

## Computer Training Room “Flexible Learning Centre”

Our computer training room has up-to-the-minute technology and software. We offer a range of courses from entry level to advanced. Included are courses in:

- MYOB
- Payroll
- Word
- Excel
- Internet
- Access
- Basic PC Operation
- PowerPoint
- Desktop Publishing.

Funded training is available to eligible participants.



### Free Staff Recruitment

Over the years many thousands of employers (and some 3,500 job seekers placed) have valued and returned to Employment Focus' free, professional staff recruitment service, encompassing:

- National vacancy listing on Australian Job Search;
- Access to a pool of job-ready applicants;
- Computerised and personalised job matching;
- Screening of applicants to particular need;
- Prompt referrals; and
- On-going follow-up.

### Need Information?

*Tick the box you require more information on:*

Job Network Services \_\_\_\_\_

Job Placement \_\_\_\_\_

Work For The Dole \_\_\_\_\_

Traineeships \_\_\_\_\_

Customized Training \_\_\_\_\_

Flexible Learning Centre \_\_\_\_\_

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

*...we will get back to you...*

*Thank You.*

Return to:  
Employment Focus  
PO BOX 547  
HEIDELBERG 3084



# Let Us Help You!

### Who We Are

Employment Focus is a Community Not-For Profit Company that has been operating in Heidelberg and the surrounding areas for over 30 years, assisting the local communities with their employment and training needs.

### What We Do

Employment Focus offers a diverse range of programs to the community including:



Address:  
1st floor, Burgundy St  
Heidelberg,  
3084  
Vic  
Phone: 9450-5700  
Fax: 9450-5757



### Job Network Services

Under the Job Futures umbrella of companies, we offer eligible jobseekers the full range of Job Network programs including:

### Job Search Support

This is a program offering advice to jobseekers on job search techniques, career options, employment and training, as well as assisting with accessing job matches through the Australian Job Search website. We can also offer the service of creating a new resume or updating a previous resume.

### Intensive Support Job Search Training

A three week course that consists of workshops covering resume writing, application letters, networking, cold canvassing employers, searching for vacancies, interview techniques, identifying career choices and skills assessment.

### Intensive Support Mutual Obligation

A program assisting jobseekers to make an informed decision regarding their mutual obligation selection, whilst we continue to provide support to secure and maintain suitable employment.

### Intensive Support Customised Assistance

An employment program for jobseekers, who are unemployed for more than three months and receiving Intensive Support that combines access to employment and training programs, counseling, work experience, intensive job search activities and work preparation with fortnightly contacts.

### Work for the Dole

We administer a wide variety of interesting and relevant work for the dole projects including: administration, web site design, photographic, art, environment and woodwork projects. Participants in Work for the Dole receive extra payment from Centrelink to cover transport expenses and may qualify for a training credit of \$800.00 to pay for accredited training if they participate for the required number of hours.

### Job Placement

Our job placement team manages a wide variety of vacancies from employers across the Melbourne Metropolitan area. Details of these positions are accessible from Centrelink Touch Screens, Job Search Kiosks, the Australian Jobsearch website or by contacting our team. All occupations are available and include retail, office administration, manufacturing, transport, labouring, sales, aged care and many more.

### Jobs for Youth

Our Youth Outreach program provides intensive support to young people (15 -20 years) who are actively seeking assistance in finding employment.

### Get Ready Youth Employment Program

This is a comprehensive youth employment training program aimed at preparing and placing today's youth into the workforce. The training includes: personal development workshops to increase self esteem and self confidence, interview and resume skills, employer expectations, social skills and job search training.

### "Get Ready"

is part of a wider program sponsored by Employment Focus and Apprenticeships Melbourne to create a new Apprenticeship placement service offering employers access to a pool of job ready young people keen to fill their New Apprenticeship vacancies.

### Traineeships

Employment Focus provides training and assessment of trainees to employers through the government funded Australian Apprenticeship Program and 'Fee-For-Service'. The industries include: Financial Services, Business Administration, Automotive Sales, Aged Care & Disability, Community Services, Retail, Warehousing and Information Technology.

*We welcome Trainees with disabilities.*

### Customised Training

If you are thinking of staff training, changes in the workplace and new directions we can help you with customized group training on/off-the-job. Also we offer training in: Certificate IV in Training and Assessment (TAA 40104), Frontline Management, Customer Support, Retail Sales, Computer Skills, Time Management, Change Management and other areas according to need.

*We're Here To Help You*

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