

## Employability Skills Training (EST) – Training Course Block 1

### Service Delivery Plan for Participants

#### JobCo. Employment Services

Through the Workforce Australia Employability Skills Training (EST) program, JobCo. delivers innovative training and employment opportunities to serve industry and the wider community. We strive for excellence with integrity through understanding your needs.

#### EST Course Description

Learn advanced job search skills that will give you the tools you need to look for work, such as preparing résumés, writing job applications, and preparing for and practicing interviews. Gain a sharper understanding of the local labour market so you can identify and pursue sustainable employment opportunities.

If you are not sure of your career goals, profiling such as the development of a career profile and LLN quiz, are conducted to identify capabilities, interests, work readiness, preferred learning style/s, personal support needs and barriers. This information is then used to develop individual career pathway plan which becomes the basis for skill development/goals and realistic expectations.

#### How can you benefit from EST?

At the end of EST, you will be able to use a variety of techniques and strategies to seek and apply for work and identify and pursue sustainable employment opportunities in the local job market

Advanced job search tools and applying for work	Understanding the Digital application process in the current job market	Employer expectations and the current labour market
<ul style="list-style-type: none"> <li>✓ Resume preparation</li> <li>✓ How to prepare a job application, including cover letter and addressing selection criteria</li> <li>✓ interview skills and techniques</li> </ul>	<ul style="list-style-type: none"> <li>✓ preparing video applications</li> <li>✓ virtual job interviews</li> <li>✓ how to manage your digital footprint, online etiquette, and</li> <li>✓ psychometric and aptitude screening test.</li> </ul>	<ul style="list-style-type: none"> <li>✓ understanding, employer expectations</li> <li>✓ navigating the world of work</li> <li>✓ connections to industry and real vacancies / employment opportunities</li> <li>✓ placement opportunities with employers</li> </ul>

#### Want to participate in EST?

To be eligible for EST you must be aged 15 years and over, and meet one of the following conditions:

- be participating in Digital Services or Workforce Australia Services, and either in receipt of:
  - income support payments that are subject to Mutual Obligation Requirements, or
  - Disability Support Pension and has compulsory requirements
- be participating in Transition to Work (TtW)
- be participating in Disability Employment Services (DES) in the employment assistance phase

## Links to Employers

JobCo. has well established links with employers, working to achieve employment outcomes for you through a combination of direct engagement activities during EST such as

## Links to apprenticeships and traineeships:

An apprenticeship or traineeship is a great way to get a head start in a chosen career or to retrain for the career you have always wanted whilst obtaining a nationally recognised qualification and on-the-job experience. It combines time at work with training and can be completed full-time or part-time.

## EST Course Delivery and Duration

- Training is delivered for 25 hours per week over 3 consecutive weeks (or 15 hours per week over 5 consecutive weeks for part-time Courses)
- EST Courses will be delivered from either JobCo. or Workforce Australia Provider sites
- Training Block 1 courses will generally be delivered as either youth courses, for Participants aged 15 to 24 years or 25 plus courses, for Participants aged 25 years and over

## Feedback and Review

Our aim is to deliver the training program in a learning environment that is nurturing, supportive and enjoyable, and focussed on the participant's success in their immediate and long-term career goals. JobCo. welcomes your feedback upon completion of EST which is used to improve our service and product provision.

## Contact us for upcoming EST training program courses or more information:

Please speak to one of our friendly staff for more information about the dates of the next EST course or information session:

**Simone Byrne**

**Tel: 9326 0322**

**Mob: 0477 535 587**

**Email: [est@jobco.com.au](mailto:est@jobco.com.au)**