

EMPLOYABILITY SKILLS TRAINING

Service Delivery Plan – Employers

About Us

Sarina Russo Institute (SRI) has been fulfilling employers' recruitment needs since 1979. SRI is a trusted partner of employers to secure and train your staff. SRI, with you, will identify and understand your needs and tailor content to ensure Participants are prepared for local jobs. SRI will deliver work readiness and skills programs to fill vacancies with the right person through our funded programs which run for 75 hours over 3 weeks (full-time) or 5 weeks (part-time).

The Programs

- **BUILDING EMPLOYABILITY SKILLS TRAINING (BEST)** - Training Block 1
 - developing job search and workplace skills
- **GET THAT JOB** - Training Block 2 (Generalist and Specialist courses)
 - Focussed on local industries in demand or with emerging opportunities

SRI includes employers and industry specialists in the design, development and delivery to ensure the program reflects real workplace requirements. This ensures the content and learning activities are current, responsive to local labour market demand, industry skills requirements and entry level job opportunities. Employability Skills Training (EST) includes foundation skills, digital capability and workplace expectations (including attendance, cooperation, positivity, reliability, dress and performance).

Through our pre-commencement interviews, we tailor Training Blocks 1 and 2 to take into account the Participant's career and life stages to determine their suitability for entry level or higher-level roles (for those with transferrable skills and experience).

Placement Management Services

RIGHT PERSON | RIGHT WORK TRIAL | RIGHT JOB

SRI will directly source and manage Participants for work trial placements to fill your local jobs and roles in demand. SRI's dedicated staff will:

- **Identify:** SRI will identify work trials and internships where you have employment opportunities. Our pre-commencement assessment identifies Participants with matching skills or interests
- **Engage:** We will engage with you to understand your skills needs
- **Deliver:** We align Participant aspirations to your needs to provide a recruitment pathway. Participants who understand the workplace transition more easily to work
- **Review:** Feedback from employers and Participants informs ongoing program refinement

SRI will help you navigate the process, guide your understanding of what work trials are about, explain the responsibilities placements entail and how they are beneficial as an alternative recruitment pathway.

SRI undertakes pre-placement check in, monitoring and post-placement support. We also get your feedback to continually review the program, ensure suitability and program effectiveness.

Building Employability Skills Training (BEST) - Training Block 1

SRI creates employment preparedness through simulated work experience. BEST will connect and match Participants to your workforce needs by working with Participants to:

- **Assess career goals, experience and capability** to see if their skills and interests are appropriate
- **Understand industry requirements** e.g. shift work, punctuality, resilience, empathy
- **Improve job search skills** by researching employment options, understanding skills and qualifications required
- **Develop digital literacy skills** required by the industry
- **Understand available employment opportunities**, know the pathways and mandatory requirements for specific roles

Get That Job - Training Block 2

SRI's Get That Job takes a deeper dive into local industries to develop more industry specific employability skills. SRI's understanding of employer, workplace and industry needs ensures SRI tailors the course to include the specific and transferrable skills which you require.

SRI will offer Generalist and Industry Specialist Courses. Specialist courses could include industries such as health and social care, transport and logistics, hospitality and business.

SRI involves local employers in the program and provides Industry Awareness Experiences by:

- **Virtual and face-to-face inbound visits** from employers to highlight industry expectations
- **"Walk the Floor"** - we take Participants to employers to gain insight into workplace activities, culture and employment requirements
- **Presentations** by past Participants and industry champions to give an understanding of roles, responsibilities and regular tasks
- Organising **short work-trials** for example, Youth PaTH Internships (4 to 12 weeks), National Work Experience Program (2 to 4 weeks). *Eligibility criteria apply.*
- Delivering **specific skills** and required **training** needed by industry.
- Conducting group and individual **mock interviews** (in person or online) so Participants understand the recruitment process
- Providing **feedback** to Participants on their application or performance on workplace trials