



AUSTRALIAN CAREERS BUSINESS COLLEGE (ACBC) Youth Jobs PaTH Service Delivery Plan for job seekers

About ACBC

ACBC is a registered training provider (RTO # 90271) established in 1996 and today has multiple campuses across NSW. For over 20 years, ACBC has specialised in preparing young people to enter the workforce through education and training. Our team has the expertise and extensive experience to guide you through structured training, and ultimately provide you with the skills needed to succeed in search for paid employment. We have a broad network of employers across NSW covering a wide range of industry areas and job types.

About Youth Jobs PaTH Employability Skills Training (EST)

Youth Jobs PaTH is an Australian Government initiative delivered by a national network of organisations. Youth Jobs PaTH is dedicated to getting more young Australians into work. EST is part of the PaTH program and will give you the employability skills and real work experience you need to support your prospects of future employment.

For more information on Youth Jobs PaTH visit jobactive.gov.au/path

Our approach to training

ACBC will be working in two training blocks with young job seekers, who are registered with a jobactive provider, and are eligible to participate in the Youth Jobs PaTH program. Training blocks will commence from the 1st of April 2017 and will be delivered regularly in Liverpool, Parramatta and Wollongong.

Our trainers will work with you to set personal daily performance goals, within a workplace context, with the goal of creating a sense of belonging and desire to participate in the training activities.

Some components of our training are sourced from national training packages. This means that upon successful completion of all components, the participants of our Block 1 Training Program, may be eligible to receive a nationally recognised statement of attainment.

Attendance

The attendance for each of Block 1 and Block 2 is 4 days per week, for 3 weeks from 9.00am to 4.30pm.

Our support for you

You will have an experienced trainer to support and give you feedback throughout the course in a friendly classroom setting. The trainer will help you get the skills you need to prepare you for future employment. Our friendly support staff will be at hand for any issues you may have. The training will be through group and team work, workplace simulation, games, and work relevant units. Your participation and involvement within a positive atmosphere will help your learning, which will in turn build your confidence.

Employer/Industry links

ACBC has many employers who offer pathways to work experience and employment for our programs. Our employer network has developed over 20 years, and is managed by a fulltime Work Placement Manager. Each year new employers become a part of this network. Our network represents a wide range of industry sectors including tourism, hospitality, business administration, manufacturing and customer service.

BLOCK 1 COURSE STRUCTURE

Step 1 - Interview

We will work with you in a one-to-one interview, to get an understanding and insight into your aims and future goals, allowing you to outline the outcomes that you would like to achieve from the program.

Step 2 - Boot Camp

This step includes a fun and personally rewarding 'Boot Camp', where you are divided into groups and rotated throughout the day to take part in different activities, which are designed to prepare you for employment by understanding important matters such as grooming and presentation, cultural awareness, workplace behaviour and workplace health and safety. Our goal is to prepare you for the job searching process, equipping you with skills such as goal setting and confidence building, as well as widening your understanding of workplace requirements.

Step 3 - Skills Matching

This step will prepare you for researching appropriate and suitable jobs; examining the skills needed to search for employment and enabling you to continue exploring your strengths and areas of personal development.





Step 4 - Personal Career Profile

This step involves you developing a personal career profile. You will explore and research a range of industry areas to select potential jobs that may appeal to you. This will include opportunities for Traineeships or other structured trades skill/work combinations. The aim is to prepare you for success in the job searching process by setting achievable goals.

BLOCK 2 COURSE STRUCTURE

Step 1 - Advanced Job Search Skills

Class activities will cover job searching skills such as:

-  Advanced goal setting
-  Advanced planning for job searching
-  Advanced job search behaviour
-  Looking at labor markets and career opportunities

By the end of Week 1, you will have selected at least three job roles/job opportunities that you wish to explore.

Step 2 - Pathways to Employment Review

Our trainers will train and support you to learn more research methods and include a review of pathways to employment for the preferred roles that you have identified, which may include workplace experiences, voluntary internships, part-time work and Traineeships or Apprenticeships.

Step 3 - Ideas Conversion

The focus is to support you to pursue job leads. The aim is to convert your ideas into actions, combined with greater self-confidence, technical skills and social awareness, enabling you to position yourself on an advanced pathway to employment.

For further information please contact

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