

## EMPLOYABILITY SKILLS TRAINING

### Service Delivery Plan – Participants

### About Us

Since 1979, Sarina Russo Institute (SRI) has created real employment opportunities through coaching, skilling and empowering people. SRI helps you develop the skills needed to prepare and enter work and achieve independence. We will help you – **Get that Job, Keep that Job and Grow in that Job.**

### The Programs

SRI will support you and prepare you for work through our specialist programs:

- **BUILDING EMPLOYABILITY SKILLS TRAINING (BEST) - Training Block 1**
- **GET THAT JOB - Training Block 2**

75 hours over 3 weeks (full-time requirements) or 5 weeks (part-time requirements)

### Delivery

SRI includes employers and industry specialists in the design and delivery and offers guest presentations and mock interviews creating a pathway to employment.

At completion, you will have a personalised Digital Portfolio outlining your skills and detailed tailored Job Action Plan with a road map to your employment goal.

### An investment in you, we:

**LISTEN** – to understand your career, life stage and experience

**REFLECT** – and discuss your interests, existing skills and career goals

**RESPOND** – to tailor the program to support you to develop the skills and confidence you need

### Building Employability Skills Training (BEST) - Training Block 1

Training Block 1 will improve your job search and build your confidence and workplace skills.

SRI tailors BEST around 4 pillars to integrate digital and employability skills:

1. **Building Confidence:** at your pre-commencement interview we will discuss your career goals, skills, interests and your personal circumstances to co-design your action plan
2. **Engaging with the World of Work:** SRI's training environment replicates a workplace environment. You will develop team skills and a workplace outlook
3. **Work Environment:** SRI's simulated workplace will help you understand **employer expectations** and build **employment skills**. You will learn **digital skills** and build a **personal brand**
4. **Tools for Jobs:** you will improve your **job search skills** (resume, selection criteria, interview skills) and build a knowledge of **employment opportunities**

**Industry Awareness Experiences** are built into daily activities such as job search, employer presentations or walk-the-floor to understand the skills required for local jobs.

## Get That Job - Training Block 2

SRI's Get That Job will take a deeper dive into local industries to develop more industry specific employability skills.

SRI will offer Generalist and Industry Specialist Courses depending on your interests and local employer needs. Specialist courses could include industries such as health and social care, transport and logistics, hospitality and business.

SRI will provide **Industry Awareness Experiences** with hands-on activities to gain insights into job roles and industries. To secure "that job" you will:

1. Understand **Industry Specific Requirements** including roles, skills and specific requirements
2. Know the **Employment Opportunities** in specific local industries and how employers recruit for these roles – including employer presentations
3. Understand **Employer Expectations and Workplace Etiquette** through work-like activities and engagement with local employers
4. Develop **skills relevant to local industry**
5. Identify **potential job opportunities**, tailor your resume, prepare **applications** and participate in mock or actual **interviews**

SRI will prepare you for entry level jobs in local industries. You will interact with local employers through guest presentations or work site tours to show you relevant and achievable job opportunities.