

Participant Service Delivery Plan

Employability Skills Training (EST) Block Two

MatchWorks experienced, specialised, and well-trained team deliver Employability Skills Training (EST) in the Somerset Employment Region.

MatchWorks has a long term and successful history as an employment services provider focused on improving and enriching the lives of individuals through pathways to ongoing sustainable employment. We know what job seekers need and what employers want in their staff.

EST helps you develop key skills, industry awareness and undertake tailored training to connect you to live jobs.

MatchWorks EST Block two program incorporates industry specific units, tailored to meet your needs and job goals. These units include:

- Prepare to Work Safely in the Construction Industry (White Card)
- Provide First Aid (First Aid Certificate)
- Engage in basic spoken exchanges at work
- Use Hygienic Practices for Food Safety
- Provide Responsible Service of Alcohol (RSA Card)

Providing a supportive and empowering service, our team reflect the diversity of the community they work in. We aim to assist all EST Participants to enhance their work readiness, to obtain a job and keep it, as soon as is possible.

Eligibility for EST

If you are aged 15 years or over, and meet one of the following conditions, you can enrol in EST:

- Be participating in Digital Services or Workforce Australia, and in receipt of either:
 - Income support payment that are subject to Mutual Obligation Requirements, or
 - Disability Support Pension and have compulsory requirements
- Be participating in Transition to Work (TtW)
- Be participating in Disability Employment Services (DES) in the employment assistance phase.

MatchWorks welcomes all backgrounds, and levels of experience to our EST, we have a holistic and tailored approach to servicing our community.

Design and Delivery of EST

Format:	Flexible Course Delivery
When:	Programs run every month
Hours:	25 Hours per week (full time), 15 hours per week (part-time)



Program Content Includes

- A comprehensive initial assessment, detailing how the content will be tailored to you
- Opportunities to learn techniques and strategies to navigate the world of work
- Identify local jobs, understand the labour market, and develop your personal brand
- Prepare and develop the essential tools i.e. online profiles, selection criteria, resumes and cover letters
- Stand out, create quality job applications that get you noticed
- Understanding employer expectations
- Utilising virtual collaboration tools
- Modern job search techniques i.e. building social networks and video resumes
- Manage your digital footprint and online etiquette
- Effectively communicate at interviews and in the workplace
- Completing online psychometric and aptitude screening tests
- Preparing for job interviews, both in person and virtually
- Accredited modules:
 - BSBTWK201 – Work effectively with others
 - BSBWHS2011 – Contribute to health & safety of self & others
- Connect to live jobs!

Industry and Employer Engagement

MatchWorks has delivered employment services in the Somerset region for over 8 years, resulting in extensive networks.

These networks include local employers who value diversity (small, medium, and large businesses), community organisations, mentors, training organisations and other support services. As a result of these relationships, guests may share information with EST Participants such as occupations within industries, current job opportunities, training for roles, and other supports available to assist gaining and keeping employment.

Throughout your participation in EST with MatchWorks we will directly approach targeted employers to match your skills, abilities, and experience, and provide access and referral to the numerous vacancies that MatchWorks has sourced from local employers.

Keen to learn more? Contact MatchWorks today.

Contact: *****

MatchWorks Nundah: 31 Station St, Nundah QLD 4012

Email: reception.nundah@matchworks.com.au

Phone Number: (07) 3260 7099

Please visit: www.matchworks.com.au for more information regarding our service range.

MatchWorks is accredited to the National Standards for Disability Services and provides accessible services for people with disability.