

Employability Skills Training

Helping to build job search, workplace or industry-specific skills

About Employability Skills Training

The Employability Skills Training program helps you get job ready. You can get practical support to develop your job search skills and workplace skills. You can also learn about and build the skills you need for specific industries in your local labour market, such as hospitality or aged care.

What you can do

There are two types of Employability Skills Training courses you can do.

Courses that **boost your job search and workplace skills** will help you develop:

- different ways of finding suitable job opportunities in your local area
- tailored resumes and job applications, and prepare for specific job interviews
- communication skills, teamwork and problem solving
- your ability in using digital technology.

While courses that **build industry-specific knowledge and skills** will help you understand different industries in your local job market. You can:

- find out what industries you might be interested in
- explore career options in different industries
- learn industry-specific skills
- improve your job search, job application and interview skills to target the industries you are interested in.

Attending an Employability Skills Training course can help you gain industry specific skills, both accredited and non-accredited. For example, a course focusing on the hospitality industry may include Responsible Service of Alcohol (RSA) training. This can go towards a full qualification or support you to move into the industry.

“Our practical experience included mock interviews, and that included both your more informal interviews as well as the more serious one. Employability Skills Training really has helped me decide where I can take my future and what might be best for me.” – Hannah, Employability Skills Training participant



What your commitment will be

Each course is 75 hours and can be delivered as either 25 hours per week for 3 weeks, or 15 hours per week for 5 weeks. You can choose to do one or both types of Employability Skills Training courses, at no cost to you.

Undertaking Employability Skills Training can help you meet your mutual obligation requirements.

Check your eligibility

To participate in Employability Skills Training you must be aged 15 years and over, and be:

- receiving a Centrelink payment with mutual obligation requirements, or the Disability Support Pension with compulsory participation requirements*
- participating in one of the following eligible employment services:
 - Workforce Australia Services
 - Workforce Australia Online
 - Transition to Work
 - Yarrabah Employment Services, or
 - Disability Employment Services (Employment Assistance phase).

*Transition to Work and Disability Employment Services participants don't need to receive a Centrelink payment to be eligible.

How to register

Employability Skills Training Providers deliver these courses. How you register for a course depends on your circumstances.

- If you're a Workforce Australia Online participant, you can self-refer to a course through the Workforce Australia Digital Platform, or by contacting the Digital Services Contact Centre on **1800 314 677**.
- If you have an employment services provider, they can refer you to a course.

How to find a provider

Employability Skills Training Providers are located in most parts of Australia. You can find a list of providers at <https://www.workforceaustralia.gov.au/individuals/coaching/providers/search>

If you need help with this fact sheet

For help with this fact sheet, call the Job Seeker Hotline on **13 62 68***.

If you need an interpreter, call the Translating and Interpreting Service (TIS) on **131 450***.

If you're deaf or have a hearing or speech impairment, you can use the National Relay Service. Find out more at www.relayservice.gov.au

**Call charges apply when calling '13' numbers from mobile phones*

Further information

Find out more at

- <https://www.workforceaustralia.gov.au/individuals/training/activities/est-jobsearch-workplace>
<https://www.workforceaustralia.gov.au/individuals/training/activities/est-industry-specific>