

## Employability Skills Training to help Job Seekers

Improve your confidence, employability and job seeking skills to get the job you want with Jobfind's EST program!

As part of its commitment to helping job seekers enhance their employability through training, as well as supporting employers in a changing labour market, Jobfind is proudly delivering Employability Skills Training (EST) on behalf of the Australian Government.

### Block 1 Training

You receive coaching on employer expectations and 'how to get the job'.

Enhance your employability skills e.g. interview techniques, tailoring resumes/cover letters.

Opportunities for workplace visits or simulated work environments.

Access industry fact sheets and job profiles developed by our Regional Co-Ordinator based on local job market and growth industries, as well as being prepared to take on any relevant job opportunities through industry awareness training.

### Block 1 learning outcomes are designed to improve your core work skills such as:

- Manage career and work life
- Work with roles, rights and protocols
- Communicate for work
- Connect and work with others
- Recognise and utilise diverse perspectives
- Plan and organise
- Make decisions
- Identify and solve problems
- Create and innovate
- Work in a digital world

### Block 2 training

We work with industry experts and local employers to develop industry focused course content guided by the local labour market and that will prepare you for specific job opportunities based on your career goals.

Choose between a general training program which covers a range of industries, or a specialist program tailored to a particular industry or available job role.

### Through our specialist courses you will gain access to micro credentials from industries such as:

- Horticulture
- Hospitality and tourism
- Business
- Cleaning
- Supply Chain
- Health

### By completing either our Block one or Block two training course you will also receive:

- A one-on-one meeting to explore career options, identify employment goals and develop a learning plan specific to your needs

- A Professional Skills profile listing your key strengths and abilities
- Information on accredited training options targeted to local jobs
- Support with digital literacy to be more competitive in the online job market and using workplace technology on the job
- Assistance to utilise available funding to purchase work related equipment or access accredited training opportunities and relocation assistance\*

*\*Subject to meeting eligibility requirements*

**Our experienced facilitators will work closely with you to help you:**

- Access employment positions with our network of local employers
- Connect with Apprenticeships and Traineeships

For more information or to connect with your local Placement Officer, contact us on **1800 113 233**


**Feedback**

Your feedback is important to us and helps us improve our services. As well as giving feedback in person throughout the program, you can contact us in the following ways to tell us what you think:

**Ph:1800 113 233 | Email: [info@jobfind.com.au](mailto:info@jobfind.com.au)**

**Locations**

Ballarat, Perth North, Hunter



Free Wi-Fi on your own device or access a loan computer to complete the training.

All locations accessible to people with disabilities

Courses are delivered in professional workplace or classroom settings

Access course content or industry fact sheets in multi-language format