

Service Delivery Plan – Participants

Employability Skills Training (EST) helps you become job ready by providing intensive pre-employment training. EST gives you the opportunity to enhance your work readiness through various courses tailored to your needs. Participating in EST will help you understand the expectations of employers in both the recruitment process and as a new employee in the workplace.

Who is this training for?

As part of our EST program, we tailor programs for young people aged 15-24 years and over 25 years to provide you with practical training that will be useful for your chosen career path. Our EST program will help you understand the current job market and what opportunities are available to you and offers specialised skills training in key industries such as construction, warehousing, retail, and childcare.

After you have completed the EST program, we will help you through the next phase of your career pathway.

What can you expect?

At MTC Australia we support you in having a positive learning experience. You will:

- Enjoy interactive training activities
- Have hands-on inquiry-based learning
- Participate in group scenario-based problem solving
- Practice your interview skills
- Complete individual research projects that explore an occupation of your choice.

Course duration

There are several course options that you can choose from during your training to suit your individual needs and circumstances:

- Full-time study: Monday to Friday for 5 hours per day over 3 weeks
- Part-time study: Monday to Friday for 3 hours per day over 5 weeks.

All courses are completed over 75 hours.

Course Options

Introductory Course: Explore, Prepare and Practice

If you are unsure of the industry you'd like to work in or the best role for you, then this is the perfect course to start with! It covers the broad-based skills participants require to enter or reenter the job market.

The topics covered in this course include:

- Your local job market
- Resume/cover letters
- Interview skills
- Workplace problem solving and innovation

- Digital Kiosk (IT at work, online security, email, word processing and PowerPoint)

You will have access to digital resources to support your learning, including:

- Virtual industry/workplace library
- Industry knowledge hub

Generalist Course: Focus, Refine and Apply

This course is suitable for participants who are seeking more targeted employability skills training and understand the industry sector they'd like to enter.

The topics covered in this block include:

- Online application
- Creating network profiles: e.g. LinkedIn
- Document formatting
- Tailoring of cover letters and resumes
- Exploring specific job-related technology and occupational requirements
- Improving job search and preparation skills for roles and refining career choice

You will have access to digital and employment resources to support your learning, including:

- Virtual industry/workplace library
- Industry knowledge hub
- Micro Skills Acquisition Stations e.g. point of sales systems, iPads and EFTPOS machines.
- In class/online employer presentations
- Workplace tours
- Mock and real time interviews
- Alumni program

Specialist Course: Target, Try and Trial (Childcare, Retail, Construction and Hospitality)

Our specialist courses offer targeted skills training in a range of industry sectors, including childcare, retail, construction, and hospitality. Some courses also offer micro credentials including White Card (Construction) and First Aid (Childcare).

You will have access to digital resources to support your learning, including:

- Virtual industry/workplace library
- Industry knowledge hub
- Micro Skills Acquisition Stations e.g. point of sales systems, iPads and EFTPOS machines.
- In class/online employer presentations
- Mock and real time interviews
- Alumni program

About MTC Australia

MTC is the social enterprise that gives people the inspiration, capability and opportunity to create a fulfilling life. We deliver high impact employment, training and youth programs that help people gain skills for employment and entrepreneurship, build self-worth, and enable possibilities for transformative change.