

We are outcome focused and will work with you to support your job seekers to achieve their training and employment goals.

About us

We are a national organisation delivering employment, health and training services to all client groups. We are best known as MAX Employment, a national jobactive provider. Operating since 2002 we deliver employability skills training and nationally accredited vocational training to large numbers of job seekers across a wide range of industries. We are outcome focused and will work with jobactive providers to secure employment outcomes for participants. We are well positioned to have a positive impact on the lives of Australians by employing a culturally diverse workforce.

We are committed to giving everyone, every chance. We call it the "MAX Way".

Participants

We are focused on helping your job seekers find a job by enhancing their skills and knowledge. This includes building employability skills and understanding employer expectations at interviews.

We can also help job seekers understand what jobs are available and the skills needed for these in an ever changing labour market. In Block 2 this will include industry awareness experiences and advanced job search skills training to make sure they stand out and to help them get the job they want.

Training course description

Block One: Meeting Expectations of Employers in the Workplace

25 hours a week for three weeks 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 employability skills
 - » 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 Block 1 training job seekers will have demonstrated the ability to apply themselves to the job, use technology and other strategies to perform routine tasks and demonstrate their employability.

Assessment

Assessment includes observation and demonstration of skills, participation in group projects and short written or oral answers. The assessment will allow job seekers to demonstrate active participation in teamwork to achieve shared goals, communication, personal presentation, reliability, problem solving and digital literacy.



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.

Unit of competency:

- FSKLRG14 Manage strategies for career progression
 - » Advanced job search skills including job preparation, presentation, career development, and interview skills
 - » 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 get the opportunity to learn firsthand what is required on the job.

Learning outcomes

Job seekers will gain a greater understanding of the local job market and the requirements of local employers. They will develop an individual action plan that will guide their 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 the student and their jobactive consultant, indicating success, opportunities for further development, and outcomes of advanced job search strategies conducted throughout the course.

Collaboration

We will work collaboratively with jobactive providers, employers, training providers and community service providers to meet the diverse needs of participants. We will use the Supervisor App to advise jobactive providers of any absences.

Upon completion of training we will provide jobactive providers with an evaluation of the job seeker's job readiness and recommended pathways to build on the skills gained, including internships or work experience, or paid employment, apprenticeships and traineeships.

Industry employers

We have an extensive network of over 30,000 employers, large and small, who we work with. Our recruitment service means we understand the needs of employers. We understand that jobactive providers have good relationships with industry, so we can work with you to ensure your clients are prepared for your employers. We can do the training at your site, keep the connectedness to your processes, and give you more job ready candidates. Many young people will be keen to explore the internship opportunities.

