





**Jobfind**  
CENTRE

Anything is Possible



## Jobfind Centres Australia is...

-  A one-stop shop for professional and customised training and recruitment services.
-  A service-driven organisation focused on long term relationships.
-  A responsible and reliable solution that saves you time and money.
-  An all-Australian company servicing 130 locations in New South Wales, North Territory, Queensland and Tasmania





Jobfind is a provider of the Australian Government's Job Services Australia.



- Jobfind is a leading provider of the Job Services Australia program.
- Since 1998, we have placed over 330,000 candidates into employment.
- We have over 20,000 corporate and government customers servicing all industries.

A responsive and  
**reliable solution**



## What we can offer employers

### **Training and Employment Entitlements**

we can help you qualify for financial benefits.

### **Training Assistance**

to build further skills, efficiencies and confidence with your new staff before and after hiring.

### **On-site Service**

supporting you and your new staff through the early weeks and months.

### **Exclusive Programs**

Jobfind has a number of exclusive training, development and mentoring programs that may be available to you.










**Professional and customised  
employment and training solution**

# Training and Employment Entitlements

**By employing a Jobfind candidate, you may be eligible for a number of Training and Employment Entitlements.**

Jobfind will determine your eligibility for entitlements relating to your new employees. These may include financial assistance or:

-  Reimbursement of costs incurred by training your new staff - on or off the job.
-  Access to over 200 skills training programs.
-  Licences and Tickets for your new staff.
-  On-the-job support and mentoring for you and your new employees.
-  Wage assistance.
-  Purchasing work-related tools, equipment and clothing.
-  Costs incurred by workplace modifications.



**even after your new employee starts  
the help does not stop**



## CMyPeople

**Through Jobfind you can access CMyPeople's Employability Skills Profiler to identify candidates with the best skills and attributes for your organisation.**

CMyPeople is a Government sponsored "Skills Fit" profiling tool developed by Chandler Macleod to identify how well someone will suit a job and any further training that is required.

### **The employability skills profiled are...**

#### **Communication**

Understanding verbal instructions  
Customer focus

#### **Problem Solving**

Using numbers  
Analysing information

#### **Teamwork**

Working in a learning environment  
Motivating others

#### **Initiative and Enterprise**

Self sufficiency  
Business acumen

#### **Learning**

Self development  
Determination

#### **Planning and Organising**

Goal setting  
Managing work

#### **Technology**

Computer literacy  
Safety compliance

#### **Self Management**

Responsibility  
Coping with pressure



**Customised employment solutions  
at no cost to you**



## LearnNow

**LearnNow is Jobfind's exclusive blended-learning and training program with over 200 courses available online.**

Jobfind is the first Job Services Australia provider to invest in a large-scale technology project giving regional and remote participants and employers access to advanced learning and training facilities at any time.

### **LearnNow offers:**

- Advanced online learning and training facilities.
- Convenient self-paced learning.
- Over 200 accredited and pre-vocational courses.
- Courses can be completed at home, in a library, internet cafe, community centre or on the job.
- Access to courses for up to 6 months after the candidate begins work.
- Practical competencies that benefit your staff and your business.



**Pre and post placement  
training at no cost**



## Budda-Jitja



**Jobfind's Budda-Jitja initiative is a computer-based skills training program which helps Indigenous job seekers prepare for working life.**

Literally meaning "Brother, Sister", Budda-Jitja is Australia's first pre-employment training program designed specifically for Indigenous job seekers. The Work for Life program focuses on being employed and the specific areas of emphasis needed to prepare for and undertake work and meet the needs of employers.

- 87% course completion rate (at March 2009).
- 56% of surveyed participants are more confident and 51% pass their new skills on to their peers.
- The interactive modules are delivered through animated Indigenous characters and vernacular.
- The Employer Module provides guidance on employing Indigenous people including cultural distinctions, retention and business incentives.
- Modules may also be available to current employees.
- Available as a 'Classroom in a Box' - a laptop network requiring no internet connection - for rural and remote delivery.



**Developed by Indigenous people  
for Indigenous people**

## “Work Experience” works for you

Jobfind arranges Work Experience and volunteer opportunities for many of our candidates through a variety of community organisations and employers.

Activities include:

- Work for the Dole programs
- Volunteer work
- Part time or casual employment
- Community development and social enterprises
- Education and training

➤ Candidates have the opportunity to put their training into practice and prepare for employment.

➤ Your new staff members have a combination of theoretical and practical skills.



**well rounded candidates  
ready to work for you**

## Where to now?

- Define your business needs and your current vacancies.
- Identify candidates suitable to the role and your organisation.
- Screen candidates.
- Organise interviews for appropriate candidates.
- Identify and resolve any training or skill gaps.
- Appoint suitable candidate/s to the position/s.
- Work with you and your new staff to ensure a positive outcome.
- Where eligible, you receive agreed training and employment entitlements.

**Welcome to Jobfind**  
**Anything is Possible**

