

# Workforce Australia

Employment Services

## Participant Service Delivery Plan Employability Skills Training (EST)

### Employability Skills Training, what is it?

**Are you seeking employment? Are you looking to build your self-confidence and motivation? Let Maxima help you to develop your employability skills and connect you with local jobs and emerging industries!**

Employability Skills Training (EST) provides intensive pre-employment training for eligible participants. Workforce Australia EST program delivered by Maxima is delivered to enable you to successfully engage, build, consolidate and practice, with all 4 steps crucial to maximise your learning journey, moving you closer to employment.

EST gives you the opportunity to enhance your employability through 2 different blocks of targeted training, each delivered either over 3 weeks for 25 hours per week or over 5 weeks for 15 hours per week in person and online. You can complete one or both blocks of training.

On completion, you will understand the expectations of employers in both the recruitment process and as a new employee in the workplace.

Additionally, you will have insight into the tasks and duties of different industries and have increased your connection with local job opportunities. Most importantly, the skills and knowledge you develop is directly in line with employer and industry needs.

### About you

#### To be eligible for EST you will be:

Aged 15+, **and**

Be participating in Digital Services or Workforce Australia Employment Services, **and either in receipt of**

- › income support payments subject to Mutual Obligation Requirements, **or**
- › Disability Support Pension with compulsory requirements

**or** be participating in Transition to Work (TtW)

**or** be participating in Disability Employment Services (DES) in the Employment Assistance phase

### Maxima's Approach - what can you expect?

**On commencement in EST you will undertake a comprehensive interview and assessment where your learning needs will be established.**

#### Workforce Australia EST program delivered by Maxima will:

Be delivered face-to-face (generally), featuring interactive and fun group and individual activities (including complementary content via Maxima's web-based Learning Management system)

Enable you to develop a portfolio of transferrable credentials, knowledge and attitudes portable across jobs and sectors

Be a simulated work environment, with a focus on practical application of learning

Be delivered with a flexible approach, adjusting to your learning needs

Be relevant, targeted and tailored to your goals and aspirations

Use highly interactive and practical learning methods rather than traditional lecture/school style learning (learning by doing)

Be delivered from professional, accessible and well-resourced local training spaces

Use digital technology to connect, keep in touch and increase your digital skills

To register your interest or for more info about the **Workforce Australia EST Program delivered by Maxima**, scan the QR code or contact **1300 629 462**



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# Training Block 1

This program supports participants to develop and practice job search and workplace skills.

**Format: Group Learning Mode: Face-to-face Training room (may include some online) Note: Training Block 1 will be delivered separately to Youth (under 25's) and 25+**

## Your Learning Outcomes on completion of Training Block 1:

Well-developed 'Employability Skills' with an ability to navigate the world of work, interact with others + get the work done

Understand the local labour market + identify local job opportunities

Understand + meet employer expectations

Have an updated, individually tailored resume + a clear, documented career plan

Improved goal setting, self-esteem + confidence

Improved job search, job application, interview + workplace digital literacy skills

# Training Block 2

This program helps participants to understand industries in demand or with emerging opportunities in their local labour market. Training Block 2 is delivered as either Generalist Courses or Specialist Courses, with a focus on people skills and customer service ability, central to all job roles.

**Maxima's Generalist Courses** will include training across a broad range of industries tailored to the local labour market which may include, but not be limited to Retail, Hospitality, Health Care (community/aged/ disability), Business Administration, Construction, Cleaning and Warehousing/Supply Chain.

You will learn about/experience a few different industries to help decide which industry best suits you.

**Maxima Specialist Courses** will focus on one industry. These courses will be developed and co-designed with employers and industry.

**Format: Group Learning Mode: Face-to-face Training room (may include some online)**

## Your Learning Outcomes on completion of Training Block 2:

A solid foundation (employability skills + basic industry knowledge) to seek and engage in local employment

Understand and use the most suitable techniques/strategies to seek + apply for work in key local industries

Tailor resume + job applications to specific industries

Prepare for and successfully undertake in person + virtual interviews in specific industries

Understand duties, career prospects, career pathways + employer expectations across specific industries

Increased exposure to local employers/industry + increased local networks



## Industry Awareness Experience

**Training Block 2 includes a variety of Industry Awareness Activities to build employer knowledge and connections and to develop a 'feel' for different industries. Access to our diverse employer network allows you to hear from employers first hand.**

### Industry Awareness Experience options may include:

Inbound Employer and industry partner information/ awareness sessions (in person/online)

Outbound 'Industry Taster' visits/workplace tours

Industry exploration including Virtual Reality experiences

Peer presentations (hear from previous EST participants about their job success)

These experiences will reinforce training content with real life experience (aiding in skill retention) and will focus on experience across key local industries. Maxima will offer multiple opportunities for Industry Experience as a part of this Training Block, meaning you can explore and test your interests and aptitudes in a number of ways across several industries.

### About Maxima

Maxima has been working to connect job seekers and employers for almost 40 years. Our objective is to always deliver quality services which exceed expectation. Our experienced team will work with you to understand your skills, abilities and employment goals and ensure you are well placed for local job opportunities. Our EST program has a focus on ensuring we meet employer expectations: **we train for employment.**

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