

Employability Skills Training (EST) Block 2

Service Delivery Plan for Participants

### About us

The Centre for Continuing Education Inc. is a community-owned, not-for-profit adult and community education college and Registered Training Organisation (RTO) providing vocational education and training in communities in the Victorian Goulburn Murray Employment Region. We work with people seeking entry into the workforce to overcome barriers, and develop the confidence and skills needed to find and keep the job that is right for them.

### Participants

The Centre’s pre-employment program works with you to understand employer expectations, develop core work skills and pursue employment opportunities through:

* working with you to develop an Individual Learning and Achievement Plan which addresses barriers to learning and achievement, identifies your strengths and a career path to achieve your goals
* introducing you to a range of jobs and industries that match your strengths and interests
* supporting you to develop core work skills and the ability to apply them in a workplace
* supporting you to undertake job-seeking activities in industries you are interested in, and
* through our Business Relationship Officers, assisting you in moving from course to employment.

### Training course description

The program is based on a normal workday. You are encouraged to practice your skills through peer learning and actively researching your career choices.

Each training block is 4 days per week for 3 weeks (75 contact hours). The course comprises classroom- based activities, toolbox talks, workplace visits and interactions.

The Centre maintains strong connections with employers and peak industry bodies/forums throughout the Goulburn Murray Employment Region to be responsive to their skill needs and to adapt each program to ensure job seekers gain and can use transferable skills to meet local employer requirements.

Our trainers and our Business Relationship Officers work with you to explore industries and employers offering real jobs.

### Industry awareness experiences

You will be supported by our friendly trainers and our Business Relationship Officers to develop your understanding of workplace environments, job roles, and employer expectations through:

* workplace tours and employer talks
* being hosted in the workplace and matched with a workplace buddy (creating opportunities for conversations about the workplace and workplace expectations)
* developing and practicing a cold calling script to approach prospective employers
* presentations about their experience by past successful participants who are now employed
* presentations by external speakers on job opportunities, including the hidden job market.