**Employability Skills Training (EST) – Training Course Block 2**

**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 Block 2 Course Description:**

Training Block 2 Courses will help you to understand industries that are in demand or have emerging opportunities in your local labour market. The course focuses on industry targeted employability skills training and preparing tailored applications.

Our Block 2 General industry courses offer you the option to work towards a variety of industry entry level roles, including:

* **Victoria’s Big Build Major Roads Project** employment opportunities such as Traffic Control and Administration
* **Employment in a Community Services field** such as Childcare or Personal care work.
  + **The Health Care and Social Assistance industry** is Australia’s largest employer accounting for 14% of all workers. Demand for this critically important workforce is expected to grow given the COVID-19 pandemic. Community and Personal Service Workers account for 40% of the labour market with the top two employing occupations listed as Aged/Disabled Carers and Child Educators.
  + **JobCo. Alliances:** JobCo. has well established, historic, and strong links with; employers, employment, education and training providers, business, and industry bodies within Victoria. The EST program will support you to connect with potential educational pathways and employment opportunities.
  + **Micro credentials:** Block 2 courses may also include an element of industry relevant accredited training. The micro-credential on offer will be selected in consultation with employer /industry.

**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

**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

**How can you benefit from EST?**

At the end of EST, you will be able to use the most suitable techniques and strategies to seek and apply for work in your preferred industry.

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| **Advanced job search tools and applying for work.**   * Prepare tailored Resumes specific to your job/industry * Customise job applications, and cover letters * The tools you need to respond to key selection criteria * Drafting professional emails * Prepare for an in person and video (digital) interview * Identified capabilities, interests, work readiness, preferred learning style/s, personal support needs and barriers define the basis for skill development/goals and realistic expectations | **Understanding the Digital application process in the current job market.**   * How to be shortlisted by Applicant Tracking software * Setting up LinkedIn * Personal branding, what it is, what it isn’t and how it can help you succeed in your career * Understand what your digital footprint reveals about you? * Prepare for in person and virtual job interviews * Use technology relevant to entry-level employment opportunities * complete online psychometric and/or aptitude screening tests | **Employer expectations and the current labour market**   * Develop a career profile using a Career Pathway Plan (CPP). * Identify your work-related strengths, aptitudes and ideal job setting to support career interests. * Understand the duties, requirements, career prospects and Employer expectations of your industry * Understand employer expectations |

**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

**Industry Awareness Experiences** with partner Employers will give you access to their vacancies. Industry experiences may include Employer driven mini job fairs to address local skills shortages.

**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. Apprenticeships and Traineeships can be completed on a full-time or part-time basis.

**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 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:

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