

RECRUITMENT PROGRAM

Supporting communities through education

RECRUITMENT PROGRAM

Recruiting and retaining quality staff in any organisation can be a challenge. Constantly having to recruit, train and replace staff drains time, money and resources that could be put to better use within your organisation.

WHAT'S THE SOLUTION?

A pre vocational training program that includes a recruitment session with participant screening, an accredited training program and an unpaid work experience placement. Successful applicants from the recruitment session are given the baseline skills and knowledge they need to commence a role in your organisation. You then get the opportunity to assess their suitability during their work experience placement and decide who is the best fit for your organisation. New staff would then complete their entry level qualification as a new entrant trainee, taking full advantage of the subsidies and government incentives.

HOW DOES IT WORK?

Once an employer identifies the need for assistance with recruitment, we organise a meeting to discuss the how this will assist your organisation and how this will work for your recruitment pathways moving forward. From this meeting we discuss the challenges - what has worked, what didn't and what are the key skills they need people to have. We match these required skills to units of competency from an entry level qualification that is applicable to the roles you are recruiting for. The training program is then developed from the chosen units (normally 3 units of competency) which will also include an unpaid work experience placement. If all this fits with your organisation we will submit on your behalf an application for funding to Training Services NSW using your organisations letter of support.

Next we look at the recruitment process, such as how many positions do you have available? What contacts / channels do you currently use for recruitment? The best methods for recruiting, time frames, information sessions and employer interviews for Essential Skills to be able to produce the marketing content for your approval prior to advertising. Then we get the word out!

Essential Skills will undertake the initial pre-screening and invite all applicants to a Recruitment information session. We will discuss your organisation, the program and its requirements and conduct group interviews to screen and select suitable candidates to refer onto you for another pre employment interview, where you have the opportunity to conduct your organisations pre employment suitability checks and determine the best fit for your organisation. Those successful candidates will then go on to the training program which normally commences one week after the final selection.

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The training program and work experience placement are completed by the participants. We then come together at the review session to discuss each participants performance, suitability and employment opportunities. Feedback is given to the participants and those successful commence their employment. Shortly after contact is made with an Australian Apprenticeship Centre of your choice to organise the traineeship sign up so your new employees can complete the remainder of their qualification. Essential Skills will consult with your organisation to develop your traineeship program with your choice of suitable elective units as well as determining the frequency and location of workshops.

WHAT DOES IT COST?

Essential Skills will liaise with your local Training Services NSW branch to apply for funding to deliver this program with your organisation. We cannot guarantee that funding will be approved, it is dependent on your regions priorities and budget. To apply for this funding you will need to have genuine positions available and provide a letter of support to accompany the funding application. If the funding is approved this will cover the cost of the accredited training program. In the event that the funding is not approved a quote will be provided based on location and duration of program.

Recruitment session advertising is **\$440.00** to cover the cost of all advertisement. Essential Skills Training will advertise on all social media platforms, contact relevant Job active organisations to ensure that we are actively seeking the right candidates.

If there is the capacity for the recruitment session and training program to be delivered onsite there is no further cost. If you are located in the Newcastle region our training facilities are available for use at no cost. **However, if an external venue is required this cost needs to be paid by the host organisation.**

Once you have selected and employed the participants they are then signed up in their **traineeship**.

The cost of a new entrant traineeship in 2020 is fee free, the units they completed in the recruitment program will be credit transferred . All approved programs and traineeship funding is subsidised by the NSW Government.

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OVERVIEW



EMPLOYER RESPONSIBILITIES

- To have genuine positions available in your organisation.
- Assist with marketing through existing channels to maximise outcomes.
- Provide a safe and supportive environment for work experience placements.
- Have suitable buddy shifts for work experience placement organised a week prior to work experience commencing.
- Provide feedback on participant performance in the workplace.

WHAT ARE THE BENEFITS?

