



Skills for Education and Employment (SEE)

TRANSITION TO WORK PROGRAM

Improve your opportunities for work with real skills
for the workplace. **FREE*** training for job seekers

PROGRAM OVERVIEW

The **Transition to Work program** is part of Skills for Education and Employment. It supports job seekers to overcome the barriers in finding employment by teaching core employability skills through integrated work place learning.

PROGRAM STRUCTURE

Students enrolled in the Transition to Work program will gain valuable skills in –

- Workplace English
- Australian workplace (practices and culture)
- Occupational health and safety
- Workplace communication
- The application process
- Technology in the workplace
- Equity and fairness at work
- Computer skills for work
- Numeracy skills for the workplace
- Writing resumés and letters of application, and
- Job ready preparation

EMPLOYABILITY SKILLS - employers' expectations

The **SEE program** prepares students for the workplace. The employability skills are endorsed by The Australian Government and industry as essential to performing well in the Australian workplace. They include students to have the following –

- Demonstrate readiness for employment
- The necessary paperwork to include National Police and visa clearances
- Working With Children's Card
- Matched or similar vocational skills or previous industry experience
- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organisation
- Self-management
- Learning
- Technology

THE BENEFIT TO INDUSTRY

- No payment to students is made
- Insurance is covered by North Metropolitan TAFE JobNet

CHECKLIST - for employers

- Students are to be interviewed by “employer” prior to placement being accepted
- Supervision of student undertaking meaningful work is the role of the “employer”
- Simple Timesheet and Activity Report are the only forms of paperwork to be completed
- Students may request a reference

Offers of extended work experience or employment and training are outcomes both are very positive and appreciated.

Who is this training for?

Eligible students in the SEE program who

- Are ready and want to work
- Have a language, literacy and numeracy barrier (streams B and C)

Outcomes:

AS well as meeting the Annual Activity Requirement (AAR) for Jobactive, this program will give participants

- Transferrable skills for future employment
- Exposure to real work environments
- Confidence to take the next step

Eligibility:

*To find out if you are **eligible for the SEE programme**, contact your local Centrelink office or speak to your Employment Services Provider.

Find out more today!

