

## **Workforce Australia – Transition to Work**

### **Participant Service Delivery Plan (North & North Western Tasmania)**

Workforce Australia - Transition to Work, also known as TtW, is a work readiness program for young people that helps you prepare or find a job in a way that is right for you.

A Transition to Work mentor will meet you and assess your skills and readiness for work, discuss your personal circumstances and connect you to any appropriate support services you may need.

You will also develop a job plan and organise regular times to meet to work towards and update the goals you have discussed. In these ways, Transition to Work is flexible and personalised to meet your needs.

### **WHO WE ARE**

For 28+ years National Joblink (NJL) has supported young people on their career journey through training and employment programs. We are a community-based, not-for-profit and registered training organisation but, most importantly, we are an organisation who listens and supports you to navigate your own pathway to employment.

We understand everyone is different so, whether your goals include accredited training, learning life skills, volunteering, work experience or paid employment, NJL will support you in a program tailor-made for you.

### **OUR MENTORS**

Offer a variety of ways to help you find the right job or training for you such as:

1. Supporting you in the job application process, by helping you write your resume and cover letter, prepare you for interviews navigate the online application process and match you to suitable work with local employers.
2. Preparing you for working life, through budgeting, learning to prepare your own meals, discussing transport options and maintaining a health work/life balance.
3. Assessing your work readiness, including assistance for literacy and numeracy support, connection you with services for housing, food or general wellbeing and linking you to support that helps young people with their mental health as well as domestic and family violence.
4. Exploring your interests and work options, using online resources, Virtual Reality simulations or practical industry experience with an employer that leads to work.
5. Providing fun opportunities to work with others, by contributing to meaningful community projects and working in a team environment to develop interpersonal (people) and teamwork skills through adventure-based learning.
6. Linking you with NJL Driving School, for lessons with a qualified driving instructor.
7. Supporting you to attain or keep a job, by discussing your needs for work or to develop skills as required by your employer.
8. Helping you when you get work, by providing post placement support for up to 6 months and assisting you to resolve issues with employment, if needed.

## **NJL WELCOMES YOU FEEDBACK**

We use verbal and written feedback to help improve our services to young people. Feedback can be provided to us by email to [enquiries@njl.org.au](mailto:enquiries@njl.org.au)

You can also talk to your mentor or call any of NJL offices to provide feedback too.

## **OUR OFFICES**

Launceston – Level 1, 93 York Street, Launceston, Tas 7250  
Phone 03 6334 4966

Devonport – Unit 2, 69 Best Street, Devonport, Tas 7310  
Phone 03 6424 7668

Burnie – Level 4, 46 Mount Street (Reece House), Burnie, Tas 7320  
Phone 03 6432 3211

## **CONTACT US**

Email [enquiries@njl.org.au](mailto:enquiries@njl.org.au)

Website [www.njl.org.au](http://www.njl.org.au)

Phone 1300 136 496

**Workforce Australia – Transition to Work is funded by the Australian Government**

## **Workforce Australia – Transition to Work**

### **Participant Service Delivery Plan (Fitzroy Region)**

Workforce Australia - Transition to Work, also known as TtW, is a work readiness program for young people that helps you prepare or find a job in a way that is right for you.

A Transition to Work mentor will meet you and assess your skills and readiness for work, discuss your personal circumstances and connect you to any appropriate support services you may need.

You will also develop a job plan and organise regular times to meet to work towards and update the goals you have discussed. In these ways, Transition to Work is flexible and personalised to meet your needs.

### **WHO WE ARE**

For 28+ years National Joblink (NJL) has supported young people on their career journey through training and employment programs. We are a community-based, not-for-profit and registered training organisation but, most importantly, we are an organisation who listens and supports you to navigate your own pathway to employment.

We understand everyone is different so, whether your goals include accredited training, learning life skills, volunteering, work experience or paid employment, NJL will support you in a program tailor-made for you.

### **OUR MENTORS**

Offer a variety of ways to help you find the right job or training for you such as:

1. Supporting you in the job application process, by helping you write your resume and cover letter, prepare you for interviews navigate the online application process and match you to suitable work with local employers.
2. Preparing you for working life, through budgeting, learning to prepare your own meals, discussing transport options and maintaining a health work/life balance.
3. Assessing your work readiness, including assistance for literacy and numeracy support, connection you with services for housing, food or general wellbeing and linking you to support that helps young people with their mental health as well as domestic and family violence.
4. Exploring your interests and work options, using online resources, Virtual Reality simulations or practical industry experience with an employer that leads to work.
5. Providing fun opportunities to work with others, by contributing to meaningful community projects and working in a team environment to develop interpersonal (people) and teamwork skills through adventure-based learning.
6. Linking you with NJL Driving School, for lessons with a qualified driving instructor.
7. Supporting you to attain or keep a job, by discussing your needs for work or to develop skills as required by your employer.
8. Helping you when you get work, by providing post placement support for up to 6 months and assisting you to resolve issues with employment, if needed.

## **NJL WELCOMES YOU FEEDBACK**

We use verbal and written feedback to help improve our services to young people. Feedback can be provided to us by email to [enquiries@njl.org.au](mailto:enquiries@njl.org.au)

You can also talk to your mentor or call any of NJL offices to provide feedback too.

## **OUR OFFICES**

Rockhampton – shop 7, 44A William Street Rockhampton, QLD 4700  
Phone 07 4921 3107

Berserker - Unit 3/69 High Steet Berserker, QLD 4701  
Phone 07 4926 1678

Gladstone – 2/175 Goondoon Street Gladstone, QLD 4680  
Phone 07 4976 9869

Emerald – Emerald Neighborhood Centre, 17 Yamala Street Emerald QLD 4720  
Phone 07 4926 1678

Yeppoon – The Community Centre, 80 John Street, Yeppoon, QLD 4680  
Phone 07 4926 1678

### **Contact us**

Email [enquiries@njl.org.au](mailto:enquiries@njl.org.au)

Website [www.njl.org.au](http://www.njl.org.au)

Phone 1300 136 496

**Workforce Australia – Transition to Work is funded by the Australian Government**

## **Workforce Australia - Transition to Work**

### **Service Deliver Plan: Our commitment to Employers (North & North Western Tasmania)**

National Joblink (NJL) is a community-based, not-for-profit, registered training organisation providing a broad range of training & assessment services to businesses and job seekers throughout Tasmania, Queensland and the Northern Territory. NJL is the provider of the Transition to Work service for young people (aged 15-24 years) in:

- Launceston
- Devonport
- Burnie
- and Smithton.

### **NETWORKS**

NJL has extensive partnerships with local and regional employers, local government, including Registered Training Providers providing funded or subsidised education and training programs, schools and health providers including mental health assistance and welfare services, to further support young people in their employment journey.

We access programs to support young people develop life skills and further develop employability skills through a variety of community networks.

### **FEEDBACK**

NJL welcome your feedback! We use your feedback both verbal and written towards continuous improvement of our services to young people, employers and the local community. You can provide feedback through our online email address, or you are welcome to talk with our Mentors or call any of our NJL offices.

### **OUR SERVICES**

What we will provide to you:

- A single point of contact to ensure consistency.
- Shortlisting job seekers: pre-screening resumes and interviews so you can select from a well-prepared pool of applicants.
- On site visits - we will come to you to save you time.
- Internships - a work experience program tailored to your business to ensure the young person is the right fit, with full insurance coverage.
- Wage subsidies can be offered for eligible young people to assist with the costs of their training.
- Information and contacts on apprenticeships and traineeships.
- Assistance to access suitable and available funded training to further upskill your new employee
- Post-placement support for up to 6 months, designed to the needs of your employee and business including:
- assistance with mediation of workplace issues.

- support with understanding the cultural differences between young people and the broader workforce.
- how to effectively communicate with and motivate young employees.

## **OUR OFFICES**

Launceston – Level1, 93 York Street, Launceston, Tas 7250  
Phone 03 6334 4966

Devonport – Unit 2, 69 Best Street, Devonport, Tas 7310  
Phone 03 6424 7668

Burnie – Level 4, 46 Mount Street (Reece House), Burnie, Tas 7320  
Phone 03 6432 3211

## **CONTACT US**

For more information:

Visit: [www.njl.org.au](http://www.njl.org.au)  
Email: [enquiries@njl.org.au](mailto:enquiries@njl.org.au)  
Phone: 1300 136 496

**Workforce Australia – Transition to Work is funded by the Australian Government**

## **Workforce Australia - Transition to Work**

### **Service Deliver Plan: Our commitment to Employers (Fitzroy Region)**

National Joblink (NJL) is a community-based, not-for-profit, registered training organisation providing a broad range of training & assessment services to businesses and job seekers throughout Tasmania, Queensland and the Northern Territory. NJL is the provider of the Transition to Work service for young people (aged 15-24 years) in:

- Rockhampton
- Berserker
- Gladstone
- Yeppoon
- and Emerald.

### **NETWORKS**

NJL has extensive partnerships with local and regional employers, local government, including Registered Training Providers providing funded or subsidised education and training programs, schools and health providers including mental health assistance and welfare services, to further support young people in their employment journey.

We access programs to support young people develop life skills and further develop employability skills through a variety of community networks.

### **FEEDBACK**

NJL welcome your feedback! We use your feedback both verbal and written towards continuous improvement of our services to young people, employers and the local community. You can provide feedback through our online email address, or you are welcome to talk with our Mentors or call any of our NJL offices.

### **OUR SERVICES**

What we will provide to you:

- A single point of contact to ensure consistency.
- Shortlisting job seekers: pre-screening resumes and interviews so you can select from a well-prepared pool of applicants.
- On site visits - we will come to you to save you time.
- Internships - a work experience program tailored to your business to ensure the young person is the right fit, with full insurance coverage.
- Wage subsidies can be offered for eligible young people to assist with the costs of their training.
- Information and contacts on apprenticeships and traineeships.
- Assistance to access suitable and available funded training to further upskill your new employee
- Post-placement support for up to 6 months, designed to the needs of your employee and business including:
- assistance with mediation of workplace issues.

- support with understanding the cultural differences between young people and the broader workforce.
- how to effectively communicate with and motivate young employees.

## **OUR OFFICES**

Rockhampton – shop 7, 44A William Street Rockhampton, QLD 4700  
Phone 07 4921 3107

Berserker - Unit 3/69 High Steet Berserker, QLD 4701  
Phone 07 4926 1678

Gladstone – 2/175 Goondoon Street Gladstone, QLD 4680  
Phone 07 4976 9869

Emerald – Emerald Neighborhood Centre, 17 Yamala Street Emerald QLD 4720  
Phone 07 4926 1678

Yeppoon – The Community Centre, 80 John Street, Yeppoon, QLD 4680  
Phone 07 4926 1678

## **CONTACT US**

For more information:

Visit: [www.njl.org.au](http://www.njl.org.au)

Email: [enquiries@njl.org.au](mailto:enquiries@njl.org.au)

Phone: 1300 136 496

**Workforce Australia – Transition to Work is funded by the Australian Government**