



# Information for Employers



# About Workskil Australia



Workskil Australia is a national not for profit provider of employment and community services operating in 80 locations across Victoria, South Australia, Western Australia and New South Wales.

In 2017-2018 Workskil Australia helped 19,644 job seekers into work.

We primarily support job seekers through the Australian Government's jobactive program, but also offer specialised youth, Indigenous and disability employment services. Our goal is to match employers with diverse and job-ready employees.

## Our Values at Work

At Workskil Australia, we believe strongly in a common set of shared values. You can be assured that we will deliver our services with the highest degree of care, integrity, respect, honesty and customer service.



### CARE

We care for those around us and have a genuine desire to improve lives.



### INTEGRITY

We uphold the highest professional standards, provide sound advice and act ethically at all times.



### RESPECT

We respect people for who they are, their knowledge, skills and experience.



### HONESTY

We are open and honest in our communication and seek the facts to ensure we provide the best quality advice for our customers.



### TEAMWORK

We work collaboratively to achieve our goals.



### LEADING BY EXAMPLE

We act as positive role models for our staff and clients alike.



### SERVICE

We strive to exceed the expectations of our clients, employers, partners, stakeholders and colleagues.

# No Cost Recruitment Services

Specific services, all at no cost to your business:

- Advertising of current vacancies.
- Shortlisting candidates, organising interviews and reference checking.
- Free pre-employment testing for drug & alcohol and medicals.
- Training, tools and work clothing for your new starters, to assist with successfully undertaking roles.
- Internships to trial your new recruit.\*
- Funded tailored pre-employment projects increasing labour market supply.
- Work experience placements- try before you buy!\*
- Support for you and your new employee for six months.
- Wage subsidies; assisting your business through onboarding and training with wage subsidies of up to \$10,000 in the first 6 months.\*

\*Eligibility criteria apply

**With over 45,000 diverse clients in our database, we are committed to finding the right fit for every role. As a member of the National Workforce Network, we can manage large scale national or one off recruitment assignments – every vacancy is valued!**



## Our team

We pride ourselves on delivering service excellence and care. Our team of employment specialists will listen to your specific recruitment needs to fill your vacancies with the right candidates. We go above and beyond to ensure that your experience is smooth and outcomes are great for all involved.



## Our Specialist Services

Our services are designed to find you, the employer, the best fit for the roles you have on offer. Whether it's a large scale national or one off recruitment assignment, every vacancy is valued!



## Indigenous Services

Workskil Australia has a dedicated Workskil Indigenous division, which operates to further opportunities for Aboriginal and Torres Strait Islanders through sustainable employment. Workskil Indigenous provides specialist support to employers via the following:

- Indigenous Employment Mentors for up to six months in placement
- Training programs tailored to your business for Indigenous job seekers about to start work
- Aboriginal Cultural Awareness Training and Cultural Intelligence and Diversity Workshops for employers of Indigenous workers.



## Youth Services

We love helping young people reach their potential and relish the opportunity to work with employers to make it happen. Workskil Youth is our dedicated division assigned to furthering opportunities for young people in the communities in which we operate:

Specific services include:

- Youth PaTH (Prepare – Trial – Hire) Internships offer you the chance to trial a young person aged 15-24 in a work experience trial for 4 to 12 weeks. Insurance arrangements are covered by the Australian Government as well as a \$1,000 (GST Inclusive) payment to you, as an employer, for hosting a placement. Workskil Australia will coordinate this for you and also cover the cost of any Personal Protective Equipment, tickets, training or compulsory pre-employment requirements you may have.
- Get Moving: a free employment and relocation service to provide your business with suitable, job ready 18-24 year old employees in selected areas\*
- Qualified and experienced Youth Workers and Mentors
- Support for employers in setting up Apprenticeship and Traineeship placements.

## Disability Services

Hiring someone with a disability, injury or mental health condition can add talent, valuable experience and diversity to your business. It can lead to reduced turnover, stronger workplace morale and demonstrates your corporate social responsibility.

We provide these services for free:

- Workplace Disability Confidence training and Mental Health Awareness training
- Workplace modifications where necessary, such as adaptive equipment to offices or work vehicles
- Mentoring and support for 6 months to employees and employers

If you are an employer in South Australia or the Upper Hunter in NSW, talk to us about our job seeking clients who are ready to make a positive difference to your business.

\*Available in Adelaide West, Adelaide North and North West Country (Port Augusta, Whyalla and Port Lincoln), South Australia. Hunter (excluding Newcastle), New South Wales. North Western Melbourne and Barwon (Corio, Geelong and Waurin Ponds), Victoria. Geraldton, Western Australia.



## Wage Subsidies and Post Placement Support

Post Placement Support is a free service designed to increase workplace retention by keeping in regular contact with employers and clients for six months. This allows us to efficiently service the needs of employers we work with and fulfil our mission to engage our job seeking clients in sustainable employment. We will work with you to determine your preferred contact method and time of contact.

Another benefit of engaging with our service is the availability of government funded wage subsidies of up to \$10,000 for employers. Eligibility criteria apply, so discuss this with us today.

Are you a Charity, Not for Profit or Local Government Authority?

**You can also speak to us about hosting a work experience placement in your organisation, at no cost!**



# Diversity Recruitment

We know the power of a diverse workforce and we can help you make your workforce diverse. A diverse workforce delivers many benefits, including:

- Demonstration of corporate social responsibility, thereby enhancing the employer's reputation.
- Workplace innovation and creativity through a wide range of skills and experiences.
- A positive impact on employee performance; employees are more likely to feel comfortable and happy in an environment where inclusivity is important.
- Fostering a stronger, empathic and values-based team that works together effectively.
- Language skills can open doors for businesses.

## Our job seekers include:

- **4,000 Indigenous job seekers**
- **11,300 job seekers with a disability, injury or illness**
- **9,500 people who are culturally and linguistically diverse**
- **10,900 mature age job seekers**
- **8,800 job seekers under the age of 25**



Contact us today on

**1300 967 575**

Our Contact Centre is open from 7:00 am to 7:00 pm  
(Central Standard Time), Monday to Friday or lodge a  
vacancy via [workskil.com.au](http://workskil.com.au)



**Workskil Australia**

ABN 89 252 074 692

Level 1, 1069 South Road

Melrose Park SA 5039

Phone 1300 967 575

[workskil@workskil.com.au](mailto:workskil@workskil.com.au)



**[workskil.com.au](http://workskil.com.au)**