



Service Delivery Plan

About Us

Challenge Employment and Training is a not-for-profit community organisation with 40 years experience in helping local young people to prepare for and gain employment. We have vast experience in working with young people to help them achieve job success. All of our training staff are qualified trainer assessors with good industry knowledge and are highly skilled in working with young people looking to achieve job and life success.

We will deliver regular Youth Jobs PaTH Employability Skills Training Programs across the Ipswich and West Moreton region. Our delivery sites are located at:

- ✓ 21 Dunlop St, Collingwood Park
- ✓ 9 Williams St, Goodna
- ✓ 29 South St, Ipswich
- ✓ 38 Sitella St, Inala

We will also deliver courses at other locations across the region where demand requires.

Participants

The overarching aim of the Commonwealth Government's Youth Jobs PaTH Employability Skills Training Programs is to help young job seekers to gain the basic employability skills that Australian employers need. Our programs provide young people with the life skills, motivation and 21st century employability skills to gain employment. We will work with you to develop your capacity to secure employment.

Our Youth Jobs PaTH Employability Skills Training Programs are available to eligible young people aged 15 to 24 who have been referred by their jobactive provider.

We believe young people themselves should be the drivers of their own future. In working with you, we will use Action Learning approaches which involve helping you to be in the driver's seat of personal action and success. We will manage our programs in a culturally sensitive manner in respect of Aboriginal and Torres Strait Islander young people and young people from culturally diverse backgrounds.

Training Course Description

Each course will be delivered through two intensive Training Blocks – each of which will require you to attend and participate for 25 hours per week over 3 weeks. (Note: if your jobactive provider advises us that you have a reduced participation requirement you will need to attend for 15 hours per week over 5 weeks for each Training Block).

We will work with you throughout the programs to track your progress, celebrate your successes and identify new steps towards success.

Training Block 1 will focus on pre-employment skills and prepare you to be able to meet the needs of employers. It will help you to demonstrate that you have the attitude and approach to work that available research shows that employers want. You will develop your knowledge, understanding and experience in basic employability skills such as teamwork, communication, personal presentation, reliability and digital literacy.

Training Block 2 will give intensive exposure to job search activities and will use our PASS Program designed to build practical employability skills to help you gain and maintain employment.

Areas covered under PASS include:

Planning - Career and goal setting; motivation and confidence; personal presentation, dress and grooming; communication skills

Applying - Preparing a resume; developing application letters; writing a selection criteria response; job search methods and networking and canvassing employers.

Screening - Pre-employment testing and checks; interview preparation and practice.

Securing a job - First day on the job and keeping a job; workplace culture and challenges; and Work life balance.

We will help you prepare a Job Search Plan to document your job goals and steps you will take to help guarantee your success. Your Plan will specify:

- The target jobs you have identified
- The employers that you will approach for a job
- Your up-to-date Job Resume
- Agreed minimum targets for direct approaches to employers

Industry Awareness Experiences

We want your exposure to jobs and industries, and employer needs to be as life-like as possible. We will provide you with "Taste Tester experiences" across a range of jobs and industries. Industry Awareness experiences will be arranged across both Blocks.

Additional Training Content

All new participants will undertake the Basic Key Skills Builder (BKSB) assessment tool to help identify any additional literacy and numeracy assistance required, while support and individual coaching will be given where required.

Course Pre-Requisites

There will be no course pre-requisites other than your eligibility being determined by your jobactive provider.

Learning Outcome/s

You will develop:

- ✓ A greater awareness of your strengths and weaknesses, learning preferences and personal communication style;
- ✓ Improved teamwork capacities;
- ✓ Knowledge and understanding of the local job market and skills in how to negotiate it;
- ✓ Awareness of employer expectations and the employability skills required to succeed at work;
- ✓ Improved local industry knowledge in targeted job areas;
- ✓ Refined job search skills;
- ✓ Practical Hands on experience.

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.

We will issue you a Certificate of Participation which will document your achievements. You will be able to use this as an attachment to your job resume.

Employers/Industries

Our Taste Testers and Industry Awareness experiences may include exposure to industries such as business, engineering, construction, horticultural (including landscaping, production horticulture and conservation and land management) and personal services (Individual Support in the aged and disability support sectors) and other areas. Local employers will also be invited as guest speakers.

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

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