

# Workforce Australia

Employment. Skills. Support.

## Employability Skills Training

### Service Delivery Plan for *Job Seekers*



## Workforce Plus helps you find and keep a job.

Employability Skills Training (EST) with Workforce Plus will help you to understand and meet the expectations of employers, explore your career options, improve your application and interview skills, and learn how to survive and thrive in the workplace. We do this by:

### Building trust and connection

We provide a safe space where you can build your skills for finding and keeping the right job for you. We help you explore your career and job options, based on your individual circumstances and your own life experiences.

### Relevant, easy to use content

All our learning approaches are practical and based on the realities of navigating the world of work. We help you get ready for genuine jobs, including meeting with Gippsland employers.

### Accessible delivery

We offer options for both self-directed and group learning as appropriate, led by our skilled locally-based trainers. You will be supported to overcome transport and other barriers, such as childcare. We also provide training utilizing Virtual Reality experience in the Disability sector and micro-credentials in the Health sector.

## Who is eligible?

EST is available to individuals aged 15+ who are:

- participating in Workforce Australia Online or Workforce Australia Services and in receipt of either income support payments subject to Mutual Obligation Requirements or Disability Support Pension with compulsory participation requirements
- participating in Transition to Work (TtW) Services
- participating in Disability Employment Services (DES) in the employment assistance phase.

## What do we offer?

We offer Training Blocks delivered over 75 hours, either at 25 hours per week over 3 consecutive weeks for full-time activity tested Participants, or 15 hours per week over 5 consecutive weeks for part-time activity tested Participants. These training blocks include Employer Meet & Greets and where possible, workplace visits.

## Training Block 1

Advanced job search skills, pre-employment and employability skills training including:

- Application letters, Resume writing and interview skills
- Online psychometric and aptitude screening test
- Careers and pathway opportunities in Gippsland
- Workplace literacy and numeracy for real jobs
- Digital technology, relevant to workplace
- Employer expectations and working with others
- Planning, problem solving and decision making
- Recognise opportunities to develop and apply new ideas
- Personal wellbeing at work.

## Training Block 2

Generalist Courses offering insights into a range of industries if your career path is undecided. These courses will focus on transferable skills you can use in many different jobs.

OR

Specialist Courses, for entry-level employment opportunities in specific industries which have identified genuine vacancies. These courses are developed in consultation with industry to ensure the content is valued by employers. The following industries are areas of focus for Workforce Plus Specialist Courses: Disability Services, Aged Care, Hospitality & Retail, Renewables and Agribusiness.



Join us today: 1800 118 244

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