



## Transition to Work (TtW) DISCO/GTT Participant Service Delivery Plan

**If you are aged 15 to 24 years, we can help you be work ready, get a job or into training.**

**We will respond to you within two working days of being referred to us and be your active and willing partner to help you transition into work.**

**We will work with you individually to discover:**

- What you need to do to be work or study ready
- Any assistance you may need with your language, literacy and numeracy skills
- Your employment and study goals

**We will help you to develop your areas of possible employment or study interest by:**

- Identifying your current capabilities through fun and easy methods
- Exploring local work and study options
- Developing a plan (known as a Job Plan) which details how we can work together to achieve your goals which we will review weekly

**We will focus on developing your skills for employment or further education by:**

- Conducting employability skills workshops
- Offering career development and life skills sessions
- Reviewing further learning opportunities with you

**We will create opportunities for you to experience the world of work by:**

- Coordinating work experience placements
- Visiting work places to see first hand career pathways
- Developing a strategy with you to approach and contact potential employers

**We will support your progressive transition into work or further study by:**

- Using feedback from work experience employers
- Understanding your strengths relating to future employment
- Matching you to appropriate study or employment opportunities

**We will focus on you achieving your employment or study goal by:**

- Offering continual support for up to twelve months including up to 6 months support when you get a job
- Working with you and your employer or education partner to support your progress

**Working as a Partner**

The Downs Industry Schools Co-operation Inc (**DISCO**) and Gateway To Training (**GTT**) are delivering TtW services across the Darling Downs region.

**DISCO** and **GTT** may also need to partner with other stakeholders to help you be successful. With your consent, we can link you with recruitment agencies, health and welfare organisations, further education providers and other youth service partners to enhance your skills.

**We Listen to You**

Our commitment to you is to acknowledge your feedback, address any concerns, value your compliments and personally follow up any matters you raise.

We will seek your feedback at the 3, 6 and 9 month mark to see how we are going. You can also raise any issues with our TtW Manager via the contact information below.

**Contact**

**DISCO** will service Toowoomba, Dalby and Gatton and **GTT** will service Goondiwindi, Roma, St George, Warwick and Stanthorpe.

To connect with your local **DISCO/GTT** office:

**Phone Toll Free 1800 889 569**

