



Australian Government

Workforce Australia

Workforce Australia - Employability Skills Training

Information for Participants

About Employability Skills Training

Employability Skills Training is a program to help you build your job search and workplace skills and better understand what employers are looking for in the workplace. Training can include industry-specific skills, helping to make you more competitive in your local labour market.

If you have mutual obligation requirements, you can earn points toward your Points Based Activation System target for doing an Employability Skills Training course.

Am I eligible?

To access Employability Skills Training you must be participating in one of the following services:

- Workforce Australia Services
- Workforce Australia Online, and have a mutual obligation requirement
- Transition to Work
- Parent Pathways
- Inclusive Employment Australia.

How can the Employability Skills Training program help me?

There are two types of Employability Skills Training courses you can do.

Courses to **boost your job search and workplace skills**, that help you develop:

- different ways of finding suitable job opportunities in your local area
- tailored resumes and job applications, and prepare for specific job interviews
- key skills employers look for, like communication, teamwork and problem solving
- confidence in using work-based digital technology.

Courses to **build industry-specific knowledge and skills**, that help you understand different industries in your local job market. You can:

- find out what industries you might be interested in
- explore career options in different industries
- improve your job search, job application and interview skills to target the industries you are interested in.



Attending an Employability Skills Training course can also help you gain industry specific skills, both accredited and non-accredited. For example, a course focusing on the hospitality industry may include Responsible Service of Alcohol (RSA) training. This can count towards a full qualification or support you to move into the industry.

What can I expect?

You can choose to do one or both types of Employability Skills Training courses, at no cost to you. Each course is 75 hours and can be delivered as either 25 hours per week over 3 weeks, or 15 hours per week over 5 weeks. Employability Skills Training can be delivered in-person, online, or a combination of the two (Blended delivery).

You will meet with your Employability Skills Training provider before starting the program to make sure the chosen course and delivery mode is suitable for you.

What is the points value of Employability Skills Training?

If you have mutual obligation requirements, you can earn 15 points per week towards your Points Based Activation System target by attending a 5-week Employability Skills Training course, or 20 points per week by attending a 3-week course. You can also earn 5 points for attending the Pre-Commencement meeting prior to starting a course.

If you are a Workforce Australia Online participant and this is the first activity you have booked into, you are also entitled to 30 bonus points.

How to register

How you register for a course depends on your circumstances:

- If you're a Workforce Australia Online participant, you can self-refer to a course through the Workforce Australia Digital Platform, or by contacting the Digital Services Contact Centre on **1800 314 677**
- If you have an employment services provider, they can refer you to a course.

How to find a provider

Employability Skills Training Providers are in most parts of Australia. You can find a list of providers at <https://www.workforceaustralia.gov.au/individuals/coaching/providers/search>

Do you need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450¹ and ask for the National Customer Service Line (NCSL) on 1800 805 260 (free call from land lines).

If you are deaf, or have a hearing or speech impairment, you can use the National Relay Service. For more information, visit [Accesshub²](https://www.accesshub.gov.au)

Further information

Find out more at

- <https://www.workforceaustralia.gov.au/individuals/training/activities/est-jobsearch-workplace>
- <https://www.workforceaustralia.gov.au/individuals/training/activities/est-industry-specific>

¹ Note that call charges apply for calls to '13' numbers from mobile phones.

² <http://www.relayservice.gov.au>