

## JOBSEEKERS GUIDE TO SERVICES IN THE PENRITH AREA

<b>JOBSEEKERS GUIDE TO EMPLOYMENT SERVICES IN THE PENRITH AREA</b>					
<b>JOB NETWORK MEMBERS</b>					
Global Skills	Cnr High & Worth St	Penrith	02 4732 1469	<a href="http://www.globalskills.com.au">www.globalskills.com.au</a>	National network of employment services contracted by the Australian Government to assist jobseekers find a job. Must be registered with Centrelink to access this service, even if you are not eligible for a Centrelink payment.
IPC Employment-Penrith	31-33 Lawson St	Penrith	02 4721 1277	<a href="http://www.ipcemployment.com.au">www.ipcemployment.com.au</a>	
IPC Employment-St Marys	28 Gidley St	St Marys	02 9833 8724	<a href="http://www.ipcemployment.com.au">www.ipcemployment.com.au</a>	
Salvation Army Employment Plus	582-584 High St	Penrith	02 4734 7900	<a href="http://www.employmentplus.com.au">www.employmentplus.com.au</a>	
Work Directions	Shop 2,570 High St	Penrith	02 4723 7999	<a href="http://www.employmentplus.com.au">www.employmentplus.com.au</a>	
CENTRELINK	598 High Street	Penrith	131021	<a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a>	Jobseekers should register at Centrelink
<b>OTHER EMPLOYMENT SERVICES</b>					
Ropes Crossing Skilling & Employment	51 Phillip Street	St Marys	02 9673 1225	<a href="http://www.lendlease.com.au">www.lendlease.com.au</a>	Helping local people find local jobs.
Penrith Personnel	Suite 24, 470 High St	Penrith	02 4731 2807	<a href="http://www.penrith-personnel.com.au">www.penrith-personnel.com.au</a>	Industrial and commercial job placements
Workline Employment	1st Fl, 450 High St	Penrith	02 4721 5755	<a href="http://www.penrithchamber.org.au">www.penrithchamber.org.au</a>	Group Training Organisation & specialist placement service
Ready Workforce	Shop 2, 98-100 Henry St	Penrith	02 4722 9400	<a href="http://www.readyworkforce.com.au">www.readyworkforce.com.au</a>	Industrial and commercial job placements
Coffey Engineering Group	28-30 Peachtree Rd	Penrith	02 4731 3344	<a href="http://www.coffey-engineering.com.au">www.coffey-engineering.com.au</a>	Trade Labour Hire company
Waycon Recruitment	124 Kurrajong Avenue	Mt Druitt	1300 728066	<a href="http://www.waycon.com.au">www.waycon.com.au</a>	Temporary & permanent labour recruitment
JobQuest	81 Henry Street	Penrith	02 4732 3923	<a href="http://www.jobquest.org.au">www.jobquest.org.au</a>	Work for the Dole, Youth Pathways & Links To Learning
Mission Employment	133 Henry Street	Penrith	02 4732 2544	<a href="http://www.mission.com.au">www.mission.com.au</a>	Employment Services
Nepean Volunteers Referral Service	114 Henry Street	Penrith	02 4731 6523		For volunteer work and work experience - must be 18+
<b>GROUP TRAINING ORGANISATIONS - APPRENTICESHIP &amp; TRAINEESHIP PLACEMENTS</b>					
All Trades Group	Unit 2, 26-32 Abel St	Penrith	02 4731 4531	<a href="http://www.alltradesgroup.com.au">www.alltradesgroup.com.au</a>	Place apprentices & trainees into construction industry
Skillswest Training Company	2229 Castlereagh Road	Penrith	02 4721 0099	<a href="http://www.hvtc.com.au">www.hvtc.com.au</a>	Place & train apprentices into construction & automotive industry
Workline Employment	1st Fl, 450 High St	Penrith	02 4721 5755	<a href="http://www.penrithchamber.org.au">www.penrithchamber.org.au</a>	Place apprentices & trainees into all industries except construction
MTA Apprenticeships Plus	1st Fl, 129-133 Henry St	Penrith	1300 130682	<a href="http://www.mtaplus.com.au">www.mtaplus.com.au</a>	Place apprentices & trainees into automotive industry
WSROC Training College	Unit 13, 18 Third Avenue	Blacktown	02 9676 3582	<a href="http://www.wsrocgroupp.com.au">www.wsrocgroupp.com.au</a>	Traineeships in business, retail and IT

<b>TRAINING ORGANISATIONS</b>					
Benchmark Business College	Allen Arcade, 140-142 Henry Street	Penrith	02 4722 3099	<a href="http://www.benchmarkcollege.com.au">www.benchmarkcollege.com.au</a>	New Apprenticeship Access Program & RTO - various courses
Café Horizons (Salvation Army)	Shop 1 A, 40 Phillip St	St Marys	02 9623 2188	<a href="http://www.salvationarmy.org.au">www.salvationarmy.org.au</a>	Café offers Hospitality Cert II & on-job training, enrolls every 2 months
Mamre Project	Mamre Road	St Marys	02 9670 5321		Links to Learning & Migrant/Refugee Training Programs
Mission Australia	28 Ayresgrove Road	Mt Druitt	02 9675 1022	<a href="http://www.missionaustralia.com.au">www.missionaustralia.com.au</a>	Work For the Dole and other training
Nepean Community College	Penrith Plaza, High St	Penrith	02 4721 5368	<a href="http://www.ncc.nsw.edu.au">www.ncc.nsw.edu.au</a>	Range of courses incl vocational & free literacy and numeracy classes.
Penrith City & District Business Advisory Centre Limited	Penrith Plaza	Penrith	02 4721 5011	<a href="http://www.penbec.com.au">www.penbec.com.au</a>	NEIS (Jobseekers starting own business) business training & counselling
SkillsWest	2229 Castlereagh Road	Penrith	02 4721 0099	<a href="http://www.hvtc.com.au">www.hvtc.com.au</a>	RTO & GTO - Construction & Auto industry plus pre-apprenticeship courses
TAFE - Western Sydney Institute	O'Connell Street	Kingswood	131 870	<a href="http://www.wsi.tafensw.edu.au/">http://www.wsi.tafensw.edu.au/</a>	7 colleges and over 400 courses on offer at various levels over all industries
WSROC Training College	Unit 13, 18 Third Avenue	Blacktown	02 9676 3582	<a href="http://www.wsrocgroupp.com.au">www.wsrocgroupp.com.au</a>	Business, retail and IT training - RTO & GTO
Astute Training Pty Ltd	1/505 High Street	Penrith	02 47505 88	<a href="http://www.astutetraining.com.au">www.astutetraining.com.au</a>	RTO - Business and aged care training
JobQuest	81 Henry Street	Penrith	02 4732 6297	<a href="http://www.jobquest.org.au">www.jobquest.org.au</a>	RTO - Retail, business and real estate courses
Business Starting Point	11 Edna Street	Kingswood	02 47 368 517		RTO - Business courses
Cranebrook Technology Centre	17 Progress Way	Cranebrook	02 47 294 751	<a href="http://www.progressway.org">www.progressway.org</a>	Community IT centre-one on one support-courses-write a resume-jobs online
<b>INTERNET EMPLOYMENT SERVICES</b>					<b>CAREER &amp; JOB SEEKING ADVICE SITES</b>
<a href="http://www.mycareer.com.au">www.mycareer.com.au</a>	<a href="http://www.defencejobs.gov.au">www.defencejobs.gov.au</a>			<a href="http://www.myfuture.edu.au">www.myfuture.edu.au</a>	
<a href="http://www.careersonline.com.au">www.careersonline.com.au</a>	<a href="http://www.nowhiring.com.au">www.nowhiring.com.au</a>			<a href="http://www.year12whatnext.gov.au">www.year12whatnext.gov.au</a>	
<a href="http://www.seek.com.au">www.seek.com.au</a>	<a href="http://www.jobs.nsw.gov.au">www.jobs.nsw.gov.au</a>			<a href="http://www.getatrade.gov.au">www.getatrade.gov.au</a>	
<a href="http://www.careerone.com.au">www.careerone.com.au</a>	<a href="http://www.jobsearch.com.au">www.jobsearch.com.au</a>			<a href="http://www.workplace.gov.au">www.workplace.gov.au</a>	
<a href="http://www.jobsearch.gov.au">www.jobsearch.gov.au</a>	<a href="http://www.wiseemployment.com.au">www.wiseemployment.com.au</a>			<a href="http://www.jobguide.thegoodguides.com.au">www.jobguide.thegoodguides.com.au</a>	
<a href="http://www.employment.com.au">www.employment.com.au</a>	<a href="http://www.cracker.com.au">www.cracker.com.au</a>			<a href="http://www.jobguide.dest.gov.au">www.jobguide.dest.gov.au</a>	
<a href="http://www.employment.byron.com.au">www.employment.byron.com.au</a>	<a href="http://www.smh.com.au/employment">www.smh.com.au/employment</a>			<a href="http://www.qocareer.com.au">www.qocareer.com.au</a>	

## OVERVIEW OF EMPLOYMENT & TRAINING SERVICES

The employment and training landscape has changed enormously over the last 10 years with all types of new and specific services now operating locally. Here is a brief run-down of the different services, who they're for, what they are called and what they do.

### EMPLOYMENT SERVICES

#### 1. JOB NETWORK PROVIDERS

The Job Network Providers are a national network of community and private organisations that are contracted by the Australian Government to help jobseekers find jobs. You DO need to be registered at Centrelink to be able to get their free service, but you DO NOT need to be in receipt of a Centrelink payment. So even if you are not eligible for a Centrelink payment, you can still access the Job Network for help. Just go to Centrelink first to register, then you can choose which of these local job network providers you'd like to see. The Job Network have access to a national database of jobs and most young jobseekers could be eligible for Jobsearch Assistance – a program to teach young people about jobsearch techniques, prepare resumes, interview practice etc.

#### 2. OTHER EMPLOYMENT SERVICES

**Labour hire, recruitment and employment agencies.** These are privately-run services though they are still free to jobseekers. Usually these services prefer that you have had previous work experience, because they need checkable references. These services DO NOT require you to be registered with Centrelink.

**Ropes Crossing Skilling & Employment** is another service that is separate to the Job Network, but that may be able to assist you to find a job particularly in the area of retail or construction as they are linked to the ADI re-development being a Lend Lease local community initiative. They also run free one-day workshops on resumes, interview skills and other great topics – give them a call to find out more.

**Volunteer Referral Services** provide opportunities to get unpaid work experience so you can get checkable references and try different types of work.

### APPRENTICESHIPS AND TRAINEESHIPS

There are over 500 career choices to be made through apprentice or traineeships. One way of starting an apprenticeship is through a Group Training Company.

#### 1. GROUP TRAINING ORGANISATIONS (GTO'S)

GTO's hire you as an apprentice or trainee, arrange and support your training and also place you with host employers. You can be sure that the training is matched to industry requirements and gives you a national qualification. Group Training staff will manage and monitor training in the workplace and with the training provider to make sure you receive

relevant training in a safe environment. Group Training provides ongoing support to handle any problems that may come up. At the completion of the apprenticeship or traineeship, Group Training can help you find ongoing employment. Some GTO's specialize in specific trade areas, but not all. You are employed by the GTO but go to work at a host employer who is billed by the GTO. You may be at the one place for the duration of your traineeship, or you may get the benefit of a number of workplaces to gain experience with. See listing of GTO's attached.

2. There are other ways of getting an apprenticeship of course— including applying for advertised positions and approaching employers yourself. You will still do your study, but you and your employer will make these arrangements. You will attend a TAFE college or Registered Training Organisation (RTO) to complete your studies.

### **TRAINING ORGANISATIONS / INSTITUTES / COLLEGES (RTO's)**

There are now many private registered training organizations (RTO's) as well as the more traditional TAFE (Technical & Further Education) Colleges and Universities. These are all regulated through the **Australian Qualifications Framework (AQF)** – so you know that you are getting a nationally recognized and world-class education. It means that you can build on your qualifications gradually as your career develops. You might start with a **Certificate II** from a **business college** and then over a few years progress to a **diploma from TAFE** and then onto a **degree from University**. It's very flexible and means that it's never too late to change to a new career or develop qualifications as your life and career progresses – the idea is called **lifelong learning**.

As you can see from the list below – there are many different styles of training college around now. One example is Café Horizons in St Marys run by the Salvation Army. It's an RTO and a working Café – students enrol for a 13 week program during which they get hands-on experience and a Certificate II in Hospitality (Operations).

This style of flexible learning also works well in conjunction with the **Vocational Education** that high school students can choose in their senior years. Students can start with a nationally recognized qualification while they're still at school, then build on that as they move into the workforce.

Other courses you might hear about are **Get Skilled** and **Pre-Apprenticeship Courses**. These are short courses designed to give young people some skills and a taste of what would be offered in a longer course. It's a good way for some young people to start out in a new industry and is great for building confidence.

The nature of these short courses means that they can start at any time throughout the year. So school leavers don't need to wait for the half-yearly or yearly intake at TAFE or Uni to get a start on getting some training.

See listing of RTO's or Training Organisations attached. Also keep an eye on the Notice Board on this site – we plan on listing courses as they come up throughout the year.

## **OTHER SERVICES / PROGRAMS**

### **NEW ENTERPRISE INCENTIVE SCHEMES (NEIS)**

This is a program for unemployed jobseekers who are interested in starting their own small business. It combines study with assistance in getting their idea going.

You need to be registered with Centrelink and meet eligibility criteria.

### **WORK FOR THE DOLE**

If you receive certain types of Centrelink allowance, under the Mutual Obligation rules, you may be required to participate in a Work For the Dole program - there are a number of providers in the Penrith area and Centrelink can tell you more.

### **YOUTH PATHWAYS**

The Youth Pathways Program works with young people who are at risk of leaving school early to either support them to stay on, or to help prepare them for a move to another type of education (say a Get Skilled or Pre-Apprenticeship course). Young people between 13-19 are eligible if they are thinking of leaving school before Year 12 or have left school recently. Contact Centrelink or JobQuest – 47 32 6297

### **LINKS TO LEARNING**

Links To Learning works with young people aged 12-24 who are experiencing multiple barriers and difficulties with being in mainstream school or training and aims to support them through their attainment of a Year 12 or equivalent qualification. Once again, JobQuest is the provider 47 32 6297

### **JOB PLACEMENT EMPLOYMENT & TRAINING (JPET)**

JPET Program works with young people aged 15-21 who are facing multiple barriers and who are either homeless or at risk of becoming homeless. The program aims to reconnect the person to their education but also address their life issues and develop self-esteem and life skills and re-connect with the community. The provider in Penrith is Nepean Inter Youth on 47 22 3811

### **ABORIGINAL JOBSEEKERS, NON-ENGLISH SPEAKING, AND DISABLED JOBSEEKERS**

Please check out the sections for each under the Work/Employment Menu on this website.