

Transition to Work Participant Service Delivery Plan

Worklinks is a local not-for-profit organisation with over 19 years' experience in providing young people with employment and training services.

Worklinks wants to help young people 15-21 years of age to obtain employment or re-engage with education.

We will meet with you to discuss your strengths, career interests, skill levels and needs. This will help us to:

- identify your short, medium and longer-term career aspirations and goals (or help you develop some)
- look for suitable job opportunities so that you can take the first steps towards achieving your career goals
- discuss your level of work readiness and decide on strategies to build on it
- identify any personal challenges or barriers that may have worked against you achieving your goals in the past and discuss ways to help you overcome them
- consider how we may improve your literacy and numeracy (LLN) skills (if they need improving)
- determine how we can promote your skills, knowledge and other strengths to employers

We will develop a Job Plan with you that has practical steps to help you get that job or to return to education

The steps in your Job Plan may include:

- access to work experience
- one-on-one support or small group workshops covering:
 - work readiness and jobs skills training
 - job preparation activities
 - social and emotional skills development
 - LLN activities
- connecting you to agencies that can help you address any personal challenges

We will assist you to achieve the goals identified in your Job Plan

- we regularly discuss and review your progress with you and will adjust your plan where appropriate

We will help your successful transition into employment or education by:

- continuing to support you and your employer or educator for up to six months after your placement starts

Networks

Worklinks has extensive partnerships with employers and education, health and welfare providers in the region. We will use our networks to improve your work readiness skills and capabilities and enhance your chances of obtaining employment/education.

Feedback

Your feedback is valuable and will help us to improve our services. We will seek it directly from you from time to time, including through a short survey, and you are welcome to offer it at any time.

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(Offices are open 9am - 5pm week days)

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