



Workforce Preparation Program

Program Objectives

- ◆ Intensive support to address barriers to employment for disadvantaged job seekers
- ◆ Holistic services to support and complement current Job Services Australia and Disability Employment Network providers
- ◆ Integrated social inclusion training, support and mentoring including such services as:
 - ✓ Intensive individual case management
 - ✓ Driver training referral service
 - ✓ Workforce preparation training
 - ✓ Financial planning advice
 - ✓ Career pathway counselling
 - ✓ Goal setting & motivation
 - ✓ Employability skill development
 - ✓ Cultural awareness in the workplace
 - ✓ Language & Literacy assessments
 - ✓ Personal hygiene education
 - ✓ Accommodation assistance referral service
 - ✓ Drug & alcohol support services
 - ✓ Mental health awareness
 - ✓ Domestic violence awareness
 - ✓ Fitness for work
 - ✓ OHS responsibilities

For more information contact:

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Eligible Candidates

- ◆ Highly Disadvantaged Jobseekers
- ◆ Disability clients
- ◆ Culturally & Linguistically Diverse (CALD)
- ◆ Indigenous

Statement

Certificate of Attendance issued on completion

Referring Organisations

Our program was selected by DEEWR as one of only three projects allocated in South Australia in the first round of the 2009 call for Innovation Fund submissions

Course Duration

- ◆ Two weeks full time (10 days)
- ◆ This program is tailored to complement JSA/DES jobseeker engagement requirements
- ◆ The course can be conducted in Metropolitan, Rural and Remote locations by negotiation

Course Cost

- ◆ \$680 per participant + GST

This program is supported by



Australian Government
Department of Education, Employment
and Workplace Relations

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Australian Training Alliance

ATA Skills Centre

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Workforce Preparation Program – Curriculum Planner

WEEK 1					
TIME	Day 1	Day 2	Day 3	Day 4	Day 5
9:00 AM	<u>Program Introduction</u> Program Overview	<u>Case Management</u>	<u>Case Management</u>	<u>Seminar - Professional Development</u>	<u>Seminar - Professional Development</u>
9:30 AM	Induction & Enrolment Group Introductions	Individual Consultations Trainer Assessments	Individual Consultations Trainer Assessments	Workforce Expectations Employer - Guest Speaker	Coping with Change Conflict Resolution
10:00 AM	Pre Program Participant Assessments (Mandatory)	Participant Research Activities (Mandatory)	Participant Research Activities (Mandatory)	(Mandatory)	(Mandatory)
10:30 AM	Morning Tea Break	Morning Tea Break	Morning Tea Break	Morning Tea Break	Morning Tea Break
11:00 AM	<u>Seminar - Professional Development</u> Personal Presentation Techniques	<u>Case Management</u> Individual Consultations	<u>Case Management</u> Individual Consultations	<u>Group Workshop</u> Financial Planning	<u>Group Workshop</u> Employment Preparation
11:30 AM	Personal Hygiene (Mandatory)	Trainer Assessments Participant Research Activities	Trainer Assessments Participant Research Activities	& Budgeting (Mandatory)	CV Development (Elective)
12:00 PM	1 hour LUNCH BREAK	1 hour LUNCH BREAK	1 hour LUNCH BREAK	1 hour LUNCH BREAK	1 hour LUNCH BREAK
1:00 PM	<u>Seminar - Professional Development</u> Dealing with Setbacks	<u>Case Management</u>	<u>Case Management</u>	<u>Case Management</u>	<u>Group Workshop</u>
2:00 PM	Goal Setting & Motivation Skills Assessment	Individual Consultations Trainer Assessments	Individual Consultations Trainer Assessments	Driver Training Referral Seminar	Accommodation Assistance & Referral Service
3:00 PM	(self analysis hand out) (Mandatory)	Participant Research Activities (Mandatory)	Participant Research Activities (Mandatory)	(Elective)	(Elective)
3:30 PM					
WEEK 2					
TIME	Day 6	Day 7	Day 8	Day 9	Day 10
9:00 AM	<u>Seminar - Professional Development</u> Domestic Violence Awareness & Education seminar Guest Speaker	<u>Seminar - Professional Development</u> Mental Health Awareness & Education seminar Guest Speaker	<u>Group Workshop</u> Employment Preparation Interview Techniques & Roleplays	<u>Case Management</u> Individual Consultations Preparation for Training &/or Work Experience	<u>Case Management</u> Individual Consultations Preparation for Training &/or Work Experience
9:30 AM	(Mandatory)	(Mandatory)	(Mandatory)	Mid-Point Participant Assessments (Mandatory)	Mid-Point Participant Assessments (Mandatory)
10:00 AM					
10:30 AM	Morning Tea Break	Morning Tea Break	Morning Tea Break	Morning Tea Break	Morning Tea Break
11:00 AM	<u>Group Workshop</u> Communicating in the Workplace (Mandatory)	<u>Seminar - Professional Development</u> Cultural Awareness Guest Speaker	<u>Seminar - Professional Development</u> Drug & Alcohol Education Guest Speaker	<u>Case Management</u> Individual Consultations (Mandatory)	<u>Case Management</u> Individual Consultations (Mandatory)
11:30 AM		(Mandatory)	(Mandatory)		
12:00 PM	1 hour LUNCH BREAK	1 hour LUNCH BREAK	1 hour LUNCH BREAK	1 hour LUNCH BREAK	1 hour LUNCH BREAK
1:00 PM	<u>Group Workshop</u>	<u>Seminar - Professional Development</u> Occupational Health & Safety Fitness for Work	<u>Participant Research Activities</u> Job Search & Training Training Preparation	<u>Case Management</u> Individual Consultations Preparation for Training &/or Work Experience	<u>Case Management</u> Individual Consultations Preparation for Training &/or Work Experience
2:00 PM	Police Clearance Certificate Application & submission (Elective)	Diet & Exercise education Heat & Sleep stress awareness (Mandatory)	(Elective)	Mid-Point Participant Assessments (Mandatory)	Mid-Point Participant Assessments (Mandatory)
3:00 PM					
3:30 PM					

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Workforce Preparation Program – Stakeholder Responsibility

Australian Training Alliance:

- ✓ Recruit, coordinate and manage all stages of the program
- ✓ Facilitate the two week intensive support training and case management
- ✓ Refer participants to relevant training and support services
- ✓ Provide participant assessments to Employment Service Providers and Disability Employment Network providers
- ✓ Report program outcomes to the Project Steering Committee for review

Employment Service Providers / Disability Employment Network providers:

- ✓ Actively promote and support participation of clients into the program
- ✓ Engage and monitor Employment Consultants / Case Managers to recruit and support their client throughout the program
- ✓ Provide additional support services and resources to enhance current program structure
- ✓ Agree to consider paying on a Fee For Service basis if capped 'free' places are fully utilised

Employment Consultants / Case Managers:

- ✓ Source eligible participants from their client portfolios
- ✓ Provide ongoing support and assistance to their client as required throughout the program
- ✓ Assist with preparing the client for work experience, and/or training placement, and/or on-the-job mentoring as required
- ✓ Support ATA in ensuring client attends all sessions as required
- ✓ Assist in sourcing suitable Productivity Places Program training and/or other related training as required

Program Participants:

- ✓ Attend all sessions as required
- ✓ Advise ATA of absenteeism prior to commencement of any session
- ✓ Pro-actively investigate and source training, work experience and/or employment opportunities and other services as determined by the program Trainers, Facilitators and/or Case Managers
- ✓ Adhere and contribute to the program of study
- ✓ Respect the rights of fellow participants, trainers and facilitators



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