



Transition to Work (TtW) DISCO/GTT Employer - Service Delivery Plan

The **DISCO/GTT** consortium is contracted by the Australian Government to deliver TtW services across the Darling Downs region. TtW provides pre-employment support to improve the work readiness of young people aged 15 to 24 years and helps them into work (including apprenticeships and traineeships) and/or education.

DISCO and **GTT** are not-for-profit community based organisations and have been delivering specialised youth services across our region since 1997. As well as working intensively with young people to help prepare them for work and further study, we work closely with local employers like you to identify and support young people's employment needs.

We can make your job of recruiting entry level staff easier, quicker and less expensive by:

- Accessing our specialised Employment Engagement Officers to link to our TtW services.
- Developing young people and offering employers a pool of candidates who are clear about workplace expectations, prepared for employment and motivated to commence a career
- Offering a structured, fully insured work experience programme
- Providing tailored support to you and your new employee for up to 6 months (including face to face monthly site visits)
- Supporting you through a single point of contact to provide information on signing up new employees, possible wage subsidies or other incentives and then keeping you informed throughout the process
- Supplying potential candidates for your vacancy who understand the key employability skills like punctuality, communication, teamwork, dependability and showing initiative

Working as a Partner

DISCO and **GTT** recognise that to successfully support you to employ our TtW participants we may also need to partner with other stakeholders.

We commit to keep you up to date with workforce information and connect you with relevant support services as required. We will host quarterly employer gatherings to acknowledge your support; share best practice and good news stories; and promote the ongoing benefits of TtW to business.

Feedback

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

DISCO and **GTT** welcome your input and will use it to continually improve our TtW services. We will seek your feedback to see how we are going or you can 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





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.

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