

Service Delivery Plan – Participants

Employability Skills Training (EST) helps you become job ready by providing intensive pre-employment training. EST gives you the opportunity to enhance your work readiness through various courses tailored to your needs. Participating in EST will help you understand the expectations of employers in both the recruitment process and as a new employee in the workplace.

Who is this training for?

As part of our EST program, we offer tailored programs for an open age group which includes people aged 15 years and older to provide you with practical training that will be useful for your chosen career path. Our EST program will help you understand the current job market and what opportunities are available to you and offers specialised skills training in key industries such as construction, hospitality, retail, and childcare.

At completion of the EST program, we will assist you in deciding and recommending the next steps of your career pathway.

What can you expect?

At MTC FutureReady, we support you in having a positive learning experience. You will:

- Enjoy interactive training activities
- Engage in hands-on, inquiry-based learning while practicing digital technologies
- Participate in group scenario-based problem solving
- Practice your interview skills and prepare for the job you want
- Complete individual research projects that explore an occupation of your choice

In addition, you will have access to a wide range of digital and industry resources to support your learning, including:

- Sample résumés, cover letters, job descriptions and selection criteria
- Recorded masterclasses on applying for jobs, job requirements, and expectations such as dress codes
- Virtual industry/workplace library
- Industry knowledge hub
- In-class and online employer presentations
- Workplace tours (for Block 2 courses)
- Mock and real-time interviews
- Alumni program

Course duration

There are several course options that you can choose from during your training to suit your individual needs and circumstances:

- Full-time study: Monday to Thursday for 6.15 hours per day over 3 weeks
- Part-time study: Monday to Thursday for 3.45 hours per day over 5 weeks.

All courses are completed over 75 hours.

Course options

Introductory (Block 1) Course: Explore, Prepare and Practice

If you are unsure of the industry you'd like to work in or the best role for you, then this is the perfect course to start with! It covers the broad-based skills participants require to enter or re-enter the job market.

The Learning Outcomes for this Block include:

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- Understand employer expectations
- Prepare a résumé
- Prepare job applications for entry-level roles in the local labour market (cover letter, selection criteria, video applications as needed)
- Complete online psychometric and aptitude tests
- Prepare for in-person and virtual interviews
- Manage your digital footprint
- Apply conventions of online etiquette

Generalist (Block 2) Course: Focus, Refine and Apply

This course is suitable for participants who are seeking more targeted employability skills training and understand the industry sector they'd like to enter. In the Generalist course, you will participate in a range of Industry Awareness Experiences, which help you explore different industries and workplaces, and get hands-on experience with workplace skills.

Specialist (Block 2) Course: Target and Try

Our specialist courses offer targeted skills training in a range of industry sectors, including childcare, retail, construction, and hospitality. Some courses also offer micro credentials including White Card (Construction) and First Aid (Childcare).

The Learning Outcomes for the Block 2 courses include:

- Apply the most suitable job search techniques and strategies
- Understand role duties, requirements, career prospects, and employer expectations
- Tailor your résumé and job application (cover letter, selection criteria, video applications as needed)
- Complete relevant online psychometric or aptitude tests
- Prepare for both in-person and virtual interviews
- Use technology suited to entry-level employment
- Assess your interests and aptitude for the industries covered (Generalist course)
- Be equipped for entry-level Employment opportunities in the industry covered (Specialist Course)

How do we tailor training to the needs of local industries and Employer

As part of our compliance and quality assurance framework, we ensure Specialist Courses are developed in consultation with relevant industry representatives and employers. Once finalized, all course outlines including significant updates are submitted for endorsement by an appropriate industry association. This endorsement confirms the training meets industry expectations and supports participants in becoming competitive for entry-level employment opportunities. Our strategies include tailoring content to diverse learning needs, incorporating flexible delivery modes, and ensuring accessibility for people with disabilities.

About MTC FutureReady

MTC is the social enterprise that gives people the inspiration, capability and opportunity to create a fulfilling life. We deliver high impact employment, training and youth programs that help people gain skills for employment and entrepreneurship, build self-worth, and enable possibilities for transformative change.

