



Information for Employers

Our IEP Team: Maddy, Tina, Adam, Brendan and Callie (pictured), Wayne, Kate and Jarrod

# Indigenous Services.

## Recruitment, Training & Employment

**We're  
working  
for you.**

**General enquiries  
1300 669 859**

In 2009, Maxima secured a contract with the Commonwealth Department of Education, Employment and Workplace Relations under its Indigenous Employment Program 2009-2012. We are proud to contribute to the Australian Government's aim of halving the gap between Indigenous and non-Indigenous employment outcomes within ten years.

For many years, Maxima has facilitated meaningful employment and vocational training opportunities for Indigenous Australians as well as positive outcomes for employers.

Maxima is a significant employer of Indigenous Trainees and Apprentices, providing quality Pre-employment Programs and mentoring and coaching services to Indigenous employees. We also provide highly effective Indigenous recruitment services that have many advantages for prospective employers.

### Our Indigenous services include:

- > Full-time and school-based Apprenticeships and Traineeships (Australian Apprenticeships)
- > Recruitment
- > Pre-employment Programs
- > Mentoring and Coaching.

**To find out how Maxima's Indigenous Employment Team can work for your business, contact one of our consultants on 1300 669 859.**

[maxima.com.au](http://maxima.com.au)



# We're working for you.



Zoe, SA Police Pre-Employment Program Participant

## National Office

85 Grange Road  
Welland SA 5007  
T 1300 669 859

## Queensland Office

1 Helen Street  
Hillcrest QLD 4118  
T (07) 3800 1588

## Sydney Office

255 The Broadway  
Glebe NSW 2037  
T (02) 9249 7376

## Indigenous Trainees and Apprentices

As a Group Training Organisation, Maxima is a leader in supporting Indigenous Australians to kickstart their careers through Apprenticeships and Traineeships (also known as Australian Apprenticeships).

Maxima's Indigenous Employment Team coordinates full-time and school-based traineeships for clients including *Qantas*, *Network Aviation*, *Commonwealth Bank*, *Westpac Group*, *St George Bank*, *National Australia Bank*, *Bank SA* and local government.

We may be able to provide Australian Government financial incentives in addition to other Commonwealth and State Government incentives that make traineeships and apprenticeships extremely cost effective.

## Recruitment

Our Indigenous recruitment service can link employers with Indigenous candidates and help fill vacancies at all levels within your organisation. We take time to ensure that your next employee has the right skills and is the right fit for your organisation.

Many employers simply use our recruitment team to supplement other recruitment initiatives, providing Indigenous jobseekers the opportunity to compete for positions as part of a merit-based recruitment and selection process. We may even be able to provide you with access to government incentives that can reduce the cost of employment over the first six months.

## Pre-Employment Programs

Indigenous candidates can face challenges with employment such as cultural differences, low confidence, poor interviewing technique, poor workplace communication skills or limited understanding of the job they are applying for.

To address this, Maxima can deliver customised Pre-Employment Programs for Indigenous participants that may provide candidates the best possible chance of securing and maintaining employment. Since 2013, Maxima has held programs for *Service Stream*, *SA Police*, *SAGE International* and digital film making.

Pre-Employment Programs typically cover such areas as:

- > Employee/employer expectations and organisational culture
- > Application skills, interview techniques and work experience
- > Pre-employment medical/criminal history checks
- > Workplace communication, problem solving, behaviour and teamwork skills
- > Work, Health and Safety (WHS)
- > Performance reviews and career development.

## Mentoring and Coaching

Maxima's Indigenous Employment Team have vast experience providing mentoring and coaching to Indigenous employees to assist with commencing and staying in employment. Funded by the Australian Government's Indigenous Employment Program, there is no cost to the employer or employee.

Mentoring and coaching can help to:

- > Identify issues that may have a negative effect on retention
- > Develop an individual's insight, communication and problem solving skills
- > Enhance an individual's awareness of their strengths and weaknesses
- > Increase confidence, enthusiasm and commitment
- > Identify options for career development
- > Provide access to positive role models.

For more information: [maxima.com.au/indigenous](http://maxima.com.au/indigenous)