

# Employability Skills for Job Seekers

**We are focused on helping you find a job by enhancing your skills and knowledge. This includes building your employability skills and helping you understand employer expectations at the interview. We can help you understand what jobs are available and the skills needed for these in an ever changing labour market. This will include industry awareness experiences and advanced job search skills training to help you stand out and get the job you want.**

## About us

We have been delivering employment training nationally since 2002. We are committed to empowering everyone to achieve their goals. We are active and connected in local communities, always looking for opportunities to support young people to find meaningful jobs.

## Benefits to you - we can help you:

- identify the right job and career path for you
- demonstrate to employers you have the attitude and approach they want
- build employability skills in teamwork, using initiative, problem solving and digital literacy in a simulated work environment
- better understand a range of industries and opportunities
- build real skills through hands on training, fun projects and activities
- stand out from the crowd by building your job search skills
- understand what employers look for by talking to employers and visiting work sites to see firsthand what they do
- understand further training options available to you
- understand where the jobs are, which industries and occupations are growing and which are being replaced by technology or downsizing
- gain essential licences and clearances such as
  - police clearances, blue or white cards or rsa/
  - RSG through your jobactive provider where appropriate
- gain an insight into tasks and duties of different occupations by listening to local employers talking about their business and participate in mock job interviews.

## Our expectations of you

To make the most of our service you should:

- treat it like a job - be on time, call if sick, make up lost time, dress appropriately, treat others with respect, participate and follow instructions
- help us create a workplace that is safe and free from discrimination
- let everyone have their say and not judge or dominate discussions
- agree there are no dumb questions – if unsure please ask
- help us tailor activities for you to build on your strengths and interests
- stick with it to the end – aim for success and benefit from your experience
- tell us how we can improve our services
- work closely with your jobactive provider to arrange suitable work trial, internship, job, training and other supports.

## Block One: Meeting Expectations of Employers in the Workplace

25 hours a week for three week or part time 15 hours per week for five weeks.

Units of competency include:

- FSKDIG02 Use digital technology for simple workplace tasks
- FSKLRG09 Use strategies to respond to routine workplace problems
  - » 10 core skills for work
  - » Understanding the expectations of employers
  - » Research further job markets.

## Learning outcomes

Employers want young workers who are going to turn up for work and have a great attitude. On completion of the two units in Block 1 you will have demonstrated your ability to apply yourself to the job, use technology and other strategies to perform routine tasks and demonstrate your employability.

## Assessment

Assessment includes observation and demonstration of skills, participation in group projects and short written or oral answers.

The assessment will allow you to demonstrate active participation in teamwork to achieve shared goals, communication, personal presentation, creativity and innovation, decision making, diversity, reliability, problem solving and digital literacy to manage your career and work life and work with roles, rights and protocols.

## Block Two: Industry Awareness and Advanced Job Search Skills

25 hours a week for three weeks or part time 15 hours per week for five weeks.

Units of competency:

- FSKLRG14 Manage strategies for career progression
  - » Advanced job search skills including job preparation, presentation, career development, and interview skills will prepare you to stand out and help you get the job you want
  - » You will gain an insight into tasks and duties of different occupations by listening to local employers talking about their business and participating in mock job interviews.
  - » Through industry awareness experiences you get the opportunity to learn firsthand what is required on the job.

## Learning outcomes

You will gain a greater understanding of the local job market and the requirements of local employers. You will develop an individual action plan that will guide your career development activities including job search and further education.

## Assessment

Assessment includes the creation of an individual action plan to manage personal career progression reviewed throughout the three weeks of training.

Observation and demonstration of skills including interview skills, communication skills, team skills.

Demonstrating an understanding of the jobs in the local job market, demonstrating an understanding of further training opportunities, and the ability to participate as an effective team contributor.

On completion, a detailed report will be provided to you and your jobactive consultant, indicating success through the course, opportunities for further development, and outcomes of advanced job search strategies conducted throughout the course.

## Supporting you as a participant

We tailor our services to meet your needs and address any barriers to learning. This means we need to know if you need assistance with issues such as childcare, transport, reading and writing, English language, difficulties with hearing or sight or any other health issues, food or accommodation, part time work or study, cultural or religious needs or anything else impacting on your ability to participate and complete activities and the full program. Our goal is to be flexible to accommodate your needs. We will build an individual learning plan linked to your employment goals. Attendance is important – if you can't come on any day, then you need to call 1800 021 560, your absence will be reported to your jobactive consultant.

## Employers and industries:

We have an extensive network of over 30,000 employers, large and small, that we work with. Our recruitment service means we understand the needs of employers. We have the support of employers and industry associations to deliver this training such as Accor Hotels, The Burger Project, Compass Group, Vodaphone, Cultivate Design Company, Voyages Resort, Broadspectrum and the Queensland Hospitality Association, who indicated willingness to host industry awareness experiences, be guest speakers, host site visits, work experience placements, internships or offer paid jobs.