

Employer Service Delivery Plan Employability Skills Training (EST)

Employability Skills Training, what is it?

For employers seeking keen and motivated employees, Maxima connects you with local jobseekers undertaking an intensive pre-employment training program called *Employability Skills Training* - designed to equip participants with customer service skills, knowledge and awareness around your workplace needs.

EST gives jobseekers the opportunity to enhance their employability through 2 different blocks of targeted training, each delivered either over 3 weeks for 25 hours per week or over 5 weeks for 15 hours per week in person and online.

Our objective is to enable EST participants to develop a portfolio of transferrable credentials, knowledge and attitudes portable across jobs and sectors. Maxima is very keen to facilitate direct connection between participants (jobseekers) and our diverse employer network.

What are the benefits to employers?

All of our services are FREE. We get to know you and understand your business needs to ensure our EST participants are trained to meet those needs, and come prepared with an awareness and ability to undertake the required tasks in any given workplace.

We recognise the recruitment of new staff to be a significant business investment and provide support via:

Connecting you with suitable, recently trained and motivated jobseekers appropriately matched to your business need

Offering assistance to navigate available Government Incentives for job starts

How can Employers get involved?

Maxima is keen to engage with local employers as part of our Employability Skills Training programs.

Maxima invites you to become involved in our Workforce Australia Employability Skills Training Program via:

Collaboration to develop Specialist Courses (in conjunction with relevant industry body) to meet your unique business needs

Inbound visits to EST programs to talk about your business and the job roles you are looking to fill (can be face to face, via Zoom or pre-recorded sessions)

Hosted worksite visits/workplace tours for EST participants to understand your business, what happens in the workplace and the types of roles you have available

Offering support to complete mock interviews with EST participants to build their confidence and capacity to successfully navigate interviews and application processes

Participation in employer panels and introductions to other local employers

About Maxima

Maxima has been helping employers meet their recruitment needs for almost 40 years. Our objective is to always deliver quality services which exceed expectation. Our experienced team will work with you to understand your business and to source suitable jobseekers to fulfil your recruitment needs. Our EST program has a focus on meeting employer expectations: **we train for employment.**



Training Block 1

This program supports participants to develop and practice job search and workplace skills.

Participants will be able to demonstrate these Learning Outcomes on completion of Training Block 1:

Well-developed 'Employability Skills' with an ability to navigate the world of work, interact with others + get the work done

Understand the local labour market + identify local job opportunities

Understand + meet employer expectations

Have an updated, individually tailored resume + a clear, documented career plan

Improved goal setting, self-esteem + confidence

Improved job search, job application, interview + workplace digital literacy skills



Training Block 2

This program helps participants to understand industries in demand or with emerging opportunities in their local labour market. Training Block 2 is delivered as either Generalist Courses or Specialist Courses, with a focus on people skills and customer service ability, central to all job roles.

Maxima's Generalist Courses will include training across a broad range of industries tailored to the local labour market which may include, but not be limited to Retail, Hospitality, Health Care (community/aged/ disability), Business Administration, Construction, Cleaning and Warehousing/ Supply Chain.

EST Participants will learn about/experience a few different industries to help decide which industry best suits them.

Maxima Specialist Courses will focus on one industry. These courses will be developed and co-designed with employers and industry.

Participants will be able to demonstrate these Learning Outcomes on completion of Training Block 2:

A solid foundation (employability skills + basic industry knowledge) to seek and engage in local employment

Understand and use the most suitable techniques/strategies to seek + apply for work in key local industries

Tailor resume + job applications to specific industries

Prepare for and successfully undertake in person + virtual interviews in specific industries

Understand duties, career prospects, career pathways + employer expectations across specific industries

Increased exposure to local employers/industry + increased local networks



To register your interest or for more info about the **Workforce Australia EST Program delivered by Maxima**, scan the QR code or contact **1300 629 462**

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