

Workforce Australia

Employment Services

Delivered by IntoJobs

Service Delivery Plan - Participants

Employability Skills Training

Workforce Australia Employability Skills Training (EST), delivered by IntoJobs, enhances work readiness through the delivery of targeted pre-employment training and skills development. Participating in the EST program gives you access to our extensive network of employers in locations across New South Wales, Queensland and South Australia.

IntoJobs will engage and support you whilst giving you an opportunity to succeed through:



Exposure to our extensive network of over 10,000 employers



Student centred approach combining adult learning principles



Innovative digital learning resources, focusing on interactive discussions and group project activities



An app, recording your achievements, completed workshops and promoting positive communication

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Local people, local jobs.

Overview

IntoJobs' learning model is designed to boost the employability and confidence of job seekers. Our program will help you understand the expectations of employers in both the recruitment process and as a new employee in the workplace. You will also gain valuable insights from the tailored career and personality assessment tools used in this program.

You can choose to do one or both blocks of the course. Each block is 75 hours of training over three consecutive weeks (full-time) or over five consecutive weeks (part-time).

	Overview	Phases	Description	Learning Outcomes
Block 1 - Pre-employment	You will gain: <ul style="list-style-type: none"> Access to employer networks in industries of interest Awareness of entry requirements, skills and behaviours Understanding of industry standards and career progression 	Phase 1	Developing knowledge and skills	On completion you should be able to: <ul style="list-style-type: none"> Demonstrate practical experience in a range of skill areas Benefit through the completion of personality assessment tools Identify career and job options based on knowledge, skills and interests Identify and understand acceptable workplace behaviours and attitudes
		Phase 2	Applying knowledge and skills	
		Phase 3	Reflecting on performance	
		Phase 4	Evaluation and improvement	

	Overview	Phases	Description	Learning Outcomes
Block 2 - Enhancing Employability	You will: <ul style="list-style-type: none"> Develop and enhance knowledge in your industry of choice Receive tailored training in job search, preparation, interview techniques and career development 	Phase 1	Developing knowledge and skills	On completion you should be able to: <ul style="list-style-type: none"> Write tailored cover letters and résumés that address specific selection criteria Demonstrate resilience and a positive mindset while navigating the job market Research labour markets, career pathways and requirements for a chosen industry Undertake a self-assessment on job suitability Pursue job leads online and via direct approach to employers
		Phase 2	Applying knowledge and skills	
		Phase 3	Reflecting on performance	
		Phase 4	Evaluation and improvement	

IntoJobs specialises in key industries in each local employment region.

There are no pre-requisites required for our EST training. We will identify appropriate skills and qualifications needed to enable you to transition into sustainable employment, including:

- Food Safety
- White Card
- Responsible Service of Alcohol
- Barista Training

Additional Support - Language, Literacy and Numeracy (LLN) Support

EST participants will have the opportunity to undertake an online LLN assessment to determine their individual needs. LLN issues can impact a lot of people, and having trouble with these skills is nothing to be embarrassed about. IntoJobs has a range of methods to assist people who struggle with LLN.

An Indigenous Engagement Officer is available to support Indigenous participants to encourage sustainable employment outcomes.

Learn More

