

PaTh Employability Skills Training

Our Commitment to Young People (aged 15- 24) and jobactive providers

NATIONAL JOBLINK (NJL)

Who are we? National Joblink (NJL) is a community-based not-for-profit registered training organisation. NJL has helped young people for over 15 years to find work by developing their employability and Job readiness skills and connecting them with employers to find work.

What are we going to do for you?

Employability Skills Training Services (EST) is about providing you with the vital employability skills that employers want in their new staff, to assist in building these skills participants will undertake an Enterprise Learning Project (ELP) described below in Block 1.

We also want to make sure you are presenting yourself in the best possible way to employers when applying for work. Remembering employers only see you on paper initially so we want to make sure you stand out from the crowd and showcase your skills and abilities through a professional resume and cover letter as well as helping you with interview skills and assist you to connect with employers.

TRAINING COURSE DESCRIPTION

BLOCK 1 (4 days per week for 3 weeks) from 9.00am to 4.00pm

Block 1 will consist of Enterprise Learning Projects which is the overarching framework of our service to you and has been developed to incorporate all elements of the employability skills through the delivery of Foundation Skills units listed below.

- FSKLRG09 - Use strategies to respond to routine workplace problems
- FSKDIG03 - Use Digital Technology for routine workplace Tasks
- FSKWTG09 - Write Routine workplace texts

Enterprise Learning Projects will consist of activities that will be entrepreneurial and in areas of interest that aim to benefit local community causes, to encourage teamwork, problem-solving and accountability in a work like environment. Examples could include raising money in an event that is of interest to the young person and linked to work, such as barista cart or establishing a crowdfunding project or creating a YouTube video to raise awareness assisting local aged care facilities; using art to rejuvenate a public space in which a young person may spend time, or planning and designing a health services youth online/book or directory. NJL experience and qualified trainers will guide the process from start to completion.

Participants will also undertake industry awareness experiences in Block 1. This will be done in a variety of ways through the Enterprise Learning Projects via employer connections participants will make in order to deliver their group based learning projects.

*Participants' with part time participation requirements will also be catered for under EST PaTH.



BLOCK 2 (4 days per week for 3 weeks) from 9.00am to 4.00pm

Block 2 will deliver Jobreadiness training that will give you the tools to be able to search for employment effectively and understand the local employment growth industries, and what training is needed for certain career paths. We will assist you to develop your interview skills, making sure you know how to answer those tricky questions and prepare you with questions you can ask an employer. Our trainers will show you how to address a "Selection Criteria" in job applications and understand the hidden job market, assist you to develop a of a strengths based, professional resume and a cover letter, and we will provide work exposure opportunities to connect with employers to build your networks.

BLOCK 2 INDUSTRY AWARENESS EXPERIENCES

Industry Awareness experiences will be delivered at the end of each week in Block 2, these will consist of a combination of the following:

- Employer Guest Speakers
- Training providers Guest Speakers ie TAFE and UNI in each region
- Peer role models as guest speakers to talk of their employment journey
- Site Tours and Industry exposure days
- Short term WE placements
- Virtual Reality experiences

Additional Training Content offered (subject to career requirements) in Block 1 and 2 Participants' may undertake 1 of the following units: Construction(CPCCOHS1001A) Work safely in the Construction Industry (White Card), Hospitality (SITXFSA101) Use hygienic practices for food safety or (SITHFAB002) Provide responsible service of alcohol.

ASSESSMENT

Block 1 - Employability Core Skills will be assessed formally through the delivery of Foundation Skills using within the Enterprise Learning Projects. This will be done through a number of assessment and evidence gathering techniques including assessor observation, role plays, written tasks, project work and practical activities including participation on the delivery of the Enterprise Learning Project DAY!!

As this is a competency based program, assessment continues throughout the program until the learner either achieves competency in the assessment task or a further training need is identified and addressed.

Block 2 - Written reports will be developed outlining the participant's involvement, engagement and attendance of the program including that they have successfully developed a written Career Plan and Learning Pathway. Learners will also be assessed through demonstration/observation on their ability to effectively job search, engage with industry as well as undertake industry specific job interviews. This will be demonstrated through employer exposure activities events such as industry days, engaging with employers.

LEARNING OUTCOMES

Block 1 – Participants will gain an understanding of what it is like to work in a team environment, how to communicate and operate effectively in a range of ways through the planning, execution, delivery and evaluation of the Enterprise Learning Project (ELP) developing their employability skills for work. They will develop their core skills through learning and assessment of the foundation skills via the Enterprise Learning Project.

Block 2 - Participants will achieve the following:

- Greater awareness of where and how to search for employment and follow up!
- Developed tailored resume and cover letters
- How to find out what are the entry qualifications needed for careers interests
- Developed Interview Skills
- Developed confidence in approaching employers and how to build their employer networks

EMPLOYERS /INDUSTRIES

We have a dedicated Employment Specialist (ES) working in each of our established sites in each region who will work with our trainers, jobactive providers and young people to assist with connections to employers for work experience and will assist to secure Internships in this EST contract.

Our Employment Specialist will work with Major Industry employers and jobactive providers to assist connections for Jobseekers into meaningful work experience placements and Internships with a focus of employment growth industries. We have established connections with major Hospitality, Retail, Business, Construction, Health Care and IT employers in each region.

COLLABORATION

NJL currently work with jobactive providers in all our regions where we are to deliver Employability Skill Training (EST) services. These strong relationships have been developed and continue to grow through referral and engagement of jobactive participants into our State and Federal funded programs.

- NJL will foster communication with jobactive's through monthly information sessions for their staff and their jobseekers to provide face to face up to-date information about the training. This will include discussing the program, commitment from NJL and the jobseeker.

FEEDBACK AND REVIEW

NJL continuously aspire to improve and innovate within our delivery of programs.

Will we collect feedback and review to ensure continuous improvement by:

- Involving Job Seekers, employers and other stakeholders through regular surveys and focus groups on collecting and responding to their feedback on our service. This information will then be reviewed and changes made where necessary, ensuring best practice is shared across all programs.
- Jobseeker feedback will also be collected informally throughout Blocks 1 and 2 as well as through structured feedback surveys.
- Audit, compliance and Learning & Development (LAD) teams supporting regular internal self-assessments of activity, including observations of training delivery, helping to pinpoint areas of process improvement.

SITE CONTACT DETAILS

Launceston TAS

55 Cameron Street
Po Box 1387
Launceston TAS 7250
Ph: 03 6334 4966

Burnie TAS

30 Wilmot St
PO Box 1209
Burnie TAS 7320
Ph: 03 6432 3211

Devonport TAS

2/57 Best St
Devonport TAS 7310
Ph: 03 6424 7668

Darwin NT

9/5 McKenzie Place
Yarrowonga NT 0830
Ph: 08 8983 3465

Cairns QLD

Suite 9, Level 1
46-50 Spence St
Cairns QLD 4870
Ph: 07 4041 5607

Rockhampton QLD

Normanby House
44a William St,
Rockhampton
Ph: 07 4921 3107

North Rockhampton QLD

173 Berserker St
Berserker QLD 4701
Ph: 07 4926 1678

Gladstone QLD

2/175 Goondoon St
Gladstone QLD 4680
Ph: 07 4976 9869

Adelaide SA

9/94 Waterloo Corner Rd
Paralowie House
Phone: 0403 607 396

Youth Jobs PaTH is an Australian Government initiative. National Joblink is delivering the Prepare component of the initiative. For more information on Youth Jobs PaTH visit jobactive.gov.au/path

Employability Skills Training providers are proudly supported by the Australian Government.