

WORK & LEARNING CENTRE

"NEXT STEPS"



AGE GROUP 16 AND ABOVE | STATE FUNDING

Job seekers receive professional one on one support and mentoring from a Work and Learning Advisor on job seeking skills, supporting people entering or re-entering the workforce. Whether they are looking for help to apply for jobs, seek training, work experience or career guidance – the Advisors can help.

ELIGIBILITY

- Must not be enrolled in school.
- Possess Australian work rights.

COMMITMENT REQUIRED

- Meet on a regular basis with the Work and Learning Advisor – either weekly or fortnightly or more if needed.
- Be an active participant – this is a partnership!
- This service is free and participation is voluntary.

SERVICES OFFERED

The Work & Learning Centre offers:

- skills-assessment sessions
- computer classes
- training
- advice on resume preparation, interview techniques and personal presentation
- advice on how to meet the needs of local employers
- workshops on Australian workplace culture

Advisors will:

- provide one-on-one coaching to support the development of work readiness
- advocate on behalf of their client to other agencies eg. Centrelink or jobactive
- refer job seekers to community service providers to address non-vocational barriers
- assist job seekers to investigate suitable training options
- post placement support after commencement of training or employment

SERVICE PROVIDER:

Ballarat Neighbourhood Centre
Ballarat South Community Hub
11 Tuppen Dr Sebastopol VIC 3356
P: 03 5329 3273



Work and Learning  **Ballarat**



P: 03 4344 4155 | e: info@highlandslenn.org
Suite 21 Ballarat Technology Park Central
106 – 110 Lydiard Street South, Ballarat
PO Box 583, Ballarat VIC 3350
www.highlandslenn.org

[Accurate as of 15 May 2017]