

Australian Training Alliance Workforce Preparation Program

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



★ Capped 'FREE' training places available

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:

Eligible Job Seekers:

- * Stream 4 Job Seekers
- * Disability clients
- * Culturally & Linguistically Diverse (CALD)
- * Indigenous

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 further information on Job Seeker eligibility and Referral process, please contact:

Australian Training Alliance

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** Free places are subject to availability however places are still available on a Fee For Service basis*

Workforce Preparation Program Framework

Client Pool

Stream 4 Clients

- CALD clients (Culturally & Linguistically Diverse)
- Disability clients
- Indigenous clients

Program Partners & Stakeholders

Australian Training Alliance	Mental Health awareness providers
Disability Employment Network Providers	Drug & Alcohol service providers
Employment Service Providers	Domestic violence service providers
Northern Futures	Employment & Skills Formation Networks
Western Futures	Australian Refugee Association
Driver Training educators	Accommodation assistance providers
Cultural awareness providers	Employers / Employer Groups

Program Purpose:

- Provide intensive, 'top end' wrap around service solution to complement & enhance (not duplicate) current Universal Employment Services contract

Program Aims:

1. Social inclusion improvement
2. Sustainable Employment (targeted at all stages of program)
3. Further Study (linked to voluntary work)
4. Course Completion
5. Supported Work Placement

Wks 1 & 2 Recruitment Phase

- Recruitment of clients
- Interviews with Employment Consultants to source most highly disadvantaged clients
- Screening assessments of program applicants
- Priority given to most disadvantaged clients
- Waiting list of job seekers kept to be used to 'top up' program if any drop outs occur

Wks 3 & 4 Social Inclusion, Employability & Skill Development Phase

Language & Literacy Assessments	Workforce preparation training
Employability Skill Development	Police Clearance certificate applications
Mental Health Awareness	Goal Setting & Motivation
Drug & Alcohol education	Financial Planning & Budgeting
Domestic Violence awareness	Mentoring & Career Pathway advice
Fitness for Work	Accommodation referral service
Personal Hygiene	Driver training referral service

Wks 5 -11

Workforce Placement Phase

Training Pathway Options

(not funded by Innovation Project)

- Retail
- Hospitality
- Aged Care
- Children's Services
- Commercial Cleaning
- Community Services
- Language, Literacy & Numeracy
- Resources & Infrastructure
- Transport & Distribution
- Horticulture

- Preparation of clients for placement
- Localised micro marketing (job search)
- Job placement
- Work experience placement
- Workplace assessment & modification analysis
- Cultural support mentoring
- On-the-job mentoring
- Post Placement Support

Wk 12 Program Finalisation

- Client reviews
- Completion of training assessments
- Program Evaluations
- Referral to Career & Workforce Development Centres

Workforce Preparation Program - Intensive Support Curriculum

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

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

