



## Traineeships

### Adding Value Through Staff Training

- ✓ Nationally Recognised Qualification
- ✓ On-the-Job Training
- ✓ Tailored to Your Needs
- ✓ In Any Industry
- ✓ Any Employee Can Apply  
New or Existing; Full or Part Time
- Adults or Students
- ✓ Government Incentives for Each Employee \*\*  
May Apply
- ✓ Work Cover Exemptions Apply \*\*
- ✓ Probationary Period Applies to New Employees

### We Deliver Training in the following industry areas

- ✓ Automotive Sales
- ✓ Business
- ✓ Business Admin
- ✓ Business Frontline Management
- ✓ Customer Contact
- ✓ Assessment & Workplace Training
- ✓ Community Services
- ✓ Aged Care Work / Disability Work
- ✓ Home and Community Care
- ✓ Financial Services
- ✓ Information Technology
- ✓ Transport & Distribution
- ✓ Retail

## Benefits \*\*

### For Your Business

- ✓ Increased Staff Skills & Productivity
- ✓ Improved Profitability
- ✓ Lower Staff Turnover
- ✓ Improved Morale and Job Satisfaction
- ✓ Flexible Training Options

### For Your Employees

- ✓ Nationally Recognised Qualification
- ✓ Increased Skills & Job Performance
- ✓ Existing Competence Formally Recognised
- ✓ Opportunities for Further Education

## Free Recruitment

### For Apprenticeships & Traineeships

- ✓ Job Ready Applicants
- ✓ Screening to Your Needs
- ✓ Prompt Referrals
- ✓ On-Going Follow-Ups

A one-stop shop linking motivated, job ready candidates with a pool of apprenticeship and traineeship vacancies.

### Ask Those Who Know

“... for several years now. At all times we have found them to be extremely prompt and reliable. Their after placement service has been second to none. Their helpful attitude, coupled with exceptional service... We would have no reservation in highly recommending Employment Focus to any prospective employers. The name says it all ‘Employment Focus.’”

*Stallion Floats Pty Ltd*

“Employment Focus trainers adapt to suit the individual needs of our retail business, training employees on the job and providing an excellent service.”

*Maxi IGA*

### Helping Young People GET READY



**G**uidance and ongoing support  
**E**ngaged and equipped  
**T**raining in skills and confidence



**R**eady for work  
**E**mployment placement  
**A**chieving personal goals  
**D**riven to succeed  
**Y**oung and committed



## At Your Service

### Our Commitment to You

To offer a prompt, professional, quality training and recruitment service to each employer, trainee and job seeker. We are a not-for-profit Registered Training Organisation and employment services agency with over 30 years of experience to draw on to keep that pledge.

### Pick Up the Phone



Tel: **9450 5700**  
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