



Australian Government



# Employability Skills Training

## Increase your chances of getting the job

With the right skills and training, you can get a real head start. Employers are always looking for enthusiastic young people with good workplace skills. If you are under 25 and with a jobactive provider, Employability Skills Training (EST) can help you get the skills you need to get a job.

You will improve your chances by learning how to:

- develop your resume
- improve your job interview skills
- apply for jobs
- approach employers.

You will also improve on the skills that employers want, including:

- computer skills
- communication skills
- problem solving
- teamwork
- organisational skills.

There are different types of EST courses, and you can do more than one type if that is what you need to get ready for work.

In some courses, you'll meet employers to learn how their business works or visit their workplace. Some courses also provide training for particular jobs such as hospitality, construction or tourism. Each EST provider can give you more details about what they offer, to help you decide which course will be best for you.

During the course you will be supported by a trainer, learn in a friendly environment and make new friends with other young people just like you.

An EST course runs for three or five weeks, depending on what suits you. At the end, your EST provider will give you an 'Assessment of Learning Outcomes' listing the skills you learnt during the course and you can add them to your resume.

## Enrol in Employability Skills Training

Tell your jobactive provider you want to enrol in an Employability Skills Training course.

They can enrol you in a suitable course in your local area.

For more information visit [jobactive.gov.au/path](http://jobactive.gov.au/path). You can also call the National Customer Service Line on **1800 805 260**.