

Attachment of Detail

Youth Jobs PaTH Employability Skills Training

Purpose

The purpose of this document is to outline a more detailed description of undertakings given by our organisation in relation to delivery of the Commonwealth Government's Youth Jobs PaTH Employability Skills Training Program. It is intended as an Attachment to the 2-page summary Service Delivery Plan provided to the Department.

Training Course Description

How Our Training Blocks will be delivered

The frequency of delivery of Training Block 1 (3 weeks of 25 hours each) intakes will be timetabled regularly in consultation with local jobactive providers. Any additional program intakes follow a demand-driven approach. Similarly, commencement of partial participation blocks will follow demand.

We will not focus on a defined industry but take a broader perspective as a generalist provider. We may stream participants into intakes with a blue collar or white collar focus dependent upon demand from jobactive providers.

We see delivery of programs for participants with reduced participation requirement as following a similar content and approach but timetabled differently (15 hours per week over 5 weeks for each block). We will not seek to integrate full-time and partial requirement participants because of likely logistical issues.

Innovative Learning Model

Challenge Employment and Training has designed its Program proposal with several goals in mind:

1. The first and foremost goal is for the Program to be framed around elements which INSPIRE young people to want to be in the driver's seat of their own lives; to SEE FOR THEMSELVES pathways for a bright future and to REALISE them;
2. Our second goal is to use a variety of approaches to achieve a personal COMMITMENT from each young person to achieve success in employment and in life success,
3. Our third goal is to STRENGTHEN personal potency in each individual by equipping them with skills, pathways and support to realise their personal aspirations;

Our use of the **Action Learning** model has been included because we know that it provides optimum opportunities for learners to take the driver's seat in the learning process and maximises the exercise of sound reflection, planning and execution and collaborative learning approaches. It builds engagement and helps eliminate passivity and low self esteem.

Focus on Core Competencies required by Employers

Our design will focus on the Core Skills for Work Developmental Framework (CSfW) developed through the Mayer Review and focus on the core competencies expected by employers in all industries.

Use of Action Learning

The Action Learning approach will build critical thinking and underpin clients being **in the driver's seat of personal change and action**.

Job Search based on the PASS System

Using the PASS Program as a framework:

1. Every participant will have a documented Job Search Plan (consistent with their Jobactive Job Plan) including documented aspirations and goals; identified Key Success Factors; pre-established and negotiated Job Success Tactics;
2. Each Job Search Plan will specify
 - The target jobs identified
 - The employers that will be approached for a job
 - An up-to-date job resume
 - Agreed minimum targets for direct approaches to employers

Our PASS program provides practical employability skills to help participants gain and maintain employment. Areas covered under PASS include:

1. **Planning** - Career and goal setting; motivation and confidence; personal presentation, dress and grooming; communication skills;
2. **Applying** - Preparing a resume; developing application letters; writing a selection criterion response; job search methods, networking and canvassing employers;
3. **Screening** - Pre-employment testing and checks, and interview preparation and practice;
4. **Securing a job** - First day on the job and keeping a job; workplace culture and challenges; and work-life balance;

Mode of Delivery

The mode of delivery will principally be classroom and worksite based and would not include online delivery or blended elements.

Training Block 1

In Block 1 we will give particular attention to work readiness and positive attitudes required by employers. To ensure “work-like conditions”, much of Block 1 will focus on what we call “Taste Testers” - built around practical exercises and exposure to common job elements across a number of industries. A heavy emphasis will also be placed on motivation, positive attitudes to work, goal setting, confidence-building and opportunities for discussion.

Courses will be generalist and not focus on a specific industry.

The course content will align to the Certificate II in Skills for Work and Vocational Pathways and be designed using Action Learning concepts (See above). The following is an indication of the core units related to Training block 1:

- Interact effectively with others at the workplace
- Use strategies to identify job opportunities
- Use basic strategies for career planning
- Participate in simple spoken interactions in the workplace
- Use oral communication skills to participate in workplace meetings

Workbooks and other training resources will be designed to optimise team-based project activities where learner directed planning and execution skills are emphasised.

Youth Jobs PaTH is an Australian Government initiative. For more information on Youth Jobs PaTH visit jobactive.gov.au/path

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Training Block 2

Block 2 will be conducted along the lines of the former Job Club Program - based on a Canadian model and which operated in Australia with a high outcomes success rate during the 1990s. Note: The Job Club model has operated successfully in Canada, Australia, Ireland, UK and Australia.

Whilst various models differ in form, they generally emphasise the refinement of an effective job resume, training in job search approaches and in interview preparation, and actual intensive job search with minimum targets for direct approaches to employers. Our Model will cover 10 topics in total with various elements spread across both Block 1 and 2 with specific job search preparation and action components included in Training Block 2. Our 10 topics will encompass:

1. Career identification
2. Reasons to find a job
3. Setting and reaching your goals
4. Resume preparation
5. Job seeking
6. Overcoming barriers
7. Self Esteem
8. Personal presentation
9. Interview techniques
10. Things to know when starting a job

Industry Awareness Experiences

Training Block 2 will also include supervised Industry Visits (Industry Awareness Experiences). We will also invite employer representatives (sourced through our Industry Reference Groups) to participate in specific discussion sessions on employer needs and expectations during Block 2. In addition, we will use our own training facilities (such as our Industry Skills Centre) to allow participants to “taste test” under training conditions across a choice of industry sectors as demand dictates. The following is an indication of the core units Industry Awareness experiences relate to:

Engineering Industry

- Pull apart & re-assemble engineering mechanisms
- Use hand tools
- Use power tools/hand held operations
- Use engineering workshop machines

Construction Industry

- Work safely in the construction industry (White Card)
- Use construction tools & equipment
- Undertake basic construction project
- Carry out measurements & calculations

Horticulture Industry

- AHCOHS201A Participate in OHS processes
- AHCLSC201A Assist with landscape construction work
- AHCMOM204A Undertake operational maintenance of machinery
- AHCINF203A Maintain properties & structures

New industries will be added based on local demand.

Assessment

We will adopt similar assessment principles to the ASQA National Assessment Principles. Our assessment will focus on the application of knowledge and skill to the standard of performance required in the workplace and covers all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. Assessment methods will include face to face assessment, practical and knowledge questions and evidence based on completion of practical exercises.

We will issue each participant with a Certificate of Participation which will document their achievements.

The greater focus on assessment will be around desired Learning Outcomes. Each participant will be assessed against each of these learning outcomes.

Learning Outcomes

Learning Outcomes Block 1

At the end of Block 1, it is anticipated that each participant will have gained:

- A greater awareness of themselves as an individual, their strengths and weaknesses, learning preferences and personal communication style;
- Improved team work capacities through a more in-depth understanding of how teams function effectively and opportunities to put this into practice;
- knowledge and understanding of the local job market and skills in how to negotiate it;
- Awareness of different industries, employer expectations, and the employability skills required to succeed at work.

Learning Outcomes Block 2

At completion of Block 2, it is anticipated participants will have gained

- Refined competency in local industry knowledge in targeted job areas,
- Refined job preparation and job search skills relevant to their Job Search Plan goals.
- Practical Hands on experience in the industry of choice
- Each industry will have pre-determined learning outcomes and our assessments for each participant will be assessed against each of these learning outcomes.

Employers/Industries

We work with local industries and employers to ensure Industry Awareness Experiences and the training we deliver is relevant to local employment opportunities. We have established Industry Reference Groups for all of our courses and use these forums to seek feedback from employers about the quality of our training, whether it meets their needs and what skills and experience they are looking for in prospective employees.

Collaboration

Our primary collaborative partners will be jobactive providers. We will work with organisations such as education and health and welfare providers to help participants achieve the best outcomes. We will also work with a full range of organisations to assist participants in obtaining outcomes or address work barriers. These may include:

- Centrelink and Disability Employment Services providers
- Local Employers – based on participant employment aspirations
- Local apprenticeship services, and vocational training and employment centres
- Local accredited training providers
- Allied health services and specialist community support organisations

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