at any time to give us feedback on the course or with any other issues

