

# Employability Skills Training Program



We see potential.

**The Employability Skills Training (EST) program** gives you the opportunity to enhance your employability through 2 different blocks of targeted training, delivered over 3 weeks for 25 hours per week face-to-face and online.

On completion of the program you will understand the expectations of employers in both the recruitment process and as a new employee in the workplace. It will also provide you with an insight into the tasks and duties of different industries.

## Participants

Maxima has been helping individuals prepare for work for over 30 years. Our experienced staff will work with you to ensure you are ready for work through simulated learning experiences, group and activity based learning.

On commencement you will undertake a comprehensive induction where your learning needs are established, commencing in either Block 1 or Block 2 Training.

*We welcome all participants to our Employability Skills Training program and will engage and support you by:*

- ▶ Blended Learning - On-line, face-to-face, email and SMS

- ▶ Providing simple, plain-English, culturally sensitive information in printed and on-line format
- ▶ Mentoring support

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## Pre-requisites

Basic spoken and written English skills are required. Students must complete a Language, Literacy and Numeracy (LLN) entry assessment to determine their skills level and to ensure that appropriate support will be provided.

## Employers/Industry

Maxima continue to receive feedback on employer's needs within industry and customise our courses based on the information obtained.

*Maxima have a broad range of industry and employer linkages, including but are not limited to:*

- ▶ Business & Retail
- ▶ Community Services
- ▶ Horticulture & Trades
- ▶ Leadership & Management

**maxima.com.au**  
**1300 629 462**



## Training Block 1

### Skills for Work

*This course includes:*

- ▶ Prepare Your Career Plan
- ▶ Change and Goal Setting
- ▶ Understand and work with Diversity
- ▶ Communication and Teamwork
- ▶ Planning and Organising work tasks
- ▶ Problem Solving and Decision Making
- ▶ Workplace Protocols, Your Rights and Responsibilities
- ▶ Being a Productive and Innovative Worker
- ▶ Work in a Digital World
- ▶ Managing your Work-Life Balance
- ▶ **FSKLRG09** Use strategies to respond to routine workplace problems

This block includes 3 days of training and assessment for the unit of competency: **FSKLRG09** Use strategies to respond to routine workplace problems, which is one unit from **FSK20113 Certificate II in Skills for Work and Vocational Pathways**. Students will be issued with a Statement of Attainment for one unit of competency.



Maxima Training Group (Aust) Ltd  
RTO Code 0569

### Learning Outcomes

*On completion you will:*

- ▶ Have a completed Career Plan
- ▶ Be upskilled in workplace standards
- ▶ Develop an understanding of how to be 'the right fit' for a prospective employer; and
- ▶ Succeed as a new employee

## Training Block 2

### Job Hunt Success

*This course includes:*

- ▶ Understanding the Local Labour Market
- ▶ The Hidden Job Market
- ▶ Industry Awareness
- ▶ Job Search Strategies/Etiquette
- ▶ Using Social Media for Job Search
- ▶ Resume Preparation
- ▶ Application and Cold Canvas Letters
- ▶ Presentation Skills
- ▶ Interview Techniques
- ▶ How to Market Yourself

### Learning Outcomes

*On completion you will:*

- ▶ Have Job Application documents and the skill to customise these for the future
- ▶ Have Job Interview skills
- ▶ Have a job search plan; and
- ▶ Have completed 10 hours of face-to-face canvassing with employers

### Industry Awareness Experience

*Training Block 2 includes industry awareness activities, providing insight into various occupation types, including:*

- ▶ Workplace visits
- ▶ Industry guest speakers - what we look for in a job application
- ▶ Mock interviews with industry representatives

### About Maxima

Finding the kind of work that really works for you can be a challenge. Maxima has helped people make the right choices for over 30 years - so if you're looking to join or return to the workforce why not benefit from our experience.

### Our Purpose

Maxima is known as a national leader valued by individuals, organisations and communities for helping people develop their skills and potential to find jobs. We are a community organisation supporting people in their pursuit of meaningful and fulfilling work.

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